

Notification of 2 or less gaming machines

For use by premises licensed to supply alcohol for consumption on the premises

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

<p>Section A – What do you want to do?</p> <p>Under this notification you may provide up to a maximum total of 2 gaming machines of category C or D.</p> <p>a) How many gaming machines of category C do you intend to provide? <input type="checkbox"/></p> <p>b) How many gaming machines of category D do you intend to provide? <input type="checkbox"/></p>	
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<p>Section B – General Information</p> <p>Name of Premises.....</p> <p>Address of Premises.....</p> <p>.....</p> <p>.....</p> <p>Telephone number of Premises.....</p> <p>Name of existing Premises Licence holder</p> <p>.....</p> <p>.....</p> <p>Address of Premises Licence holder</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Telephone number (daytime) of Premises Licence holder</p> <p>.....</p>
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Section E – Fee and Signature(s)

I enclose a sum of £50..... (cheques should be made payable to West Suffolk Council)

Privacy Statement

West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer is Leah Mickleborough and can be contacted at the same address.

We are collecting your personal information in order to process your application under the Gambling Act 2005.

Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner’s Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk

Request for acknowledgment of receipt of my notification of 2 or less gaming machines

I, (insert name of the Licensing Act 2003 licence holder), request that this paper is returned to me at the following address and with the details below provided by the local licensing authority, so as to acknowledge my notification of 2 or less gaming machines at..... (insert name of premises).

Insert address to which you wish this acknowledgement to be sent:

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

Official Use Only (to be completed by the local licensing authority)

Date of receipt of notification of 2 or less gaming machines:

.....

Date of receipt of fee:

.....

Signature:

.....



NB This notice must be displayed on the premises near to the Gaming Machines.

Notification of 2 or less gaming machines or gaming machine permit applications (i.e. For greater than 2 machines) for:

conversion / new / variation / transfer

Guidance notes:

1. This form is to 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 a alcohol licensed premises gaming machine permit under the Gambling Act 2005.
2. The premises must be licensed under the Licensing Act 2003 to sell alcohol for consumption on the premises, without the requirement that alcohol is served only with food and 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 to the number of 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 Gambling Act 2005). You may therefore wish to contact the licensing authority to ask whether there is a local policy as regards applications and whether application for certain numbers of machines are decided via 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 within 30 days of the date of issue and 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 / 1833 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 = £1 / Maximum prize = £70

- 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:

<http://www.gamblingcommission.gov.uk/> Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission or your local Council licensing service.

9. This licensing authority must 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.

Where you are notifying the local licensing authority of 2 machines or less, you may wish to request an acknowledgement of receipt of the notification. The form attached to this application can be utilised for this purpose.