

APPLICATION FOR GRANT* / RENEWAL* / CHANGE OF NAME OF PERMIT HOLDER*
OF A FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMIT

(* delete as appropriate)

The information provided in any application will be held by the council on computerised and manual files and may also be disclosed to other departments within the council or other organisations, but only in order to ensure compliance with relevant legislation or to detect and prevent fraud or a crime.

To: Licensing Unit
Rochford District Council
3 – 19 South Street
Rochford
SS4 1BW



SECTION A – What do you want to do?

1. Apply **to convert** an existing Section 34 permit issued under the Gaming Act 1968, into an unlicensed family entertainment centre gaming machine permit
(if you choose this option then please complete sections B, D and E)
2. Apply for a **new** unlicensed family entertainment centre gaming machine permit
(if you choose this option then please complete sections B, D and E)
3. Apply to **renew** an unlicensed family entertainment centre gaming machine permit
(if you choose this option then please complete sections B, D and E)
4. 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
(if you choose this option then please complete sections C, D and E)

SECTION B – Application for conversion / grant / renewal of permit

5. If you have an existing permit issued under the Gaming Act 1968 or Gambling Act 2005
 - a) please provide details (e.g. permit number)
 - b) enclose the permit or state the reason why not.* Permit enclosed
(Please keep a copy of the permit on the premises to which it relates)*
6. 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):

SECTION C – Change of name

7. What is the name of the permit holder on the existing permit?
8. What is the number of the existing permit?
9. What name change is requested by the permit holder?
10. Why is this change of name being requested? *(see guidance note 8)*

SECTION D – General Information

- 11. Name of premises:
 - 12. Address of premises:
 - 13. Telephone number of premises:
 - 14. Name of applicant:
 - 15. Address of applicant:
 - 16. Telephone number (daytime) of applicant:
 - 17. E-mail address of applicant:
- Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant:

Section E – Fee and Signature(s)

I enclose the sum of £

(cheques should be made payable to Rochford District Council)

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.

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.

Signed:..... **Dated:**

Print Name:

Capacity:

Guidance notes:

1. This form can be used to apply for **conversion** of an existing permit issued under section 34 of the Gaming Act 1968, or to apply for a **grant** or **renewal** of a unlicensed family entertainment centre gaming machine permit under the Gambling Act 2005 or to **change the name of the holder** of such a permit.
2. A permit cannot be transferred. A change of name is only permitted where the permit holder changes his / her name or wishes to be known by another name.
3. An unlicensed family entertainment centre is entitled to provide an unlimited number of category D gaming machines available for use on the premises, i.e. those with a maximum stake of 10p / maximum prize of £5.00 or maximum stake of 30p / maximum prize of £8.00
4. No other category of gaming machine may be made available.
5. 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).
6. The fee for conversion of an existing Section 34 permit is £100, for grant or renewal of a new family entertainment centre permit is £300 and for a change of name is £25.
7. Applicants should be aware that this Licensing Authority has published a 'Statement of Principles' under Schedule 10 paragraph of the Gambling Act 2005. The Statement of Principles is contained within the authority's Statement of Licensing Policy (Gambling Act 2005) which can be viewed via this authority's website or at the council's offices at 3 – 19 South Street, Rochford, SS4 1BW during normal working hours.
8. The licensing authority must 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.
9. The information provided in any application will be held by the council on computerised and manual files and may also be disclosed to other departments within the council or other organisations, but only in order to ensure compliance with relevant legislation or to detect and prevent fraud or a crime.