

# Application for the Grant, Renewal or Change of Name of an Unlicensed Family Entertainment Centre Gaming Machine Permit

Please read the following instructions, guidance notes at the end of the form and any guidance leaflets enclosed with this application before completing your application form.

1. If you are completing the form by hand please write legibly in BLOCK CAPITALS and write in BLACK INK.
2. In all cases ensure that your answers are inside the boxes. Use additional sheets as necessary.
3. Incomplete or inadequate applications will be rejected and will be required to be resubmitted to the Licensing Authority.
4. The application must be returned to The Licensing Team, East Lindsey District Council, The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH.
5. An application for a permit can only be made by a person who occupies or proposes to occupy a premise. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (i.e. the premises will be wholly or mainly an amusement arcade offering Category D machines).
7. Applicants for a permit will be expected to abide by any Codes of Practice issued by the Gambling Commission. In addition the Licensing Authority will expect applicants to demonstrate:
  - A full understanding of the maximum stakes and prizes of the gambling, which is permissible in unlicensed FECs;
  - That staff are trained to have a full understanding of the maximum stakes and prizes;
  - The applicant's previous history and experience of running similar premises.
8. The application process for a permit is simple:
  - Complete the application form;
  - Submit the application fee of £300;
  - Submit the result of a DBS Basic Disclosure.
9. Payment options:

Cheques and postal orders should be made payable to 'East Lindsey District Council'. Please note that we no longer accept cash for the payment of licence application fees. The Licensing Team is able to provide facilities for licence payments by credit and debit cards. Further information on payment by credit or debit card is available by contacting the Licensing Team direct.
10. Information to be revealed:

We will require the following to be revealed in the permit application:

  - A scaled plan of the premises indicating the location of Category D machines, Automated Teller Machines and any appropriate notices that are to be displayed;
  - The approximate number of Category D machines that will be provided;
  - Evidence that applicants have a full understanding of the maximum stakes and prizes that are permissible;
  - Evidence that staff are trained to have a full understanding of the maximum stakes and prizes that are permissible;
  - Evidence of staff training by way of a Premises Log Book which should be signed and dated by staff to prove that training has been undertaken and understood;
  - Training for staff as regards dealing with suspected truant school children on the premises;
  - Policies and procedures in place to protect children from harm;
  - The amount of space around gaming machines to prevent jostling of players or intimidation;
  - Details of opening hours;
  - Approximate numbers of staff employed.
11. The Licensing Authority will consult with the Chief Officer of Police in relation to the permit application.

# Application for the Grant, Renewal or Change of Name of an Unlicensed Family Entertainment Centre Gaming Machine Permit

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

## Section A – What do you want to do?

1. Please indicate what you would like to do (please tick the appropriate box):
- a) Apply for a new unlicensed family entertainment centre gaming machine permit.  
(If you choose this option then please complete sections B, D, E, F, G and H of this form.) .....
  - b) Apply for renewal of an unlicensed family entertainment centre gaming permit.  
(If you choose this option then please complete sections B, D, E, F, G and H of this form.) .....
  - 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, D and H.) .....

## Section B – Application for grant or renewal

2. 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

- 3. What is the name of the permit holder on the existing permit?
- 4. What is the reference (e.g. number) of the existing permit?
- 5. What name change is requested by the permit holder?
- 6. Why is this change of name being requested? (See guidance note 7 at the back of this form.)

## Section D – General Information (including applicant details)

- 7. Name of Premises:
- 8. Address of premises:

## Section D – General Information continued

9. Telephone number of premises:

10. Opening hours of the premises:

11. Please state whether you are applying for a permit as:

An individual or individuals .....  (Answer Question 12)

A person other than an individual(s)  
(i.e. a partnership, limited company, etc.) .....  (Answer Question 13)

12. Individual Applicants  
(Complete as applicable)

Full Name:

Postal Address:

Daytime Contact Telephone  
Number:

E-Mail Address:

Full Name:

Postal Address:

Daytime Contact Telephone  
Number:

E-Mail Address:

13. Applicants other than an individual person  
(Complete as applicable)

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture, please give the name and address of each party concerned.

Name:

Address:

Registered Number (where applicable):

Description of applicant (for example partnership, company)

Telephone Number:

E-Mail Address:

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

Before completing Sections E - F please refer to Section 8 of the guidance notes at the back of this form.

**Section E - Please outline the Policies and procedures in place at the premises to 'Protect Children from Harm'**

15.

**Section F - Please outline the policies and procedures in place for staff training, including details of the issues addressed**

16.

## Section G – Relevant Offences (excluding offences spent under the terms of the Rehabilitation of Offences Act) and other information

17. Have you (or any director or partner in the business) been convicted of any relevant offence? (A list of relevant offences is attached to the rear of this application form.) Yes  No

N.B. Relevant Offences are listed in Schedule 8 to the Gambling Act 2005

If you have been convicted of any relevant offence(s) (which is not now spent) then you must provide details for each conviction, the date of the conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:

### Other Information

18. Approximate number of Category D machines that will be provided:

19. Approximate number of staff to be employed within the FEC site:

20. Is there any other information, which you would like the Licensing Authority to take into account when considering this application: Yes  No  If YES, please provide details below:

## Section H – Fee and Signature(s)

### I have enclosed:

- A scaled plan of the premises:.....
- The relevant application fee (see guidance note 4):.....   
(Cheques should be made payable to East Lindsey District Council. \*See note below.)
- A DBS Basic Disclosure (issued not less than 1 month before making this application) relating to each individual applicant (or director / partner in the business):.....   
The provision of a DBS Basic Disclosure is not relevant to applications for change of name.
- Or evidence of a current Operators Licence issued by the Gambling Commission:.....

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 the premises will be used as an unlicensed family entertainment centre .....

Please note: It is an offence under Section 342 of the Gambling Act 2005 if a person, without reasonable excuse, gives to the Licensing Authority for a purpose connected with that Act information which is false or misleading.

Dated:

Signed:

(Signature of applicant / permit holder)

Capacity:

Print Name:

\*We do not accept cash payments for licence or permit applications.

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998 and the Freedom of Information Act 2000. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

### Contact Details:

Licensing Team  
East Lindsey District Council  
The Hub, Mareham Road,  
Horncastle, Lincolnshire, LN9  
6PH.

Tel: 01507 601111  
E-Mail: [licensing@e-lindsey.gov.uk](mailto:licensing@e-lindsey.gov.uk)  
Website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

### For Office Use Only

Payment received:

DBS Basic Disclosure received:

1. This form is to be used for an application for a grant or renewal (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.
2. An unlicensed family entertainment centre is entitled to provide an unlimited number of category D gaming machines available for use on the premises. Category C (adult) gaming machines CANNOT be made available for use and thus there will be no 'designated adult areas' required at the premises. With regard to Category D Machines please note that there are different maximum stakes and prizes for seaside and amusement arcade type crane grabs, coin pushers and penny fall machines. Further information on this type of gaming machine is available from the Licensing Team.
3. 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).
4. The fee for a new application for grant is £300. The fee for a change of name is £25. The fee for a permit renewal is £300.
5. Applicants should be aware that this Licensing Authority has published a 'Statement of Principles' under Schedule 10 paragraph 7 of the Gambling Act 2005. The Statement of Principles is available via this authority's website ([www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)) or direct from the Licensing Team.
6. 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.
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)).
8. When applying for this permit you should have regard to East Lindsey District Council's Gambling Policy (Statement of Principles). In particular:

As these premises particularly appeal to children and young persons, the Licensing Authority will give weight to child protection issues. An application for a permit may be granted only if the Licensing Authority
- is satisfied that the premises will be used as an unlicensed FEC, and the Licensing Authority will expect applicants to demonstrate:
  - A full understanding of the maximum stakes and prizes of the gambling, which is permissible in unlicensed FECs.
  - That staff are trained to have a full understanding of the maximum stakes and prizes.
  - The applicant's previous history and experience of running similar premises.
9. Applicants must also submit with their application a DBS Basic Disclosure, issued not less than 1 month before making this application or evidence of a current Operators Licence issued by the Gambling Commission.

We are advised that the Basic DBS Disclosure (criminal conviction certificate) can be obtained from the Disclosure and Barring Service's website at: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). For further information (including the cost of a disclosure) telephone 03000 200 190.
10. You are required to notify the Licensing Authority of any convictions for a relevant offence (see list of Relevant offences attached to this application form).

When considering any convictions revealed in an application the Licensing Authority will consider the nature and relevance of the offence, how long ago the offence took place and any other factors that may be relevant. The application will be subject to the terms of the Rehabilitation of Offenders Act and 'spent' convictions may not be referred to when considering the permit application. The application process will make specific reference to the Relevant Offences listed in Schedule 8 to the Gambling Act 2005.
11. The Licensing Authority recommends that applicants for unlicensed FEC Permits consider adopting BACTA's voluntary Code of Practice for Amusement with Prizes Machines in Family Entertainment Centres. This Code of Practice promotes awareness of social responsibility and acknowledges that proactive specific and appropriate commitment will be given to educating children and young persons, thereby minimising the potential for harm.

## Gambling Offences

1. An offence under any of the following enactments:
  - (a) the Gambling Act 2005,
  - (b) the Betting, Gaming and Lotteries Act 1963 (c. 2),
  - (c) the Gaming Act 1968 (c. 65),
  - (d) the Lotteries and Amusements Act 1976 (c. 32),
  - (e) the National Lottery etc. Act 1993 (c. 39), or
  - (f) the National Lottery Act 1998 (c. 22).

## Theft, &c.

2. An offence under any of the following provisions of the Theft Act 1968 (c. 60):
  - (a) section 1 (theft),
  - (b) section 8 (robbery),
  - (c) section 9 (burglary),
  - (d) section 10 (aggravated burglary),
  - (e) section 11 (theft from exhibition, &c.),
  - (f) section 12A (aggravated vehicle-taking),
  - (g) section 13 (abstracting electricity),
  - (h) section 15 (obtaining property by deception),
  - (i) section 15A (obtaining money transfer by deception),
  - (j) section 16 (obtaining pecuniary advantage by deception),
  - (k) section 17 (false accounting),
  - (l) section 19 (false statement by director, &c.),
  - (m) section 20 (suppression of document, &c.),
  - (n) section 21 (blackmail),
  - (o) section 22 (handling stolen goods),
  - (p) section 24A (retaining wrong credit), and
  - (q) section 25 (going equipped for stealing, &c.).
3. An offence under section 1 or 2 of the Theft Act 1978 (c. 31) (obtaining services, or evading liability, by deception).
4. An offence under section 170 or 170B of the Customs and Excise Management Act 1979 (c. 2) (evasion of duty).

5. An offence under section 58(1) of the Civic Government (Scotland) Act 1982 (c. 45) (convicted thief in possession).
6. Both in England and Wales and in Scotland, the offence at common law of conspiracy to defraud.
7. In Scotland the offences at common law of:
  - (a) theft,
  - (b) robbery,
  - (c) theft by housebreaking,
  - (d) fraud,
  - (e) extortion, and
  - (f) reset.

## Miscellaneous

8. A sexual offence within the meaning of section 161(2) of the Powers of Criminal Courts (Sentencing) Act 2000 (c. 6).
9. A violent offence within the meaning of section 161(3) of that Act.
10. An offence under-
  - (a) the Firearms Act 1968 (c. 27), or
  - (b) the Firearms (Amendment) Act 1988 (c. 45).
11. An offence under any of the following provisions of the Misuse of Drugs Act 1971 (c. 38)-
  - (a) section 4(2) (production),
  - (b) section 4(3) (supply),
  - (c) section 5(3) (possession with intent to supply), and
  - (d) section 8 (permitting activity on premises).
12. An offence under the Forgery and Counterfeiting Act 1981 (c. 45), except for sections 18 and 19 (reproduction and imitation notes and coins).
13. An offence under section 3 of the Private Security Industry Act 2001 (c. 12) (unlicensed activity).
14. An offence under section 70 of the Army Act 1955 (c. 18) in so far as it relates to an offence listed elsewhere in this Schedule.



15. An offence under section 70 of the Air Force Act 1955 (c. 19) in so far as it relates to an offence listed elsewhere in this Schedule.
16. An offence under section 42 of the Naval Discipline Act 1957 (c. 53) in so far as it relates to an offence listed elsewhere in this Schedule.
17. An offence under section 52 or 52A of the Civic Government (Scotland) Act 1982 (offences relating to indecent photographs of children).
18. An offence under any of the following provisions of the Criminal Law (Consolidation) (Scotland) Act 1995 (c. 39):
  - (a) section 1 (incest),
  - (b) section 2 (intercourse with a stepchild),
  - (c) section 3 (intercourse with child under 16 by person in position of trust),
  - (d) section 5 (unlawful intercourse with a girl under 16),
  - (e) section 6 (indecent behaviour towards girl between 12 and 16),
  - (f) section 8 (detention of woman in brothel or other premises),
  - (g) section 10 (person having parental responsibilities causing or encouraging sexual activity in relation to a girl under 16), and
  - (h) section 13(5) (homosexual offences).
19. In Scotland, the offences at common law of:
  - (a) rape,
  - (b) clandestine injury to women,
  - (c) abduction of a woman or girl with intent to rape or ravish,
  - (d) assault with intent to rape or ravish,
  - (e) indecent assault,
  - (f) lewd, indecent or libidinous behaviour or practices,
  - (g) shameless indecency,
  - (h) sodomy,
  - (i) murder,
  - (j) culpable homicide, and
  - (k) assault.
20. In Scotland, the offence at common law of uttering and fraud.
21. An inchoate offence relating to an offence listed elsewhere in this Schedule.
22. A reference in this Part of this Schedule to an offence under an Act or a provision of an Act includes a reference to an offence under subordinate legislation made under that Act or provision.

## Data Protection Notice – Licence, Permit or Registration Application under the Gambling Act 2005

East Lindsey District Council is a Data Controller and can be contacted at:  
The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH.  
Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

We are collecting your personal data in order to process your licence, permit or registration application under the Gambling Act 2005 as we are the Licensing Authority.

Your personal data may be shared in the following ways as part of this application:

The Council may also share personal information with the Police and the other Responsible Authorities as part of the licensing process. Any information sharing will be managed in accordance with relevant privacy and data protection legislation.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Some limited Licence, Permit or Registration Holder information will be made available to the public as the Gaming Act 2005 requires us to maintain a Register of Applications. The Register includes the name of the Licence, Permit or Registration Holder.

In line with our retention policy your data will be kept for the period of time that you hold an authorisation with this Authority and then for a further 6 years after your authorisation expires. The data will then be deleted / destroyed.

We also keep data for six years from the resolution of an unsuccessful application or the resolution of legal proceedings.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. 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 addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your application.

For further information on our Data Protection Policies please go to our website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)