



## **Guidance for applicants: Applying to transfer a premises licence under the Gambling Act 2005**

When control of an existing licensed gambling premises is to change to a different operator, it is necessary to apply to the licensing authority for the transfer of the licence.

### **How to apply**

Your application should be accompanied by:

- The existing premises licence \*
- Written consent to the transfer from the existing licence-holder
- The appropriate application fee (detailed below).

*\* If it is not possible to provide the premises licence with your application, a statement as to why this is the case should be provided, along with an application for a duplicate copy of the licence.*

The completed application form and all of the accompanying documents should be sent to the Licensing Section, at the address given on these notes.

### **Consultation**

When making a transfer application, a number of Responsible Authorities must be given notice of your application, within 7 days of submitting your application. A format has been prescribed for this notice, and templates are located at the rear of these notes –

- Use Form A if only one individual or company is making the application.
- Use Form B if the application is being made jointly by two or more individuals and/or companies. Notice must be given to the authorities identified below:

### **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 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>
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<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 40 Spilman Street Carmarthen Carmarthenshire SA31 1LQ</p> <p><b>Or</b></p> <p>Brecon Beacons National Park, for premises within its administrative area 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</p> <p>Email: <a href="mailto:planning.enquiries@breconbeacons.org">planning.enquiries@breconbeacons.org</a></p> <p>Fax: 01874 622524</p>

<p><b><u>Police</u></b>  Licensing Officer  Dyfed Powys Police  Ammanford Police Station, Foundry Road  Ammanford, Carmarthenshire, SA18 2LS</p>	<p>Tel No. 101 Ext 26464  e-mail: <a href="mailto:Mike.Price@Dyfed-Powys.pnn.police.uk">Mike.Price@Dyfed-Powys.pnn.police.uk</a>  Fax: 01269 591892</p>
<p><b><u>Public Health</u></b>  Public Health Services Manager  Homes and Safer Communities Division  Carmarthenshire County Council  3 Spilman Street  Carmarthen  Carmarthenshire  SA31 1LE</p>	<p>Tel No. 01267 234567  e-mail: <a href="mailto:PublicProtection@Carmarthenshire.gov.uk">PublicProtection@Carmarthenshire.gov.uk</a></p>
<p><b><u>Fire Authority</u></b>    County Commander  Carmarthenshire County Command Headquarters,  Lime Grove Avenue, Carmarthen,  Carmarthenshire SA31 1SP</p>	<p>Tel No. 0870 6060699  e-mail : <a href="mailto:Mail@Mawwfire.gov.uk">Mail@Mawwfire.gov.uk</a>  Fax: 01267 222382</p>
<p><b><u>Children's Services</u></b>  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  e-mail. <a href="mailto:Childrensocialcare@Carmarthenshire.gov.uk">Childrensocialcare@Carmarthenshire.gov.uk</a>  Fax: 01267 246746</p>

Representations from any of these Responsible Authorities will be accepted during the period of 28 days starting from when your application is made. If a valid representation is received, the application will be referred to a meeting of the Licensing Committee for determination.

There is no requirement for newspaper or premises advertisements as part of a transfer application.

Failing to properly notify the Responsible Authorities will delay the determination of your application.

## **Operating Licences & Personal Licences**

Before any application can be made for the transfer of a Premises Licence, an application for a relevant Operating Licence must have been submitted to the Gambling Commission. Further details on Operating Licences and Personal Licences are available direct from the Gambling Commission, on 0121 230 6666, or through their website, [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk).

Please note that no Premises licence will be issued before an appropriate Operating Licence is confirmed as granted.

### **Interim authority**

Question 17 on the application form allows the applicant to request that they are treated as if they were the licence-holder during the application period. This will allow an established premise to continue operating under the authority of the premises licence while the application is considered. However, the use of this provision does not exempt the applicant from any other requirement under the Act, such as the need to hold a valid Operating licence. The effect of this section will commence when the application is received by the licensing authority, and end upon determination of the application.

### **Consent from existing licence-holder**

It is required that an application to transfer a premises licence is accompanied by a written letter of consent from the existing licence-holder, to demonstrate that they consent to the licence being transferred to the new applicant. A template for this letter is attached at the rear of these notes. However, in some circumstances, it may not be possible to obtain consent from the existing licence holder – for instance, if they have left the premises and their current whereabouts is unknown. In these circumstances, the licensing authority has discretion to disapply the requirement to submit a letter of consent – however, it is expected that the applicant will have taken all reasonable steps to try and reach the licence-holder, and that a statement of these steps will be submitted in place of the letter of consent.

Please note that this provision does not apply if the previous licence-holder has refused to give consent to the transfer of the licence.

### **Application Fees**

The application fee is dependent on the type of premises licence you are applying for the transfer of. All premises licence fees are set by the local licensing authority, up to a maximum amount prescribed by regulations.

## 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	202		842		1648		480	
Betting Premises (excluding Tracks)	198		721		1415		302	
Tracks	144		600		1200		480	
Family Entertainment Centres	207		648		1237		468	
Adult Gaming Centre	202		645		1236		623	
	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	840	576	576	1680	576	25	50	
Betting Premises (excluding Tracks)	720	576	576	1440	576	25	50	
Tracks	600	456	456	1200	456	25	50	
Family Entertainment Centres	640	608	608	1280	608	25	50	
Adult Gaming Centres	640	768	768	1280	768	25	50	

All cheques should be made payable to Carmarthenshire County Council.

# Gambling Act 2005 Consent to transfer Premises Licence

I/We.....

Name(s) of existing licence-holder(s)

**Being the holder(s) of a premises licence issued under Part 8 of the Gambling Act 2005, in respect of the following:**

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

[address of licensed premises]

**Premises Licence No** ..... [Premises Licence Number]

**Premises Type**

.....  
[Category of premises e.g AGC, Betting (Other), Betting (Track), Bingo, FEC]

**Herby give my consent for the transfer of this licence to:**

.....  
[Name(s) of prospective applicant(s)]

Signed .....

{Name of outgoing owner]

Print Name .....

Date .....

Capacity .....

**Notice A**

**NOTICE OF APPLICATION TO TRANSFER A PREMISES LICENCE**

*This notice is issued in accordance with regulations made under section 160 of the Gambling Act 2005*

Notice is hereby given that:

.....  
[Give the full name of the applicant. The name should be the same as that given in Part 1 of the application to transfer the premises licence.]

of the following address:.....  
.....  
.....

Postcode.....  
[Give the full address of the applicant. The address should be the same as that set out in Part 1 of the application to transfer the premises licence.]

the number of whose operating licence is .....  
who applied for an operating licence on.....

[Delete as appropriate. Insert the reference number of the applicant's operating licence (as set out in the operating licence). Where an application for an operating licence is in the process of being made, indicate the date on which the application was made.]  
has applied for the transfer to them of a premises licence of the following type:

.....  
[Specify the type of premises licence to which the application relates]

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

[Give the trading name used at the premises, and the address of the premises (or, if none, give a description of the premises and their location).]

The application has been made to the following licensing authority:

**Carmarthenshire County Council**

**3 Spilman Street**

**Carmarthen**

**Carmarthenshire SA31 1LE**

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

**The current licence holder(s) is/ are:**

.....  
*[Give the full name of the licence holder(s) as set out in the premises licence (if known).]*

The number of the premises licence (if known):.....  
*[Insert here the reference number of the premises licence as given in the licence itself.]*

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:

.....  
*[This entry is optional and is to be included if the applicant wishes to provide the name, telephone number and (if available) e-mail address of a person connected with the applicant who is able to answer questions and provide further information about the application.]*

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

.....  
*[Please 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 was made to the licensing authority.]*