



**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 s. 278(1)(b)

**You should use this Form if you wish to apply for an alcohol licensed premises gaming machine permit that authorises 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 Moray Licensing Board by using the simple notification and registration procedure (for which a separate form is available). No other categories of machines are authorised by these procedures.**

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

To:  
The Clerk to the Moray Licensing Board  
Council Headquarters  
High Street  
Elgin, IV30 1BX

*[insert name and address of relevant Licensing Board – this is the Board in whose area the premises relating to this application are wholly or mainly situated]*

Date received:

**Official use only**

**SECTION A – Type of Application**

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

- Application for the grant of an alcohol licensed premises gaming machine permit – complete sections C to G and section I the declaration**
- Application to convert an existing Section 34 permit issued under the Gambling Act 1968, into an alcohol licensed premises gaming machine permit – complete sections B to G and section I the declaration**
- Application to vary an alcohol licensed premises gaming machine permit – complete sections B to G and section I the declaration**
- Application to renew an alcohol licensed premises gaming machine permit – complete sections B to G and section I the declaration**
- Application for a copy of an alcohol licensed premises gaming machine permit – report it to the police if necessary and go to section H declaration regarding lost / stolen / damaged Permit.**
- Application to transfer an alcohol licensed premises gaming machine permit – complete sections B, D to G and I the declaration.**

**SECTION B – Existing Permits**

**Part I – Existing Permit under Section 34 Gaming Act 1968**

1. Is there an existing Permit under Section 34 of the Gaming Act 1968 that had effect on 31<sup>st</sup> August 2007? Yes  No
2. If the answer to question 1 is 'No' go straight to Section C. If the answer to question 1 is 'Yes', please confirm details of the Permit including the date on which it will expire. After the 1<sup>st</sup> September 2007 a Section 34 Permit is treated as a licensed premises gaming machine permit until it expires.

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3. Does this application relate to the same premises as those to which the existing permit relates? Yes  No

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

*[The 'relevant date' is one month before the date on which the Permit is due to expire]*

**The applicant may apply as an existing operator if the answer to questions 2, 4 and 5 'Yes'.  
If the applicant is applying as an existing operator the appropriate fee for an existing operator must be paid.**

**Part II Existing Permit Under Gambling Act 2005**

5. Is there an existing Permit under the Gambling Act 2005? Yes  No

6. If the answer to question 1 is 'No' go straight to Section C. If the answer to question 1 is 'Yes', please confirm details of the Permit including the date on which it will expire.

.....

7. Does this application relate to the same premises as those to which the existing permit relates? Yes  No

8. 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]*

**The applicant may apply as an existing operator if the answer to questions 2, 4 and 5 'Yes'.  
If the applicant is applying as an existing operator the appropriate fee for an existing operator must be paid.**

**Part III**

9. A copy of the existing Permit is attached Yes  No

**Please tick the box and attach a copy. If the answer to question 9 is 'No' then complete section H**

**SECTION C – What the Application is for**

1. Please indicate what the applicant is applying for below.

Application for the following number of Category C<sup>1</sup> gaming machines |  <sup>2</sup>

If the application is to vary please insert here the existing number of Category C machines |  <sup>2</sup>

Application for the following number of Category D<sup>3</sup> gaming machines |  <sup>2</sup>

If the application is to vary please insert here the existing number of Category D machines |  <sup>2</sup>

<sup>1</sup> – Category C machines have a max stake of £0.50 and a max prize of £35.00 and cannot be accessed by under 18s.

<sup>2</sup> – If number is zero put zero

<sup>3</sup> – 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 prize) and are the only gaming machines that can be accessed by children.

2. Siting of Machines – A scale plan of the layout of the premises showing the location of the gaming machines is attached – please tick box & attach plan

3. Insert here details of method(s) to be used to ensure that children do not access any machine above Category D

**SECTION D – Contact Details of the Applicant (including Transferee)**

1. Name of applicant .....

2. 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]*

3. Telephone number of applicant .....

4. E-mail address of applicant (if correspondence by e-mail is preferred) .....

**SECTION E – Information about the Applicant**

1. Does the applicant hold a relevant Scottish licence over the same premises as for question 10 above for the purpose of s. 278 of the Gambling Act 2005? Yes  No

2. If the answer to question 13 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 F – General information about person applying on behalf of applicant**

- 1. Name .....
- 2. Capacity .....
- 3. Address (including postcode) .....  
.....  
.....  
.....
- 4. Daytime telephone number .....
- 5. E-mail address (if correspondence by e-mail is preferred) .....  
.....

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

28. Please tick one box as appropriate:

See address in section D  See address in section E  See address below  :

Address (including postcode) .....  
.....  
.....  
.....

Telephone number .....

E-mail address (if correspondence by e-mail is preferred) .....  
.....

**SECTION H – 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 (including 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 .....

Date .....

Capacity .....

**SECTION I – Declaration**

Please complete the following declarations and checklist:

I *[full name]* .....

- a. make this application on behalf of the applicant and have authority to bind the applicant.
- b. confirm that I am aware of the relevant 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 283 of the Gambling Act 2005 and the Licensed Premises Gaming Machine Permits (Scotland) Regulations 2007

d. Checklist *[tick as appropriate]*:

- Payment of the appropriate fee of £            is enclosed.
- A copy of the existing alcohol licensed premises gaming machine permit is enclosed  
*[only applies to applications to vary or 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]*

e. **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 .....

**GAMING MACHINE PERMIT APPLICATIONS (i.e. for greater than 2 machines) for:  
CONVERSION / NEW / VARIATION / TRANSFER**

**Guidance notes:**

1. This form is to be used 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 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 (S) Act 1976/2005.
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 enquire about any local policy as regards applications and whether application for certain numbers of machines are decided via a hearing.
6. 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.
7. 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 Moray 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).
8. 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 = £35
  - 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.**

9. **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/UploadDocs/Contents/Documents/Gaming%20Machine%20Permits%20Code%20of%20Practice.pdf>

Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission or your local Council licensing service.

10. 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.