

Gambling Act 2005

**APPLICATION FOR THE GRANT,
RENEWAL OR VARIATION OF AN
UNLICENSED FAMILY ENTERTAINMENT
CENTRE (UFEC) GAMING MACHINE PERMIT**

GUIDANCE NOTES

Please read the following guidance notes and any other information enclosed before completing this application form.

1. This form is to be used for an application for a grant, renewal or to request a change of name of an unlicensed family entertainment centre (UFEC) gaming machine permit issued under Section 247 and Schedule 10 of the Gambling Act 2005.
2. If you are completing the form by hand, please write clearly in BLOCK CAPITALS using BLACK INK.
3. Where there is insufficient space for your answers, please provide additional sheets as necessary.
4. Applications that are incomplete or deemed to be inadequate will be rejected. Applicants have a right of appeal as set out in Schedule 10 of the Gambling Act 2005.
5. The application with all relevant additional information must be returned to: The Licensing Department, East Lothian Council, John Muir House, Haddington, EH41 3HA
6. An application for a permit can only be made by a person who occupies or proposes to occupy as premises. The applicant must clearly 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 (www.gamblingcommission.gov.uk) as well as this authority's Statement of Licensing Policy

https://www.eastlothian.gov.uk/downloads/file/27884/statement_of_licensing_policy_2018-2023

8. An uFEC is entitled to provide an unlimited number of category D gaming machines available for use on the premises. Category C (which are restricted to those over 18) CANNOT be made available and, therefore, there will be no designated adult areas required at the premises.
9. Please note that there are different maximum stakes and prizes for certain types of category D machines such as crane grabs, coin pushers and penny fall machines. Further information can be found on the Gambling Commission website.
10. As uFEC premises particularly appeal to children and young persons, this Licensing Authority will give significant weight to child protection issues. An application for an uFEC permit will be granted only if in addition to us being fully satisfied that the premises will be used as an uFEC, it is operated in accordance with the Licensing Authority's Statement of Licensing Policy
11. In support of the uFEC application, applicants must supply a scaled plan of the premises indicating the location and approximate number of the Category D gaming machines, any ATM machines on the premises and any entrances/exits. Please note that under the mandatory conditions attached to licensed adult gaming centre (AGC) premises, there can be no direct access to/from an uFEC to an Adult Gaming Centre.
12. The duration of an uFEC permit is 10 years. A renewal application must be made 2-6 months before the expiry date of the permit.
13. These uFEC permits may not be transferred. Changes in name are permitted only where the permit holder changes his/her name or wishes to be known by another name.
14. The fee for a new application for grant or renewal is £300.00.
15. This licensing authority must notify the applicant of its grant or refusal of the application as soon as reasonably practicable after the decision has been made.
16. Applications for an uFEC permit cannot be made if a premises licence (issued under the Gambling Act 2005) is in effect for the same premises.

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Please refer to the preceding guidance notes when completing this form.

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 permit
 - b) Apply for renewal of an existing unlicensed family entertainment centre permit.
 - c) Request that the Licensing Authority changes the name on the existing permit due to the existing permit holder's change of name or wish to be known by another name.

SECTION B – EXISTING PERMITS OR PREMISES LICENCES

2. Please provide details of any premises licences or permits which exist in relation to the premises to which this application relates (please tick the appropriate box).
 - a) New application – no existing permissions known
 - b) Renewal of existing permit

Date of expiry of existing permit (dd/m/yy) _____

Number of existing permit _____

c) Change of name

Name in which permit is currently held _____

New name in which permit is to be issued _____

Number of existing permit _____

Please provide the reason why this change of name is being requested

SECTION C – GENERAL INFORMATION

3. Name of the premises _____

4. Address of the premises _____

_____ Post code _____

5. Trading name(s) _____

6. Tel. No. _____ 7. Email _____

8. Opening hours of the premises _____

SECTION D – APPLICANT INFORMATION

9. If you are applying for a permit as an individual:

Full name _____

Postal address _____

_____ Post code _____

Daytime Tel. No. _____ Email _____

Tick if you are over 18

10. If you are applying as a limited company:

Name _____

Registered number (for companies) _____

Trading name (if different to applicant) _____

Registered Address _____

_____ Post code _____

Daytime Tel. No. _____ Email _____

Contact person for this application _____

11. If you are applying as a partnership:

Partner 1 – Full name _____

Full address _____

_____ Post code _____

Daytime Tel. No. _____ Email _____

Partner 2 – Full name _____

Full address _____

_____ Post code _____

Daytime Tel. No. _____ Email _____

12. If you are applying as an **agent** of the applicant please provide your name, address, telephone and email contact details:

Name _____

Address _____

_____ Post code _____

Daytime Tel. No. _____ Email _____

SECTION E – RELEVANT OFFENCES

13. Have you (or any director or partner in the business) ever been convicted of a relevant offence (under Schedule 7 of the Gambling Act 2005)? Please tick appropriate box. YES NO

If YES please provide details of each conviction including the date, the convicting court, offence of which you were convicted and the sentence imposed:

NAME	DATE	COURT	OFFENCE	SENTENCE

SECTION F: OTHER INFORMATION

14. Please provide any other information that you would like the licensing authority to take into account when considering your application. Please refer to the licensing authority's statement of licensing policy and enclose copies of any relevant policies/plans with your application. Leave blank if you have no further information.

SECTION G – FEE AND SIGNATURES

The relevant application fee of £ _____

Please make cheques payable to East Lothian Council

I confirm that I occupy or propose to occupy the premises to which this application relates

I confirm that these premises will be used as an uFEC

I confirm that the applicant is 18 years or over

Signature of applicant/applicants if partnership of multiple directors or agent:

Print Name _____

Date (dd/mm/yyyy) _____ Capacity _____

Please note that 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.

The Council would like to keep you informed of future developments that may be of interest. Please tick the box if you would like to be contacted:

By e-mail

By post

Who to contact in connection with this application:

**The Licensing Team, East Lothian Council
John Muir House, Haddington, EH41 3HA**

Email: licensing@eastlothian.gov.uk
