

**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



To: Chief Officer for Democratic and registration
Services
Bedford Borough Council
Borough Hall
Cauldwell Street
BEDFORD MK42 9AP

<p>SECTION A – What do you want to do?</p> <p>1. Please indicate what you would like to do</p> <p>a) Apply to convert an existing Section 34 permit issued under the Gaming Act 1968, into an unlicensed family centre gaming machine permit <i>(if you choose this option then please complete sections B, D and E)</i></p> <p>b) Apply for a new unlicensed family entertainment centre gaming machine permit <i>(if you choose this option then please complete sections B, D and E)</i></p> <p>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 <i>(if you choose this option then please complete sections C, D and E)</i></p>	<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>
<p>SECTION B – Application for grant (includes both new and conversion applications)</p> <p>2. Do you have an existing Section 34 permit issued under Gaming Act 1968?</p> <p>If 'yes' the permit should be enclosed. * Existing Section 34 permit enclosed</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 align="center">Yes / No</p> <p align="center"><input type="checkbox"/></p> <p align="center">Yes / No</p>
<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? <i>(see guidance note 8)</i></p> <p>.....</p> <p>.....</p>	

**APPLICATION FOR THE GRANT / CHANGE OF NAME OF AN
UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE**

PERMIT

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Section D – General Information

8. Name of premises.....

9. Address of premises.....

.....

10. Telephone number of premises.....

11. Name of applicant

.....

12. Address of applicant

.....

.....

13. Telephone number (daytime) of applicant

.....

14. E-mail address of applicant

.....

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

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.....

.....

Section E – Fee and Signature(s)

I enclose/have made payment of £..... (Cheques should be made payable to Bedford Borough Council)

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.

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

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Guidance notes:

1. This form is to be used for an application for a grant (or to request a change of name) of an 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. 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 in the Gambling Act 2005 Statutory Instrument as Category C (adult) gaming machines CANNOT be made available for use and thus there will be no 'designated adult areas' required at the premises.
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 the **conversion** of an existing Section 34 Gaming Act 1968 permit is **£100**. The **fee** for a **change of name** is **£25**.
5. 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 this authority's website or via a request made to the contact details provided at the top of this form.
6. 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.
7. If an application has been made to convert an existing Section 34 Gaming Act 1968 permit before 31st 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.
8. 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))

Official Use Only

Date of receipt:

Signature and name of staff who received:

Date of receipt of fee:

Signature and name of staff who received fee:

Application accepted / returned (please delete as appropriate)

Data Protection Privacy Advice

Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- Other Councils Services (Where appropriate)

In respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at www.bedford.gov.uk or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at <https://tinyurl.com/y7uccndm>. You can exercise your information rights by contacting the Council's Data Protection Officer at dpo@bedford.gov.uk or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone (01234) 267422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at www.ico.org.uk. Further contact details are available upon request.