

**APPLICATION FOR GRANT or CHANGE OF NAME OF AN  
UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMIT**

(FOR USE BY OCCUPIERS / PROPOSED OCCUPIERS OF PREMISES INTENDED TO BE USED BY  
THE APPLICANT AS UNLICENSED FAMILY ENTERTAINMENT CENTRES)

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

**SECTION A – What do you want to do?**

1. Please indicate what you would like to do:

a) Apply for a **new** unlicensed family entertainment centre gaming machine permit

*(if you choose this option then please complete sections B, D, E, and F)*

☐

b) 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, E and F only)*

☐

**SECTION B – Application for grant**

4. Name of premises:

.....

5. Address of premises:

.....

.....

.....

Post Code: .....

6. Telephone number of premises: .....

7(a). Name of applicant: .....

7(b). Date of Birth *(Applications by individuals only)* ...../...../.....

*(dd/mm/yyyy)*

8. Address of applicant: .....  
.....  
.....

Post Code: .....

9. Telephone number (daytime) of applicant : .....

10. E-mail address of applicant. *(Optional, see note 11)* : .....

11. Name, address, telephone and e-mail\* of agent (e.g. solicitor) if submitted on behalf of the applicant. *(\*Optional, see note 11)*  
.....  
.....  
.....  
.....  
.....

12. Proposed commencement date of Permit

*(Leave blank if you want the permit to commence on date of issue)* ...../...../.....  
(dd/mm/yyyy)

13. Contact name (where not previously given) and postal address for correspondence

.....  
.....  
.....  
.....  
.....

Post Code:.....

14. Have you ever had an application for a permit or a premises licence

rejected or a permit or premises licence revoked? \* **Yes** ☐ **No** ☐

*(\*Please TICK as appropriate)*

15. If the answers to 15 above is yes, please provide full details:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

## SECTION C – Change of name

(See note 7)

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

.....

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

.....

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

.....

19. Why is this change of name being requested?

.....

## Section D – Other details about the business

21(a). Proposed hours during which facilities for gambling will be provided: .....  
(If less than 24 hours, please use table below to give start time and finish times using 24hr clock)  
(See Note 5)

<b><i>Day</i></b>	<b><i>Start</i></b>	<b><i>Finish</i></b>	<b><i>Details of any seasonal variation</i></b>
Mon			
Tues			
Wed			
Thurs			
Fri			
Sat			
Sun			

21(b). Proposed opening hours (if different to above) : .....  
(if less than 24 hours, please use table below to give opening and closing times using 24hr clock)

<b><i>Day</i></b>	<b><i>Start</i></b>	<b><i>Finish</i></b>	<b><i>Details of any seasonal variation</i></b>
Mon			
Tues			
Wed			
Thurs			
Fri			
Sat			
Sun			

22. Proposals for the general operation and supervision of gaming in the premises.  
(Please refer to note 10(b) for details of what should be included here. Continue on a separate page if necessary)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins or other markings on the paper.

## Section E – Declaration and Signature (See note 12)

**Please note: It is an offence under section 342 of the Gambling Act 2005 (liable on conviction to imprisonment for a term not exceeding 51 weeks; a fine up to level 5 on the standard scale; or both) 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 confirm that, to the best of my knowledge, the information contained in this application is true. I 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 confirm that \*I / the applicant \*occupy/occupies or propose(s) to occupy the premises to which this application refers (\*Please delete as appropriate) ☐

I confirm that there is no premises licence issued under the Gambling Act 2005 in respect of this premises. ☐

I confirm that \*I am / the applicant is aware that the permit applied for authorises the provision of category D gaming machines only.

(\*Please delete as appropriate) ☐

I confirm that \*I have / the applicant has a full understanding of the maximum stakes and prizes that are permissible under the authority of the permit applied for. (\*Please delete as appropriate) ☐

I confirm that all staff employed on the premises have received /will receive training and have a full understanding of the maximum stakes and prize that are permissible under the authority of the permit applied for. ☐

I confirm that \*I have / the applicant has no relevant convictions (as set out in Schedule 7 of the Act). (\*Please delete as appropriate) ☐

Signature: .....  
(by or on behalf of applicant / permit holder) (see note 12)  
***(Please print out this form and sign in ink)***

Print Name: .....

Date: ...../...../.....  
(dd/mm/yyyy)

Capacity: .....

## Section F – Checklist and Signature *(See note 12)*

**Please note: It is an offence under section 342 of the Gambling Act 2005 (liable on conviction to imprisonment for a term not exceeding 51 weeks; a fine up to level 5 on the standard scale; or both) if a person, without reasonable excuse, gives to a licensing authority for a purpose connected with that Act information which is false or misleading**

### CHECKLIST

I have enclosed a plan of the premises ☐

I have enclosed the following additional documentation;

Policies (as referred to in Section D) ☐

Statement(s) (as referred to in Section D) ☐

Enhanced CRB Disclosure(s) ☐

I have enclosed the correct fee of £ ..... ☐

*(cheques should be made payable to Cheltenham Borough Council)*

**Signature:** .....  
(by or on behalf of applicant / permit holder) *(see note 12)*  
***(Please print out this form and sign in ink)***

**Print Name:** .....

**Date:** ...../...../.....  
*(dd/mm/yyyy)*      **Capacity:** .....

### Contact Details:

Postal address:      **The Licensing Section, Cheltenham Borough Council, PO  
Box 12, Municipal Offices, Promenade, Cheltenham GL50  
1PP**

Telephone:      **01242 775200**  
Fax:      **01242 264338**  
mail:      [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk)

Website:      **[www.cheltenham.gov.uk](http://www.cheltenham.gov.uk)**

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**Guidance notes:**

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 Section 247 and Schedule 10 of the Gambling Act 2005.
2. 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 as machines with a maximum stake of 10 pence and cash prize of £5 (five pounds) or a maximum stake of 30 pence and a maximum non-monetary prize worth no more than £8 (eight pounds).
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 a **new** application for grant is **£300**.
5. The Gambling Act 2005 does not allow the Licensing Authority to attach conditions to this type of permit and the times of operating are for the operator to determine in line with it's (the operators) business needs. However the Licensing Authority can and will consider matters that it believes are necessary to protect children from harm. It would assist the Licensing Authority to make an informed decision if the applicant provides the authority with an indication of the times it proposes to operate, especially where the location of the premises subject of the application is situated close to or in the proximity of schools or other premises regularly attended by children. 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 on pages 5 & 7 of this form.
6. 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.
7. 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 **fee** for a **change of name** is **£25**.
8. UFEC's will cater for families and are restricted to category D machines. Unaccompanied children who have unrestricted access can also visit these premises to use the gaming machines provided. The premises may also have more than one means of entry/exit and other areas that will need some form of supervision. In considering the grant of a permit the Licensing Authority must be satisfied that they can do so and protect children and vulnerable persons from being harmed or exploited. The proposed layout of the playing area or building are matters that may influence that decision. Therefore this Authority requires that applications be accompanied by a plan (scale 1:100 unless otherwise agreed with the Licensing Authority) of the area covered by the permit showing:
  - a) the extent of the boundary or perimeter of the premises or part of the premises
  - b) the location of any external or internal walls
  - c) the position of each point of entry to and exit from the premises
  - d) the location gaming machines.
  - e) the type and location of any other machines for example skills with prizes machines or amusement only machines to be provided

9. For the same reasons outlined in 8 above (protection of children etc.) the location of a premises in relation to its immediate surroundings may be an influencing factor in any decision to grant or refuse an application. Therefore in order that the Authority may give appropriate consideration and reach an informed decision the applicant is required to provide the Authority with a description of the premises which **must** include the following information:
- a) Where the premises are a building, or part of a building: whether the whole building is subject to the permit, or only part of it (with a description of the uses to which the rest of the building is put); the nature of the building (e.g. whether it is detached, multi-level, part of a shopping centre or service station etc).
  - b) Identify the location and use of any other areas of the premises accessible by the public which are used for the purposes of the provision of gaming or any other purpose.
  - c) The nature of the area in which the premises are located., (e.g. primarily residential, for business or retail use, mixed residential/business use etc).
  - d) The nature of the street on which any entrance or exit to the premises is located. This information should describe whether the street is pedestrianised, is a main road, a cul-de-sac, a side road etc.
  - e) The name or nature of any immediate neighbours. - Immediate neighbours means, in relation to premises that are in a building or on a track, those neighbours on either side of the premises and those opposite any entrance or exit to the premises; and where the premises are part of a multi-level building, those neighbours directly above and below the premises.
  - f) Access to the premises – Details of any direct access (including shared access) to or from other types of premises with details of the nature of that other type of premises.
10. **The following additional documents must accompany this application:**
- a) Where the application is made by an individual(s) that application must be accompanied by a Enhanced Criminal Record Bureau Disclosure for each applicant which can be obtained through Stroud District council (The applicant will be required to pay the Licensing Authority the current cost of the Enhanced Criminal Record Bureau at the time of requesting). Enhanced Criminal Record Bureau Disclosures obtained by applicants through other umbrella organisations will be accepted provided they were obtained no earlier than 1 month before the date the application is submitted to the Authority.
  - b) A statement explaining the safeguards and procedures the operator has/will have in place (and produce copies of any policies referred to therein);
    - to ensure the safety and protection of children admitted to the premises. For example, because the premises can be freely accessed by unaccompanied children, evidence of a policy that ensures all persons employed in the centre have been subject to an Enhanced Criminal Record Bureau Disclosure, or in the absence of such checks a policy that ensures that unaccompanied children will not be admitted.
    - to discourage or exclude children during school times.
    - to discourage or exclude vulnerable persons.
    - to ensure that all persons engaged in the operation of the premises are / will be suitably trained.
11. If, in relation to your application, you (or your agent) would prefer us to correspond with you by e-mail please provide your e-mail address
12. **The applicant (or their agent submitting on behalf of applicant e.g. solicitor) must sign both the Declaration (Section E) and the Checklist (Section F)**

**Licensing Authority contact details:**

The Licensing Section, Public Protection, Cheltenham Borough Council, PO Box 12, Municipal Offices, Promenade, Cheltenham GL50 1PP.

**Telephone:** 01242 775200 **Fax:** 01242 264338

**Email:** [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk) **Website:** [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk)