



LICENSING AUTHORITY

Application for a Premises Licence under the Gambling Act 2005

(Form last revised May 2017)

Gambling Act 2005

The Licensing Section, East Lindsey District Council, Tedder Hall,
Manby Park, Louth, Lincolnshire LN11 8UP

Telephone 01507 601111
Email: licensing@e-lindsey.gov.uk

Please read the following instructions and the guidance leaflet enclosed with this application before completing your application form.

1. If you are completing the form by hand please write legibly in **BLOCK CAPITALS** and write in **BLACK INK**.
2. In all cases ensure that your answers are inside the boxes. Use additional sheets as necessary.
3. The application must be advertised on the premises and in the local newspaper, in the manner described in the guidance leaflet provided with this form.
4. The Licensing Authority will notify you of any error or omission in the application. If you fail to rectify any error the Licensing Authority may refuse your application.
5. The completed application must be returned to:
 - The Licensing Team, East Lindsey District Council, Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP
6. You must notify all the Responsible Authorities of the application. The details of the Responsible are given later in this form. The required notification, which must be completed and copied to all the Responsible Authorities within 7 days of the licence application, is attached to this form.
 - Use Form A for the notification if only one individual or company is making the application.
 - Use Form B for the notification if the application is being made jointly by two or more individuals and/or companies.
7. The licence application must be accompanied by a scaled plan of the premises, which meets the requirements described in the Council's guidance leaflet.
8. Licence Application Fee: Cheques should be made payable to 'East Lindsey District Council'. The Licensing Team is able to provide facilities for licence payments by credit and debit cards. Further information on payment by credit or debit card is available by contacting the Licensing Team direct. Please note that this Authority no longer accepts cash for the payment of licence applications.

Premises Licence (Gambling)

Licence Summary: The Licensing Authority is responsible for licensing premises that offer facilities for gambling. These gambling facilities are broken down into six premises licence types. These premises licence types are:

- Casino premises*
- Bingo premises
- Betting tracks premises
- Betting (other) premises (e.g. betting shops)
- Adult Gaming Centres (AGC's)
- Family Entertainment Centres (FEC's)

*Contact the Licensing Team for further information regarding casino licensing.

Eligibility Criteria: To apply for a premises licence you must

- be 18 years old or older,
- if applying on behalf of a company or partnership be authorised to make such an application, and
- hold or have applied for an Operators Licence from the Gambling Commission for that gambling activity*

* Except in the case of tracks (where the occupier of the track who gets the premises licence may not be the person who actually offers the gambling).

Application Evaluation Process: Applications must be made using this statutory form. The form must be completed in full and contain all of the relevant information requested in the form. A scaled plan of the premises must also accompany the application.

Applicants must also serve a notice of their application on each Responsible Authority. A detailed list of the Responsible Authorities is available overleaf.

Applications for a premises licence must be advertised and are open to the Responsible Authorities and the public to make representations. The consultation period for these application types are 28 calendar days from the day the application is received by the Licensing Authority. Applicants must place a public notice on the premises in a place so it can be clearly read by members of the public - if the premise is open or not. The notice must be displayed for a period of 28 consecutive days. The public notice must meet the requirements of the prescribed regulations and state the last date for representations. If the premise has a frontage of more than 50 metres a notice must be displayed every 50 metres around the premises frontage. A template for the public notice is available by contacting the Licensing Team.

Application Fees

The application fee is dependent on the type of premises licence you are applying for. All premises licence fees are set by the local licensing authority, up to a maximum amount prescribed by regulations. A list of the application fees set by this Authority can be obtained from the Gambling Act 2005 section of our website:

www.e-lindsey.gov.uk

Mandatory and Default Licensing Conditions: Each premises licence that is issued by the Authority will be subject to the Mandatory or Default conditions associated with that gambling activity. The Mandatory and Default conditions are as set out in the Gambling Act 2005 (Mandatory and Default Conditions) (England and Wales) Regulations 2007.

Mandatory conditions cannot be varied or removed in any way. However, applicants for new licences can request in their application to have the default conditions either removed from the licence or amended. For existing licensees a variation application is required to make changes or remove these default conditions.

Operators and Personal Licences: The Gambling Commission is responsible for issuing operating and personal licences under the 2005 Act. Operator licences are issued to organisations and individuals who are providing facilities for gambling. Personal licences are issued to certain categories of people who work in the gambling industry.

For further information on Operators and Personal Licences please visit the Gambling Commissions website at www.gamblingcommission.gov.uk.

TO: The Licensing Team, East Lindsey District Council, Tedder Hall, Manby Park, Louth, LN11 8UP.

I refer to the application for the grant of a premises licence under the Gambling Act 2005 and would confirm that notification of the application will be forwarded to the following Responsible Authorities:

Licensing (Alcohol), Lincolnshire Police, Police Headquarters, PO Box 999, LINCOLN, LN5 7PH (Email: countylicensinggroup@lincs.pnn.police.uk).

Gambling Commission, Victoria Square House, Victoria Square, BIRMINGHAM, B2 4BP (Email: info@gamblingcommission.gov.uk).

Environmental Health, East Lindsey District Council, Tedder Hall, Manby Park, LOUTH, LN11 8UP (Email: commercial.team@e-lindsey.gov.uk).

Development Control Manager, East Lindsey District Council, Tedder Hall, Manby Park, LOUTH, LN11 8UP (Email: dev.control@e-lindsey.gov.uk).

CFP, Lincolnshire Fire & Rescue, Harlaxton Road, Grantham, NG31 7SG (Email: fire.safety@lincoln.fire-uk.org).

Lincolnshire Safeguarding Children Board, Lincolnshire County Council, Room 131, County Offices, Newland, Lincoln, LN1 1YL (Email: sue.hill@lincolnshire.gov.uk)

HM Revenue and Customs, National Registration Unit, Portcullis House, 21 India Street, Glasgow, G2 4PZ (Email: nrubetting&gaming@hmrc.gsi.gov.uk)

Other:

Signature:

Name:

Date:

The notification must be sent to the Responsible Authorities within 7 days of the application being made to the Licensing Authority.



**Application for a Premises Licence
under the Gambling Act 2005 (Standard Form)**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant question). You may wish to keep a copy of the completed form for your records.

Where the application is—

- In respect of a vessel, or
- To convert an authorisation granted under the Betting, Gaming and Lotteries Act 1963 or the Gaming Act 1968,

the application should be made on the relevant form for that type of premises or application.

Part 1 – Type of premises licence applied for

Regional Casino ☐

Large Casino ☐

Small Casino ☐

Bingo ☐

Adult Gaming Centre ☐

Family Entertainment Centre ☐

Betting (Track) ☐

Betting (Other) ☐

Do you hold a provisional statement in respect of the premises? Yes ☐ No ☐

If the answer is "yes", please give the unique reference number for the provisional statement (as set out at the top of the first page of the statement):

Part 2 – Applicant Details

If you are an individual, please fill in Section A. If the application is being made on behalf of an organisation (such as a company or partnership), please fill in Section B.

Section A

Individual applicant

1. Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other (please specify)

2. Surname:

Other name(s):

[Use the names given in the applicant's operating licence or, if the applicant does not hold an operating licence, as given in any application for an operating licence]

3. Applicant's address (home or business – *[delete as appropriate]*):

Postcode:

4(a) The number of the applicant's operating licence (as set out in the operating licence):

4(b) If the applicant does not hold an operating licence but is in the process of applying for one, give the date on which the application was made:

5. Tick the box if the application is being made by more than one person. ☐

[Where there are further applicants, the information required in questions 1 to 4 should be included on additional sheets attached to this form, and those sheets should be clearly marked "Details of further applicants".]

Section B

Application on behalf of an organisation

6. Name of applicant business or organisation:

[Use the names given in the applicant's operating licence or, if the applicant does not hold an operating licence, as given in any application for an operating licence.]

7. The applicant's registered or principal address:

Postcode:

8(a) The number of the applicant's operating licence (as given in the operating licence):

8(b) If the applicant does not hold an operating licence but is in the process of applying for one, give the date on which the application was made:

9. Tick the box if the application is being made by more than one organisation. ☐

[Where there are further applicants, the information required in questions 6 to 8 should be included on additional sheets attached to this form, and those sheets should be clearly marked "Details of further applicants".]

Part 3 – Premises Details

10. Proposed trading name to be used at the premises (if known):

11. Address of the premises (or, if none, give a description of the premises and their location):

Postcode:

12. Telephone number at premises (if known):

13. If the premises are in only a part of a building, please describe the nature of the building (for example, a shopping centre or office block). The description should include the number of floors within the building and the floor(s) on which the premises are located.

14(a) Are the premises situated in more than one licensing authority area?

Yes/No *[delete as appropriate]*

14(b). If the answer to question 14(a) is yes, please give the names of all the licensing authorities within whose area the premises are partly located, **other than the licensing authority to which this application is made:**

Part 4 – Times of operation

15(a). Do you want the licensing authority to exclude a default condition so that the premises may be used for longer periods than would otherwise be the case? Yes/No *[delete as appropriate]* *[Where the relevant kind of premises licence is not subject to any default conditions, the answer to this question will be no.]*

15(b). If the answer to question 15(a) is yes, please complete the table below to indicate the times when you want the premises to be available for use under the premises licence.

	<i>Start</i>	<i>Finish</i>	<i>Details of any seasonal variation</i>
Mon	<i>hh:mm</i>	<i>hh:mm</i>	
Tue			
Wed			
Thurs			
Fri			
Sat			
Sun			

16. If you wish to apply for a premises licence with a condition restricting gambling to specific periods in a year, please state the periods below using calendar dates:

Part 5 – Miscellaneous

17. Proposed commencement date for licence (leave blank if you want the licence to commence as soon as it is issued): (dd/mm/yyyy)

18(a). Does the application relate to premises which are part of a track or other sporting venue which already has a premises licence? Yes/No *[delete as appropriate]*

18(b). If the answer to question 18(a) is yes, please confirm by ticking the box that an application to vary the main track premises licence has been submitted with this application.

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19(a). Do you hold any other premises licences that have been issued by this licensing authority?

Yes/ No *[delete as appropriate]*

19(b). If the answer to question 19(a) is yes, please provide full details:

20. Please set out any other matters which you consider to be relevant to your application:

Part 6 – Declarations and Checklist (Please tick)

I/ We confirm that, to the best of my/ our knowledge, the information contained in this application is true. I/ We understand that it is an offence under section 342 of the Gambling Act 2005 to give information which is false or misleading in, or in relation to, this application.

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I/ We confirm that the applicant(s) have the right to occupy the premises.

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Checklist:

- Payment of the appropriate fee has been made/is enclosed
- A plan of the premises is enclosed
- I/ we understand that if the above requirements are not complied with the application may be rejected
- I/ we understand that it is now necessary to advertise the application and give the appropriate notice to the responsible authorities

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Part 7 – Signatures

21. Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity:

Signature:

Print Name: _____

Date: _____ (dd/mm/yyyy) Capacity: _____

22. For joint applications, signature of 2nd applicant, or 2nd applicant's solicitor or other authorised agent. If signing on behalf of the applicant, please state in what capacity:

Signature:

Print Name: _____

Date: _____ (dd/mm/yyyy) Capacity: _____

[Where there are more than two applicants, please use an additional sheet clearly marked "Signature(s) of further applicant(s)". The sheet should include all the information requested in paragraphs 21 and 22.]

[Where the application is to be submitted in an electronic form, the signature should be generated electronically and should be a copy of the person's written signature.]

Part 8 – Contact Details

23(a) Please give the name of a person who can be contacted about the application:

23(b) Please give one or more telephone numbers at which the person identified in question 23(a) can be contacted:

24. Postal address for correspondence associated with this application:

Postcode:

25. If you are happy for correspondence in relation to your application to be sent via e-mail, please give the e-mail address to which you would like correspondence to be sent:

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998 and the Freedom of Information Act 2000. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

TO BE RETURNED TO:

The Licensing Team, East Lindsey District Council, Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP.

Notification of the application must be sent to the Responsible Authorities within 7 days of the application being made to the Licensing Authority.