

**NOTIFICATION OF 2 OR LESS GAMING MACHINES or
GAMING MACHINE PERMIT APPLICATIONS (i.e. for greater than 2 machines) for:
CONVERSION / NEW / VARIATION / TRANSFER**

**(FOR USE BY PREMISES LICENSED TO SUPPLY ALCOHOL FOR CONSUMPTION ON THE
PREMISES)**

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| <p>Section C - Application for permit transfer <i>(i.e. where a transfer has been requested for the Licensing Act 2003 premises licence)</i></p> <p>4. Name of person requesting the transfer</p> <p>_____</p> <p>5. Confirmation that an application to transfer the relevant Licensing Act 2003 Premises Licence has been:</p> <p style="text-align: right;">Requested <input type="checkbox"/></p> <p style="text-align: right;">Granted <input type="checkbox"/></p> <p>6. Please provide your existing permit, or provide reasons stating why it cannot be provided</p> <p style="text-align: right;">Existing permit provided <input type="checkbox"/></p> <p style="text-align: right;">Reasons why existing permit cannot be provided</p> <p>_____</p> <p>_____</p> | |
| <p>Section D - General Information</p> <p>7. Name of Premises _____</p> <p>8. Address of Premises _____</p> <p>_____</p> <p>9. Telephone number of Premises _____</p> <p>10. Name of existing Premises Licence holder</p> <p>_____</p> <p>11. Address of Premises Licence holder (if different from 8 above)</p> <p>_____</p> <p>_____</p> <p>12. Telephone number (daytime) of Premises Licence holder</p> <p>_____</p> <p>13. E-mail address of Premises Licence holder (where available)</p> <p>_____</p> <p>14. Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>15. Licensing Act 2003 Premises Licence Reference (i.e. number)</p> <p>_____</p> | |

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Section E - Fee and Signature(s)

I enclose a sum of (£ _____) * (cheques should be made payable to Bedford Borough Council)

I paid online on the following date _____ reference _____

I understand that I must comply with the Gaming Machine Code of Practice for Alcohol Licensed Premise Permits and Permissions issued by the Gambling Commission. (see guidance note 8)

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 _____

Signed (by or on behalf of Licensing Act 2003 Premises Licence holder) _____

Print Name _____

- * If you wish to have a maximum of 2 gaming machines then the fee payable is:- £50.00.
- If you wish to have more than 2 gaming machines then the fee payable is:- £150.00
- If you wish to renew your permit then the fee payable is:- £100.00

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)

Date of premises licence (Licensing Act 2003) transfer (if applicable): _____

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Guidance notes:

1. This form is to be used for the **notification of up to 2 gaming machines** of categories C and / or D under Section 282 of the Gambling Act 2005, or for the **conversion of an existing Section 34** gaming machine permit under the Gaming Act 1968, or for a **new application, variation or transfer** of a alcohol licensed premises gaming machine permit under the Gambling Act 2005.
2. The premises must be licensed under the Licensing Act 2003 to sell alcohol for consumption on the premises, without the requirement that alcohol is served only with food and there must be a bar for serving alcohol to customers on the premises. The
3. gaming machines must be located on these licensed premises.
4. A 'Premises Licence holder' is a person holding a Premises Licence under the Licensing Act 2003.
5. There is no statutory limit to the number of machines which may be applied for although the licensing authority has some discretion in this regard. It should also be noted that the licensing authority can cancel the permit or vary the number of machines should the premises be mainly used for making gaming machines available for use on the premises (Schedule 13 paragraph 16 Gambling Act 2005). You may therefore wish to contact the licensing authority to ask whether there is a local policy as regards applications and whether application for certain numbers of machines are decided via a hearing of local councillors. The permit's duration is indefinite as it is linked to the Licensing Act 2003 Premises Licence. There is a first annual fee payable (i) where a permit comes into effect on the issue date, the first annual fee for the permit shall be paid within 30 days after that date. (ii) where a permit specifies that it is to come into effect on a date after the issue date, the first annual fee for the permit shall be paid within (a) the relevant period, or (b) 12 months, after the issue date, whichever is sooner, and an annual fee payable after that before 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. There are no annual fees payable for 2 machines or less.
Sections 282 and 283 of the Gambling Act 2005 provide for two types of gaming machines which can be located in alcohol licensed premises. These are:
7.
 - Category C: Maximum stake = £1 / Maximum prize = £70
 - Category D: Maximum stake = 10p or 30p non-monetary / Maximum prize = £5 cash or £8 non-monetary
8. **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 Section 24 of the Gambling Act 2005.** The Gaming Machine Code of Practice for Alcohol licensed premises permits and permissions is available via the Gambling Commission's website at: <http://www.gamblingcommission.gov.uk/> Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission or your local Council licensing service.
9. This licensing authority must notify the applicant of its grant / refusal of the application for a permit as soon as is reasonable practicable after that decision to grant / refuse has been made.
10. Where you are notifying the local licensing authority of 2 machines or less, you may wish to request an acknowledgement of receipt of the notification. The form attached to this application can be utilised for this purpose.

**REQUEST FOR ACKNOWLEDGMENT OF RECEIPT OF MY NOTIFICATION OF 2 OR
LESS GAMING MACHINES**

I, _____, (*insert name of the Licensing Act 2003 licence holder,*) request that this paper is returned to me at the following address and with the details below provided by the local licensing authority, so as to acknowledge my notification of 2 or less gaming machines at _____
_____ (*insert name of premises*).

Insert address to which you wish this acknowledgement to be sent:

Official Use Only (to be completed by the local licensing authority)

Date of receipt of notification of 2 or less gaming machines: _____

Date of receipt of fee: _____

Signature: _____

Local licensing authority stamp:

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.