



# 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:

- Bingo Premises Licence (category B, C, & D gaming machines)
- Adult Gaming Centre Premises Licence (category B, C, & D gaming machines)
- Family Entertainment Centre Premises Licence (category C & D gaming machines with a premises licence OR category D machines with a permit)
- 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 under the Gambling Act 2005 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 issued by the Gambling Commission 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	£500
B3 B3A	£1	£500
B4	£1	£250
C	50p	£35
D	10p money prize	£5 money prize
	30p non-money prize	£8 non-money prize

## 4. How many machines are permitted?

Betting premises and tracks occupied by Pool Betting - Maximum of 4 machines categories B2 to D *not to include B3A*

Bingo Premises - Maximum of 4 machines in category B3 or B4, no limit C or D machines

Adult gaming centre - Maximum of 4 machines in category B3 or B4, no limit C or D machines

Family entertainment centre (with Premises Licence) - No limit on Category C or D machines

Family entertainment centre (with permit) - No limit on Category D machines

Clubs or miners' welfare institutes with permits - Maximum of 3 machines in categories B3A, B4, C and D

Qualifying alcohol licensed premises - 1 or 2 machines of category C or D automatic upon notification

Qualifying alcohol licensed premises with gaming machine permit - Number as specified on permit

Travelling fair - No Limit on Category D machines

#### **4. When making an application what documents do I have to supply and who am I required to serve them on?**

##### **MAKING AN APPLICATION**

Documents to produce to Licensing Section of West Dorset District Council

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

##### **RESPONSIBLE AUTHORITIES**

All applications must be submitted to the Licensing Authority. In addition, at the time of submission of the application to the Licensing Authority copies of the application and accompanying paperwork must be sent to the following:

##### **GAMBLING COMMISSION**

Gambling Commission, Victoria Square House, Victoria Square, Birmingham B2 4BP

##### **POLICE AUTHORITY**

Chief of Police, Licensing Section, Western Division Headquarters, Radipole Lane, Chickerell, Weymouth, Dorset DT4 9WN

##### **FIRE SERVICE**

Fire Safety Office, Dorset Fire & Rescue Service, Unit 4, Poundbury Business Centre, Dorchester, Dorset DT1 3WA

##### **PLANNING AUTHORITY**

Planning Department, West Dorset District Council, Stratton House, 58/60 High West Street, Dorchester, Dorset DT1 1UZ

## **ENVIRONMENTAL HEALTH**

Environment Health Department, West Dorset District Council, Stratton House, 58/60 High West Street, Dorchester, Dorset DT1 1UZ

## **CHILD PROTECTION**

Head of Children's Services, Social Care & Health, Dorset County Council, County Hall, Dorchester, Dorset DT1 1XJ

## **HM REVENUES & CUSTOMS**

HMRC, National Registration Unit, 21 India St, Glasgow, G2 4PZ.

## **ADDITIONAL REQUIREMENTS FOR APPLICATIONS IN RESPECT OF VESSELS**

### **MARITIME**

Safety Policy Co-Ordinator, Maritime & Coastguard Agency, Spring Place, 105 Commercial Road, Southampton SO1 1EG

### **WATERWAYS**

British Waterways, Harbour House, West Quay, The Dock, Gloucester GL1 2LG

### **ENVIRONMENT**

Environment Agency, Rivers House, Blandford DT11 8ST

#### **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.

## **APPLICATION FOR VARIATION OF PREMISES LICENCE**

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)

**APPLICATION FOR TRANSFER OF PREMISES LICENCE**

Documents to produce

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

Serve **full** application on:

1. Licensing Section, West Dorset District Council, 58/60 High West Street  
Dorchester, Dorset DT1

2. The Gambling Commission,  
Victoria Square House, Victoria Square, Birmingham B2 4BP  
Tel: 0121 230 6500 Fax: 0121 233 1096  
E-mail: [info@gamblingcommission.gov.uk](mailto:info@gamblingcommission.gov.uk)

3. H M Revenue & Customs  
National Registration Unit (Betting & Gaming)  
Portcullis House, 21 India Street  
Glasgow G2 4PZ  
Tel: 0141 555 3633  
E-mail : [nrubetting&gaming@hmrc.gsi.gov.uk](mailto:nrubetting&gaming@hmrc.gsi.gov.uk)

4. Chief of Police, Licensing Section  
Western Division Headquarters, Radipole Lane, Chickerell, Weymouth  
Dorset DT4 9WN

**Public Notices**

None required.

**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 Transfer application (see above)

Serve Notice on:

As per Transfer application (see above)

**Public Notices**

None

**5. 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:

#### Adult Gaming Centre

(a) the location and extent of any part of the premises in which gaming machines will be made available for use in reliance on the licence;

#### 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.

### **6. 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.

### **7. 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.

Licensing Section, West Dorset District Council, 58/60 High West Street, Dorchester, Dorset, DT1 1UZ e-mail [licensing@westdorset-dc.gov.uk](mailto:licensing@westdorset-dc.gov.uk) telephone direct dial 01305 252214