

## **GAMBLING ACT 2005 - GUIDANCE NOTE TO ACCOMPANY APPLICATIONS**

An application for a Premises Licence under section 159 must be made in the prescribed form, and accompanied by;

1. The fee (see below) – please quote reference **ehh04/zd136gamb** on the reverse of cheques.
2. **Either**; A copy of any existing permit; or; a copy of application submitted to the Gambling Commission. If it is not possible to provide either the above, a statement as to the reasons why it is not reasonably practicable to do so, and setting out the nature of the permission, the date on which it was granted and by whom
2. A scale plan of the premises showing;
  - (a) the extent of the boundary or perimeter of the premises;
  - (b) where the premises include, or consist of, one or more buildings, the location of any external or internal walls of each such building;
  - (c) where the premises form part of a building, the location of any external or internal walls of the building which are included in the premises;
  - (d) where the premises are a vessel or a part of a vessel, the location of any part of the sides of the vessel, and of any internal walls of the vessel, which are included in the premises;
  - (e) the location of each point of entry to and exit from the premises, including in each case a description of the place from which entry is made or to which the exit leads; and
  - (f) any other matter required in accordance with the following provisions of this regulation.

**In addition**; Where the application is for a **betting premises licence**, other than in respect of a track, the plan must show the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence.

Where the application is for a **betting premises licence in respect of a track**, the plan must show;

- (a) the location and extent of any part of the premises which is a five times rule betting area;
- (b) the location and extent of any other parts of the premises which will be used for providing facilities for betting in reliance on the licence;
- (c) the location and extent of any part of the premises in which Category B or C gaming machines will be made available for use in reliance on the licence;
- (d) the nature and location of any barrier or other thing separating any part of the premises in which Category B or C gaming machines will be made available for use from any other part of the premises.

### **Applications (other than Conversion Fast-Track Applications)**

A **Form of Notice of Application** must be sent to the seven **Responsible Authorities** (see separate sheet) within 7 days of application to the Licensing Authority.

An advertisement must be published in a local newspaper circulating within the Borough of Epsom and Ewell (see separate sheet) on at least one occasion during the period of 10 working days starting the day after the application was made to the Licensing Authority.

On the day the application has been submitted to the Local Authority an advertisement of application must be displayed prominently for a period of no less than 28 consecutive days at a place which is as near as reasonably practicable to the premises, and where it can be conveniently read by members of the public.

### **FEES PAYABLE**

<b>Adult Gaming Centre Premises</b>	£2000 (New); £1,000 (Conversion Non Fast Track); £300.00 (FastTrack)
<b>Betting Premises (Track) Licence</b>	£2500 (New); £1,250 (Conversion-Non Fast Track); £300.00 (FastTrack)
<b>Betting Premises (Other) Licence</b>	£3000 (New) ; £1,500 (Conversion-Non Fast Track);£300.00 (FastTrack)