

APPLICATION FOR THE CONVERSION OR NEW GRANT / CHANGE OF NAME OF AN UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMIT
 (FOR USE BY OCCUPIERS / PROPOSED OCCUPIERS OF PREMISES INTENDED TO BE USED BY THE APPLICANT AS UNLICENSED FAMILY ENTERTAINMENT CENTRES)

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

To:
 Licensing Services
 Community Protection
 Warwick District Council
 Riverside House
 Milverton Hill
 Royal Leamington Spa
 CV32 5HZ



Section A –What do you want to do?	
1. Please indicate what you would like to do:	
a) Apply to convert an existing Section 34 permit issued under the Gaming Act 1968, into an unlicensed family entertainment centre gaming machine permit. <i>(if you choose this option then please complete sections B, E and F).</i>	<input type="checkbox"/>
b) Apply for a new unlicensed family entertainment centre gaming machine permit <i>(if you choose this option then please complete sections B, D, E and F).</i>	<input type="checkbox"/>
c) Request that the licensing authority changes the name on the permit due to the existing permit holder's change of name or wish to be known by another name. <i>(if you choose this option then please complete sections C, E and F).</i>	<input type="checkbox"/>
Section B - Application for grant (includes both new and conversion applications)	
2. Do you have an existing Section 34 permit issued under the Gaming Act 1968?	Yes / No
If yes, the permit should be enclosed* Existing Section 34 permit enclosed.	<input type="checkbox"/>
3. Are you aware of any premises licence, issued under the Gambling Act 2005, which exists in relation to the premises to which this application relates? If 'yes' please provide details (e.g. premises licence reference number)	Yes / No
.....	
.....	
Section C – Change of name	
4. What is the name of the permit holder on the existing permit?
5. What is the reference (eg number) of the existing permit?
6. What name change is requested by the permit holder?
7. Why is this change of name being requested? (see guidance note 8)

*Please keep copy of your existing permit on the premises to which it relates.

Section E – General Information

- 9. Name of premises
- 10. Address of premises
- 11. Telephone number of premises
- 12. Name of applicant
- 13. Address of applicant
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- 14. Telephone number (daytime) of applicant
- 15. Email address of applicant
- 16. Name, address, telephone and email of agent (eg solicitor) if submitted on behalf of the applicant
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Section F - Fee, Plan, Confirmations and Signature(s)

- I enclose a sum of £..... (cheques should be made payable to WDC)*
- I enclose a plan of the premises outlined in 9 and 10 above (not required for change of name)*
- I confirm that I occupy / propose to occupy the premises to which this application relates.***
- I confirm that I am 18 years of age or older***
- I confirm that I have no relevant convictions (those that are set out in Schedule 7 of the Act)***
- I confirm that Criminal Record Bureau checks are carried out on staff***
- I confirm that I have a full understanding of the maximum stakes and prizes of the gambling that are permissible in unlicensed FECs***

Please note: It is an offence under section 342 of the Gambling Act 2005 if a person, without reasonable excuse, gives to a licensing authority for a purpose connected with that Act information which is false or misleading.

Dated

Signed (by the applicant / permit holder).....

Print name

Guidance notes:

1. This form is to be used for an application for a grant (or to request a change of name) of a unlicensed family entertainment centre gaming machine permit under the Gambling Act 2005 Section 247 and Schedule 10. **This form can be used for both new applications and for applications to convert an existing Section 34 permit** under the Gaming Act 1968 in accordance with the Gambling Act 2005 Statutory Instrument 2006 / 3272.
2. The permit's duration is 10 years. A renewal application must be made 2-6 months before the expiry date of the permit (Schedule 10 paragraph 18 Gambling Act 2005).
3. The **fee** for a **new** application for grant is £300. The **fee** for the **conversion** of an existing Section 34 Gaming Act 1968 permit is **£100**. The **fee** for a **change of name** is **£25**.
4. This licensing authority will notify the applicant of its grant / refusal of the application for a permit as soon as is reasonably practicable after that decision to grant / refuse has been made.
5. These permits cannot be transferred. Change of name is only permitted where the permit holder changes his / her name or wishes to be known by another name (Schedule 10 paragraph 11 (2)).