

Club gaming and machine permit renewal guidance (ENGLAND AND WALES)

Please use this guidance in conjunction with the **Application form for club gaming or club machine permit**.

The form has been designed to be used in a number of different circumstances. The following examples should help you to understand which sections from **A** to **E** you need to complete to renew the permit. All applicants must also complete sections **F**, **G** and **H**.

- 1) If you are a **members club** applying for the renewal of a Club gaming or club machine permit:

- Section A** Club gaming permit - Tick the third box
Club machine permit – Tick the fourth box
- Section B** Do not complete this section
- Section C** If your permit was granted under the fast-track procedure, it will not expire unless it is surrendered, cancelled or forfeited or it lapses because the club premises certificate is not in place. Only complete this section if you did **not** initially apply under the fast-track procedure but are now eligible to do so (for example, you have been granted a club premises certificate within the last ten years). You must attach your club premises certificate to your application if using the fast-track procedure.
- Section D** Enter the name of the club applying for the permit and the premises address at which it will provide gaming facilities.
- Section E** Answer questions 17 to 22.

- 2) If you are a **commercial club** applying for the renewal of a Club machine permit:

- Section A** Tick the fourth box (commercial clubs cannot apply for a club gaming permit)
- Section B** Do not complete this section
- Section C** Do not complete this section. Commercial clubs are not eligible to hold a club premises certificate and so cannot apply under the fast-track procedure.
- Section D** Enter the name of the club applying for the permit and the premises address at which it will provide gaming facilities.
- Section E** Answer questions 17 to 22.

- 3) If you are a **miners welfare institute** applying for the renewal of a Club gaming permit or Club machine permit

- Section A** Club gaming permit - Tick the third box
Club machine permit – Tick the fourth box
- Section B** Do not complete this section
- Section C** If your permit was granted under the fast-track procedure, it will not expire unless it is surrendered, cancelled or forfeited or it lapses because the club premises certificate is not in place. Only complete this section if you did **not** initially apply under the fast-track procedure but are now eligible to do so (for example, you have been granted a club premises certificate within the last ten years). You must attach your club premises certificate to your application if using the fast-track procedure.
- Section D** Enter the name of the club applying for the permit and the premises address at which it will provide gaming facilities.
- Section E** Answer questions 13 to 16.