

**Gambling Act 2005 – Application for the grant, renewal or variation of an Unlicensed Family Entertainment Centre (uFEC) gaming machine permit**

**Guidance notes**

Please read the following guidance notes and any other information enclosed before completing this application form.

1. This form is to be used for an application for a grant, renewal or to request a change of name of an unlicensed family entertainment centre (uFEC) gaming machine permit issued under Section 247 and Schedule 10 of the Gambling Act 2005.
2. If you are completing the form by hand, please write clearly in **Block Capitals** using **Black Ink**.
3. Where there is insufficient space for your answers, please provide additional sheets as necessary.
4. Applications that are incomplete or deemed to be inadequate will be rejected. Applicants have a right of appeal as set out in Schedule 10 of the Gambling Act 2005.
5. The application with all relevant additional information must be returned to: The Licensing Team Derby City Council The Council House Corporation Street Derby DE1 2SF or by email to licensing@derby.gov.uk*.*
6. An application for a permit can only be made by a person who occupies or proposes to occupy as premises. The applicant must clearly show that the premises will be wholly or mainly used for making gaming machines available for use (for example, the premises will be wholly or mainly an amusement arcade offering Category D machines).
7. Applicants for a permit will be expected to abide by any Codes of Practice issued by the Gambling Commission www.gamblingcommission.gov.uk as well as this authority’s Statement of Licensing Policy https://www.derby.gov.uk/licensing/gambling/gambling-premises/gambling-premises-info/*.*
8. An uFEC is entitled to provide an unlimited number of category D gaming machines available for use on the premises. Category C (which are restricted to those over 18) **Cannot** be made available and, therefore, there will be no designated adult areas required at the premises.
9. Please note that there are different maximum stakes and prizes for certain types of category D machines such as crane grabs, coin pushers and penny fall machines. Further information can be found on the [**Gambling Commission website**](http://www.gamblingcommission.gov.uk/Gambling-sectors/Gaming-machines/About-gaming-machines/Gaming-machine-categories/Gaming-machine-categories.aspx).
10. As uFEC premises particularly appeal to children and young persons, this Licensing Authority will give significant weight to child protection issues. An application for an uFEC permit will be granted only if in addition to us being fully satisfied that the premises will be used as an uFEC, it is operated in accordance with the Licensing Authority’s Statement of Licensing Policy.
11. You are required to notify this Licensing Authority of any convictions under Schedule 7 of the Gambling Act 2005. When considering applications we will consider the nature and relevance of the offence.
12. The duration of an uFEC permit is 10 years. A renewal application must be made 2-6 months before the expiry date of the permit.
13. These uFEC permits may **not** be transferred. Changes in name are permitted only where the permit holder changes his/her name or wishes to be known by another name.
14. The fee for a new application for grant or renewal is £300.00.
15. The fee for a change of name is £25.00.
16. This Licensing Authority must notify the applicant of its grant or refusal of the application as soon as reasonably practicable after the decision has been made.
17. Applications for an uFEC permit cannot be made if a premises licence (issued under the Gambling Act 2005) is in effect for the same premises.

**Application for the grant, renewal or change of name of an Unlicensed Family Entertainment Centre (uFEC) gaming machine permit.**

Please refer to the preceding guidance notes when completing this form.

**Section A – What do you want to do?**

1. Please indicate what you would like to do (please tick the appropriate box)
2. Apply for a new unlicensed family entertainment centre permit
3. Apply for renewal of an existing unlicensed family entertainment centre permit.
4. Request that the Licensing Authority changes the name on the existing permit due to the existing permit holder’s change of name

or wish to be known by another name.

**Section B – Existing permits or premises licences**

1. Please provide details of any premises licences or permits which exist in

 relation to the premises to which this application relates (please tick the

 appropriate box).

1. New application – no existing permissions known
2. Renewal of existing permit

Date of expiry of existing permit *(dd/m/yy)*

 Number of existing permit

1. Change of name

Name in which permit is currently held

New name in which permit is to be issued

Number of existing permit

 Please provide the reason why this change of name is being requested

**Section C – General information**

1. Name of the premises
2. Address of the premises
3. Trading name(s)
4. Telephone number of the premises
5. Opening hours of the premises

**Section D - Applicant information**

1. If you are applying for a permit as an individual:

Full name

Postal address

Daytime telephone contact number

E-mail address

Tick if you are over 18

1. If you are applying as a limited company:

Name

Registered number (for companies)

Trading name (if different to applicant)

Registered Address

Daytime telephone contact number

E-mail address

Contact person for this application

1. If you are applying as a partnership:

Partner 1 - Full name

Full address

Daytime telephone contact number

E-mail address

Partner 2 – Full name

Full address

Daytime telephone contact number

E-mail address

1. If you are applying as an agent of the applicant please provide your name, address, telephone and e-mail contact details:

**Section E – Relevant offences**

1. Have you (or any director or partner in the business) ever been convicted of a relevant offence (under Schedule 7 of the Gambling Act 2005)? Please tick appropriate box.

No

Yes

If yes please provide details of each conviction including the date, the convicting court, offence of which you were convicted and the sentence imposed:

**Section F: Other information**

1. Please provide any other information that you would like the Licensing Authority to take into account when considering your application. Please refer to the Licensing Authority’s Statement of Licensing Policy and enclose copies of any relevant policies/plans with your application. Leave blank if you have no further information.

**Section G - Fee and signatures**

The relevant application fee of £300. Please make cheques payable to Derby City Council

I confirm that I occupy or propose to occupy the premises to which this application

relates. I confirm that these premises will be used as an uFEC. I confirm that the applicant is 18 years or over.

Signature of applicant/applicants if partnership of multiple directors or agent:

Print name:

Capacity:

Dated:

Please note that it is an offence under Section 342 of the Gambling Act 2005 if a person, without reasonable excuse, gives to the Licensing Authority for a purpose connected with that Act information which is false or misleading.

**Licensing – Privacy Notice**

**How is your information used?**

We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law.

**Who has access to your information?**

We may share your information with:

* Other Council Departments – to ensure we meet our statutory duties; or to collect debt, and prevent fraud and the misuse of public funds.
* External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

For further information about how your personal information will be used, please visit www.derby.gov.uk/privacy-notice/ where you can see a full copy of our privacy notice. Alternatively you can request a hard copy by emailing - licensing@derby.gov.uk