APPLICATION FOR THE CONVERSION OR NEW GRANT / CHANGE OF NAME OF AN UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMIT
(FOR USE BY OCCUPIERS / PROPOSED OCCUPIERS OF PREMISES INTENDED TO BE USED BY THE APPLICANT AS UNLICENSED FAMILY ENTERTAINMENT CENTRES)

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

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

To: Licensing Team, South Oxfordshire District Council
135 Eastern Avenue, Milton Park, Abingdon OX14 4SB

Section A – What do you want to do?
1. Please indicate what you would like to do:
   a) 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, E and F)
   b) Apply for a new unlicensed family entertainment centre gaming machine permit □
   (if you choose this option then please complete sections B, D, E and F)
   c) 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, E and F)

Section B – Application for grant (includes both new and conversion applications)
2. Do you have an existing Section 34 permit issued under the Gaming Act 1968? Yes / No
If ‘yes’ the permit should be enclosed.* Existing Section 34 permit enclosed
3. 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? Yes / No
If ‘yes’ please provide details (e.g. premises licence reference number)

Section C – Change of name
4. What is the name of the permit holder on the existing permit?

5. What is the reference (e.g. number) of the existing permit?

6. What name change is requested by the permit holder?

7. Why is this change of name being requested? (see guidance note 8)

Section D – Training / Policy information
8. Please indicate, with reference to any Policies / training you have in place, how staff:
   a) deal with suspected truant school children on the premises;
   b) deal with unsupervised very young children on the premises;
   c) have an understanding of the maximum stakes and prizes permissible in unlicensed FECs;
   d) would deal with children causing perceived problems on or around the premises

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Section E – General Information

9. Name of premises

10. Address of premises

11. Telephone number of premises

12. Name of applicant

13. Address of applicant

14. Telephone number (daytime) of applicant

15. E-mail address of applicant

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

Section F – Fee, Plan, Confirmations and Signature(s)

I enclose a sum of £……. (cheques should be made payable to South Oxon DC) □
I enclose a plan of the premises outlined in 9 and 10 above (not required for change of name) □

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. □
I confirm that I have no relevant convictions (those that are set out in Schedule 7 of the Act) □
I confirm that Disclosure & Barring Service checks are carried out on staff □
I confirm that I have a full understanding of the maximum stakes and prizes of the gambling that are permissible in unlicensed FECs □

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.

Dated ……………………………………………………………………………………………………………………………

Signed (by the applicant / permit holder)……………………………………………………………………………………

Print Name…………………………………………………………………………………………………………………………
**Guidance notes:**

1. This form is to be used for an application for a grant (or to request a change of name) of a unlicensed family entertainment centre gaming machine permit under the Gambling Act 2005 Section 247 and Schedule 10. **This form can be used for both new applications and for applications to convert an existing Section 34 permit** under the Gaming Act 1968 in accordance with the Gambling Act 2005 Statutory Instrument 2006 / 3272.

2. 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).

3. The fee for a **new** application for grant is **£300**. The fee for the **conversion** of an existing Section 34 Gaming Act 1968 permit is **£100**. The fee for a **change of name** is **£25**.

4. 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 available via the South Oxfordshire District Council website at [www.southoxon.gov.uk](http://www.southoxon.gov.uk)

5. This 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.

6. If an application has been made to convert an existing Section 34 Gaming Act 1968 permit before 31**th** July 2007, then the applicant can assume that, even where a decision has not been formally made by this licensing authority, his/her application is to be treated as granted from September 2007. Following this, a permit must be provided by this authority as soon as reasonably practicable.

7. These permits cannot be transferred. Change of name is only permitted where the permit holder changes his / her name or wishes to be known by another name (Schedule 10 paragraph 11(2)).