

# Premises Licence Application Guidance

## **Adult Gaming Centre (AGC) Application**

Adult Gaming Centres (AGCs) are a new category of premises introduced by the Act. Persons operating an AGC must hold a gaming machine general operators licence from the Gambling Commission and must seek a premises licence from the Authority. Premises Licence entitles the holder to make available four category B machines, restricted to sub-category B3 and B4, and any number of machines category C and D (section 172(1)) see table of machine categories below.

	<b>MACHINE CATEGORY</b>						
	<b>A</b>	<b>B1</b>	<b>B2</b>	<b>B3</b>	<b>B4</b>	<b>C</b>	<b>D</b>
<b>Maximum stake</b>	Unlimited	£2	£100	£1	£1	50p	10p/30p
<b>Maximum prize</b>	Unlimited	£4000	£500	£500	£250	£35	£5/£8

AGCs are for the use by adults only; therefore no one under the age of 18 should be allowed to enter the premises. This Authority will have particular regard to the location of and entry to AGCs to minimise the opportunities for children to gain access. This may be of particular importance in areas where young people may be unsupervised and an AGC is in a complex, such as a shopping centre and airports.

Suggested ways of meeting the licensing objectives can be found attached.

Conditions can be attached to the premises licence by the licensing authority, however it should be kept in mind that any condition attached should be in accordance with the licensing objectives and follow any guidance issued. Also it should be in accordance with the principles set out in section 153 where the licensing authority should aim to permit the use of premises for gambling.

Applications must be completed on the standard forms set by the government and are available by contacting the Licensing Authority (see Annex D)

All applications must be submitted with the prescribed fee (see Annex C).

### **A plan of the AGC:**

For all applications the plans must be to scale and show the following:

- Extent of the boundary or perimeter of the premises.
- The location of any internal or external walls.
- The location of each point of entry and exit (including information about where the premises is entered from and where exits lead to.
- Any part of the premises which gaming machines will be made available

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## Applying during the transitional period (27<sup>th</sup> May 2007 to 30<sup>th</sup> July 2007)

### **Converted premises licence**

When applying to convert an existing licence the application must include a copy of the existing permissions (licence/permit issued under the previous regulations).

If the existing permissions have not yet been granted then applicant must submit a copy of the previous application.

Where a copy of the information listed above cannot be produced because it is “not reasonably practicable” to do so then a statement has to be submitted with the application. The statement must –

- Explain why it is not reasonably practicable to produce the documentation
- Set out the nature of the existing licence, the date on which it was granted and who granted it.

### **Fast Track**

- the licensing authority must grant it;
- the new mandatory and default conditions will be attached to your premises licence and nothing more;
- the licensing authority will not be able to amend default conditions or attach additional conditions at the point of issue (after issue, your premises licence may be reviewed like any other);
- it will involve a straightforward administrative procedure with no requirement for a hearing, to publish notice of the application or to notify responsible authorities;
- responsible authorities or interested parties will not be able to make representations;
- the application will be subject to a lower fee reflecting the reduced amount of work for the licensing authority in dealing with the application.

### **Non Fast Track**

- the licensing authority must ultimately grant at least a premises licence with the new mandatory and default conditions attached to it (as attached);
- the licensing authority may grant or refuse your request to exclude or vary a default condition;
- where the licensing authority grants the request, it may attach other conditions. This may, for example, relate to the same matter dealt with by the default condition, but it does not necessarily have to be so limited;
- all the normal requirements relating to the making of an application for a premises licence will apply, including the requirements to publish notice of the application and to notify responsible authorities;

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If you do not hold a current permission for the premises, you must apply for a new licence under the Gambling Act 2005. This may be of relevance if you are looking to split your current premises into two. A current permit will only cover one premise.

## **Notice of Applications**

The government has prescribed the form by which the notices must be made, these are available from the dcms website (see Annex D).

Application forms are submitted to the local licensing authority and separate notices of applications (other than fast track applications) must be given to all other responsible authorities (see Annex A) that will have 28 days to make representations.

Notice of the application must be given to the responsible authorities within 7 days of the date of application to the local licensing authority.

Notice of the application must be published in a local newspaper on at least one occasion during the period of ten working days starting with the day after the date application is made to the local licensing authority.

Notice must also be displayed on the premises which the application is made. It must be situated so members of the public can conveniently read it from the exterior of the premises. This notice must be displayed for a period of 28 consecutive days stating on the date the application is made to the local licensing authority.

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## **Measures to Meet Licensing Objectives**

This Licensing Authority will expect applicants to offer their own measures to meet the licensing objectives to cover issues such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

## **Applications**

Applications for AGC Premises Licence will not be processed unless the person seeking the licence holds or has applied for a relevant operating licence from the Gambling Commission.

Applications must come from a person who has a right to occupy the premises, a person over the age of 18 and be made to the authority in whose area the premises is wholly or partly situated.

### **Applications must include the following information:**

- Completed application form
- Fee (cheques made payable to Vale of Glamorgan Council)
- Plan of the premises
- Copy of existing permit

# Premises Licence Application Guidance

## Annex A

### Responsible Authorities

#### Licensing Authority

Licensing Section  
Civic Offices  
Holton Road  
Barry  
CF63 4RU  
Tel: 01446 709105  
Fax: 01446 709808  
Email: [licensing@valeofglamorgan.gov.uk](mailto:licensing@valeofglamorgan.gov.uk)

#### Planning

Environmental & Regeneration  
Dock Offices  
Subway Road  
Barry  
Tel: 01446 704624  
Fax: 01446 704847  
Email: [planningtransportation@valeofglamorgan.gov.uk](mailto:planningtransportation@valeofglamorgan.gov.uk)

#### Children & Family Services

Community Services  
Dock Offices  
Subway Road  
Barry  
Tel: 01446 704701  
Fax: 01446 704785  
Email: [childrenfamilyservices@valeofglamorgan.gov.uk](mailto:childrenfamilyservices@valeofglamorgan.gov.uk)

#### Chief Fire Officer

South Wales Fire and Rescue Service  
Adam Street  
Cardiff  
CF24 2FL  
Tel: 01443 232 900  
Fax: 01443 232978

#### Environmental Health

Noise Pollution & Health and Safety  
Civic Offices  
Holton Road  
Barry  
CF63 4RU  
Tel: 01446 709105  
Fax: 01446 709449  
Email: [RegServ@valeofglamorgan.gov.uk](mailto:RegServ@valeofglamorgan.gov.uk)

#### South Wales Police

'E' Division  
Barry Police Station  
Gladstone Road  
Barry  
CF63 1TD  
Tel: 01446 734451  
Fax: 01446 731616

#### Gambling Commission

Victoria Square House  
Victoria Square  
Birmingham  
B2 4BP  
Tel: 0121 230 6500  
Fax: 0121 233 1096  
Email: [info@gamblingcommision.gov.uk](mailto:info@gamblingcommision.gov.uk)

#### HM Revenue & Customs

National Registration Unit  
Portcullis House  
21 India Street  
Glasgow  
G2 4PZ  
Tel: 0141 555 3633  
Email: [nrubetting&gaming@hmrc.gsi.gov.uk](mailto:nrubetting&gaming@hmrc.gsi.gov.uk)

# Premises Licence Application Guidance

## Annex B

	MACHINE CATEGORY						
	(X = category of machine not permitted on this type of premises)						
	A	B1	B2	B3	B4	C	D
<b>Maximum stake</b>	Unlimited	£2	£100	£1	£1	50p	10p/30
<b>Maximum prize</b>	Unlimited	£4000	£500	£500	£250	£35	£5/£8
<b>PREMISES/ MAX. No of MACHINES</b>							
<b>Regional Casino</b>	Maximum 1250 (subject to table ratio)	Any combination of other categories of machines, B1 to D, within the total limit of 1250 (subject to table ratio)					
<b>Large Casino</b>	X	Max. 150	Any combination of other categories of machines, B2 to D, within the total limit of 150 (subject to table ratio)				
<b>Small Casino</b>	X	Max. 80	Any combination of other categories of machines, B2 to D, within the total limit of 80 (subject to table ratio)				
<b>Existing Casino</b>	X	Max. 20 in total, any combination of category B				Any number of C or D <i>instead</i> of 20 B	
<b>Licensed betting and licensed tracks</b>	X	X	4 in total, any combination of B2 to D				
<b>Licensed Bingo</b>	X	X	X	4 in total, any combination of B3 and B4		Any number of C or D	
<b>Licensed Adult Gaming Centre (AGC)</b>	X	X	X	4 in total, any combination of B3 and B4		Any number of C or D	
<b>Clubs or Miners' institutes with permit</b>	X	X	X	X	Three in total, Any number of B4, C or D		
<b>Premises with licensed bar e.g. Pubs</b>	X	X	X	X	X	C or D – 2 in total, automatically, with notification	
						In addition, as many as allowed by permit	
<b>Licensed Family Entertainment Centre (FEC)*</b>	X	X	X	X	X	Any number of C or D	
<b>Unlicensed FECs*</b>							D only, any number
<b>Travelling fair</b>	X	X	X	X	X	X	D only, any number

\* Licensed FECs require an operating licence from the Gambling Commission and a premises licence from its local (licensing) authority. Unlicensed FECs only require a FEC gaming permit from its licensing authority

# Premises Licence Application Guidance

## Annex C

### Gambling Act 2005 – Licence Fees and Charges

#### Adult Gaming Centres

Type of Application	Fee
Fast Track Application Fee	£300
Non Fast Track Application Fee	£750
Application Fee	£1,200
Application Where Provisional Statement Previously Issued	£675
Annual Fee	£1,000
Transfer Application Fee	£400
Variation Application Fee	£750
Provisional Statement Application Fee	£1,250
Application for Reinstatement Fee	£700
Change of Circumstances Fee	£50
Duplicate Licence Fee	£25

#### Family Entertainment Centres

Type of Application	Fee
Fast Track Application Fee	£300
Non Fast Track Application Fee	£750
Application Fee	£750
Application Where Provisional Statement Previously Issued	£675
Annual Fee	£750
Transfer Application Fee	£400
Variation Application Fee	£750
Provisional Statement Application Fee	£750
Application for Reinstatement Fee	£700
Change of Circumstances Fee	£50
Duplicate Licence Fee	£25

#### Betting Premises (Other) Licence

Type of Application	Fee
Fast Track Application Fee	£300
Non Fast Track Application Fee	£850
Application Fee	£1,200
Application Where Provisional Statement Previously Issued	£675
Annual Fee	£600
Transfer Application Fee	£400
Variation Application Fee	£1,050
Provisional Statement Application Fee	£1,250
Application for Reinstatement Fee	£700
Change of Circumstances Fee	£50
Duplicate Licence Fee	£25

# Premises Licence Application Guidance

## Annex D

### Contacts

Further information is available from:

#### Licensing Authority

Licensing Section  
Civic Offices  
Holton Road  
Barry  
CF63 4RU  
Tel: 01446 709105  
Fax: 01446 709808  
Email: [licensing@valeofglamorgan.gov.uk](mailto:licensing@valeofglamorgan.gov.uk)  
Website: [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

#### Department of Culture Media and Sport

Website: [www.culture.gov.uk](http://www.culture.gov.uk)

#### Gambling Commission

Website: [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)  
Telephone help line: 0121 230 6666  
Email: [info@gamblingcommision.gov.uk](mailto:info@gamblingcommision.gov.uk)

#### Office of Public Sector Information

Copies of the Gambling Act 2005 and regulations can be found on the OPSI website:

[www.opsi.gov.uk](http://www.opsi.gov.uk)

#### GamCare

GamCare  
2&3 Baden Place  
Crosby Row  
London  
SE1 1YW  
Tel: 020 7378 5200  
Fax: 020 7378 5233  
E-Mail: [info@gamcare.org.uk](mailto:info@gamcare.org.uk)  
Website: <http://www.gamcare.org.uk>