

# Premises Licence Application Guidance

## Family Entertainment Centre

Family Entertainment Centres (FEC) with a Gambling Commission operating licence can make available for use any number of category C and D machines, however the two types must be separated so that young people (under 18 years) only have access to the category D machines see table of machine categories below.

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

The Act creates two classes of Family Entertainment Centre (FEC). Licensed FECs, which provide category C and D machines and require a premises licence. Unlicensed FECs provide category D machines only and are regulated through FEC gaming machine permits.

Children and young persons will be permitted to enter a FEC and may play on the category D machines. They will not be permitted to play on category C machines, and it will be a requirement that there must be clear segregation between the two types, so that children do not have access to category C machines.

**BACTA** (British Amusement Catering Trade Association) code of practice states that:

*“Where applicable, define and separate ‘designated areas’ where adult-only ‘category C’ gaming machines are located from other parts of the premises by the installation and maintenance of a permanent physical barrier designed and constructed for the purpose of preventing unauthorised access to within by persons under the age of 18 years. Such barrier will be a minimum of one metre in height from floor level, being of solid construction. Entrances to a designated area will not exceed 2.25 metres in width and there will be a maximum of one entrance for each and every 4.5 - metre length of barrier.”*

**(BACTA: Amusements-with-prizes. Machines code of practice family entertainment centres (Paragraph 2))**

# Premises Licence Application Guidance

## **Application Information**

To apply for a licence to have a betting premises licence you or the company you represent must first be the holder of an operating licence issued by the Gambling Commission.

Application forms and guidance are available from the Licensing Section of the Local Authority.

For all applications the plans must be submitted showing 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).
- The location and extent of the area that Category C machines are available for use.
- The location and extent of the area that Category D machines are available for use.
- The nature and location of any barrier separating the areas where Category C machines are located from any other part of the premises.

## **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.

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## 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;

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.

# **Premises Licence Application Guidance**

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.

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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.

## **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 FEC 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>