

**APPLICATION FORM FOR CLUB GAMING PERMIT  
OR  
CLUB MACHINE PERMIT**

(FOR USE BY APPLICANTS –  
MEMBERS' CLUBS, COMMERCIAL CLUBS AND MINERS' WELFARE INSTITUTES)

**If you are completing this form by hand, please write legibly in block capitals using ink.**

To: **Licensing, Public Protection**  
**Tamworth Borough Council**  
**Marmion House, Lichfield Street**  
**Tamworth, Staffordshire, B79 7BZ**  
**Telephone - 01827 709 445**  
**Fax - 01827 709 434**  
**Email - [publicprotection@tamworth.gov.uk](mailto:publicprotection@tamworth.gov.uk)**



**SECTION A – Type of application**

1. Please indicate type of application by ticking one of the boxes below:

- Application for a club **gaming** permit
- Application for a club **machine** permit
- Application to **renew a club gaming** permit
- Application to **renew a club machine** permit

**SECTION B – Existing registration under Gaming Act 1968**

*[To be completed if the applicant wishes to apply as an existing Part 2 or Part 3 operator. Do not complete if applying to renew a permit]*

**Part I**

1. Did the applicant have a Part 2 or Part 3 Registration under the Gaming Act 1968 that had effect on 31<sup>st</sup> August 2007?  
Yes  No

**Part II - complete if the answer to question 1 is "Yes"**

2. Please indicate the date on which the registration was due to expire (i.e. the date it was fixed to expire when the registration was granted or last renewed)  
.....

3. Is the date given in answer to question 2 a date after 31<sup>st</sup> August 2007 Yes  No

4. If the answer to question 3 is "No", was the applicant's registration renewed on or after 1<sup>st</sup> September 2007?  
Yes  No

Please give date of renewal .....

**Part III - complete if the answer to question 1 is "No"**

5. Was the applicant first registered under Part 2 or Part 3 of the Gaming Act 1968 on or after 1 September 2007?  
Yes  No

Please give date of first registration .....

**Part IV**

6. If the answer to either question 1 or 5 is "Yes", please indicate which type of registration:

Part 2 Registration  Part 3 Registration

7. Does this application relate to the same (or substantially the same) premises as those to which registration relates?  
Yes  No

8. Is this application made before the 'relevant date'? Yes  No

*[the 'relevant date' is the date on which the registration is due to expire, except where the applicant is registered on or after 1<sup>st</sup> September 2007, or the registration is renewed on or after that date. In those circumstances, the 'relevant date' is:*

- (a) for a Part 2 Registration, (in a first registration case) the last day of a period of one year beginning on the date of registration, or (in a renewal case) the last day of the period of 10 years beginning on the date of renewal;*
- (b) for a Part 3 registration, the last day of the period of 5 years beginning on the date of registration or renewal]*

**The applicant may apply as an existing operator if:**

- (a) the answer to questions 1, 3, 7 and 8 is 'Yes' OR**
- (b) the answer to questions 1, 4, 7 and 8 is "Yes" OR**
- (c) the answer to questions 5, 7 and 8 is 'Yes'.**

**AND**

- the answer to question 6 is "Part 2 Registration" and the applicant is applying for a club gaming permit; OR**
- the answer to question 6 is "Part 3 Registration" and the applicant is applying for a club machine permit.**

If the applicant is applying as an existing operator:

- DO NOT complete SECTION C
- Relevant documentation must be provided – see SECTION H
- A different application fee is payable for an existing operator.

### SECTION C – Fast-track Procedure

9. Please indicate if this application is made under the fast-track procedure *[tick as appropriate]*:

Yes  No  *[to apply under the fast-track procedure, the applicant must be the holder of a club premises certificate under section 72 of the Licensing Act 2003]*

10. If the answer to question 9 is 'Yes', please complete the declaration below:

*'I hereby certify that the applicant for a permit is the holder of a club premises certificate under section 72 of the Licensing Act 2003'*

.....*[full name]*

.....*[signature]*

Capacity.....

If the answer to question 9 is 'Yes' relevant documentation must be provided – see SECTION H

### SECTION D – Contact Details of the Applicant

11. Name of applicant .....

12. Address (including postcode) of premises on which the applicant operates.....

.....

.....

.....

.....

*[any gaming or gaming machines authorised by a relevant permit must take place or be located on these premises]*

### SECTION E – Information about the Applicant

If the applicant is a miners' welfare institute, complete questions 13 to 16:

13. Is the applicant established and conducted for social and recreational purposes?

Yes

No

14. Are the applicant's affairs managed by a group of individuals of whom at least two thirds are miners' representatives?

Yes

No

15. Does the applicant operate on premises the use of which is regulated in accordance with a charitable trust?

Yes

No

16. If the answer to question 19 is 'Yes', has the charitable trust received money from any of the following:

- (a) the Miners' Welfare Fund established by section 20 of the Mining Industry Act 1920,
- (b) the former body corporate which was known as the Coal Industry Social Welfare Organisation and incorporated under the Companies Act 1948, or
- (c) the charitable trust known as the Coal Industry Social Welfare Organisation?

Yes

No

**If the applicant is a members' club or commercial club, complete questions 17 to 22**

17. Is the applicant established with the purpose of functioning only for a limited period of time?

Yes

No

18. Does the applicant have at least 25 individual members?

Yes

No

19. Is the applicant established and conducted for the benefit of its members?

Yes

No

20. Is the applicant established or conducted as a commercial enterprise?

Yes

No

21. Describe the purpose(s) for which the applicant is wholly or mainly established and conducted:

.....  
.....  
.....  
.....

22. If the applicant is established or conducted wholly or mainly for the purpose of the provision of facilities for gaming, please specify the kinds of gaming.....

.....  
.....  
.....

**SECTION F – General information about person completing this application form on behalf of applicant**

23. Name .....

24. Capacity .....

25. Address (including postcode) .....

.....  
.....  
.....

**SECTION G – Contact details for correspondence associated with this application**

26. Please tick one box as appropriate:

Address in section D

Address in section F

Address below  :

Address (including postcode) .....

.....

.....

Telephone number .....

Email address (if the applicant is happy for correspondence in relation to this application to be sent via e-mail)

.....

## SECTION H – Declaration

27. Please complete the following declarations and checklist:

I *[full name]* .....

- a. make this application on behalf of the applicant and have authority to act on behalf of the applicant.
- b. confirm that I am aware of any relevant provision of a code of practice issued by the Gambling Commission under section 24 of the Gambling Act 2005 about the location and operation of a gaming machine.
- c. confirm that I am aware that the permit to which this application relates will be subject to the relevant conditions specified in section 271 or 273 of the Gambling Act 2005.
- d. confirm that I am aware that (unless this application is made under the fast-track procedure) the applicant must send a copy of this application and any accompanying documents to the Gambling Commission and the chief officer of police (or chief constable in Scotland) within a period of 7 days beginning on the date this application is made.
- e. **confirm that, to the best of my knowledge, the information contained in this application is true. I understand that it is an offence under section 342 of the Gambling Act 2005 to give information which is false or misleading in, or in relation to, this application.**
- f. Checklist *[tick as appropriate]*:
  - Payment of the appropriate fee of [£100] / [£200] *[delete as appropriate]* is enclosed *[please see guidance note 4 for advice on the fee payable. Cheques should be made payable to 'Tamworth Borough Council']*
  - A copy of the existing club gaming permit or club machine permit is enclosed *[only applies to applications to renew a permit]*
  - A copy of the registration certificate issued under Part 2 of the Gaming Act 1968 is enclosed *[only applies if the applicant wishes to apply as an existing Part 2 operator]*
  - A copy of the registration certificate issued under Part 3 of the Gaming Act 1968 is enclosed *[only applies if the applicant wishes to apply as an existing Part 3 operator]*
  - The applicant's club premises certificate issued under section 72 of the Licensing Act 2003 is enclosed *[only applies if the applicant has completed the declaration in section C]*

Signature .....

Date .....

Capacity .....

# Application form for club gaming permit or club machine permit

## For use by applicants – Members’ Clubs, Commercial Clubs and Miners’ Welfare Institutes

### Guidance Notes

- 1) This form is to be used for applications for a club gaming permit or club machine permit. The form is also for applications to renew a permit, and applications for a club gaming permit or club machine permit under the fast-track procedure for holders of a club premises certificate.
- 2) A members’ club or miners’ institute (but not commercial club) may apply for a **club gaming permit**. The club gaming permit authorises establishments to provide gaming machines as well as equal chance gaming. Equal chance gaming is gaming which does not involve playing or staking against a bank, and where the chances are equally favourable to all participants.

A members’ club, commercial club or miners’ welfare institute may apply for a **club machine permit**. Club machine permits do not permit non-machine gaming (other than exempt gaming under section 269 of the Gambling Act). The Club machine permit authorises the holder to have up to three gaming machines of categories B4, C or D (i.e. three machines in total).

Category	Maximum Stake	Maximum Prize
B1	£5	£10,000*
B2**	£100	£500
B3	£2	£500
B3A	£2	£500
B4	£2	£400
C	£1	£100
D non-money prize (not crane grab)	30p	£8
D non-money prize (crane grab)	£1	£50
D money prize	10p	£5
D combined money and non-money prize (coin pusher/penny falls)	20p	£20 (of which no more than £10 may be a money prize)
D combined money and non-money prize (other than coin pusher or penny falls)	10p	£8 (of which no more than £5 may be a money prize)

\* with option of maximum £20,000 linked progressive jackpot on premises basis only

\*\* Government considers the future of these machines to be unresolved pending further work which is already underway.

Members clubs and miners' welfare institutes (but not commercial clubs) are entitled to site category B3A gaming machines in their clubs. However, the limit of three machines remains.

- Category B3A = Maximum stake £2 ; Maximum prize £500

- 3) The permit's duration is 10 years, unless it ceases to have effect because it is surrendered or lapses or is renewed. An application for renewal of a permit must be made during the period beginning 3 months before the licence expires and ending 6 weeks before it expires.
- 4) The fee payable depends on the type of type of application. Fees are specified in the following table:

Type of application	Standard Fee	Application fee for a permit made by the holder of a club premises certificate using the fast-track procedure	Application Fee for an application by an existing Part 2 or Part 3 operator
New club gaming permit	£200	£100	£100
New club machine permit	£200	£100	£100
Renew Club gaming Permit	£200	£100	
Renew club machine permit	£200	£100	

- 5) There is a **first annual fee** of £50 payable to the Licensing Authority.
- (a) Where a **permit comes into effect on the issue date**, and for **all permits issued before 1 September 2007**, the first annual fee for the permit must be paid within 30 days after the issue date; or
- (b) Where a **permit it is to come into effect on a date after the issue date**, the first annual fee shall be paid within-
- (i) 30 days of the permit coming into effect; or
- (ii) 12 months of the issue date
- whichever is sooner.
- 6) There is **an annual fee** payable after payment of the first annual fee before each anniversary of the date of issue of the permit. Failure to pay the annual fee may result in the cancellation of the permit. The annual fee is £50.
- 7) **Clubs which provide gaming machines for use on the premises must comply with any relevant Code of Practice issued by the Gambling Commission under Section 24 of the Gambling Act 2005 about the location and operation of a gaming machine.** The Gaming Machine Code of Practice for Alcohol licensed premises permits and permissions is available via the Gambling Commission's website at: <http://www.gamblingcommission.gov.uk/> Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission or your local Council licensing service.
- 8) This licensing authority must notify the applicant of its grant / refusal of the application for a permit as soon as is reasonable practicable after that decision to grant / refuse has been made.



- 9) With the exception of fast-track applications, you should make 3 copies of your completed form and accompanying documents and send one set to each of the following THREE organisations:

**Licensing Authority**                      Licensing, Public Protection  
Tamworth Borough Council  
Marmion House  
Lichfield Street  
Tamworth  
B79 7BZ

**The Gambling Commission**              Gambling Commission  
Victoria Square House  
Victoria Square  
Birmingham  
B2 4BP

**The Police**                                      Chief Officer of Police  
Staffordshire Police  
Southern Licensing Unit  
Burton Police Station  
Horninglow Street  
Burton on Trent  
Staffordshire  
DE14 1PA

Copies of the form need to be sent to the Police and Gambling Commission **within 7 days** of the application being made to the Licensing Authority. If you fail to do this the application and any permit issued in response to it shall have no effect.

- 10) To make a fast-track application you only need to send a copy of your completed form to the Licensing Authority.
- 11) Enclose a cheque for the relevant amount payable to '*Tamworth Borough Council*' with the form sent to the Licensing Authority.