

**Licensing premises gaming machine permit**

**application form**

### This form may be used by the holder of a premises licence issued under the Licensing Act 2003, which permits the supply of alcohol for consumption on the premises, to apply for a permit to operate 3 or more gaming machines of Category C or D, under section 283 of the Gambling Act 2005.

### If you wish to operate 1 or 2 gaming machines, you should not complete this form and should instead **notify us of your intent to operate 2 or less gaming machines**. A form for this process can be found at [www.southoxon.gov.uk/licensing/gambling-licences/gaming-and-machine-permits/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/gambling-licences/gaming-and-machine-permits/)

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

**Application type** *(please tick as applicable)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| New permit |  | Transfer of permit |  | Variation of permit |  |

**Section 1 – Premises details**

|  |  |
| --- | --- |
| Trading name of premises |  |
| Address of premises |  |
| Telephone number of premises |  |
| Licensing Act 2003 premises licence number |  |

**Section 2 – Premises licence holder details *(see guidance note 4)***

|  |  |
| --- | --- |
| Name of licence holder |  |
| Registered number of licence holder*(if applicable)* |  |
| Address of licence holder*(if different from premises)* |  |
| Telephone number of licence holder |  |
| Email address of licence holder |  |
| If application is made on behalf of the licence holder (e.g. by solicitor or agent), name, address, telephone number and email address of the person making application |  |

## Section 3 – Application details

How many gaming machines are you currently authorised to provide and how many do you wish to provide? *(please complete the boxes in the table) (not required for transfer applicants)*

|  |  |  |
| --- | --- | --- |
| **Machine category**  | **Number currently authorised to provide** | **Number wish to provide** |
| C |  |  |
| D |  |  |
| Total |  |  |

**Section 4 – Supporting documents and fees**

Please note the following must be included in order for us to consider your application. If you cannot provide the existing permit, please include a covering letter explaining why this is the case.

###  Plan showing location of each machine *(not required for transfer applicants)*

 Existing permit\* *(not required for new permit applicants) (please keep a copy of your existing permit on the premises)*

Transfer applicants should tick here to confirm they have already submitted an application to transfer the premises licence under the Licensing Act 2003 *(not required for new or variation applicants)*

 Fee

|  |  |
| --- | --- |
| **Application type**  | **Fee**  |
| New permit  | £150  |
| Variation  | £100 |
| Transfer | £25 |

**Section 5 – Declaration**

I understand that I must comply with the Gaming Machine Code of Practice for Alcohol Licensed Premises, issued by the Gambling Commission *(see guidance note 8)*

I request that any correspondence relating to this application is sent to: *(please tick one)*

### The premises

The premises licence holder

The person/organisation submitting this application on behalf of the licence holder

**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.**

|  |  |
| --- | --- |
| **Signature** | **Date** |
| **Capacity** | I / We *(print full name and capacity)*…………………………………………………………………………………………… |
|  | sign on behalf of and have authority to bind the premises licence holder. |

Your completed form should be sent, together with the fee and any supporting documents to:

Licensing Team, South Oxfordshire District Council, Abbey House, Abbey Close, Abingdon, OX14 3JE

Please make cheques payable to ‘South Oxfordshire District Council’.

Tel: 01235 422556

Email: licensing@southoxon.gov.uk

# Guidance notes

1. This form is to be used for the applications for 3 or more gaming machines of categories C and / or D available for use within the specified premises under section 283 of the Gambling Act 2005.
2. The premises must:
	1. be licensed under the Licensing Act 2003 to sell alcohol for consumption on the premises,
	2. not be subject to any licence requirements that alcohol is to be served only with food, **and**
	3. have a bar for serving alcohol to customers on the premises.
3. The gaming machines must be located on these licensed premises.
4. The ‘premises licence holder’ is the person(s) or organisation that holds the premises licence, authorising the supply of alcohol at the premises concerned under the Licensing Act 2003.
5. There is no expiry date for this permit once granted. There is a first annual fee payable within 30 days of grant, and on 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.
6. Should the (Licensing Act 2003) premises licence be transferred to a new holder, a transfer application will be required.
7. Sections 282 and 283, as well as Regulations made under the Gambling Act 2005, provide for two categories of gaming machines which may be located in alcohol-licensed premises. These are:

|  |  |  |
| --- | --- | --- |
| **Machine Category** | **Maximum charge to use** | **Maximum prize value** |
| **Category C** | £1 | £100 |
| **Cat. D** | Money prize | 10p | £5 |
| Non-money prize:Crane grab machine Other machine type | £1 30p | £50£8 |
| Combined money/non-money prize: Coin pusher/falls machine Other machine type | 20p 10p | £20 (max. £10 money prize)£8 (max. £5 money prize) |

1. 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 s.24 of the Gambling Act 2005. The Gaming Machine Code of Practice for alcohol-licensed premises is available via the Gambling Commission’s website, [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk/). You may wish to consider your ability to comply with the Code when considering how many machines you wish to operate.