



## **Guidance notes on the application for a new premises licence under Gambling Act 2005**

A premises licence under the Gambling Act 2005 is one that is granted to authorise the use of the premises for specified gambling facilities.

Premises licence authorisations are required for.

- Operation of a Casino.
- Operation of premises for Bingo.
- Operation as an Adult Gaming Centre.
- Operation as a Family Entertainment Centre.
- Operation as a Betting premises.

### **Who can apply for a premises licence?**

Any individual or business who has a right to occupy the premises to which the application applies and

An individual or business who holds an operating licence issued by the Gambling Commission which authorizes the carrying on of the activity in respect of which the premises licence has been sought, or

An individual or business who has made application for an operating licence which authorizes the carrying on of the activity in respect of which the premises licence has been sought.

A third party may make application on behalf of an applicant, in such an instance written confirmation must be provided by the applicant that the third party acts on his or her behalf.

### **The Application Process**

An application for a premises licence must be made to the Licensing authority for the area in which the premises exist.

For the East Riding of Yorkshire all applications must be forwarded to;

Senior Licensing Officer  
Licensing Services  
Housing & Public Protection  
County Hall  
Beverley  
HU17 9BA

To make an application the following must be submitted:

- a completed application form;
- a plan of the premises;
- A copy of the operator's licence issued by the Gambling Commission or
- the prescribed fee.
- If application made by a third party letter of consent from applicant.

The applicant must also ensure that notice of the application in the prescribed format is submitted to responsible authorities which are:

- the police;
- the fire authority;
- Her Majesty's Revenue and Customs
- Licensing Authority
- environmental health;
- Directorate of Adult and Childrens Services;
- the planning department.

This notice must be given **within 7 days** from the date of the application.

*See list for contact details*

### **The Plan**

The plan provided must show the following;

#### *General*

- It is to scale and marked with the appropriate scale.
- It shows the extent of the boundary or perimeter of the premises.
- It shows the locations of the internal and external walls of the buildings forming the premises.
- It shows the location of each and every entry and exit point, indicating at each where entry is made to or where the exit leads to.

#### *Bingo Premises where children and young persons will have access*

- It shows the location and extent of the part of the premises where gaming takes place other than that housing category B & C gaming machines.
- It shows the location and extent of the part of the premises where category B & C gaming machines are made available.
- It shows the location and nature of the physical barrier separating the part housing category B & C gaming machines available for use from the remainder of the premises.
- That it can be determined that no customer entrance is directly from an adult gaming centre, betting premises or proprietary club holding a gaming or gaming machine permit.

#### *Adult Gaming Centres*

- It shows the location and extent of the part of the premises where gaming machines are made available.
- That it can be determined that no customer entrance is directly from a family entertainment centre (licensed or unlicensed), another adult gaming centre, LA2003 licensed premises holding a gaming machine permit, betting premises or proprietary club holding a gaming or gaming machine permit.

#### *Family Entertainment Centres*

- It shows the location and extent of the part of the premises where category C gaming machines are made available for use.
- It shows the location and extent of the part of the premises where category D gaming machines are made available for use.

- It shows the location and nature of the barrier separating the part housing category C gaming machines available for use from the remainder of the premises.
- That it can be determined that no customer entrance is directly from an adult gaming centre or betting premises (other than a track premises licence).

*Betting Premises but not a track*

- It shows the location and extent which will be used to provide facilities for gambling.
- That it can be determined that the access is from a street or other betting premises.
- That it can be determined that there is no direct access from other premises used for retail sale of merchandise or services.

*Track Betting Premises*

- It shows the location and extent of any part of the premises which is a 5 times rule betting area.
- It shows the location and extent of any other parts of the premise which will be used to provide facilities for betting.
- It shows the location and extent of the part of the premises where category B & C gaming machines are made available for use.
- It shows the location and nature of the barrier separating the part housing category B & C gaming machines available for use from any other part of the premises.
- That it can be determined that there is no direct entrance from an adult gaming centre.

## **Advertising Applications**

All applicants **must** publicise their applications to bring the matter to the attention of interested parties.

To publicise the application, the applicant must clearly display an A4 size notice in the prescribed format immediately on or outside the premises for a 28 consecutive day period, during which time interested parties may make representations.

The notice should clearly display a brief summary of the application setting out matters such as the proposed authorisation applied for together with information about where the details of the application may be viewed.

In addition during the period of **10 working days** from the date of the application the applicant must publish, in a newspaper circulating within the area in which the premises are situated, notice of the application in the prescribed format.

A copy of this published advertisement must be forwarded to the Licensing Authority within 28 days of the date of the application

A failure to correctly advertise the application will result in a delay in the application process.

## **Representations**

A hearing on an application will only occur where objections or representations from **interested parties** or **responsible authorities** are received.

- Interested parties are businesses or residents in the vicinity of the premises and people representing businesses or residents.
- Responsible authorities are the police, the fire authority, the Licensing Authority, the environmental health services, Directorate of Adult and Children's Services, the planning authority, Her Majesty's Revenue and Customs.

Where no objections or relevant representations are made by responsible authorities or interested parties the licensing authority must grant the licence application subject only to the mandatory and default conditions.

If relevant representations are received, the licensing authority must hold a hearing and consider the representations. This may result in:

- the rejection of the application,
- the attachment of conditions to the licence if this is necessary for the promotion of one or more of the licensing objectives.

Further information maybe obtained by contacting;

Licensing Services  
Housing & Public Protection  
County Hall  
Beverley  
HU17 9BA

Telephone Number: 01482 396296  
E Mail : [licensing@eastriding.gov.uk](mailto:licensing@eastriding.gov.uk)

### Responsible Authorities

Notice of your application in the prescribed format must be sent to the following:

Responsible Authority	Contact Details
<b>Humberside Police</b>	Chris Chapman / PC Carolyn Grundy C Division Licensing Section Humberside Police Session House New Walk Beverley East Riding of Yorkshire HU17 7AF Telephone: 01482 597964 Email: <a href="mailto:christopher.chapman@humberside.pnn.police.uk">christopher.chapman@humberside.pnn.police.uk</a> <a href="mailto:Carolyn.grundy@humberside.pnn.police.uk">Carolyn.grundy@humberside.pnn.police.uk</a>
<b>Environmental Health</b>	Paul Abbott Environmental Control Manager Housing & Public Protection Council Offices Church Street Goole East Riding of Yorkshire DN14 5BG Telephone: 01482 39 Email: <a href="mailto:paul.abbott@eastriding.gov.uk">paul.abbott@eastriding.gov.uk</a>

<b>East Riding of Yorkshire Planning Authority</b>	Steve Cook Development Control Manager Planning Department County Hall Beverley East Riding of Yorkshire HU17 9BA Telephone: 01482 887700 steve.cook@eastriding.gov.uk
<b>Humberside Fire and Rescue Services</b>	Humberside Fire and Rescue Service Fire Safety Division Worship Street Hull HU12 8BG Telephone: 01482 617001/01482 617002/01482 617008 Fax: 01482 617010 Email: fsofficenorth1@humbersidefire.gov.uk
<b>H M Customs &amp; Revenue</b>	HM Revenue & Customs National Registration Unit Portcullis House 21 India Street Glasgow G2 4PZ Telephone: 0141 555 3633 E Mail: nru.betting&gaming@HMRC.gsi.gov.uk
<b>Gambling Commission</b>	Gambling Commission Victoria Square House Victoria Square Birmingham B2 4BP Telephone: 0121 230 6500 Fax: 0121 233 1096 E Mail : info@gamblingcommission.gov.uk
<b>Directorate of Adult &amp; Family Services</b>	Director of Adult & Family Services East Riding of Yorkshire Council County Hall Beverley East Riding of Yorkshire HU17 9BA Tel: 01482 887700

**N.B.**

**The Licensing Authority is required to determine applications within the timescales prescribed in legislation a failure to give notice to responsible authorities will delay the process and may result in refusal of an application.**