

For Official Use: Cash Office/Service Point

APPLICATION FEE:	£100 Existing £150 New £15 replacement
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HIGHLAND LICENSING BOARD

The Gambling Act 2005

APPLICATION FORM FOR ALCOHOL LICENSED PREMISES GAMING MACHINE PERMIT

(For use by applicants – premises with a relevant alcohol licence for 'On' Sales and a Bar Area)

Premises that only serve alcohol with food may NOT apply –see S278(1)(b)
You should use this Form if you wish to apply for an alcohol licensed premises **GAMING MACHINE PERMIT** that authorizes you to offer 3 or more gaming machines of Category C or D. If you only wish to offer 1 or 2 machines then you should instead notify the Highland Licensing Board by using the notification procedure (for which a separate form is available).

No other category of machines are authorised by these procedures

Please ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets, if necessary. You may wish to keep a copy of the completed form for your records.

SECTION A – Type of application

1. Please indicate type of application by ticking one of the appropriate boxes below:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Application for the grant of an alcohol licensed premises gaming machine permit – complete sections B,C,E. |
| <input type="checkbox"/> | Application to vary an alcohol licensed premises gaming machine permit – complete sections B to F the Declaration. |
| <input type="checkbox"/> | Application to renew an alcohol licensed premises gaming machine permit – complete sections B to F, the Declaration. |
| <input type="checkbox"/> | Application for a copy of an alcohol licensed premises gaming machine permit – report it to the police if necessary and go to section F Declaration regarding lost/stolen/damaged Permit. |
| <input type="checkbox"/> | Application to transfer an alcohol licensed premises gaming machine permit – complete sections B to F, the Declaration. |

SECTION B – Contact Details of the Applicant (including Transferee)

Post Town

Post Code

TELEPHONE NUMBERS

Daytime

Evening

Mobile

FAX NUMBER

E-mail address (if you would prefer us to correspond with you by email):

Address for correspondence associated with this application (if different to the address above)

Post Code.

Signature:

Capacity:

Date:

SECTION C- Information about the applicant

1. Does the applicant hold a relevant Scottish licence over the same premises for the purpose of S278 of the Gambling Act 2005? YES NO
2. If the answer to 1. Is 'Yes', please provide details of the relevant licence here:
Licence Number:Date of Licence:
3. Does the premises contain a Bar from which alcohol is served for consumption on the premises without a requirement that alcohol is served only with food? YES NO

SECTION D-- Existing Permits Under the Gambling Act 2005

1. Is there an existing Permit under the Gambling Act 2005? YES NO
2. Is this application made before the relevant date? (the relevant date is one month before the date on which the Permit is due to expire) YES NO
3. A copy of the permit is attached ? YES NO

Please tick the box and attach a copy. If the answer to Question 4 is 'No' then complete Section H

SECTION E – What the Application is for-

✓

- Application for the following number of Category C¹ Gaming Machines.
- If the application is to vary, please insert the EXISTING number of Category C machines
- Application for the following number of Category D² Gaming Machines.
- If the application is to vary, please insert the EXISTING number of Category D machines

¹ Category C machines have a max. stake of £0.50 and a max. prize of £70.00 and cannot be accessed by under 18's.

² Category D machines have a max. stake of £0.10 and a max prize of £5.00 (or £0.30 and £8.00 for non-money prizes) and are the only gaming machines that can be accessed by children.

- **Siting of Machines** – a scale plan of the layout of the premises showing the location of the gaming machines is attached – please tick box and attach plan.

SECTION F – Lost Permit Declaration – to be completed by the person who was last in possession of the document.

I Declare that the existing gaming machine permit in respect of premises at:
 (Address):
 Postcode:

Has been lost/stolen./destroyed* in the following circumstances:

*and the police Crime Number is:
 And I wish to apply for a replacement copy.

Signature:

Capacity:

Date:

PLEASE NOTE - IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

DATA PROTECTION ACT 1998

The information on this form may be held on an electronic public register which may be available to members of the public on request. This will be maintained in accordance with the Data Protection Act 1998 and will not be sold or passed on to any organisation without your prior approval unless this is a legal requirement.

SUBMISSION OF APPLICATION

When completed the application form should be sent to the Clerk's office in the area where you normally reside:

HIGHLAND LICENSING BOARD CONTACT ADDRESSES AND PAYMENT DETAILS

Clerk to the Board	Inverness, Nairn, Badenoch and Strathspey areas	Lochaber
Claire McArthur Highland Licensing Board Council Offices High Street Dingwall IV15 9QN Tel: (01349) 868541 claire.mcarthur@highland.gov.uk	Highland Licensing Board Highland Council Headquarters Glenurquhart Road Inverness IV3 5NX Tel: (01463) 785087 licensing@highland.gov.uk	Highland Licensing Board Council Offices Charles Kennedy Building Achintore Road Fort William PH33 6RQ Tel: (01397) 707233 licensing@highland.gov.uk
Caithness and Ross areas	Sutherland	Skye and Lochalsh
Highland Licensing Board Caithness House Market Place Wick KW1 4AB Tel: (01955) 608214 licensing@highland.gov.uk	Highland Licensing Board Council Offices Drummuie Golspie KW10 6TA Tel: (01408) 635205 licensing@highland.gov.uk	Highland Licensing Board Council Offices Tigh na Sgìre Park Lane Portree, IV51 9GP Tel: (01478) 613824 licensing@highland.gov.uk

If you wish any additional guidance or advice, please contact your **Licensing Standards Officer** in your area:

LICENSING AREA	LSO	CONTACT DETAILS
SOUTH Inverness, Nairn, Badenoch & Strathspey	Shonnie Campbell	Tel: 01463 702259 E-mail: shonnie.campbell@highland.gov.uk
NORTH Caithness, Sutherland and Ross	Garry Cameron	Tel: 01408 635217 E-mail: garry.cameron@highland.gov.uk
WEST Skye and Lochalsh and Lochaber	Chris MacKinnon	Tel: 07760 703222 E-mail: ewenchristopher.mackinnon@highland.gov.uk

WAYS TO PAY:

By Debit or Credit Card

- In Person at any Service Point
- By Telephone to a member of Council staff. Please telephone the payment line on 01349 886605/09 and a member of staff will be able to take your payment. This service is available Monday-Friday 8 am to 5 pm,

By Bank Credit Transfer, Telephone or Online Banking or Standing Order

Please pay to the: Virgin Bank, 15 Academy Street, Inverness, IV1 1JN

Bank Sort Code: 82:70:13

Bank Account Number: 30000542

Please quote: Name of Premises/Type of Application or Invoice Number with all payments.

GUIDANCE NOTES

GAMING MACHINE PERMIT APPLICATIONS (for greater than 2 machines) for Conversion/ New/ Variation/ Transfer

1. The premises must be licensed 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.
2. The gaming machines must be located on these licensed premises.
3. A 'Premises Licence Holder' is a person holding a Premises Licence under the Licensing (Scotland) Act 2005.
4. 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 be premises be mainly used for making gaming machines available for use on the premises (Schedule 13 paragraph 16 Gambling Act 2005).
5. The permit's duration is indefinite as long as fees are paid and the alcohol premises licence remains current and is held by the permit holder. The permit may be surrendered.
6. There is a first annual fee payable within 30 days of the day on which the permit was issued and an annual fee is then payable before each anniversary of the date of issue of the permit. It is the responsibility of the permit holder to pay the annual fee. The Highland Licensing Board does NOT warrant that annual reminders for payment will be issued. Failure to pay the annual fee may result in the cancellation of the permit. The annual fee is £50 (There are no annual fees payable for 2 machines or less).
7. The Gambling Act 2005 and Regulations provide for two types of gaming machines which can be located in alcohol licensed premises. These are:
 - Category C: Maximum stake = 50p / Maximum Prize £70
 - Category D: Maximum stake = 10p or 30p non-monetary / maximum prize = £5 cash or £8 non-monetary.

Children can only have access to a Category D machine.

8. **All alcohol licensed premises which provide gambling 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:
www.gamblingcommission.gov.uk
Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission.
9. This Licensing Authority must notify the applicant of its grant/refusal of the application for a permit as soon as is reasonably practicable after that decision to grant/refuse has been made.