NOTIFICATION OF 2 OR LESS GAMING MACHINES

(FOR USE BY PREMISES LICENSED TO SUPPLY ALCOHOL FOR CONSUMPTION ON THE PREMISES)

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

To: East Herts Council

Licensing Process Manager

Wallfields, Pegs Lane

Hertford

SG13 8EQ

**General Information**

Name of Premises………………………………………………………………………………………………... Address of Premises………………………………………………………………………………………………...

…………………………………………………………………………………………………………………………

Telephone number of Premises………………………………………………………………………..................

Name of existing Premises Licence holder …………………………………………………………………………………………………………………………

 Address of Premises Licence holder (if different)

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

Telephone number (daytime) of Premises Licence holder …………………………………………………………………………………………………………………………

E-mail address of Premises Licence holder (where available) …………………………………………………………………………………………………………………………

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

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………Licensing Act 2003 Premises Licence Reference (i.e. number)

…………………………………………………………………………………………………………………………

**Fee and Signature(s***)*

*I enclose a sum of £50 (cheques should be made payable to ‘East Herts Council’* □

I understand that I must comply with the Gaming Machine Code of Practice for Alcohol Licensed Premise Permits and Permissions issued by the Gambling Commission. (see guidance note 8)

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 Licensing Act 2003 Premises Licence holder)**

**…………………………………………………………………………………………………………………………**

**Print Name…………………………………………………………………………………………………………..**

**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)**

**Date of premises licence (Licensing Act 2003) transfer (if applicable): …………………………**

NOTIFICATION OF 2 OR LESS GAMING MACHINES

Guidance notes:

1. This form is to be used for the **notification of up to 2 gaming machines** of categories C and / or D under Section 282 of the Gambling Act 2005.
2. The premises must be licensed under the Licensing Act 2003 to sell alcohol for consumption on the premises, without the requirement that alcohol is served only with food and there must be a bar for serving alcohol to customers on the premises.
3. The gaming machines must be located on these licensed premises.
4. A ‘Premises Licence holder’ is a person holding a Premises Licence under the Licensing Act 2003.
5. This form may only be used to notify one or two machines. There is a different form available to apply for more than 2 machines, and there is no statutory limit to the number of machines which may be applied for.
6. The permit’s duration is indefinite as it is linked to the Licensing Act 2003 Premises Licence. There are no annual fees payable for 2 machines or less.
7. Sections 282 and 283, as well as SI 2007 / 2158 of the Gambling Act 2005 provide for two types of gaming machines which can be located in alcohol licensed premises. These are:
	* Category C: Maximum stake = 50p / Maximum prize = £35
	* Category D: Maximum stake = 10p or 30p non-monetary / Maximum prize = £5 cash or £8 non-monetary
8. **All alcohol licensed premises 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.** 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/UploadDocs/Contents/Documents/Gaming%20Machine%20Permits%20Code%20of%20Practice.pdf> Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission or your local Council licensing service.
9. Where you are notifying the local licensing authority of 2 machines or less, you may wish to request an acknowledgement of receipt of the notification. The form attached to this application can be used for this purpose.

**REQUEST FOR ACKNOWLDEGMENT OF RECEIPT OF MY NOTIFICATION OF 2 OR LESS GAMING MACHINES**

I, ………………………………………(*insert name of the Licensing Act 2003 licence holder*), request that this paper is returned to me at the following address and with the details below provided by the local licensing authority, so as to acknowledge my notification of 2 or less gaming machines at…………………………………………………………………………………..*(insert name of premises).*

Insert address to which you wish this acknowledgement to be sent:

……………………………………………………………………………………………………………………

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**Official Use Only (to be completed by the local licensing authority)**

**Date of receipt of notification of 2 or less gaming machines: …………………………………….**

**Date of receipt of fee: ……………………………………………………………………………………..**

**Signature: ……………………………………………………………………………………………………**

**Local licensing authority stamp:**

**Data Protection Notice**

East Herts District Council is a Data Controller and can be contacted at: Wallfields, Pegs Lane, Hertford, SG13 8EQ.

The Council has an appointed Data Protection Officer who can be contacted at the same address.

We are collecting your personal data in order to process your application under Licensing Legislation as we are the Licensing Authority.

Your personal data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share such data under other legislation.

Your data will be kept for 7 years in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information.

Any concerns or complaints regarding your personal data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner’s Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

Please note that if you do not provide the information required on the form, then we will not be able to process your application for a licence.

This Privacy Notice should be read with the Council’s general Privacy policy which may be found on our website [Data Protection - East Herts District Council](https://www.eastherts.gov.uk/dataprotection). If you do not have access to a computer, please let us know if you would like a copy of this.

I hereby agree to the processing of my special category (sensitive) personal data, please tick this box 🞎