



City of
Stoke-on-Trent

Gambling Act 2005:
Premise licence guidance notes

1. What is a Gambling Act premise licence?

A premise licence, issued under the Gambling Act 2005, is required for any premises where it is intended to provide gambling facilities.

The types of Licence available are as follows:

- Casino premise licence
- Bingo premise licence
- Adult gaming centre premise licence (enabling Category B gaming machines to be made available for use at the premise)
- Family entertainment centre premise licence (enabling Category C gaming machines to be made available for use at the premise)
- Betting premise licence (enabling the provision of facilities for betting, by making or accepting bets or by acting as a betting intermediary)

Except in the case of a track, a premise licence may not authorise the use of premises for activities of more than one of the types listed above. A licence may not be issued in respect of premises if those premises already have a premise licence in effect.

2. Who can apply for a Gambling Act premise licence?

An application for a premise licence may only be made by persons (which includes companies or partnerships):

- Who have the right to occupy the premises; and
- Who have an **operating licence** which allows him/her to carry out the proposed activity, or have applied for an operating licence (the premise licence may only be issued once the operating licence has been issued) from the Gambling Commission.

An applicant for a premise licence must be over the age of 18.

3. What are the categories of machine available?

Category of machine	Maximum "stake"	Maximum prize
A	Unlimited	Unlimited
B1	£2	£4,000
B2		£500
B3		£500
B4		£250
C		£25
D	10p money prize 30p non-money prize	£5 money prize £8 non money prize

4. How many machines of these types can I have?

Premise Type	Permissions
Regional Casino (table / machine ratio of 25-1 up to maximum)	Maximum of 1250 machines. Any combinations of machines in categories A to D , within the total limit of 1250 (subject to table ratio)
Large casino (table / machine ratio of 5-1 up to maximum)	Maximum of 150 machines. Any combination of machines in categories B to D , within the total limit of 150 (subject to table ratio)
Small casino (table / machine ratio of 2-1 up to maximum)	Maximum of 80 machines. Any combination of machines in categories B to D , within the total limit of 80 (subject to table ratio)
Pre 2005 Act casinos (no table / machine ratio)	Maximum of 20 machines, categories B to D or C or D machines instead
Betting premises and tracks occupied by Pool Betting	Maximum of 4 machines, categories B2 to D
Bingo premises	Maximum of 4 machines, categories B3 or B4 . No limit on C or D machines
Adult gaming centre	Maximum of 4 machines, categories B3 or B4 . No limit on C or D machines
Family entertainment centre (with premise licence)	No limit on category C or D machines
Family entertainment centre (with permit)	No limit on category D machines
Clubs or miners' institutes with permits	Maximum of machines in categories B4 to D
Qualifying alcohol licensed premises	1 or 2 machines of category C or D automatic upon notification
Qualifying alcohol licensed premises with gaming machine permits	Number specified on the permit
Travelling fair	No limit on category D machines

5. What do I have to produce when making an application / what Notice provisions do I have to comply with?

Documents to produce

- i) The appropriate application form;
- ii) The appropriate fee for the application being made;
- iii) A plan of the premises (see **6.** for details)

Serve **full** application on:

1. The Licensing Authority
Hanley Town Hall
Albion Street
Hanley
Stoke on Trent
ST1 1XP

Tel: 01782 232774

E-mail: hcp.licensingadmin@stoke.gov.uk

Serve **Notice** on:

2. The Gambling Commission
Victoria Square House
Victoria Square
Birmingham
B2 4BP

Tel: 0121 230 6500

Fax: 0121 233 1096

E-mail: info@gamblingcommission.gov.uk

3. H M Revenues and Customs
National Registration Unit (Betting and Gaming)
Portcullis House
21 India Street
Glasgow
G2 4PZ

Tel: 0141 555 3633

E-mail: nru.betting&gaming@hmrc.gsi.gov.uk

4. Stoke on Trent Police Division
Licensing Sergeant
Hanley Police Station
Bethesda Street
Hanley
Stoke on Trent
ST1 3RP

5. Staffordshire Fire and Rescue Service
Licence applications
Lower Bethesda Street
Hanley
Stoke on Trent
ST1 3RP

6. Licensing Applications
Head of Safeguarding and Performance
Floor 4
Civic Centre
Glebe Street
Stoke-on-Trent
ST4 1RP

7. Planning Department
Floor 3
Civic Centre
Glebe Street
Stoke-on-Trent
ST4 1RP

The form of Notice for the notification to the responsible authorities can be downloaded from the Stoke on Trent City Council website: www.stoke.gov.uk

Public Notices:

You must also publish notice of the application:

- in a local newspaper 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 us; and
- by displaying a notice on the premises to which the application relates:
 - a) in a place at which it can conveniently be read by members of the public from the exterior of the premises;
 - b) for a period of no less than 28 days consecutive days starting on the day on which the application is made to us.

The form the public notices must take can be downloaded from the Stoke on Trent City Council website: www.stoke.gov.uk

VARIATION APPLICATION

Documents to produce

- i) the appropriate application form;
- ii) the appropriate fee for the application being made;
- iii) a plan of the premises (see **6.** for details) to include any variations being carried out.

Serve **full** application on:

As per Grant application (see above)

Serve Notice on:

As per Grant application (see above)

Public Notices:

As per Grant application (see above)

TRANSFER APPLICATION

Documents to produce:

- i) The appropriate application form;
- ii) The appropriate fee for the application being made.

Serve **full** application on:

1. The Licensing Authority
Hanley Town Hall
Albion Street
Hanley
Stoke on Trent
ST1 1XP

Tel: 01782 232774

E-mail: hcp.licensingadmin@stoke.gov.uk

Serve **Notice** on:

2. The Gambling Commission
Victoria Square House
Victoria Square
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Fax: 0121 233 1096

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3. H M Revenues and Customs
National Registration Unit (Betting and Gaming)
Portcullis House
21 India Street
Glasgow
G2 4PZ

Tel: 0141 555 3633

E-mail: nru.betting&gaming@hmrc.gsi.gov.uk

4. Stoke on Trent Police Division

Licensing Sergeant
Hanley Police Station
Bethesda Street
Hanley
Stoke on Trent
ST1 3RP

Tel: 01785 233122

5. Staffordshire Fire and Rescue Service
Licence applications
Lower Bethesda Street
Hanley
Stoke on Trent
ST1 3RP

6. Licensing Applications
Head of Safeguarding and Performance
Floor 4
Civic Centre
Glebe Street
Stoke-on-Trent
ST4 1RP

7. Planning Department
Floor 3
Civic Centre
Glebe Street
Stoke-on-Trent
ST4 1RP

The form of Notice for the notification to the responsible authorities can be downloaded from the Stoke on Trent City Council website: www.stoke.gov.uk

Public notices:

None

REINSTATEMENT APPLICATION

Documents to produce:

- i) The appropriate application form;
- ii) The appropriate fee for the application being made.

Serve full application on:

As per transfer application (see above)

Serve notice on:

As per transfer application (see above)

Public notices:

None

6. What do the plans have to show?

All plans have to show:

- The extent of the boundary or perimeter of the premises;
- Where the premises include, or consist of, one or more buildings, the location of any external or internal walls of each such building;
- Where the premises form part of a building, the location of any external or internal walls of the building which are included in the premises;
- 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;
- 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.

Premise licences with the below activities also have to show the following additional activities:

Casinos

- The principal entrance to the premises of those identified in accordance with paragraph (6)(a) above;
- The location and extent of any part of the premises which will be a table gaming area;
- The location and extent of any other part of the premises which will be used for providing facilities for gambling in reliance on the licence; and
- The location and extent of any part of the premises which will be a non-gambling area

Bingo

- 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;)
- The location and extent of any part of the premises in which include Category B or C gaming machines will be made available for use in reliance on the licence;
- 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 Centre

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

Family Entertainment Centre

- 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.
- 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
- 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 (other than a track)

- the location and extent of any part of the premises which will be used provide facilities for gambling in reliance on the licence.

Betting (in respect of a 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 in reliance on the licence;
- the location and extent of any part of the premises in which Category B or C gaming machines will be made available for use in reliance on the licence;
- 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. When do I need to pay my annual fee?

Where a licence comes into effect on the date it is issued then the first annual fee for the Licence has to be paid within 30 days after that date.

Where a Licence specifies that it is to come into effect on an effective date then the first annual fee for that Licence shall be paid within:

- The relevant period, or
- 12 months, after the issue date, whichever is the sooner

8. Do I have to keep my new Licence on the premises?

Yes, the holder of a premise licence has to:

- Keep the Licence on the premises, and
- Arrange for it to be made available on request to:
 - (a) a constable

(b) an enforcement officer

(c) an authorised local authority officer.

It is also a requirement of the Act that the summary is displayed in a prominent place within the premises.