



## Club Gaming Permits and Club Machine Permits

This form may be used by members clubs, commercial clubs and miners welfare institutions occupying premises where it is intended to either offer gaming facilities or make a number of gaming machines available for use, in accordance with sections 271 and 273 of the Gambling Act 2005.

Please refer to the guidance notes at the back of this form before completing.

*This form is prescribed by regulation 4 of the Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007*

### APPLICATION FORM FOR CLUB GAMING PERMIT OR CLUB MACHINE PERMIT

(FOR USE BY APPLICANTS - MEMBERS' CLUBS, COMMERCIAL CLUBS AND MINERS' WELFARE INSTITUTES)

**If you are completing this form by hand, please write legibly in block capitals using ink.**

To: Licensing, Dacorum Borough Council  
The Forum, Marlowes, Hemel Hempstead, HP1 1DN

#### SECTION A – Type of Application

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

- Application for a club gaming permit
- Application for a club machine permit
- Application to renew a club gaming permit
- Application to renew a club machine permit

#### SECTION B – Existing registration under Gaming Act 1968

*To be completed if the applicant wishes to apply as an existing Part 2 or Part 3 operator. Do not complete if applying to renew a permit*

##### Part I

2. Is this application made before 1st September 2007? Yes  No   
*If the answer to question 2 is 'Yes', complete questions 3 to 5, 11 and 12.  
 If the answer to question 2 is 'No', complete questions 6 to 12.*

##### Application made before 1st September 2007

3. Is the applicant registered under Part 2 or Part 3 of the Gaming Act 1968? Yes  No   
*If the answer to question 3 is 'Yes', please indicate which type of registration:*  
 Part 2 Registration  Part 3 Registration

4. When the registration was granted (or last renewed), was it fixed to expire on a date on or after 1st September 2007? Yes  No

5. Please indicate the date on which the registration was fixed to expire: \_\_\_\_\_

##### Application made on or after 1st September 2007

6. Did the applicant have a Part 2 or Part 3 Registration under the Gaming Act 1968 that had effect on 31st August 2007? Yes  No

7. If the answer to question 6 is 'Yes', please indicate the date on which the registration was due to expire (i.e. the date it was fixed to expire when the registration was granted or last renewed): \_\_\_\_\_

8. If the date given in answer to question 7 is a date before 31st August 2007, was the applicant's registration renewed on or after 1st September 2007? Yes  No

Please give date of renewal: \_\_\_\_\_

9. If the answer to question 6 is 'No', was the applicant first registered under Part 2 or Part 3 of the Gaming Act 1968 on or after 1st September 2007? Yes  No

Please give date of registration: \_\_\_\_\_

10. If the answer to either question 6 or 9 is 'Yes', please indicate which type of registration:  
Part 2 Registration  Part 3 Registration

**Part II**

11. Does this application relate to the same (or substantially the same) premises as those to which the registration relates? Yes  No

12. Is this application made before the 'relevant date'? Yes  No

*[The 'relevant date' is the date on which the registration is due to expire, except where the applicant is registered on or after 1st September 2007, in which case the 'relevant date' for a Part 2 registration is the last day of the period of one year beginning on the date on which it is registered, and for a Part 3 registration is the last day of the period of five years beginning on the date on which it is registered.]*

**The applicant may apply as an existing operator if:**

**(a) the answer to questions 3, 11 and 12 is 'Yes' and the answer to question 4 is 'No' OR**

**(b) the answer to questions 6, 8, 11 and 12 is 'Yes' OR**

**(c) the answer to questions 9, 11 and 12 is 'Yes'**

**If the applicant is applying as an existing operator:**

- Do NOT complete SECTION C
- Relevant documentation must be provided – see SECTION H
- A different application fee is payable for an existing operator.

**SECTION C – Fast-track Procedure** *[This section does not apply to Scotland]*

13. Please indicate if this application is made under the fast-track procedure *[tick as appropriate]*: Yes  No

*[to apply under the fast-track procedure, the applicant must be the holder of a club premises certificate under section 72 of the Licensing Act 2003]*

14. If the answer to question 13 is 'Yes', please complete the declaration below:

*'I hereby certify that the applicant for a permit is the holder of a club premises certificate under section 72 of the Licensing Act 2003'*

[full name] .....

[signature] .....

[capacity] .....

If the answer to question 13 is 'Yes' relevant documentation must be provided – see SECTION H

**SECTION D – Contact Details of the Applicant**

15. Name of applicant:  
.....

16. Address (including postcode) of premises on which the applicant operates:

.....  
*[any gaming or gaming machines authorised by a relevant permit must take place or be located on these premises]*

**SECTION E – Information about the Applicant**

**If the applicant is a miners' welfare institute, complete questions 17 to 20:**

- 17. Is the applicant established and conducted for social and recreational purposes? Yes  No
- 18. Are the applicant's affairs managed by a group of individuals of whom at least two thirds are miners' representatives? Yes  No
- 19. Does the applicant operate on premises the use of which is regulated in accordance with a charitable trust? Yes  No
- 20. If the answer to question 19 is 'Yes', has the charitable trust received money from any of the following:  
(a) the Miners' Welfare Fund established by section 20 of the Mining Industry Act 1920,  
(b) the former body corporate which was known as the Coal Industry Social Welfare Organisation and incorporated under the Companies Act 1948, or  
(c) the charitable trust known as the Coal Industry Social Welfare Organisation? Yes  No

**If the applicant is a members' club or commercial club, complete questions 21 to 26:**

- 21. Is the applicant established with the purpose of functioning only for a limited period of time? Yes  No
- 22. Does the applicant have at least 25 individual members? Yes  No
- 23. Is the applicant established and conducted for the benefit of its members? Yes  No
- 24. Is the applicant established or conducted as a commercial enterprise? Yes  No
- 25. Describe the purpose(s) for which the applicant is wholly or mainly established and conducted:  
  
.....
- 26. If the applicant is established or conducted wholly or mainly for the purpose of the provision of facilities for gaming, please specify the kinds of gaming:  
  
.....

**SECTION F – General information about person completing this application form on behalf of applicant**

- 27. Name: .....
- 28. Capacity: .....
- 29. Address (including postcode):  
  
.....

**SECTION G – Contact details for correspondence associated with this application**

30. Please tick one box as appropriate:

Address in section E  Address in section F  Address below :

Address (including postcode):

.....

Telephone number:

.....

Email address (if the applicant is happy for correspondence in relation to this application to be sent via email):

.....

**SECTION H – Declaration**

31. Please complete the following declarations and checklist:

I *[full name]*

.....

- a. make this application on behalf of the applicant and have authority to act on behalf of the applicant.
- b. confirm that I am aware of any relevant provision of a code of practice issued by the Gambling Commission under section 24 of the Gambling Act 2005 about the location and operation of a gaming machine.
- c. confirm that I am aware that the permit to which this application relates will be subject to the relevant conditions specified in section 271 or 273 of the Gambling Act 2005.
- d. confirm that I am aware that (unless this application is made under the fast-track procedure) the applicant must send a copy of this application and any accompanying documents to the Gambling Commission and the chief officer of police (or chief constable in Scotland) within a period of seven days beginning on the date this application is made.
- e. Checklist *[tick as appropriate]*:
  - Payment of the appropriate fee of £\_\_\_\_\_ is enclosed.
  - A copy of the existing club gaming permit or club machine permit is enclosed *[only applies to applications to renew a permit]*
  - A copy of the registration certificate issued under Part 2 of the Gaming Act 1968 is enclosed *[only applies if the applicant wishes to apply as an existing Part 2 operator]*
  - A copy of the registration certificate issued under Part 3 of the Gaming Act 1968 is enclosed *[only applies if the applicant wishes to apply as an existing Part 3 operator]*
  - The applicant's club premises certificate issued under section 72 of the Licensing Act 2003 is enclosed *[only applies if the applicant has completed the declaration in section C]*
- f. **confirm that, to the best of my knowledge, the information contained in this application is true. I 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.**

Signature

.....

Date

.....

Capacity

.....

## Guidance notes

1. This form is to be used for an application for a grant or renewal of a club gaming permit or a club machine permit, in accordance with Part 12 and Schedule 12 of the Gambling Act 2005. **This form can be used for both new applications and for applications to convert an existing Part 2 or Part 3 Registration** issued by the Magistrates Courts under the Gaming Act 1968 in accordance with the Gambling Act 2005 Statutory Instrument 2006 / 3272.
2. A members' club or miners' welfare institute may apply to a licensing authority for a club gaming permit or a club machine permit. A commercial club may apply to a licensing authority for a club machine permit only.
3. The Gambling Commission or the Police may submit an objection to your application within 28 days, beginning on the day on which the application is made.
4. No conditions may be attached to a club gaming permit or a club machine permit. However, it is expected that any relevant Codes of Practice issued by the Gambling Commission will be adhered to.
5. An application may be made to renew a permit as it approaches its expiry date. Such an application may not be made:
  - before the period of three months ending with the date on which the permit would otherwise expire, or
  - after the beginning of the period of six weeks ending with that date.
6. Where an application is made to convert an existing registration issued under Part 2 or Part 3 of the Gaming Act 1968, or to renew a Club Gaming Permit or Club Machine Permit under this Act, a copy of the existing registration certificate or permit should accompany the application.
7. A club gaming permit or club machine permit may not be issued in respect of a vehicle or vessel (or part of a vehicle or vessel).
8. Having regard to the licensing objectives and any guidance issued by the Gambling Commission, a licensing authority may refuse a permit application only on one or more of the following grounds:
  - a. that the applicant is not-
    - i. in the case of an application for a club gaming permit, a members' club or a miners' welfare institute, or
    - ii. in the case of an application for a club machine permit, a members' club, a commercial club or a miners' welfare institute,
  - b. that the premises on which the applicant conducts its activities are used wholly or mainly by children, by young persons or by both,
  - c. that an offence, or a breach of a condition of a permit, has been committed in the course of gaming activities carried on by the applicant,
  - d. that a permit held by the applicant has been cancelled during the period of ten years ending with the date of the application, or
  - e. that an objection to the application has been made by either the Gambling Commission or Hertfordshire Constabulary.
9. If the applicant holds a club premises certificate under section 72 of the Licensing Act 2003, the application may be made using fast-track procedures. To utilise these provisions:
  - The appropriate section of the application form must be completed, including the declaration; and
  - A copy of the club premises certificate should be attached to the application.
10. When making an application using the fast-track procedures:
  - There is no requirement to send copies of your application to the responsible authorities;
  - No objections may be made by the responsible authorities in respect of your application;
  - The licensing authority will ordinarily grant the application, unless it is thought that:
    - (a) the applicant is established or conducted wholly or mainly for the purposes of the provision of facilities for gaming, other than gaming of a prescribed kind,
    - (b) the applicant is established or conducted wholly or mainly for the purposes of the provision of facilities for gaming of a prescribed kind and also provides facilities for gaming of another kind, or
    - (c) a club gaming permit or club machine permit issued to the applicant has been cancelled during the period of ten years ending with the date of the application.

11. Permits are valid for a period of ten years, unless
- the licence is surrendered, cancelled by the licensing authority, or forfeited upon order of a court following a conviction under this Act;
  - where the application was not made using the fast-track procedure, the holder ceases to be a members club, a commercial club or a miners welfare institute;
  - where the application was made using the fast-track procedure, the club premises certificate issued under the Licensing Act 2003 ceases to have effect.
12. An annual fee is payable to the licensing authority to keep the permit in force. The first fee is due 30 days after the permit takes effect (or 12 months after issue, whichever is earlier), and then on the anniversary of the grant of the permit thereafter. The annual fee is currently set at £50.
13. The relevant fees are listed below. Please make cheques payable to 'Dacorum Borough Council'.

	<b>Application fee (new permit)</b>	<b>Application fee (conversion of Part 2/Part 3 Registration)</b>	<b>Renewal fee</b>	<b>Variation fee</b>	<b>Copy of permit</b>
<b>Standard application</b>	£200	£100	£200	£100	£15
<b>Fast-track application</b>	£100	£100	£100	£100	£15

The completed application should be sent, together with the prescribed fee and any supporting documents, to:

**Licensing**  
**Dacorum Borough Council**  
 The Forum  
 Marlowes  
 Hemel Hempstead  
 HP1 1DN

Tel: 01442 228000  
 Email: [licensing@dacorum.gov.uk](mailto:licensing@dacorum.gov.uk)  
 Web: [www.dacorum.gov.uk/licensing](http://www.dacorum.gov.uk/licensing)

If the application is not made under the fast-track procedures, a copy of the completed application, together with copies of any supporting documents, must be sent to each of the following responsible authorities, within 7 days of making your application. Failing to comply with this requirement may invalidate your permit.

**The Gambling Commission**  
 Victoria Square House  
 Victoria Square  
 Birmingham  
 B2 4BP

Tel: 0121 230 6666  
 Email: [info@gamblingcommission.gov.uk](mailto:info@gamblingcommission.gov.uk)

**Hertfordshire Constabulary**  
**Licensing – Dacorum Division**  
 Combe Street  
 Hemel Hempstead  
 HP1 1HL

Tel: 01442 271601  
 Email: [Dacorumlicensing@herts.pnn.police.uk](mailto:Dacorumlicensing@herts.pnn.police.uk)