



GAMBLING ACT 2005 PREMISES LICENCE GUIDANCE NOTES

1. What is a Gambling Act Premises Licence?

A Premises Licence, issued under the Gambling Act 2005, is required for any premises where it is intended to provide gambling facilities.

The types of Licence available are as follows:

- Casino Premises Licence
- Bingo Premises Licence
- Adult Gaming Centre Premises Licence (enabling Category B gaming machines to be made available for use at the premises)
- Family Entertainment Centre Premises Licence (enabling Category C gaming machines to be made available for use at the premises)
- Betting Premises Licence (enabling the provision of facilities for betting, by making or accepting bets or by acting as a betting intermediary)

Except in the case of a track, a Premises Licence may not authorise the use of premises for activities of more than one of the types listed above. A Licence may not be issued in respect of premises if those premises already have a Premises Licence in effect.

2. Who can apply for a Gambling Act Premises Licence?

An application for a Premises Licence may only be made by persons (which includes companies or partnerships):

- who have the right to occupy the premises; and
- who have an Operating Licence which allows him/her to carry out the proposed activity, or have applied for an Operating Licence (the Premises Licence may only be issued once the Operating Licence has been issued) from the Gambling Commission.

An applicant for a Premises Licence must be over the age of 18.

3. What are the categories of machines available?

Category of machine	Maximum stake	Maximum prize
A	Unlimited	Unlimited
B1	£2	£4,000
B2	£100 (in multiples of £10)	£500
B3A	£1	£500
B3	£1	£500
B4	£1	£250
C	£1	£70
D - non-money prize (other than a crane grab machine)	30p	£8
D - non-money prize (crane grab machine)	£1	£50
D (money prize)	10p	£5
D - combined money and non-money prize (other than a coin pusher or penny falls machine)	10p	£8 (of which no more than £5 may be a money prize)
D - combined money and non-money prize (coin pusher or penny falls machine)	10p	£15 (of which no more than £8 may be a money prize)

4. How many machines of these types can I have?

Premise Type	Machine category						
	A	B1	B2	B3 B3A	B4	C	D
Regional casino (table/ machine ratio of 25-1 up to maximum)	Maximum of 1250 machines Any combination of machines in categories A to D, within the total limit of 1250 (subject to table ratio) <i>not to include B3A</i>						
Large casino (table/ machine ratio of 5-1 up to maximum)	X	Maximum of 150 machines Any combination of machines in categories B to D, within the total limit of 150 (subject to table ratio) <i>not to include B3A</i>					
Small casino (table/ machine ratio of 2-1 up to maximum)	X	Maximum of 80 machines Any combination of machines in categories B to D, within the total limit of 80 (subject to table ratio) <i>not to include B3A</i>					
Pre-2005 Act casinos (no table/ machine ratio)	X	Maximum of 20 machines categories B to D or C or D machines instead <i>not to include B3A</i>					
Betting premises and tracks occupied by Pool Betting	X	X	Maximum of 4 machines categories B2 to D <i>not to include B3A</i>				
Bingo Premises	X	X	X	Maximum of 8 machines in category B3 or B4		No limit C or D machines	
Adult gaming centre	X	X	X	Maximum of 4 machines in category B3 or B4		No limit C or D machines	
Family entertainment centre (with premises licence)	X	X	X	X	X	No limit on Category C or D machines	
Family entertainment centre (with permit)	X	X	X	X	X	X	No limit on Category D machines
Clubs or miners' welfare institutes with permits	X	X	X	Maximum of 3 machines in categories B3A, B4, C and D			
Qualifying alcohol licensed premises	X	X	X	X	X	1 or 2 machines of category C or D automatic upon notification	
Qualifying alcohol licensed premises with gaming machine permit	X	X	X	X	X	Number as specified on permit	
Travelling fair	X	X	X	X	X	X	No Limit on Category D machines
	A	B1	B2	B3 B3A	B4	C	D

(X = category of machines not permitted on this type of premises)

5. What do I have to produce in making an application/ what Notice provisions do I have to comply with?

GRANT APPLICATION

Documents to produce

- i) The appropriate application form;
- ii) The appropriate fee for the application being made;
- iii) A Plan of the premises (see **6.** for details)

Serve **full** application on:

Licensing Services Team
P O Box 2078
The Council Offices,
Castle Street
Thornbury, BS35 1HF

Tel: 01454 868001

Serve Notice on:

RESPONSIBLE AUTHORITIES DETAILS RESPONSIBLE AUTHORITY	ADDRESS	TELEPHONE NUMBER
South Gloucestershire Council in the capacity of the Licensing Authority	Licensing Services Team P O Box 2078 The Council Offices, Castle Street Thornbury, BS35 1HF	01454 868001
Avon and Somerset Constabulary	Liquor Licensing Bureau P.O. Box 2781 Bristol, BS2 2AS	0117 945 5154
Avon Fire and Rescue	The Fire Safety Manager Fire Station Station Road Yate, BS37 4AL	0117 926 2061 Ext. 8253
South Gloucestershire Council Environmental Protection (Noise Team)	Environmental Protection Team P O Box 2078 The Council Offices, Castle Street Thornbury, BS35 1HF	01454 868001
Area Child Protection Committee	FAO Safeguarding Children's Strategy Manager P O Box 2082 Council Offices Castle Street Thornbury , BS35 9BJ	01454 868924

South Gloucestershire Council (Planning Department)	Planning, Transportation and Strategic Environment Development Control Section The Council Offices, Castle Street Thornbury, BS35 9BP	01454 868004
Gambling Commission	Victoria Square House Victoria Square Birmingham BS4BP	0121 230 6550
HM Revenue and Customs	Portcullis House 21 Cowbridge Road Cardiff South Glamorgan CF11 9SR	0845 010 9000

The form of Notice for the notification to the Responsible Authorities can be downloaded from the South Gloucestershire website.

Public Notices:

You must also publish notice of the application:

- (a) in a local newspaper or, if there is none, a local newsletter, circular or similar document, circulating within the area on at least one occasion during the period of ten working days starting with the day after the day on which the application is made to us; and
- (b) by displaying a notice on the premises to which the application relates:
 - (i) in a place at which it can conveniently be read by members of the public from the exterior of the premises;
 - (ii) for a period of no less than 28 consecutive days starting on the day on which the application is made to us.

The form the Public Notices must take can be downloaded from the South Gloucestershire website

VARIATION APPLICATION

Documents to produce:

- i) The appropriate application form;
- ii) The appropriate fee for the application being made;
- iii) A Plan of the premises (see 6. for details) to include any variations being carried out

Serve full application on:

As per Grant application (see above)

Serve Notice on:

As per Grant application (see above)

Public Notices:

As per Grant application (see above)

TRANSFER APPLICATION

Documents to produce:

- i) The appropriate application form;
- ii) The appropriate fee for the application being made;

Serve **full** application on:

As per Grant application (see above)

Serve Notice on:

As per Grant application (see above)

Public Notices:

None.

REINSTATEMENT APPLICATION

Documents to produce:

- i) The appropriate application form;
- ii) The appropriate fee for the application being made;

Serve **full** application on:

As per Grant application (see above)

Serve Notice on:

As per Grant application (see above)

Public Notices:

None.

6. What do the plans have to show:

All plans have to show:

- (a) the extent of the boundary or perimeter of the premises;
- (b) where the premises include, or consist of, one or more buildings, the location of any external or internal walls of each such building;
- (c) where the premises form part of a building, the location of any external or internal walls of the building which are included in the premises;

(d) where the premises are a vessel or a part of a vessel, the location of any part of the sides of the vessel, and of any internal walls of the vessel, which are included in the premises;

(e) the location of each point of entry to and exit from the premises, including in each case a description of the place from which entry is made or to which the exit leads

Premises Licences with the below activities also have to show the following additional items:

Casinos

- (a) the principal entrance to the premises of those identified in accordance with paragraph (6)(a) above;
- (b) the location and extent of any part of the premises which will be a table gaming area;
- (c) the location and extent of any other part of the premises which will be used for providing facilities for gambling in reliance on the licence; and
- (d) the location and extent of any part of the premises which will be a non-gambling area.

Bingo

- (a) the location and extent of any part of the premises which will be used to provide facilities for gaming in reliance on the licence (other than those parts which include Category B or C gaming machines);
- (b) the location and extent of any part of the premises in which Category B or C gaming machines will be made available for use in reliance on the licence;
- (c) the nature and location of any barrier or other thing separating any part of the premises in which Category B or C gaming machines will be made available for use from any other part of the premises.

Adult Gaming Centre

- (a) the location and extent of any part of the premises in which gaming machines will be.

Family Entertainment Centre

- (a) the location and extent of any part of the premises in which Category C gaming machines will be made available for use in reliance on the licence;
- (b) the location and extent of any part of the premises in which Category D gaming machines will be made available for use in reliance on the licence; and
- (c) the nature and location of any barrier or other thing separating any part of the premises in which Category C gaming machines will be made available for use from any other part of the premises.

Betting (other than a track)

- (a) the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence.

Betting (in respect of a track)

- (a) the location and extent of any part of the premises which is a five times rule betting area;
- (b) the location and extent of any other parts of the premises which will be used for providing facilities for betting in reliance on the licence;
- (c) the location and extent of any part of the premises in which Category B or C gaming machines will be made available for use in reliance on the licence;
- (d) the nature and location of any barrier or other thing separating any part of the premises in which Category B or C gaming machines will be made available for use from any other part of the premises.

7. When do I need to pay my annual fee?

Where a Licence comes into effect on the date it is issued then the first annual fee for the Licence has to be paid within 30 days after that date.

Where a Licence specifies that it is to come into effect on an effective date then the first annual fee for that Licence shall be paid within:

- (a) the relevant period, or
- (b) 12 months, after the issue date, whichever is sooner.

8. Do I have to keep my new Licence on the premises?

Yes, the holder of a Premises Licence has to:

- (a) keep the Licence on the premises, and
- (b) arrange for it to be made available on request to:
 - (i) a constable,
 - (ii) an enforcement officer, or
 - (iii) an authorised local authority officer.

It is also a requirement of the Act that the Summary is displayed in a prominent place within the premises.