

HOW TO APPLY – APPLICATION FOR A PREMISES LICENCE UNDER THE GAMBLING ACT 2005

Before completing your application form, read through the form and all of the guidance notes. If you are completing the form by hand, please write legibly in block capitals in black 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. Please complete all relevant sections signing and dating each section.

We also invite you to contact us to arrange an appointment with a member of our Customer Service team to review your completed application before submission. This will reduce the risk of technical errors, which are likely to result in a rejection of the application.

Guidance Notes for a New Premises Licence

1. The application must include a scale plan of the premises. The plan **MUST** show:
 - the extent of the boundary or perimeter of the premises;
 - the location of any external or internal walls of the building;
 - if the premises are a vessel, the location of the sides of the vessel and any internal walls of the vessel;
 - the location of each point of entry to and exit from the premises, including a description of the place from which the entry is made or to which the exit leads; and
 - any other matter specified in regulations.

In addition to the above, the plans must show the following depending on the type of premises that you are applying for:

Bingo Premises (if children are to be admitted)

- 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;
- 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.

Adult Gaming Centres

- the location and extent of any part of the premises in which gaming machines will be made available for use.

Family Entertainment Centres

- the location and extent of any part of the premises in which Category C gaming machines will be made available;
- the location and extent of any part of the premises in which Category D gaming machines will be made available;
- 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.

Betting Premises (other than track)

- the location and extent of any part of the premises in which gaming machines will be made available for use.

Betting Premises (track)

- the location and extent of any part of the premises which is a five times rule betting area;
 - 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.
2. Please include the correct fee and make cheques payable to North West Leicestershire District Council. Please refer to the fees guidance note that was included in your application pack.
 3. Notice of the application must be served on the Responsible Authorities listed at the end of these guidance notes within a period of 7 days beginning on the date on which the application is made. The notice to be served is attached to these guidance notes and should be fully completed before being served on the Responsible Authorities.
 4. A notice of the application must also be published in the following manner:
 - a. **In a local newspaper** circulating within the Licensing Authority's area on at least one occasion during the period of 10 working days starting the day after the day you submit the application to the Licensing Authority. The Licensing Authority will require a copy of the notice published in the local newspaper.
 - b. **By displaying a notice on the premises** to which the application relates in a place at which it can conveniently be read by members of the public from the exterior of the premises for a period of no less than 28 consecutive days starting on the day on which the application is made to the Licensing Authority. A sample copy of the notice to be displayed is attached at the end of these guidance notes.

If you fail to give proper notice of your application to the Responsible Authorities within the specified period then you must give notice to the Responsible Authorities as soon as reasonably practicable after the end of the specified 7 day period. The 28 day representation period for Responsible Authorities to raise any objections to the application will begin on the day on which it receives the notice. Any premises licence will not be granted until the proper notices have been served and the 28 day representation period has lapsed.

If you fail to publish proper notice of your application within the specified time period detailed above then you must publish notice of the application as soon as reasonably practicable after the end of the specified period. The 28 day representation period for Interested Parties to raise any objections to the application will begin on the day on which the notice is published. Any premises licence will not be granted until the proper notices have been published and the 28 day representation period has lapsed.

Licensing Department contact details:

<p>Personal visit to: North West Leicestershire District Council Coalville Leicestershire LE67 3FJ An appointment system is in operation. Please make an appointment prior to attending</p>	<p>Writing to us at: The Licensing Department North West Leicestershire District Council Council Offices Coalville Leicestershire LE67 3FJ</p>
<p>Email: licensing@nwleicestershire.gov.uk</p>	<p>Phone: 01530 454844/838/528</p>
<p>Internet: www.nwleics.gov.uk</p>	<p>Fax: 01530 454506</p>

LIST OF RESPONSIBLE AUTHORITIES

POLICE

Chief Officer of Police
Licensing Section
Mansfield House
74 Belgrave Gate
Leicester
LE1 3GG

GAMBLING COMMISSION

Victoria Square House
Victoria Square
Birmingham
B2 4BP

FIRE AUTHORITY

Chief Fire & Rescue Officer
Leicestershire Fire & Rescue Service
Anstey Firth
Leicester Road
Glenfield
Leicester
LE3 8HD

PLANNING

NWLDC
Council Offices
Whitwick Road
Coalville
Leicestershire
LE67 3FJ

ENVIRONMENTAL HEALTH

NWLDC
Council Offices
Whitwick Road
Coalville
Leicestershire
LE67 3FJ

HM REVENUE AND CUSTOMS

National Registration Unit
Portcullis Unit
21 India Street
Glasgow
G2 4PZ

LOCAL SAFEGUARDING CHILDRENS BOARD

Children and Young Peoples Service
County Hall
Glenfield
Leicestershire
LE3 8RN

**NOTICE OF APPLICATION FOR A PREMISES LICENCE – TO
BE DISPLAYED ON PREMISES AND IN NEWSPAPER**

Notice is hereby given that:
(name of the applicant(s))

of the following address:

.....

.....

.....

is/are applying for a
premises licence under section 159 of the Gambling Act 2005 *(kind of premises
licence)*.

The application relates to the following premises:

.....

.....

.....

.....

*(name and the address of the premises (or, if none, give a description of the
premises and their location))*

The application has been made to:

**North West Leicestershire District Council
Council Offices
Coalville
Leicestershire
LE67 3FJ**

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 FOR A PREMISES LICENCE – TO
BE SUBMITTED TO THE RESPONSIBLE AUTHORITIES**

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 made an application for a premises licence (*kind of premises licence*).

The application relates to the following premises:
.....
.....
.....

(name and the address of the premises (or, if none, give a description of the premises and their location))

The application for a premises licence has been made to the following licensing authority:

**North West Leicestershire District Council
Council Offices
Coalville
Leicestershire**

Postcode: **LE67 3FJ**

Website: **www.nwleics.gov.uk**

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:
(optional)

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

Address of 1st Applicant:

Postcode:

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

The 1st Applicant applied for an operating licence on:

Name of 2nd Applicant:

Address of 2nd Applicant:

Postcode:

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

The 2nd Applicant applied for an operating licence on:

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