



The Licensing Team
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**APPLICATION FOR THE GRANT/ RENEWAL/ CHANGE OF NAME
OF UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMIT
(UFEC)**

(For use by occupiers / proposed occupiers of premises intended to be used by the applicant as unlicensed family entertainment centres)

Form Ref: GA05/Permit/UFEC/01

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.

APPLICATION FOR THE GRANT / RENEWAL / CHANGE OF NAME OF AN UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMIT (UFEC)

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

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.

**delete as applicable*

Part 1 Nature of Application

What do you want to do?

Apply for a NEW UFEC permit <i>(If you choose this option then please complete Parts 2,3,4,6,7,8)</i>	<input type="checkbox"/>
Apply to RENEW an existing UFEC permit <i>(If you choose this option then please complete Parts 2,3,4,6,7,8)</i>	<input type="checkbox"/>
Apply to CHANGE THE NAME on a UFEC permit due to the existing permit holder's change of name or wish to be known by another name <i>(If you choose this option then please complete Parts 4,5,6,8)</i>	<input type="checkbox"/>

Part 2 The Applicant

[Please give as many contact details as possible in case we need to contact you]

Individual <i>(complete Part 2A ONLY)</i>	Partnership <i>(complete Part 2B ONLY)</i>	Company <i>(complete Part 2C ONLY)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A. Individual

Title: Mr Mrs Miss Ms Dr Other *[please specify]*

Surname: _____

Other name(s): _____

Home Address: _____

Postcode: _____

Telephone:	Daytime:	_____
	Mobile:	_____
	Evening:	_____

Email Address: _____

B. Partnership

1st partner

Title: Mr Mrs Miss Ms Dr Other *[please specify]*

Surname: _____

Other name(s): _____

Home Address: _____

Postcode: _____

Telephone:	Daytime:	
	Mobile:	
	Evening:	
Email Address:		
2nd partner		
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <i>[please specify]</i>		
Surname:		
Other name(s):		
Home Address:		
Postcode:		
C. Company		
Registered Office Address:		
Registered Company No:		
Telephone:	Daytime:	
	Mobile:	
	Evening:	
Email Address:		
Personal details: Company Secretary		
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <i>[please specify]</i>		
Surname:		
Other name(s):		
Home Address:		
Postcode:		
Telephone:	Daytime:	
	Mobile:	
	Evening:	
Email Address:		
Personal details: Director 1		
Surname:		
Other name(s):		
Home Address:		
Postcode:		
Telephone:	Daytime:	
	Mobile:	
	Evening:	
Email Address:		
Personal details: Director 2		
Surname:		
Other name(s):		

Home Address:		
Postcode:		
Telephone:	Daytime:	
	Mobile:	
	Evening:	
Email Address:		
<i>If the company has more than two directors please provide the personal details of each director on a separate sheet under the heading 'Additional Directors'.</i>		
Part 3 UFEC Business Details		
Name of proposed/existing UFEC:		
Business Address:		
Postcode:		
Telephone:	Daytime:	
	Mobile:	
	Evening:	
Email Address:		
Website:		
Part 4 Existing Licences and Permits		
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*
What is the name of the permit holder on the existing UFEC permit?		
What is the reference (e.g. number) of the existing UFEC permit?		
Part 5 Change of Name of Existing Permit		
What name change is requested by the permit holder?		
Why is this change of name being requested? <i>(see guidance notes)</i>		
Part 6 Checklist		
I/we confirm that I/we occupy/propose to occupy the premises to which this application relates. <i>(Please note that applicants must provide acceptable evidence e.g. copy of a lease, the property's deeds or a similar document).</i>		<input type="checkbox"/>
I/we confirm that the applicant(s) are 18 years of age or older. <i>(Please note that applicants must provide a certified copy or sight of an original birth certificate, a photo style driving licence, or passport showing aged 18 or over).</i>		<input type="checkbox"/>
I/we have enclosed (where relevant) a criminal record disclosure check (Basic Disclosure) from a recognised body dated within one calendar month of the date of the application being submitted to the Licensing Authority. <i>(Please see guidance notes).</i>		<input type="checkbox"/>

I/we have enclosed evidence that the machines to be provided are/were supplied by a legitimate gambling machine supplier or manufacturer who holds a valid gaming machine technical operating licence issued by the Gambling Commission.	<input type="checkbox"/>
I/we confirm that I have enclosed a plan of the premises to which this application relates. <i>(Please see guidance notes).</i>	<input type="checkbox"/>
I/we have outlined the area(s) proposed to be subject of the permit in red.	<input type="checkbox"/>
I/we confirm that the premises outlined in the above plan are wholly or mainly used for making gaming machines available for use. <i>(Section 238 of the Gambling Act 2005).</i>	<input type="checkbox"/>
Part 7 Declaration	
I/we enclose the appropriate fee. <i>(Cheques should be made payable to North Devon District Council.)</i>	<input type="checkbox"/>
I/we DECLARE that I/we have checked the information given on this application form and to the best of my/our knowledge and belief it is correct. <i>(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).</i>	<input type="checkbox"/>
Part 8 Signature(s)	
Signature 1	
Signed (by or on behalf of applicant / permit holder):	
Print Name:	
Dated:	
Signature 2	
Signed (by or on behalf of applicant / permit holder):	
Print Name:	
Dated:	
Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant/permit holder:	
Name:	
Address:	
Postcode:	
Telephone:	Daytime:
	Mobile:
	Evening:

Guidance notes

1. This form is to be used for an application to grant, renew or change the name of an unlicensed family entertainment centre gaming machine permit under the Gambling Act 2005 Section 247 and Schedule 10.
2. An unlicensed family entertainment centre is entitled to provide an unlimited number of category D gaming machines available for use on the premises.
3. 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).
4. The fee for an application for grant or renewal is £300. The fee for a change of name is £25.
5. This licensing authority must notify the applicant of the grant / refusal of the application for a permit as soon as is reasonably practicable after that decision to grant / refuse has been made.
6. UFEC 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)).
7. The council will only grant a UFEC gaming machine permit where it is satisfied that the premises will be operated as a bonafide UFEC and if the Chief Officer of Police has been consulted on the application. In line with the Act, while the council cannot attach conditions to this type of permit, the council can refuse applications if they are not satisfied that the issues raised in the Council's Statement of Principles have been addressed through the application. Where gambling facilities are provided at premises as a supplementary activity to the main purpose of the premises; e.g. shopping malls, the council will expect the gambling area to be clearly defined to ensure that customers are fully aware that they are making a choice to enter into the premises and that the premises are adequately supervised at all times.
8. A criminal record disclosure check (Basic Disclosure) from a recognised body dated within one calendar month of the date of the application being submitted to the Licensing Authority is required for all applicants. This criminal record disclosure check will be used to ensure that the applicant(s) have no relevant convictions (those that are set out in Schedule 7 of the Act). Basic Disclosures can be obtained from Disclosure Scotland. For further details call their helpline number 0870 609 6006, or visit the website <https://www.mygov.scot/disclosure-types>
9. Where an applicant provides evidence that they have an Operating Licence and as a result have undergone rigorous checks by the Gambling Commission, then a criminal record disclosure check will not be required.
10. Where an applicant is a company or organisation and does not hold an Operating Licence, then the proposed Manager responsible for the day to day running of the premises will be required to produce a criminal record disclosure check dated within one calendar month of the date of the application being submitted to the Licensing Authority.
11. When a permit holder appoints a new manager responsible for the day to day running of the premises, that person will be required to produce a criminal record disclosure check dated within one calendar month of the appointment date.
12. Applicants should be aware that this Licensing Authority has published a 'Statement of Principles' under Schedule 10 paragraph 7 of the Gambling Act 2005 which is available via North Devon Council's website or via a request made to the contact details provided at the top of this form.
13. In the case of applications for a UFEC gaming machine permit evidence will be required the machines to be provided are or were supplied by a legitimate gambling machine supplier or manufacturer who holds a valid gaming machine technical operating licence issued by the Gambling Commission.
14. A plan of the premises for which the permit is sought showing the following items:
 - (i) the boundary of the building with any external or internal walls, entrances and exits to the building and any internal doorways;
 - (ii) where any category D gaming machines are positioned and the particular type of machines to be provided (e.g. slot machines, penny-falls, cranes);
 - (iii) the positioning and types of any other amusement machines on the premises;

- (iv) the location of any fixed or semi-fixed counters, booths or offices on the premises whereby staff monitor the customer floor area;
- (v) the location of any ATM/cash machines or change machines;
- (vi) the location of any fixed or temporary structures such as columns or pillars;
- (vii) the location and height of any stages in the premises; any steps, stairs, elevators, balconies or lifts in the premises;
- (viii) the location of any public toilets in the building.

Where practicable it is recommended that the plan should be drawn to a standard scale with a key showing the items mentioned above, at a scale of 1:100, in any event it must be clear and legible. Where machines are located in a succinct area of a larger premises, this should be marked upon the plan.

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