



The Licensing Team
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Gambling Act 2005 – Temporary Use Notice (for premises other than vessels)

Form Ref: GA05/TUN/NV01

Data Protection

North Devon Council is the Data Controller. Your personal information will be held and used in accordance with the requirements of the Data Protection Act 1998.

We will use the information you have provided in connection with the administration of Licensing.

We may lawfully disclose information to other public sector agencies to:

- prevent or detect fraud and any other crime;
- support national fraud initiatives;
- protect public funds;
- progress your request for service.

We may also use basic information about you, e.g name and address, in other areas of service provision at North Devon Council if this:

- helps you to access our services more easily;
- promotes the more efficient and cost-effective delivery of services;
- helps us to recover monies that you owe us.

We will not use your personal information in a way that may cause you unwarranted detriment.

For further information regarding the National Fraud Initiative, please visit the Council's website – www.northdevon.gov.uk/fairprocessingnotice

If you require this document in an alternative format, please contact us.

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

**Gambling Act 2005 – Temporary Use Notice
(for premises other than vessels)**

Part 1 - Notice	
Notice is hereby given under Part 9 of the Gambling Act 2005 that:-	
[insert name and address of the person or organisation giving the Notice]	
intends to use the following premises:-	
[Identify the premises giving an address and postcode]	
For carrying on the following activities:-	
[indicate the type of gaming which will take place under the Notice]	
during the following period:-	
Start Date	End Date

Part 2 – Additional Information		
1. Please describe the nature of the premises to which the Notice relates: [Where activities to be authorised by the Notice are to take place only in a part of the premises, include a description of the nature of the part of the premises in which the activities are taking place and its location within the premises].		
2. Please describe the nature of the event, which is to take place (including the number of persons who are expected to participate in the event).		
3. Please give for each day of the period of the Notice the times when activities are to begin and end.		
Date	Start Time	Finish Time
[use additional sheets if necessary. These should be headed “Additional information about times when premises are to be issued under the Notice”, and attached to the notice].		
4. Please give the operating licence number of the person or organisation giving the Notice.		

5. (a) Please give the name of a person who is responsible for the conduct of the event to which the Notice relates, and who will be available to be contacted during the course of the event.		
5. (b) Please specify that person's role or title in connection with the event.		
5. (c) Please give a telephone number at which that person can be contacted when the event is taking place.		
6. (a) Have any activities taken place, or will any activities take place, on the premises under any other Temporary Use Notice during the period of 12 months ending on the last day of the period specified in this Notice?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. (b) Where the answer to question 6(a) is "Yes", give the dates on which such activities have taken or will take place:-		
Start Date	End Date	No. of Days
[Use additional sheets if necessary. These should be headed "Additional information on previous Notice periods", and attached to the Notice].		

Part 3 – Notice Date
This Notice is given on:-
[Specify the date on which the Notice is given. This is the date on which you send or deliver it to the Licensing authority].

Part 4 – Declarations and Checklist	[please tick or check]
I confirm that, to the best of my knowledge, the information contained in this Notice is true. I understand that it is an offence under Section 342 of the Gambling Act 2005 without reasonable excuse to give information which is false or misleading in, or in relation to this notice.	<input type="checkbox"/>
Checklist	
The date on which this Notice is given is more than 3 months before the date on which the activities to which this Notice relates are due to start.	<input type="checkbox"/>
Payment of the £50.00 fee has been made/is enclosed.	<input type="checkbox"/>
I understand that premises cannot be used under Temporary Use Notices for more than 21 days in any 12-month period. I confirm that the Notice will not lead to this limit being exceeded.	<input type="checkbox"/>
I understand that each of the following persons and organisations must be given a copy of the Notice and that they must receive it no later than 6 days after the date on which it is sent or delivered to the Licensing Authority:-	
<ul style="list-style-type: none"> • The Gambling Commission; • The Chief Officer of Police, or in Scotland, the Chief Constable of the Police, for any area in which the premises are wholly or partly situated; and • The Commissioners for Her Majesty's Revenue and Customs. 	<input type="checkbox"/>

Part 5 - Signature
Signature of the person giving the Temporary Use Notice, or signature of the solicitor or other duly authorised agent acting on behalf of the person or organisation giving the Notice. If you are signing on behalf of the persons or organisation giving the Notice, please state in what capacity.
Signature:
Print Name:
Capacity:
Date:
[Where the Notice is given 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
The following person can be contacted about this Temporary Use Notice:-
Name
Telephone Number
The postal and/or e-mail address for any correspondence associated with the Notice is:-

Part 7 – Endorsement of Notice by Licensing Authority (for Licensing Authority use only)
Endorsed by:- [North Devon Council – in accordance with Section 227 of the Gambling Act 2005]
Signed on behalf of the Licensing Authority:-
Signature:
Name:
Capacity:
Date: