

Vale of Glamorgan Council  
 Licensing Section  
 Civic Offices,  
 Holton Road,  
 Barry. CF63 4RU



**APPLICATION FOR THE CONVERSION OR NEW GRANT / CHANGE OF  
 NAME OF AN  
UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE  
 PERMIT**

**(FOR USE BY OCCUPIERS / PROPOSED OCCUPIERS OF PREMISES INTENDED TO BE  
 USED BY THE APPLICANT AS UNLICENSED FAMILY ENTERTAINMENT CENTRES)**

*Please refer to guidance notes at the back of this form before completing*

<p><b>SECTION A – What do you want to do?</b></p> <p>1. Please indicate what you would like to do:</p> <p>a) Apply to convert an existing Section 34 permit issued under the Gaming Act 1968, into an unlicensed family entertainment centre gaming machine permit  <i>(if you choose this option then please complete sections B, D and E)</i></p> <p>b) Apply for a new unlicensed family entertainment centre gaming machine permit  <i>(if you choose this option then please complete sections B, D and E)</i></p> <p>c) Request that the licensing authority changes the name on the permit due to the existing permit holder's change of name or wish to be known by another name  <i>(if you choose this option then please complete sections C, D and E)</i></p>	<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>
<p><b>SECTION B – Application for grant (includes both new and conversion applications)</b></p> <p>2. Do you have an existing Section 34 permit issued under the Gaming Act 1968?</p> <p>If 'yes' the permit should be enclosed.* Existing Section 34 permit enclosed</p> <p>3. Are you aware of any premises licence, issued under the Gambling Act 2005, which exists in relation to the premises to which this application relates? If 'yes' please provide details (e.g. premises licence reference number)</p> <p>.....</p> <p>.....</p>	<p align="center">Yes / No</p> <p align="center"><input type="checkbox"/></p> <p align="center">Yes / No</p>
<p><b>Section C – Change of name</b></p> <p>4. What is the name of the permit holder on the existing permit?</p> <p>.....</p> <p>5. What is the reference (e.g. number) of the existing permit?</p> <p>.....</p> <p>6. What name change is requested by the permit holder?</p> <p>.....</p> <p>7. Why is this change of name being requested? <i>(see guidance note 8)</i></p> <p>.....</p> <p>.....</p>	

\* Please keep a copy of your existing permit on the premises to which it relates.

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**Section D – General Information**

8. Name of premises.....

9. Address of premises.....  
.....

10. Telephone number of premises.....

11. Name of applicant  
.....

12. Address of applicant  
.....  
.....

13. Telephone number (daytime) of applicant  
.....

14. E-mail address of applicant  
.....

15. Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant  
.....  
.....  
.....

**Section E – Fee and Signature(s)**

*I enclose a sum of £..... (cheques should be made payable to the **Vale of Glamorgan Council**.)*

***I confirm that I occupy / propose to occupy the premises to which this application relates.***

***I confirm that I am 18 years of age or older.***

**Please note: It is an offence under section 342 of the Gambling Act 2005 if a person, without reasonable excuse, gives to a licensing authority for a purpose connected with that Act information which is false or misleading.**

Dated .....

Signed (by or on behalf of applicant / permit holder).....

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**Guidance notes:**

1. This form is to be used for an application for a grant (or to request a change of name) of a unlicensed family entertainment centre gaming machine permit under the Gambling Act 2005 Section 247 and Schedule 10. This form can be used for both new applications and for applications to convert an existing Section 34 permit under the Gaming Act 1968 in accordance with the Gambling Act 2005 Statutory Instrument 2006 / 3272.
2. The permit's duration is 10 years. A renewal application must be made 2-6 months before the expiry date of the permit (Schedule 10 paragraph 18 Gambling Act 2005).
3. The fee for a new application for grant is £300. The fee for the conversion of an existing Section 34 5(1) Gaming Act 1968 permit is £100. The fee for a change of name is £25.
4. This licensing authority must notify the applicant of its grant / refusal of the application for a permit as soon as is reasonably practicable after that decision to grant / refuse has been made.
5. If an application has been made to convert an existing Section 34 Gaming Act 1968 permit before 31<sup>st</sup> July 2007, then the applicant can assume that, even where a decision has not been formally made by this licensing authority, his/her application is to be treated as granted from September 2007. Following this, a permit must be provided by this authority as soon as reasonably practicable.
6. These permits cannot be transferred. Change of name is only permitted where the permit holder changes his / her name or wishes to be known by another name (Schedule 10 paragraph 11(2)).

**Official Use Only**

Date of receipt: .....

Signature and name of staff who received: .....

Date of receipt of fee: .....

Signature and name of staff who received fee: .....

Application accepted / returned (please delete as appropriate)