

A guide to applying for a Premises Licence under the Gambling Act 2005

General

Types of premises licence

The licensing authority can issue the following types of premises licence:

- Bingo Premises Licence
- Adult Gaming Centre Premises Licence
- Family Entertainment Centre Premises Licence
- Betting Premises Licence
- Track betting Premises Licence

Gambling Policy

All applicants must ensure that they have read the relevant parts of the Statement of Policy (available to view at www.blackpool.gov.uk) prior to completing their application

Licensing objectives

The licensing objectives are:

- Preventing gambling from being a source of crime and disorder, being associated with crime and disorder, or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way; and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

Mandatory and default conditions

Mandatory conditions attach to each type of Premises Licence. Some types of licence also have default conditions (which you can apply to exclude / amend). Before making an application you should familiarise yourself with the conditions that apply to the category of licence you are applying for.

Premises Licence Applications

Such applications can only be made by an individual/company/partnership:

- Who has the right to occupy the premises
- Who have an operating licence, or have applied for such a licence, from the Gambling Commission.

An individual applicant must be over 18.

Except in the case of a track, a premises licence may not authorise the use of the premises for more than one activity listed above. There may not be more than one premises licence under the Gambling Act in force in respect of one premises at any one time.

Categories of Gaming Machines

Category of machine	Maximum Stake	Maximum Prize
A	Unlimited	Unlimited
B1	£2	£4,000
B2	£100	£500
B3	£2	£500
B4	£1	£250
C	£1	£70
D	10p or 30p when non-monetary prize	£5 cash or £8 non-monetary prize.
D	£1	£50

The table below shows the types of machines that may be made available under each type of premises licence.

Existing Casino	20 Category B-D machines, <u>or</u> an unlimited number of Category C and D machines
Betting premises and tracks occupied by Pool Betting	Maximum of 4 machines, Category B2, C or D
Bingo	Unlimited category C and D machines and 8 B3 or B4 machines or 20% of the total number of gaming machines whichever is the greater.*
Adult Gaming Centre	Unlimited category C and D machines and 4 B3 or B4 machines or 20% of the total number of gaming machines whichever is the greater.*
Licensed Family Entertainment Centre	Unlimited Category C and D machines

* From 1st April 2014 can have a maximum of 20% of the total number of gaming machines only (only applies to licences granted on or after 13th July 2011)

Making the application

Documents to accompany application

- Application form
- Relevant fee (see appendix 1)
- Plan (requirements detailed below)

Plan Requirements

The scaled plan must show:

In all cases

- The extent of the boundary or perimeter of the premises,
- Where the premises include or consist of one or more buildings, the location of any external or internal walls of each such building,
- Where the premises form part of a building, the location of any external or internal walls of the building which are included in the premises,
- Where the premises are a vessel, or part of a vessel, the location of any part of the sides of the vessel, and of any internal walls of the vessel which are included in the premises
- The location of each point of entry and exit from the premises, including in each case a description of the place from which entry is made or to which the exit leads

In addition (where relevant to the premises)

Bingo

- Location and extent of any part of the premises which will be used to provide facilities for gaming in reliance on the licence (other than those parts which include category B or C gaming machines)
- Location and extent of any part of the premises in which Category B or C machines will be made available for use
- Nature and location of any barrier or other thing separating any part of the premises in which category B or C machines will be made available for use from any other part of the premises

Licensed Family Entertainment Centre

- Location and extent of any part of the premises in which category C gaming machines will be made available
- Location and extent of any part of the premises in which Category D gaming machines will be made available

- Nature and location of any barrier or other thing separating any part of the premises in which Category C gaming machines will be made available for use from any other part of the premises

Adult Gaming Centre

- Location and extent of any part of the premises in which gaming machines will be made available

Betting

- Location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence

Track

- Location and extent of any part of the premises which is a five times rule* betting area
- Location and extent of any other parts of the premises which will be used for providing facilities for betting
- Location and extent of any parts of the premises in which Category B or C gaming machines will be made available
- Nature and location of any barrier or other thing separating any part of the premises in which Category B or C gaming machines will be made available for use from any other part of the premises.

**Five times betting area* means any part of the track in respect of which in accordance with conditions attached under section 167, the charge for admission to that part of the track payable by betting operators may not exceed five times the cost of the highest charge paid by members of the public who are authorised to enter that part of the track.

Notice of application to Responsible Authorities

Notice needs to be given to the Responsible Authorities when the application is being made.

Notice of application must be sent by the applicant to all of the Responsible Authorities detailed below within **7 days starting on the date on which the application was made.**

Form A must be used where there is only one applicant.

Form B must be used where there are two or more applicants.

(See appendix 2)

Failure to give proper notice of application to a Responsible Authority will result in your application being rejected.

Responsible Authorities

The Gambling Commission

Victoria Square House
Victoria Square
Birmingham
B2 4BP

HM Revenue & Customs

0141 555 3663

nru.betting&gaming@hmrc.gsi.gov.uk

National Registration Unit
Portcullis House
21 India Street
Glasgow
G2 4PZ

Lancashire Constabulary

01253 293933

The Chief Constable
Lancashire Constabulary-Licensing Unit
Western Division HQ
Bonny Street
Blackpool
FY1 5RL

Lancashire Fire & Rescue

01253 302522

62 Forest Gate
Blackpool
FY3 9RA

Health & Safety

01253 478336

hs.enforcement@blackpool.gov.uk

Blackpool Council
Progress House
Clifton Road
Blackpool
FY4 4US

Environmental Protection

01253 478358

env.protection@blackpool.gov.uk

Neighbourhood Services
The Old Library Community Centre
120 Highfield Road
Blackpool
FY4 2JF

Social Services Department

01253 477477

Licensing.childprotection@blackpool.gov.uk

Child Protection Licensing Officer
Children & Young People's Dept
Blackpool Council
Progress House
Clifton Road
Blackpool
FY4 4 US

Planning

01253 477477

planning.transportation@blackpool.gov.uk

Business & Customer Services Manager
Planning & Transportation Division
PO Box 17
Town Hall
Blackpool
FY1 1LZ

Publishing application

When applying you must publish a notice of application, as well as sending notice of application to the Responsible Authorities.

Notice of application must be published in the following manner:

- In a local newspaper circulating within the area of the premises. This must be published on at least one occasion during the period of 10 working days starting with the day after the application is made to the licensing authority.
- Display the notice on the premises:
 - In a place at which it can conveniently be read by the public from the exterior of the premises; and
 - For a period of no less than 28 consecutive days starting on the day on which the application is made to the licensing authority.

Acceptable newspapers in Blackpool are:

The Evening Gazette

Avroe House

Avroe Crescent

Blackpool Business Park

Blackpool

FY4 2DP

Tel. 01253 400800

Please note:

- You must provide proof that this advert was correctly published to the Licensing Service. A copy of the published advert is best.
- Site notices may be checked and photographed to ensure that the correct information and dates are displayed in the required format. If details are found to be incorrect, or notices inappropriately positioned or displayed, the Licensing Service may extend the time period for representations

Premises Type	New application	Provisional statement	Annual Fee	Variation	Transfer	Reinstatement	New application with Provisional Statement	Copy Licence	Notification of change
	£	£	£	£	£	£	£	£	£
Converted casino	N/a	N/A	2150	1640	1025	1180	N/A	15	30
Bingo	2665	2665	870	1435	870	925	975	15	30
Adult Gaming Centre	1745	1745	870	870	870	975	975	15	30
Family Entertainment Centre	1640	1640	720	870	820	870	870	15	30
Track	2050	2050	870	975	820	870	870	15	30
Betting Office	2360	2360	575	1075	975	975	975	15	30

Permit	Existing Operator	New Application	Renewal	Variation	Transfer	Annual Fee	Copy of permit	Change of name
	£	£	£	£	£	£	£	£
Family Entertainment Centre Permit	100	300	300	N/A	N/A	N/A	15	25
Prize Gaming Permit	100	300	300	N/A	N/A	N/A	15	25
Club Gaming Permit	100	200	200	100	N/A	50	15	
Club Machine	100	200	200	100	N/A	50	15	
Licensed premises Gaming Machine permit	100	150	N/A	100	25	50	15	25
Lottery	40	40	N/A	N/A	N/A	20	N/A	N/A

APPENDIX 1

APPENDIX 2

NOTICE OF APPLICATION FOR A PREMISES LICENCE (Form A)

This notice is issued in accordance with regulations made under section 160 of the Gambling Act 2005.

Notice is hereby given that:

.....

.....
[Give the full name of the applicant as set out in Part 2 of the application for a premises licence]

of the following address:

.....

.....
[Give the full address of the applicant as set out in Part 2 of the application for a premises licence]

The number of whose operating licence is:

Who applied for an operating licence on:.....
[Delete as appropriate. Insert the reference number of the applicant's operating licence (as set out in the operating licence). Where an application for an operating licence is in the process of being made, indicate the date on which the application was made.]

has made an application for apremises licence.
[Insert here the kind of premises licence being applied for]

The application relates to the following premises:

.....

.....
[Give the trading name to be used at the premises, and the address of the premises (or, if none, give a description of the premises and their location)]

(Form A continued)

The application for a premises licence has been made to the following licensing authority:

Licensing Service,
Blackpool Council,
Municipal Buildings,
PO Box 4,
Blackpool,
FY1 1NA

Tel: 01253 478572

Fax: 01253 478372

Email: licensing.la2003@blackpool.gov.uk

Information about the application is available from the licensing authority, including the arrangements for viewing the details of the application.

The following person connected with the applicant is able to give further information about the application:

.....
.....

[This entry is optional and is to be included if the applicant wishes to provide the name, telephone number and (if available) e-mail address of a person connected with the applicant who is able to answer questions and provide further information about the application.]

Any representations under section 161 of the Gambling Act 2005 must be made by the following date:

[Please insert the last day on which representations may be made in relation to the application. The period for making representations is 28 days (inclusive) starting with the day on which the application for the premises licence was made to the licensing authority.]

NOTICE OF APPLICATION FOR A PREMISES LICENCE (Form B)

This notice is issued in accordance with regulations made under section 160 of the Gambling Act 2005.

Notice is hereby given that the person(s) or organisation(s) whose details are given in the Schedule to this notice have made an application for a premises licence:

.....
[Insert here the kind of premises licence being applied for]

The application relates to the following premises:

.....
.....
.....

[Give the trading name to be used at the premises, and the address of the premises (or, if none, give a description of the premises and their location)]

The application for a premises licence has been made to the following licensing authority:

Licensing Service, Blackpool Council, Municipal Buildings, PO Box 4, Blackpool, FY1 1NA

Tel: 01253 478572, Fax: 01253 478372 Email: licensing.la2003@blackpool.gov.uk

Information about the application is available from the licensing authority, including the arrangements for viewing the details of the application.

The following person connected with the applicant is able to give further information about the application:

.....
.....
.....

[This entry is optional and is to be included if the applicant wishes to provide the name, telephone number and (if available) e-mail address of a person connected with the applicant who is able to answer questions and provide further information about the application.]

Any representations under section 161 of the Gambling Act 2005 must be made by the following date:

[Please insert the last day on which representations may be made in relation to the application. The period for making representations is 28 days (inclusive) starting with the day on which the application for the premises licence was made to the licensing authority.]

Schedule of Applicants

1st Applicant

Title	Mr	Mrs	Miss	Ms	<u>Other</u>					
Forename(s)					Surname					
[Give the full name of the applicant as set out in Part 2 of the application for a premises licence is more than one applicant]										
Home Address										
					<u>Post Code</u>					
[Give the full address of the applicant as set out in Part 2 of the application for a premises licence]										
The number of the operating licence held by the 1st Applicant is:										
The 1st Applicant applied for an operating licence on:										

[Delete as appropriate. Insert the reference number of the applicant's operating licence (as set out in the operating licence). Where an application for an operating licence is in the process of being made, indicate the date on which the application was made.]

2nd Applicant

Title	Mr	Mrs	Miss	Ms	<u>Other</u>					
Forename(s)					Surname					
[Give the full name of the applicant as set out in Part 2 of the application for a premises licence is more than one applicant]										
Home Address										
					<u>Post Code</u>					
[Give the full address of the applicant as set out in Part 2 of the application for a premises licence]										
The number of the operating licence held by the 1st Applicant is:										
The 2nd applicant applied for an operating licence on:										

[Delete as appropriate. Insert the reference number of the applicant's operating licence (as set out in the operating licence). Where an application for an operating licence is in the process of being made, indicate the date on which the application was made.]

[Where there are more than two applicants, also give the same information for the other applicants.]