



## Application for a Premises Licence to be granted under the Gambling Act 2005.

### Guidance for Applicants.

Before completing the form please read the Council's Gambling Policy, the guidance notes at the end of the form, along with the codes of practice and guidance documents produced by the gambling commission (available at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)), and the accompanying guidance leaflets.

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 in black ink**. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records. Applicants are **strongly encouraged** to consult the Licensing Authority, responsible authorities ( See Appendix B of the Council's Gambling Policy), local businesses and residents whilst preparing their operating schedules. The Licensing Authority firmly believes that this will assist applicants in identifying potential problems so that they can be addressed before they occur, and allay the fears of such businesses and residents as to the impact of the new licensing regime.

### **Fast Track Applications** (Transitional Conversion Applications)

Fast track applications must be accompanied by a copy of the existing Gambling Licence.

### **Giving notice of applications** (other than fast track applications)

In the case of an application for a premises licence, the person making the application shall advertise the application, in the prescribed manner using the forms provided in the premises licence and provisional statement regulations: -

1. A person making an application (other than a fast track application) must give notice of the application to each of the Authorities which in accordance with section 157 are the responsible Authorities in relation to the premises to which the application relates.
2. A notice under paragraph (1) must be given within a period of 7 days beginning on the date on which the application is made.
3. Where this paragraph applies the applicant must publish notice of his application –
  - (a) In a local newspaper or, if there is none, a local newsletter, circular or similar document, circulating within the licensing authority's area on at least one occasion during the period of ten working days starting with the day after the day on which the application is made to the authority; and

- (b) By displaying a notice on the premises to which the application relates –
  - i. In a place at which it can conveniently be read by members of the public from the exterior of the premises;
  - ii. For a period of no less than 28 consecutive days starting on the day on which the application is made to the licensing authority.

4. Where matters are included in square brackets in any form in Schedule 6, they are intended to indicate and explain the information to be specified in the notice to which the form relates, and are not required to be included in the notice.

Specimen Responsible Authority and public notices are attached.

### **Plans – (All premises licence applications)**

A plan of the premises must accompany the application and shall comply with the following requests of the regulations.

1. The Plan must show –

- (a) The extent of the boundary or perimeter of the premises;
- (b) Where the premises include, or consist of, one or more buildings, the location of any external walls of each such building;
- (c) Where the premises form a part of a building, the location of any external or internal walls of the building which are included in the premises;
- (d) 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;
- (e) 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; and
- (f) Any other matter required in accordance with the following provisions of this regulation.

2. Where the application is for a **bingo premises** licence in respect of premises to which children or young persons will be permitted to have access, the plan must show –

- (a) The location and extent of any part of the premises which will be used to provide facilities for gaming in reliance on the licence (other than those parts which include Category B or C gaming machines);
- (b) The location and extent of any part of the premises in which category C or B gaming machines will be made available for use in reliance on the licence;
- (c) 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.

3. Where the application is for an **adult gaming centre** premises licence, the plan must show the location and extent of any part of the premises in which gaming machines will be made available for use in reliance on the licence.
4. Where the application is for a **family entertainment centre** premises licence, the plan must show –
  - (a) The location and extent of any part of the premises in which Category C gaming machines will be made available for use in reliance on the licence;
  - (b) The location and extent of any part of the premises in which Category D gaming machines will be made available for use in reliance on the licence; and
  - (c) 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.
5. Where the application is for a **betting premises** licence, other than in respect of a track, the plan must show the location and extent of any part of the premises which will be used to provide the facilities for gambling in reliance on the licence.
6. Where the application is for a **betting premises licence in respect of a track**, the plan must show –
  - (a) The location and extent of any part of the premises which is a five times rule betting area;
  - (b) The location and extent of any other parts of the premises which will be used for providing facilities for betting in reliance on the licence;
  - (c) The location and extent of any other parts of the premises in which Category B or C gaming machines will be made available for use in reliance on the licence;
  - (d) 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.
7. In this regulation –
  - (a) “betting operator” means a person who accepts or negotiates bets in the course of the business of the holder of a general betting operating licence or a pool betting operating licence;
  - (b) “five times betting rule area”, in relation to a track, means any part of the track in respect of which, in accordance with conditions attached under section 167, the charge for admission to that part of the track payable by betting operators may not exceed five times the cost of the highest charge paid by members of the public who are authorised to enter that part of the track;
  - (c) “non-gambling area” means any part of the proposed casino –
    - i. Which will be made available to customers but will not be used for providing facilities for gambling, and

- ii. Which, unless it is a lobby area or toilet facilities, will contain recreational facilities for use by customers on the premises;
- (d) “partially automated gaming table” means equipment that would fall within the definition of gaming machine in section 235 but for its exclusion from that definition by subsection (2)(h) of that section;
- (e) “table gaming area” means any part of the proposed casino which is to be used for –  
Casino games played on gaming tables (including wholly or partially automated gaming tables); or  
Real games of equal chance, other than bingo, played on a table; and
- (f) “wholly automated gaming table” means equipment that would fall within the definition of a gaming machine in section 235 but for its exclusion from that definition by subsection (2)(i) of that section.

## Licence Fees

The following table sets out the relevant application fees set by the Authority under the Gambling Act 2005.

Premises Type	Transitional Fast-Track Application		Transitional Non-Fast Track Application		New Application		Annual Fee	
	£		£		£		£	
Bingo Club	<b>202</b>		<b>842</b>		<b>1648</b>		<b>480</b>	
Betting Premises (excluding Tracks)	<b>198</b>		<b>721</b>		<b>1415</b>		<b>302</b>	
Tracks	<b>144</b>		<b>600</b>		<b>1200</b>		<b>480</b>	
Family Entertainment Centres	<b>207</b>		<b>648</b>		<b>1237</b>		<b>468</b>	
Adult Gaming Centre	<b>202</b>		<b>645</b>		<b>1236</b>		<b>623</b>	
	Application to Vary	Application to Transfer	Application for Re-Instatement	Application for Provisional Statement	Licence Application (provisional Statement holders)	Copy Licence	Notification of Change	
	£	£	£	£	£	£	£	£
Bingo Club	<b>840</b>	<b>576</b>	<b>576</b>	<b>1680</b>	<b>576</b>	<b>25</b>	<b>50</b>	
Betting Premises (excluding Tracks)	<b>720</b>	<b>576</b>	<b>576</b>	<b>1440</b>	<b>576</b>	<b>25</b>	<b>50</b>	
Tracks	<b>600</b>	<b>456</b>	<b>456</b>	<b>1200</b>	<b>456</b>	<b>25</b>	<b>50</b>	
Family Entertainment Centres	<b>640</b>	<b>608</b>	<b>608</b>	<b>1280</b>	<b>608</b>	<b>25</b>	<b>50</b>	
Adult Gaming Centres	<b>640</b>	<b>768</b>	<b>768</b>	<b>1280</b>	<b>768</b>	<b>25</b>	<b>50</b>	

All cheques should be made payable to Carmarthenshire County Council.

**Contact Details for the Licensing Authority and Responsible Authorities.**

<p><b><u>Licensing Authority</u></b></p> <p>Licensing Section Homes and Safer Communities Division Department for Communities Carmarthenshire County Council 3 Spilman Street Carmarthen Carmarthenshire SA31 1LE</p>	<p>Tel No. 01267 234567</p> <p>e-mail : <a href="mailto:PublicProtection@Carmarthenshire.gov.uk">PublicProtection@Carmarthenshire.gov.uk</a></p>
<p><b><u>Gambling Commission</u></b></p> <p>Victoria Square House Victoria Square Birmingham B2 4BP</p>	<p>Tel No. 0121 230 6500</p> <p>e-mail: <a href="mailto:info@gamblingcommission.gov.uk">info@gamblingcommission.gov.uk</a></p> <p>Fax No. 0121 237 2236</p>
<p><b><u>H M Revenue and Customs</u></b></p> <p>National Registration Unit Portcullis House 21 India street Glasgow G2 4PZ</p>	<p>Tel No. 0141 555 3633</p> <p>e-mail: <a href="mailto:nrbetting&amp;gaming@hmsc.gsi.gov.uk">nrbetting&amp;gaming@hmsc.gsi.gov.uk</a></p>
<p><b><u>Planning Authority</u></b></p> <p>Head of Planning Carmarthenshire County Council 8 Spilman Street Carmarthen Carmarthenshire SA31 1LQ</p> <p><b>Or</b></p> <p>Brecon Beacons National Park, for premises within its administrative area</p> <p>Enforcement Officer Brecon Beacons National Park Authority Plas Y Ffynnon Cambrian Way Brecon Powys LD3 7HP</p>	<p>Tel No. 01267 224663 / 01267 224882 / 01267 224118</p> <p>e-mail: <a href="mailto:Planning@Carmarthenshire.gov.uk">Planning@Carmarthenshire.gov.uk</a></p> <p>Fax No. 01267 237612</p> <p>Tel No: 01874 620431 Email: <a href="mailto:planning.enquiries@breconbeacons.org">planning.enquiries@breconbeacons.org</a> Fax: 01874 622524</p>

<p><b><u>Public Health Services Manager</u></b></p> <p>Homes and Safer Communities Division  Department for Communities  Carmarthenshire County Council  3 Spilman Street  Carmarthen  Carmarthenshire  SA31 1LE</p>	<p>Tel No. 01267 234567</p> <p>e-mail: <a href="mailto:PublicProtection@Carmarthenshire.gov.uk">PublicProtection@Carmarthenshire.gov.uk</a></p>
<p>Dyfed Powys Police  Police Licensing Officer  c/o Police Station  Foundry Road  Ammanford  Carmarthenshire  SA18 2LS</p>	<p>Tel No. 101 Ext 26464</p> <p>e-mail: <a href="mailto:Mike.Price@Dyfed-Powys.pnn.police.uk">Mike.Price@Dyfed-Powys.pnn.police.uk</a></p> <p>Fax: 01269 591892</p>
<p>County Commander  Mid and West Wales Fire and Rescue  Service  Carmarthenshire County Command HQ  Lime Grove Avenue  Carmarthen  Carmarthenshire  SA31 1SP</p>	<p>Tel No. 0870 6060699</p> <p>e-mail : <a href="mailto:Mail@Mawwfire.gov.uk">Mail@Mawwfire.gov.uk</a></p> <p>Fax: 01267 222382</p>
<p>Carmarthen Safeguarding Children Board  Manager  Department for Education and Children  Carmarthenshire County Council  Parc Dewi Sant  Carmarthen  Carmarthenshire  SA31 3HB</p>	<p>Tel No. 01267 246549</p> <p>e-mail.  <a href="mailto:Childrensocialcare@Carmarthenshire.gov.uk">Childrensocialcare@Carmarthenshire.gov.uk</a></p> <p>Fax: 01267 246746</p>

Applicants for licences in respect of vessels should contact the Licensing Authority for additional information.