

Club Gaming Permits & Club Machine Permits



Gambling Act 2005, Sections 271 & 273 Schedule 12

This form may be used by members clubs, commercial clubs and Miners' Welfare Institutions occupying premises where it is intended to either offer gaming facilities or make a number of gaming machines available for use, in accordance with Sections 271 and 273 of the Gambling Act 2005.

Please refer to the guidance notes at the back of this form before completing.

This form is prescribed by Regulation 4 of the Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007

APPLICATION FORM FOR CLUB GAMING PERMIT OR CLUB MACHINE PERMIT (FOR USE BY APPLICANTS – MEMBERS' CLUBS, COMMERCIAL CLUBS AND MINERS' WELFARE INSTITUTES)

If you are completing this form by hand, please write legibly in block capitals using ink

To: Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa CV32 5??

SECTION A – Type of Application

1. Please indicate type of application by ticking one of the boxes below:
- Application for a club gaming permit
 - Application for a club machine permit
 - Application to renew a club gaming permit
 - Application to renew a club machine permit

SECTION B - Existing registration under Gaming Act 1968

To be completed if the applicant wishes to apply as an existing Part 2 or Part 3 operator. Do not complete if applying to renew a permit

Part I

2. Is this application made before 1st September 2007? Yes No
If the answer to question 2 is 'Yes', complete questions 3 to 5, 11 and 12
If the answer to question 2 is 'No', complete questions 6 and 12

Application made before 1st September 2007

3. Is the applicant registered under Part 2 or Part 3 of the Gaming Act 1968? Yes No
If the answer to question 3 is 'Yes', please indicate which type of registration:
Part 2 Registration Part 3 Registration
4. When the registration was granted (or last renewed), was it fixed to expire on a date on or after 1st September 2007?
Yes No
5. Please indicate the date on which the registration was fixed to expire: _____

Application made on or after 1st September 2007

6. Did the applicant have a Part 2 or Part 3 Registration under the Gaming Act 1968 that had effect on 31st August 2007
Yes No
7. If the answer to question 6 is 'Yes', please indicate the date on which the registration was due to expire (i.e. the date it was fixed to expire when the registration was granted or last renewed): _____
8. If the date given in answer to question 7 is a date before 31st August 2007, was the applicant's registration renewed on or after 1st September 2007? Yes No
- Please give date of renewal: _____

9. If the answer to question 6 is 'No', was the applicant first registered under Part 2 or Part 3 of the Gaming Act 1968 on or after 1st September 2007? Yes No
Please give date of registration: _____

10. If the answer to either question 6 or 9 is 'Yes' please indicate which type of registration:
Part 2 Registration Part 3 Registration

Part II

11. Does this application relate to the same (or substantially the same) premises as those to which the registration relates?
Yes No

12. Is this application made before the 'relevant date'? Yes No

[The relevant date' is the date on which the registration is due to expire, except where the applicant is registered on or after 1st September 2007, in which case the 'relevant date' for a Part 2 registration is the last day of the period of one year beginning on the date on which it is registered, and for a Part 3 registration is the last day of the period of five years beginning on the date on which it is registered].

The applicant may apply as an existing operator if:

- (a) the answer to questions 3, 11 and 12 is 'Yes' and the answer to question 4 is 'No' OR
- (b) the answer to questions 6, 8, 11 and 12 is 'Yes' OR
- (c) the answer to questions 9, 11 and 12 is 'Yes'

If the applicant is applying as an existing operator:

- Do NOT complete SECTION C
- Relevant documentation must be provided – see SECTION H
- A different application fee is payable for an existing operator

SECTION C – Fast-track Procedure

[This section does not apply to Scotland]

13. Please indicate if this application is made under the fast-track procedure [tick as appropriate]
Yes No *[to apply under the fast-track procedure, the applicant must be the holder of a club premises certificate under Section 72 of the Licensing Act 2003]*

14. If the answer to question 13 is 'Yes', please complete the declaration below:

'I hereby certify that the applicant for a permit is the holder of a club premises certificate under Section 72 of the Licensing Act 2003'

[full name]

.....

[signature]

.....

[capacity]

.....

If the answer to question 13 is 'Yes' relevant documentation must be provided – see SECTION H

SECTION D – Contact Details of the Applicant

15. Name of Applicant

.....

16. Address (including postcode) of premises on which the applicant operates

.....
[any gaming or gaming machines authorised by a relevant permit must take place or be located on these premises]

SECTION E – Information about the Applicant

If the Applicant is a Miners' Welfare Institute, complete questions 17 to 20:

- 17. Is the applicant established and conducted for social and recreational purposes?
Yes No

- 18. Are the applicant's affairs managed by a group of individuals of whom at least two-thirds are miners' representatives?
Yes No

- 19. Does the applicant operate on premises the use of which is regulated in accordance with a charitable trust?
Yes No

- 20. If the answer to question 19 is 'Yes' has the charitable trust received money from any of the following:
 - (a) the Miners' Welfare Fund established by Section 20 of the Mining Industry Act 1920
 - (b) the former body corporate which was known as the Coal Industry Social Welfare Organisation and incorporated under the Companies Act 1948, or
 - (c) the charitable trust known as the Coal Industry Social Welfare Organisation?Yes No

If the applicant is a members' club or commercial club, complete questions 21 to 26:

- 21. Is the applicant established with the purpose of functioning only for a limited period of time? Yes No

- 22. Does the applicant have at least 25 individual members? Yes No

- 23. Is the applicant established and conducted for the benefit of its members? Yes No

- 24. Is the applicant established or conducted as a commercial enterprise? Yes No

25. Describe the purpose(s) for which the applicant is wholly or mainly established and conducted:
.....

26. If the applicant is established or conducted wholly or mainly for the purpose of the provision of facilities for gaming, please specify the kinds of gaming:
.....

SECTION F – General information about person completing this application form on behalf of applicant

- 27. Name:.....

- 28. Capacity:.....

- 29. Address (including postcode):

SECTION G – Contact details for correspondence associated with this application

30. Please tick one box as appropriate:

Address in section E Address in section F Address below

Address (including postcode)

.....
.....

Telephone Number:

E-mail address (if the applicant is happy for correspondence in relation to this application to be sent via e-mail)

.....

SECTION H – Declaration

31. Please complete the following declarations and checklist:

I, (full name)

.....

- a. Make this application on behalf of the applicant and have authority to act on behalf of the applicant
- b. Confirm that I am aware of any relevant provision of a Code of Practice issued by the Gambling Commission under Section 24 of the Gambling Act 2005 about the location and operation of a gaming machine
- c. Confirm that I am aware that the permit to which this application relates will be subject to the relevant conditions specified in Section 271 or 273 of the Gambling Act 2005
- d. Confirm that I am aware that (unless this application is made under the fast-track procedure) the applicant must send a copy of this application and any accompanying documents to the Gambling Commission and the Chief Officer of Police (or Chief Constable in Scotland) within a period of seven days beginning on the date this application is made
- e. Checklist (tick as appropriate)
 - Payment of the appropriate fee of £_____ is enclosed
 - A copy of the existing Club Gaming Permit or Club Machine Permit is enclosed (*only applies to applications to renew a permit*)
 - A copy of the registration certificate issued under Part 3 of the Gaming Act 1968 is enclosed (*only applied if the applicant wishes to apply as an existing Part 3 Operator*)
 - A copy of the registration certificate issued under Part 3 of the Gaming Act 1968 is enclosed (*only applies if the applicant wishes to apply as an existing Part 3 Operator*)
 - The applicant's Club Premises Certificate issued under Section 72 of the Licensing Act 2003 is enclosed (*only applies if the applicant has completed the declaration in Section C*)
- f. **Confirm that, to the best of my knowledge, the information contained in this application is true. I understand that it is an offence under Section 342 of the Gambling Act 2005 to give information which is false or misleading in, or in relation to, this application**

Signature

Date

Capacity

11. Permits are valid for a period of ten years, unless
- the licence is surrendered, cancelled by the Licensing Authority, or forfeited upon order of a Court following a conviction under this Act
 - where the application was not made using the fast-track procedure, the holder ceases to be a members club, a commercial club or a Miners' Welfare Institute
 - where the application was made using the fast-track procedure, the Club Premises Certificate issued under the Licensing Act 2003 ceases to have effect
12. An annual fee is payable to the Licensing Authority to keep the permit in force. The first fee is due 30 days after the permit takes effect (or 12 months after issue, whichever is earlier), and then on the anniversary of the grant of the permit thereafter. The annual fee is currently set at £50
13. The relevant fees are listed below. Please make cheques payable to 'Warwick District Council'

	Application fee (new permit)	Application fee (conversion of Part 2/Part 3 Registration)	Renewal fee	Variation fee	Copy of permit
Standard Application	£200	£100	£200	£100	£15
Fast-track application	£100	£100	£100	£100	£15

The original application should be sent, together with the prescribed fee and any supporting documents, to:

Licensing Department
Warwick District Council
Riverside House
Milverton Hill
Royal Leamington Spa
CV32 5HZ
Tel: 01926 412496
Fax: 01926 456121
Email: licensing@warwickdc.gov.uk
Web: www.warwickdc.gov.uk

If the application is not made under the fast-track procedures, a copy of the completed application, together with copies of any supporting documents, must be sent to each of the following Responsible Authorities, within 7 days of making your application. Failing to comply with this requirement may invalidate your permit.

The Gambling Commission
Victoria Square House
Victoria Square
Birmingham
B2 4BP

Tel: 0121 230 6666

Fax: 0121 233 1096

Email: info@gamblingcommission.gov.uk

Chief Officer of Police
Warwickshire Police Licensing Team
Warwickshire Justice Centre Leamington Spa
Newbold Terrace
Leamington Spa
CV32 4EL

Tel: 01926 684033

Fax: 01926 684038

Email: Keith.Duncan@warwickshire.pnn.police.uk