

## Gaming Machines in Alcohol Licensed Premises (alcohol for consumption ON the premises)

**Note: This same form can be used for more than one purpose, as follows:**

1. Notifying the Licensing Authority of intention to provide UP TO 2 gaming machines of category C and/or D (this is an automatic entitlement, but must be notified);
2. Converting a section 34 Gaming Act 1968 permit into a Gaming Machine Permit under 2005 Act (ie for more than 2 gaming machines);
3. Applying for a new Gaming Machine Permit for more than 2 gaming machines;
4. Variation of an existing Gaming Machine Permit; or
5. Transfer of an existing Gaming Machine Permit.

Please carefully read the notes at the end of this form before you complete and submit your application.

### SECTION A: What do you want to do?

1. Please indicate (tick box) what you would like to do:

- |   |                              |
|---|------------------------------|
| a) <b>Notify</b> the Licensing Authority that you intend to provide up to a maximum total of 2 gaming machines of category C and / or D<br><i>(if you choose this option then please complete sections D and E)</i>   | <input type="checkbox"/> (a) |
| b) Apply to <b>convert</b> an existing Section 34 permit issued under the Gaming Act 1968, into a licensed premises gaming machine permit (i.e. for more than 2 gaming machines)<br><i>(if you choose this option then please complete sections B, D and E)</i> | <input type="checkbox"/> (b) |
| c) Apply for a <b>new</b> licensed premises gaming machine permit<br><i>(if you choose this option then please complete sections B, D and E)</i>  | <input type="checkbox"/> (c) |
| d) Apply to <b>vary</b> an existing licensed premises gaming machine permit<br><i>(if you choose this option then please complete sections B, D and E)</i>  | <input type="checkbox"/> (d) |
| e) Apply to <b>transfer</b> an existing licensed premises gaming machine permit<br><i>(if you choose this option then please complete sections C, D and E)</i>  | <input type="checkbox"/> (e) |

### SECTION B: Application for grant (includes conversion, new and variation)

2. How many gaming machines are you currently authorised to provide, and if this is a new or variation application, how many do you wish to provide? *(please complete the boxes in the table below)*

Category machine	Number currently authorised to provide	Number wish to provide (new or variation)
<b>C</b>	.....	.....
<b>D</b>	.....	.....
<b>Total</b>	.....	.....

3. If you are currently authorised to provide more than 2 machines, please provide your existing Section 34 Gaming Act 1968 permit with this application, or state reasons why it cannot be provided.

o Existing permit provided \* ? **YES / NO**

Reasons why existing permit cannot be provided .....

.....

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

**SECTION C: Application for permit transfer**

*(i.e. where a transfer has been requested/granted for the Licensing Act 2003 premises licence)*

4. Name of person requesting the transfer

.....

5. Please confirm (tick box) that an application to transfer the relevant Licensing Act 2003 Premises Licence has been either:

Requested  or  
Granted

6. Please provide your existing permit, or provide reasons stating why it cannot be provided

o Existing permit provided? **YES / NO**

Reasons why existing permit cannot be provided

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

**SECTION D: General Information**

7. Name of Premises.....

8. Address of Premises (including postcode)

.....  
.....

9. Telephone number of Premises.....

10. Name of existing Premises Licence holder

.....

11. Address of Premises Licence holder (if different from 8 above)

.....  
.....

12. Telephone number (daytime) and e-mail address (where available) of Premises Licence holder

.....  
.....

13. Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant

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

14. Licensing Act 2003 Premises Licence number: **BPL**.....

## SECTION E: Fee, declaration and Signature(s)

- If you wish to notify a maximum of 2 gaming machines then the fee payable is £50
- If you wish to apply for more than 2 gaming machines then the initial fee payable is £150
- For a conversion (of more than 2 machines) or to vary an existing permit the fee is £100
- For a change of name or transfer the fee is £25

- I enclose a sum of (£.....)   
(cheques should be made payable to 'Babergh District Council')

**I understand that I must comply with any Gaming Machine Code of Practice for Alcohol Licensed Premise Permits and Permissions issued by the Gambling Commission. (See guidance note 8)**

**Signed (by or on behalf of Licensing Act 2003 Premises Licence holder):**

.....  
**Print Name:** .....

**Dated:** .....

**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.**

### LICENSING AUTHORITY CONTACT DETAILS:

Send your completed application form, correct fee, and existing permit (if applicable) to the Licensing Authority at:

**BABERGH DISTRICT COUNCIL**  
**Licensing Section**  
**Corks Lane, Hadleigh**  
**IPSWICH**  
**Suffolk IP7 6SJ**

**Tel: 01473 825719 or 826664**  
e-mail: [licensingsection@babergh.gov.uk](mailto:licensingsection@babergh.gov.uk)



*2004-2005*  
*Supporting People*  
*2006-2007*  
*Waste and Recycling*  
*2006-2007*  
*Culture and Sport for*  
*Hard to Reach Groups*

## Guidance notes:

1. This form may be used for the **notification** of UP TO 2 gaming machines of categories C and / or D under Section 282 of the Gambling Act 2005, or for the **conversion** of an existing Section 34 gaming machine permit under the Gaming Act 1968, or for a **new application, variation or transfer** of an alcohol licensed premises gaming machine permit issued under the Gambling Act 2005. An application for a permit may not be made where a gambling premises licence issued under Part 8 of the Gambling Act 2005 has effect in relation to the premises.
2. The premises must hold a valid premises licence under the Licensing Act 2003 authorising the sale of alcohol for consumption ON the premises, without any requirement that alcohol is served only with food. There must be a bar for serving alcohol to customers on the premises.
3. The gaming machines must be located on these licensed premises.
4. A 'Premises Licence holder' is a person holding a Premises Licence under the Licensing Act 2003.
5. There is no statutory limit on the number of gaming machines which may be applied for, although the Licensing Authority has some discretion in this regard. It should also be noted that the Licensing Authority can cancel the permit or vary the number of machines should the premises be mainly used for making gaming machines available for use on the premises (Schedule 13 paragraph 16 of the 2005 Act refers). At Babergh District Council applications for 4 or more gaming machines are normally determined at a hearing of local councillors.
6. The permit's duration is indefinite as it is linked to the Licensing Act 2003 Premises Licence. There is a first annual fee payable (on a date as may be prescribed) and then an annual fee payable after that before each anniversary of the date of issue of the permit. **Failure to pay the annual fee may result in the cancellation of the permit.** The annual fee is £50. There are no annual fees payable for 2 machines or less.
7. Sections 282 and 283, as well as SI 2007/2158 of the Gambling Act 2005 provide for two types of gaming machines which can be located in alcohol licensed premises. These are:
  - Category C: Maximum stake = 50p / Maximum prize = £35
  - Category D: Maximum stake = 10p or 30p non-monetary / Maximum prize = £5 cash or £8 non-monetary
8. **All alcohol licensed premises which provide gaming machines for use on the premises must comply with any relevant Code of Practice issued by the Gambling Commission under Section 24 of the Gambling Act 2005.** The Gaming Machine Code of Practice for Alcohol licensed premises permits and permissions is available via the Gambling Commission's website at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk) Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission or the Licensing Authority.
9. The Licensing Authority will notify the applicant of its grant / refusal of the application for a permit as soon as is reasonable practicable after that decision to grant / refuse has been made. The applicant will always be given an opportunity to raise written or oral representations where required.
10. Where you are notifying the Licensing Authority of 2 machines or less, the Licensing Authority will in all cases acknowledge receipt of the notification, in writing to the applicant at the contact details given within the notice.

These notes are purely for general guidance purposes and are not intended to be a definitive statement of the law. The Authority can accept no liability for any error or omission.