



ST HELENS
BOROUGH COUNCIL

Application for 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 read carefully the guidance notes on page 3 of this form.

Section A - What do you want to do?

1. Please indicate what you would like to do:

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

SECTION B - Application for grant

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)

Yes/No

SECTION C – Change of name

2. What is the name of the permit holder on the existing permit?

.....

3. What is the reference (e.g. number) of the existing permit?

.....

4. What name change is requested by the permit holder?

.....

5. Why is this change of name being requested? (see guidance note 8)

.....

* Please keep a copy of your existing permit on the premises to which it relates.

SECTION D - General information

8. Name of premises:

9. Address:

.....

..... Post Code:

10. Telephone number of premises:

11. Name of applicant:

12. Address of applicant:

.....

..... Post Code:

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:

Address of agent:

.....

..... Post Code:

Telephone number (daytime) of agent:

E-mail address of agent:

SECTION E - Fee, Signature(s) and supporting documents

I enclose a sum of £.....(cheques should be made payable to 'St.Helens 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

I enclose a location plan to scale which identifies the rooms to be used and the number of machines in each room (only category D machines are permitted in unlicensed Family Entertainment Centres)

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.

Signed: Date:
(by or on behalf of applicant/permit holder)

Print Name:

Guidance notes:

1. This form is to be used for an application for a grant (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 D gaming machines are defined in the Gambling Act 2005 Regulations. Category C (adult) gaming machines **cannot** be made available for use and therefore no 'designated adult areas' can be provided 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 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. 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)).

Signature: Date:

Capacity:

Privacy Policy

Here at St. Helens Council we take your privacy seriously. We will only use your personal information to administer your application and provide the products and services you have requested from us.

From time to time we may need to contact you with details of the service or information we require from you and we will do this using the contact information you provided on your application form. This can either be by post, email, telephone or text message.

The Council has a duty to protect the public and we implement a number of security measures to maintain the safety of your personal information. Please be aware however that the information you provide on this application may be shared with other public bodies where required, such as Council Departments and Government Services, which may be used for the prevention of fraud or other serious offences.

If you require a copy of the data we hold or believe it to be inaccurate please contact the Council's Data Protection Officer by email on dataprotection@sthelens.gov.uk.

Any further information held by the Council about individuals will be held securely and in compliance with the law. Information will not be held for longer than required and will be disposed of securely. Further information regarding retention periods is available on the Council's website at <https://www.sthelens.gov.uk/Licensing>.

For office use only

Date received	Amount £	Receipt No.	Licence No.
Signed: Date:			
Position:			
Print name:			

Completed application forms should be returned to:

Licensing and Land Charges

Wesley House, Corporation Street, St.Helens WA10 1HF

Email: generallicensing@sthelens.gov.uk