



Application to vary a premises licence under the Gambling Act 2005

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant question). You may wish to keep a copy of the completed form for your records.

Part 1 – Applicant Details

If you are an individual, please fill in Section A. If the application is being made on behalf of an organisation (such as a company or partnership), please fill in Section B.

Section A Individual applicant

1. Title: Mr Mrs Miss Ms Dr Other (please specify)

2. Surname:

Other name(s):

[Use the names given in the applicant's operating licence or, if the applicant does not hold an operating licence, as given in any application for an operating licence]

3. Applicant's address Home Business

Postcode:

4(a) The number of the applicant's operating licence (as set out in the operating licence):

4(b) If the applicant does not hold an operating licence but is in the process of applying for one, give the date on which the application was made:

5. Tick the box if the application is being made by more than one person.

[Where there are further applicants, the information required in questions 1 to 4 should be included on additional sheets attached to this form, and those sheets should be clearly marked "Details of further applicants".]

Section B**Application on behalf of an organisation**

6. Name of applicant business or organisation:

[Use the names given in the applicant's operating licence or, if the applicant does not hold an operating licence, as given in any application for an operating licence.]

7. The applicant's registered or principal address:

Postcode:

8(a) The number of the applicant's operating licence (as given in the operating licence):

8(b) If the applicant does not hold an operating licence but is in the process of applying for one, give the date on which the application was made:

9. Tick the box if the application is being made by more than one organisation.

[Where there are further applicants, the information required in questions 6 to 8 should be included on additional sheets attached to this form, and those sheets should be clearly marked "Details of further applicants".]

Part 2 – Premises Details

10. Trading name used at licensed premises:

11. Give the address of the premises or, if none, give a description of the premises and its location. Where the premises are a vessel, give the place indicated in the premises licence as the place in the licensing authority's area where the vessel is wholly or partly situated. Where possible this should include an address with a postcode:

Postcode:

12. Telephone number at premises (if known):

13. Type of premises licence to be varied:

~~Regional Casino~~

~~Large Casino~~

~~Small Casino~~

~~Converted Casino~~

Bingo

Adult Gaming Centre

Betting (Track)

Betting (Other)

Family Entertainment Centre

14. Premises licence number (if known):

15. If you are making this application alongside an application for transfer or reinstatement of the premises licence into your name, please give the name of the current licence holder as it appears on the premises licence (if known):

Surname:

Other name(s):

Part 3 – Details of variations applied for

16(a) Please give details of any variation which is being applied for. Where the application includes an application to exclude or vary a condition of the premises licence, identify the relevant condition here (unless it relates to hours of operation which are dealt with in questions 16(b) and 16(c)):

16(b) Do you want the licensing authority to exclude or vary a condition of the licence so that the premises may be used for longer periods than would otherwise be the case? Yes No

16(c) If the answer to question 16(b) is yes, please complete the table below to indicate the times when you want the premises to be available for use under the premises licence.

	Start (hh:mm)	Finish (hh:mm)	Details of any seasonal variation
Mon			
Tue			
Wed			
Thurs			
Fri			
Sat			
Sun			

17. Please indicate any particular date on which you want the variation to take effect if approved: (dd/mm/yyyy)

18. Please set out any other matters which you consider to be relevant to your application:

Part 6 – Declarations and Checklist (Please tick as appropriate)

I/ We confirm that, to the best of my/ our knowledge, the information contained in this application is true. I/ We 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.

I/ We confirm that the applicant(s) have the right to occupy the premises.

Checklist:

- Payment of the appropriate fee has been made/is enclosed
- A plan of the premises is enclosed
- The existing premises licence is enclosed
- The existing premises licence is not enclosed, but the application is accompanied by –
 - A statement explaining why it is not reasonably practicable to produce the licence and,
 - An application under the Section 190 of the Gambling Act 2005 for the issue of a copy of the licence
- I/ we understand that if the above requirements are not complied with the application may be rejected
- I/ we understand that it is now necessary to advertise the application and give the appropriate notice to the responsible authorities

Part 5 - Signatures

19. Signature of applicant or applicant’s solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity:

Signature:

Print Name:

Date: (dd/mm/yyyy) Capacity:

20. For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent. If signing on behalf of the applicant, please state in what capacity:

Signature:

Print Name:

Date: (dd/mm/yyyy) Capacity:

[Where there are more than two applicants, please use an additional sheet clearly marked “Signature(s) of further applicant(s)”. The sheet should include all the information requested in paragraphs 19 and 20.]

[Where the application is to be submitted in an electronic form, the signature should be generated electronically and should be a copy of the person’s written signature.]

Part 6 – Contact Details

21(a) Please give the name of a person who can be contacted about the application:

21(b) Please give one or more telephone numbers at which the person identified in question 21(a) can be contacted:

22. Postal address for correspondence associated with this application:

Postcode:

23. If you are happy for correspondence in relation to your application to be sent via e-mail, please give the e-mail address to which you would like correspondence to be sent:

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Guidance for applicants: Applying to vary a premises licence under the Gambling Act 2005

Under the Gambling Act 2005, any individual, business or organisation wishing to operate premises-based betting and gambling activities within the borough of Dacorum must be authorised to do so by the local licensing authority. An appropriate Premises Licence, issued by the authority, must be held in respect of any premises where higher-value gambling activities are occurring, or may occur.

The licensing authority is also responsible for issuing permits for the use of gaming machines in members clubs, alcohol-licensed premises, and certain other types of premises, in addition to prize gaming permits and society lottery registrations.

The principles that we will apply in exercising our functions are set out in our 'Statement of Principles', which can be viewed on our website, at www.dacorum.gov.uk. Alternatively, a paper copy can be requested, either by phone (01442 228470) or by email (licensing@dacorum.gov.uk).

Types of Premises Licence

The Act makes provision for a total of five types of Premises licence:

- Casino Premises Licences
- Bingo Premises Licences
- Betting Premises Licences (for track premises (e.g. sports grounds), or for other types of premises)
- Adult Gaming Centre (AGC) Premises Licences
- Family Entertainment Centre (FEC) Premises Licences

There are currently no casinos within Dacorum, and the council is not among those selected to award a new licence by the Secretary of State. The remainder of this document will not detail the specific legislative provisions relating to Casino Premises Licences.

Licensing objectives

When exercising any of its functions, the Licensing Authority will take into consideration three objectives, which underpin the new legislation:

- Preventing gambling from being a source of crime & disorder, or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way; and
- Protecting children and other vulnerable people from being harmed or exploited by gambling.

We will also have regard to any guidance or codes of practice that may have been issued by the national regulator, the Gambling Commission. Any such documents will be made available on their website, www.gamblingcommission.gov.uk.

How to apply

Application forms are available for download from our website, at www.dacorum.gov.uk/licensing, or can be requested on 01442 228470 or by email to licensing@dacorum.gov.uk. There are separate application forms for fixed premises and vessels. Please ensure that you have the appropriate application form before beginning to complete it.

Your application to vary a Premises Licence should be accompanied by:

- A scale plan of the premises (if the proposed variation would render the current plan incorrect)
- The appropriate application fee (detailed below)
- The existing premises licence *

** If it is not possible to provide the premises licence with your application, a statement as to why this is the case should be provided, along with an application for a duplicate copy of the licence.*

The completed application form and all of the accompanying documents should be sent to the Licensing Section, at the address given at the end of these notes.

Consultation

Consultation on variation applications consists of 3 steps:

- Notice of the application is to be displayed at the relevant premises;
- Notice of the application is to be published in a local newspaper;
- Notice of the application is to be given to all of the Responsible Authorities.

The purpose of this is to inform both Responsible Authorities (statutory, regulatory bodies) and Interested Parties (people living near your premises, people with business interests likely to be affected, or representatives of either of these) that an application has been made, and allow them to inspect the application and comment upon it. Representations from either Responsible Authorities or Interested Parties will be accepted during the period of 28 days starting from when your application is made.

A template for the newspaper and premises notices is located at the end of these notes.

The completed notice is to be published in a local newspaper distributed in the area, on at least one occasion within 10 working days after making the application, and displayed at the premises (positioned so it can be conveniently read from the exterior of the premises) for at least 28 consecutive days after making the application.

Templates for the Responsible Authority notice are located at the end of these notes. Use Form A if only one individual or company is making the application. Use Form B if the application is being made jointly by two or more individuals and/or companies.

A copy of the completed notice should be sent (at the same time as you make your application to the licensing authority) to each of the Responsible Authorities. Their contact addresses are listed at the rear of these notes.

Failing to properly notify the Responsible Authorities or advertise your application will delay the determination of it.

Application Fees

The application fee is dependent on the type of premises licence you are applying for. All Premises Licence fees are set by the local licensing authority, up to a maximum amount prescribed by regulations. A list of the application fees set by Dacorum Borough Council can be obtained from the Gambling & Lotteries section of our website, using the following link:

<http://www.dacorum.gov.uk/licensing>

Alternatively, to find out an appropriate fee, please contact a member of staff within the Licensing Section, by telephone on 01442 228470, or by email to licensing@dacorum.gov.uk. In all cases, payment should be made payable to the 'Dacorum Borough Council'.

Plans

Where the variation relates to a change to the authorised layout of the premises, the application must be accompanied by a scale drawing of the premises concerned, which includes the following features:

- the boundary or perimeter of the premises;
- the location of any internal or external walls forming part of the licensed premises;
- where the premises are a vessel or a part of a vessel, the location of any part of the sides of the vessel, and of any internal walls of the vessel, which are included in the premises; and
- the location of each point of entry to and exit from the premises, including in each case a description of the place from which entry is made or to which the exit leads.

Depending on the type of application, the following matters must also be shown:

- For Bingo premises (to which children or young persons will be permitted to have access):
 - the location and extent of any part of the premises which will be used to provide facilities for gaming;
 - the location and extent of any part of the premises in which Category B or C gaming machines will be made available for use in reliance on the licence;
 - the nature and location of any barrier or other thing separating any part of the premises in which Category B or C gaming machines will be made available for use from any other part of the premises.
- For Adult Gaming Centre premises:
 - the location and extent of any part of the premises in which gaming machines will be made available for use.
- For Family Entertainment Centre premises:
 - the location and extent of any part of the premises in which Category C gaming machines will be made available for use;
 - the location and extent of any part of the premises in which Category D gaming machines will be made available for use; and
 - the nature and location of any barrier or other thing separating any part of the premises in which Category C gaming machines will be made available for use from any other part of the premises.
- For Betting premises (not tracks):
 - the location and extent of any part of the premises which will be used to provide facilities for gambling.
- For Betting premises (tracks)
 - the location and extent of any part of the premises which is a 'five times betting rule area' (any part of the premises to which, in accordance with conditions attached under s167 of the Act, the charge for admission payable by betting operators may not exceed five times the charge paid by members of the public);
 - the location and extent of any other parts of the premises which will be used for providing facilities for betting;
 - the location and extent of any part of the premises in which Category B or C gaming machines will be made available for use;
 - the nature and location of any barrier or other thing separating any part of the premises in which Category B or C gaming machines will be made available for use from any other part of the premises.

Conditions

Every Premises Licence granted by the authority will be subject to conditions, which will fall into one of three categories:

- **Mandatory** – defined nationally by Regulations – may not be removed from licence, unless further Regulations are made by the Secretary of State;
- **Default** – defined nationally by Regulations – you may request that these are excluded when you make your initial application (or later, by applying to vary your Premises licence);
- **Locally set by the Licensing Authority** – will be imposed on a case-by-case basis in response to a specific issue affecting the individual premises, possibly following the receipt of a representation.

Your application to vary a premises licence can include a request to add, remove or amend any default or local condition currently applying to your licence. Such requests will usually require ratification at a hearing of the Licensing of Alcohol & Gambling Sub-Committee.

Mandatory conditions may not be removed from a licence, except through the amendment of relevant Regulations by the Secretary of State.

Where conditions are removed (or excluded) from the licence, the authority may, if it considers it appropriate, replace those conditions with new conditions which recreate some or all of the effect of the removed conditions. The applicant will be given chance to make representation if it is proposed to do so.

Gaming machine entitlements

In addition to permitting specific types of gambling activity, Premises Licences also allow a number of gaming machines to be operated within the licensed premises. Under the Act, gaming machines are divided into categories, dependent on their maximum stake and prize amounts, and where they may be provided.

Categorisation of machines and entitlements for individual premises are subject to periodic change – please see our website for details of the current limitations.

Category B and C gaming machines may only be operated by persons over the age of 18. Where these machines are permitted to be provided in premises to which under-18's may access, it will generally be required that they are only made available in segregated areas to which children are not permitted.

Annual Fee

Premises Licences, once granted, will usually be valid for the lifetime of the business. However, the licence can cease to have effect if it is surrendered, revoked by the authority, or lapses under a provision of the Act. An annual fee will be payable to the licensing authority to maintain the licence, and in most cases, the first annual fee will be payable 30 days after the licence takes effect, and then yearly on the anniversary of the grant of the licence thereafter.

Further information and assistance

If you require any further information regarding gambling premises licences, or assistance in completing your application, please contact the Licensing Section using the details given below:

By Post: Licensing, Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, HP1 1DN

By Email: licensing@dacorum.gov.uk

By Phone: 01442 228470

Website: www.dacorum.gov.uk/licensing

Consultation form templates

1. Newspaper and premises statutory notice template

To be published in a local newspaper on at least one occasion, within a period of 10 working days starting on the day after the application is made, and displayed at the premises for a period of 28 consecutive days, starting on the day on which the application is made, and positioned so as to be easily visible from outside the premises.

2. Notice of application to responsible authorities

- a. Form A (*where the application is made by a single applicant*)
- b. Form B (*where the application is made by joint applicants*)

3. Contact details for responsible authorities

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Newspaper and premises statutory notice template

NOTICE OF APPLICATION TO VARY A PREMISES LICENCE UNDER THE GAMBLING ACT 2005

Notice is hereby given that:

.....
[Give the full name(s) of the applicant(s)]

of the following address:

.....
is/ are applying under section 187 of the Gambling Act 2005 to vary a

.....
premises licence issued under that Act.

.....
[Insert here the kind of premises licence to which the application relates]

The application relates to the following premises:

.....
[Give the trading name used at the premises, and the address of the premises (or, if none, give a description of the premises and their location).]

The application is to vary the licence as follows:

.....
[Brief description of the proposed variation]

The application has been made to: **Licensing, Dacorum Borough Council,
The Forum, Marlowes, Hemel Hempstead, HP1 1DN
(www.dacorum.gov.uk/licensing)**

Information about the application is available from the licensing authority, including the arrangements for viewing the details of the application.

Any of the following persons may make representations in writing to the licensing authority about the application:

- A person who lives sufficiently close to the premises to be likely to be affected by the authorised activities
- A person who has business interests that might be affected by the authorised activities
- A person who represents someone in any of the above two categories.

Any representations must be made by the following date:

.....
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.



NOTICE OF APPLICATION TO VARY A PREMISES LICENCE (FORM A)

For use by a single applicant, as Notice of Application to Responsible Authorities
Joint applicants should use Form B instead

**This notice is issued in accordance with regulations made under section 160 of the
Gambling Act 2005.**

Notice is hereby given that:

.....
*[Give the full name of the applicant. The name should be the same as that given in Part 1
of the application to vary the premises licence.]*

of the following address:

Postcode:

.....
*[Give the full address of the applicant. The address should be the same as that set out in Part 1
of the application to vary a premises licence.]*

the number of whose operating licence is

or who applied for an operating licence on

.....
*[Delete as appropriate. Insert the reference number of the applicant's operating licence
(as set out in the operating licence). Where an application for an operating licence is
in the process of being made, indicate the date on which the application was made.]*

has made an application to vary a premises licence of the following type:

.....
[Specify the type of premises licence to which the application relates.]

The application relates to
the following premises:

.....
*[Give the trading name used at the premises, and the address of the premises
(or, if none, give a description of the premises and their location).]*

Details of the variation
sought:

.....

The application has been made to the following licensing authority:

Dacorum Borough Council
Licensing, The Forum, Marlowes, Hemel Hempstead, HP1 1DN

Tel: **01442 228470**
Email: **licensing@dacorum.gov.uk**
Website: **www.dacorum.gov.uk/licensing**

The current licence-holder(s) is/are:

[Give the full name of the licence holder(s) as set out in the premises licence (if known). Where the applicant is the licence-holder, it is sufficient to state "the applicant".]

Information about the application is available from the licensing authority, including the arrangements for viewing the details of the application.

The following person connected with the applicant is able to give further information about the application:

[This entry is optional and is to be included if the applicant wishes to provide the name, telephone number and (if available) e-mail address of a person connected with the applicant who is able to answer questions and provide further information about the application.]

Any representations under section 161 of the Gambling Act 2005 must be made no later than the following date:

[Please insert last day on which representations may be made in relation to the application. The period for making representations is 28 days (inclusive) starting with the day on which the application for the premises licence was made to the licensing authority.]

N.B. A copy of this form should be sent to each of the Responsible Authorities, at the same time as you send the application to the licensing authority. Contact details are provided in the guidance notes to the application form.



NOTICE OF APPLICATION TO VARY A PREMISES LICENCE (FORM B)

For use by joint applicants, as Notice of Application to Responsible Authorities
Single applicants should use Form A instead

**This notice is issued in accordance with regulations made under section 160 of the
Gambling Act 2005.**

Notice is hereby given that the persons or organisations whose details are given in the Schedule to this notice have applied to vary a premises licence of the following type:

[Specify the type of premises licence to which the application relates.]

The application relates to
the following premises:

*[Give the trading name used at the premises, and the address of the premises
(or, if none, give a description of the premises and their location).]*

Details of the variation
sought:

The application has been made to the following licensing authority:

Dacorum Borough Council
Licensing, The Forum, Marlowes, Hemel Hempstead, HP1 1DN

Tel: **01442 228470**

Email: **licensing@dacorum.gov.uk** Website: **www.dacorum.gov.uk/licensing**

The current licence-
holder(s) is/are:

*[Give the full name of the licence holder(s) as set out in the premises licence (if known).
Where the applicant is the licence-holder, it is sufficient to state "the applicant".]*

Information about the application is available from the licensing authority, including the
arrangements for viewing the details of the application.

The following person connected with the applicant is able to give further information about the
application:

*[This entry is optional and is to be included if the applicant wishes to provide the name, telephone number
and (if available) e-mail address of a person connected with the applicant who is able to answer questions
and provide further information about the application.]*

Any representations under section 161 of the Gambling Act 2005 must be made no later than the following date:

[Please insert last day on which representations may be made in relation to the application. The period for making representations is 28 days (inclusive) starting with the day on which the application for the premises licence was made to the licensing authority.]

Schedule of Applicants

The persons or organisations making the application are as follows:

Name of 1st Applicant: _____

[Give the full name of the applicant. The name should be the same as that given in Part 1 of the application to vary the premises licence.]

Address of 1st Applicant: _____

Postcode: _____

[Give the full address of the 1st applicant. The address should be the same as that set out in Part 1 of the application to vary the premises licence.]

The number of the operating licence held by 1st Applicant is: _____

The 1st Applicant applied for an operating licence on: _____

[Delete as appropriate. Insert the reference number of the applicant's operating licence (as set out in the operating licence). Where an application for an operating licence is in the process of being made, indicate the date on which the application was made.]

Name of 2nd Applicant: _____

[Give the full name of the applicant. The name should be the same as that given in Part 1 of the application to vary the premises licence.]

Address of 2nd Applicant: _____

Postcode: _____

[Give the full address of the 2nd applicant. The address should be the same as that set out in Part 1 of the application to vary the premises licence.]

The number of the operating licence held by 2nd Applicant is: _____

The 2nd Applicant applied for an operating licence on: _____

[Delete as appropriate. Insert the reference number of the applicant's operating licence (as set out in the operating licence). Where an application for an operating licence is in the process of being made, indicate the date on which the application was made.]

[Where there are more than two applicants, also give the same information for the other applicants.]

N.B. A copy of this form should be sent to each of the Responsible Authorities, at the same time as you send your application to the licensing authority. Contact details are provided in the guidance notes to the application form.

