



**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)**

<p><b>Section C – Application for permit <u>transfer</u></b> <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>5. Confirmation that an application to transfer the relevant Licensing Act 2003 Premises Licence has been:</p> <p align="right">Requested <input type="checkbox"/></p> <p 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 align="right">Existing permit provided <input type="checkbox"/></p> <p align="right">Reasons why existing permit cannot be provided</p> <p>.....</p> <p>.....</p>	
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<p><b>Section D – General Information</b></p> <p>7. Name of Premises.....</p> <p>8. Address of Premises..... .....</p> <p>9. Telephone number of Premises.....</p> <p>10. Name of existing Premises Licence holder .....</p> <p>11. Address of Premises Licence holder (if different from 8 above) ..... .....</p> <p>12. Telephone number (daytime) of Premises Licence holder .....</p> <p>13. E-mail address of Premises Licence holder (where available) .....</p> <p>14. Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant ..... ..... .....</p> <p>15. Licensing Act 2003 Premises Licence Reference (i.e. number) .....</p>
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**Section E – Fee and Signature(s)**

I enclose a sum of £                      (See Fees below)   

Cheques should be made payable to Spelthorne Borough Council

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.....

**Fees**

There is no fee payable for Notification of 2 or less Gaming Machines

An application for Gaming Machine Permit made where there is an existing Section 34 Permit £100.00

An application for the Grant of Gaming Machine Permit £150.00

First Annual Fee – due no later than one month of the date of issue of Permit £50.00

Annual Fee (Due one calendar month before anniversary of issue of Permit) £50.00

Copy of Permit £15.00

New name on Permit £25.00

Variation of Permit £100.00

**This form and payment (if applicable) should be returned to:**

**Licensing Team  
Spelthorne Borough Council  
Council Offices  
Knowle Green  
Staines  
Middx  
TW18 1XB**

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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.
3. The 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.
6. The permit's duration is indefinite as it is linked to the Licensing Act 2003 Premises Licence. There is a first annual **fee payable within one month of the date of issue of this Permit** 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 is no annual fee payable for 2 machines or less.
7. 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:
  - Category C: Maximum stake = 50p / Maximum prize = £35
  - 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: .....

Signature: .....

Spelthorne Borough Council