

**APPLICATION FOR THE CONVERSION or NEW GRANT or CHANGE OF NAME
OF:
UNLICENSED FAMILY ENTERTAINMENT CENTRE (FEC) PERMIT**

(For use by occupier / proposed occupier of premises intended to be used by the applicant as an unlicensed Family Entertainment Centre).

Note: if an agent is submitting this form (for example gaming machine supplier or solicitor) then please enclose a letter of authority to act in the form of a letter signed by the prospective permit holder.

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

To: **Suffolk Coastal District Council**
Licensing Team, Melton Hill, WOODBRIDGE IP12 1AU



SECTION A: What do you want to do?

1. Please indicate (tick box) what you would like to do:

- a) Apply to **convert** an existing Section 34 permit issued under the Gaming Act 1968 into an unlicensed family entertainment centre gaming machine permit
(if you choose this option then please complete sections B, D and E)
- b) Apply for a **new** unlicensed family entertainment centre gaming machine permit
(if you choose this option then please complete sections B, D and E)
- 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
(if you choose this option then please complete sections C, D and E)

SECTION B: Application for grant (includes both new and conversion applications)

2. Do you have an existing Section 34 permit issued under the Gaming Act 1968?

Yes / No

*If 'Yes' the permit should be enclosed *. Tick box if existing Section 34 permit enclosed.*

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)*

Yes / No

SECTION C: Change of name

4. What is the name of the permit holder on the existing permit?

.....

5. What is the reference number of the existing permit?

.....

6. What name change is requested by the permit holder?

.....

7. Why is this change of name being requested?

.....

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

SECTION D: General Information

8. Name of premises

.....

9. Address of premises (including postcode)

.....

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10. Telephone number and e-mail address (optional) for premises

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11. Name of applicant (remember to include letter of authority to act if agent applying)

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12. Address of applicant (including postcode)

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13. Telephone number (daytime) of applicant and e-mail address

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14. Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant (remember to include letter of authority to act if agent applying)

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SECTION E: Applicant suitability

In accordance with schedule 10(5) of the Gambling Act 2005 the Licensing Authority requires additional information/documentation in support of this application. Particularly having regard to child protection issues, the Authority has published within its 'Statement of Licensing Principles' a statement of the principles it will normally apply in relation to the suitability of applicants when dealing with applications for unlicensed Family Entertainment Centre (FEC) permits (Part C section 1 of Statement refers).

15. Does the applicant propose to adopt and comply with British Amusements and Catering Trade Association (BACTA), or other industry approved guidelines/codes of practice on the operation of unlicensed Family Entertainment Centres? **Please give full details below and append any documentary evidence.**

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16. Does the applicant have any relevant convictions (ie those set out in Schedule 7 of the Gambling Act 2005)? **Yes / No (if Yes, please give further details on a separate sheet)**

Please also refer to guidance note 10 at the end of this form

SECTION F: Fee and Signature(s)

I enclose the sum of £..... (cheques should be made payable to 'Suffolk Coastal DC')

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

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: 2007

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

Print Name:
.....

Guidance notes for unlicensed Family Entertainment Centre permit application:

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. Where an agent is submitting this form on behalf of the applicant (for example gaming machine supplier or solicitor) then please enclose a letter of authority to act in the form of a letter signed by the prospective permit holder. If an applicant for the permit is an individual he/she must not be under 18 years of age.
3. An unlicensed Family Entertainment Centre is entitled to provide an unlimited number of category D gaming machines available for use on the premises. Category D gaming machines are defined in the Gambling Act 2005 Statutory Instrument as Category C (adult) gaming machines CANNOT be made available for use and thus there will be no 'designated adult areas' required at the premises.
4. 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).
5. The **fee** for a **new** application for grant is **£300**. The **fee** for the **conversion** of an existing Section 34 Gaming Act 1968 permit is **£100**. The **fee** for a **change of name** is **£25**.
6. Applicants should be aware that this Licensing Authority has published a 'Statement of Principles' under Schedule 10 paragraph of the Gambling Act 2005. The Statement of Principles is available via this authority's website or via a request made to the contact details provided at the top of this form.
7. 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.
8. If an application has been made to convert an existing Section 34 Gaming Act 1968 permit before 31st 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.
9. 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)).

The Chief Officer of Police is a statutory consultee for all unlicensed FEC permit applications. The Licensing Authority expects that the Police will notify the Licensing Authority of any concerns they might have concerning the suitability of an applicant to be granted a permit. The Licensing Authority may also consult the Suffolk Safeguarding Children Board in respect of applications for an unlicensed FEC permit.