

**APPLICATION FOR THE CONVERSION / GRANT / CHANGE OF NAME OF A
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 CENTRE)**

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

To:
LICENSING SERVICES
ENVIRONMENTAL HEALTH DEPARTMENT
TOWN HALL
LANCASTER ROAD
PRESTON
PR1 2RL



SECTION A – What do you want to do?

1. Please indicate what you would like to do:

a) Apply **to convert** an existing permit issued under section 34 of the Gaming Act 1968, into a family entertainment centre gaming machine permit
(if you choose this option then please complete sections B, D and E)

b) Apply for a **new** family entertainment centre gaming machine permit
(if you choose this option then please complete sections B, D and E)

c) Request that the licensing authority **changes the name** on the family entertainment centre gaming machine 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 E)

Please tick
✓ yes as
appropriate

<p>SECTION B – Application for grant (includes both new and conversion applications)</p> <p>2. Do you have an existing permit issued under section 34 of the Gaming Act 1968?</p> <p>If 'yes', a copy of that existing permit must accompany this application form</p> <p>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? If 'yes' please provide details (e.g. premises licence reference number)</p> <p>.....</p> <p>.....</p>	<p>Please tick ✓/delete as appropriate</p> <p>Yes / No</p> <p>Enclosed <input type="checkbox"/></p> <p>Yes / No</p>
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<p>Section C – Change of name</p> <p>4. What is the name of the permit holder on the existing permit?</p> <p>.....</p> <p>5. What is the reference (e.g. number) of the existing permit?</p> <p>.....</p> <p>6. What name change is requested by the permit holder?</p> <p>.....</p> <p>7. Why is this change of name being requested? (see guidance note 7)</p> <p>.....</p> <p>.....</p> <p>8. If appropriate, please supply evidence of change of name</p>	<p>Please tick ✓ yes as appropriate</p> <p>Enclosed <input type="checkbox"/></p>
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Section D – Details of Premises and Applicant	Please tick ✓ yes as appropriate
9. Name of premises.....	
10. Address of premises.....	
11. Telephone number of premises.....	
12. Name of applicant	
13. Address of applicant	
14. I confirm that I am 18 years or older (if applicant is an individual)	<input type="checkbox"/>
15. Telephone number (daytime) of applicant	
16. E-mail address of applicant	
17. Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant	

<p>Section E – Fee and Signature(s)</p> <p><i>I enclose a sum of £..... (cheques should be made payable to Preston City Council)</i></p> <p><i>I confirm that I occupy the premises to which this application relates, or</i></p> <p><i>I confirm that I propose to occupy the premises to which this application relates</i></p> <p><u>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.</u></p> <p>Dated</p> <p>Signed (by or on behalf of applicant / permit holder).....</p> <p>Print Name.....</p>	<p>Please tick ✓ yes as appropriate</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
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Preston City Council will use your information in a manner compatible with the GDPR. Any disclosures or sharing of information will only take place where permitted by law. For further information please see our privacy notice at: <http://www.preston.gov.uk/thecouncil/data-protection-and-freedom-of-information/privacy-notice/>

<p><u>Official Use Only</u></p> <p>Date of receipt:</p> <p>Signature and name of staff who received:</p> <p>Date of receipt of fee:</p> <p>Signature and name of staff who received fee:</p> <p>Application accepted / returned (please delete as appropriate)</p>
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Guidance notes

1. The application form is to be used for an application for a grant of a family entertainment centre gaming machine permit ("permit") or to request a change of name on the permit, section 247 and Schedule 10 of the Gambling Act 2005. **This form is also to be used for an application to convert an existing permit** issued under section 34 of the Gaming Act 1968 in accordance with Statutory Instrument 2006 / 3272.
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 D gaming machines are defined Statutory Instrument as (to be completed once SI finalised)
n.b. no other category of gaming machine is permitted to be used on the premises.
3. The permit's duration is 10 years, unless it is surrendered, forfeited, suspended or lapses. A renewal application must be made no earlier than 6 months before the expiry date of the permit but not less than 2 months before its expiry (Schedule 10, paragraph 18 of the Gambling Act 2005).
4. The fee for a new application for grant is £300. The fee for the conversion of an existing permit issued under Section 34 of the Gaming Act 1968 permit is £100. The fee for a change of name is £25.
5. Applicants should be aware that this licensing authority is preparing a 'Statement of Principles' under Schedule 10, paragraph 7 of the Gambling Act 2005 relating to family entertainment centre gaming machine permits. The Statement of Principles will be made available via this authority's website or via a request made to the contact details provided at the top of the application form.
6. This licensing authority must notify the applicant of the grant / refusal of the application for a permit as soon as is reasonably practicable after that decision to grant / refuse has been made.
7. 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) of the Gambling Act 2005).