

**Horsham District Council**  
*working in partnership to secure a better  
quality of life for all*

**Public Health and Licensing, Parkside, Chart  
Way,  
Horsham, West Sussex. RH12 1RL**



**Horsham  
District  
Council**

## SCHEDULE 1

Regulation 4

*This form is prescribed by regulation 4 of the Gambling Act 2005 Club Gaming and Club Machine Permits Regulations 2007*

### **APPLICATION FORM FOR CLUB GAMING PERMIT AND CLUB MACHINE PERMIT**

(FOR USE BY APPLICANTS - MEMBERS' CLUBS, COMMERCIAL CLUBS AND MINERS' WELFARE INSTITUTES)

**If you are completing this form by hand, please write legibly in block capitals using ink.**

To:

*[insert name and address of relevant licensing authority – this is the authority in whose area the premises relating to this application are wholly or mainly situated]*

**Official use only** - licensing authority logo or symbol

#### **SECTION A – Type of Application**

1. Please indicate type of application by ticking one of the appropriate boxes below:

- Application for a club gaming permit
- Application for a club machine permit
- Application to renew a club gaming permit
- Application to renew a club machine permit

#### **SECTION B – Existing registration under Gaming Act 1968**

##### **Part I**

2. Is this application made before 1 September 2007? Yes  No

If the answer to question 2 is 'Yes', complete questions 3 to 5, 11 and 12.

If the answer to question 2 is 'No', complete questions 6 to 12.

**Application made before 1st September 2007**

3. Is the applicant registered under Part 2 or Part 3 of the Gaming Act 1968? Yes  No

If the answer to question 3 is 'Yes', please indicate which type of registration:

Part 2 Registration  Part 3 Registration

4. When the registration was granted (or last renewed), was it fixed to expire on a date on or after 1st September 2007? Yes  No

5. Please indicate the date on which the registration was fixed to expire.....  
.....

**Application made on or after 1st September 2007**

6. Did the applicant have a Part 2 or Part 3 Registration under the Gaming Act 1968 that had effect on 31 August 2007? Yes  No

7. If the answer to question 6 is 'Yes', please indicate the date on which the registration was due to expire (ie the date it was fixed to expire when the registration was granted or last renewed).....  
.....

8. If the date given in answer to question 7 is a date before 31 August 2007, was the applicant's registration renewed on or after 1st September 2007? Yes  No

Please give date of renewal.....

9. If the answer to question 6 is 'No', was the applicant first registered under Part 2 or Part 3 of the Gaming Act 1968 on or after 1st September 2007? Yes  No

Please give date of registration.....

10. If the answer to either question 6 or 9 is 'Yes', please indicate which type of registration:

Part 2 Registration  Part 3 Registration

**Part II**

11. Does this application relate to the same (or substantially the same) premises as those to which the registration relates? Yes  No

12. Is this application made before the 'relevant date'? Yes  No

*[The 'relevant date' is the date on which the registration is due to expire, except where the applicant is registered on or after 1st September 2007, in which case the 'relevant date' is the last day of the period of one year beginning on the date on which it is registered.]*

**The applicant may apply as an existing operator if:**

**(a) the answer to questions 3, 11 and 12 is 'Yes' and the answer to question 4 is 'No' OR**

**(b) the answer to questions 6, 8, 11 and 12 is 'Yes' OR**

**(c) the answer to questions 9, 11 and 12 is 'Yes'**

**If the applicant is applying as an existing operator:**

- **Do NOT complete SECTION C**
- **Relevant documentation must be provided – see SECTION H**
- **The appropriate fee for an existing operator must be paid.**

**SECTION C – Fast-track Procedure**

13. Please indicate if this application is made under the fast-track procedure *[tick as appropriate]*:  
Yes  No  *[to apply under the fast-track procedure, the applicant must be the holder of a club premises certificate under section 72 of the Licensing Act 2003]*

14. If the answer to question 13 is ‘Yes’, please complete the declaration below:

*‘I hereby certify that the applicant for a permit is the holder of a club premises certificate under section 72 of the Licensing Act 2003’*

.....*[full name]*

.....*[signature]*

Capacity.....

**If the answer to question 13 is ‘Yes’ Relevant documentation must be provided – see SECTION H**

**SECTION D – Contact Details of the Applicant**

15. Name of applicant.....

16. Address (including postcode) of premises on which the applicant operates.....

*[any gaming or gaming machines authorised by a relevant permit must take place or be located on these premises]*

17. Telephone number of applicant.....

18. E-mail address of applicant (if correspondence by email is preferred).....

**SECTION E – Information about the Applicant**

**If the applicant is a miners’ welfare institute, complete questions 19 to 22:**

19. Is the Applicant established and conducted for social and recreational purposes?

Yes  No

20. Are the applicant’s affairs managed by a group of individuals of whom at least two thirds are miners’ representatives? Yes  No

21. Does the applicant operate on premises the use of which is regulated in accordance with a charitable trust? Yes  No

22. If the answer to question 21 is ‘Yes’, has the charitable trust received money from any of the following:

- (a) the Miners’ Welfare Fund established by section 20 of the Mining Industry Act 1920,
- (b) the former body corporate which was known as the Coal Industry Social Welfare Organisation and incorporated under the Companies Act 1948, or
- (c) the charitable trust known as the Coal Industry Social Welfare Organisation?

Yes  No

**If the applicant is a members' club or commercial club, complete questions 23 to 28**

23. Is the Applicant established with the purpose of functioning only for a limited period of time?  
Yes  No

24. Does the applicant have at least 25 individual members? Yes  No

25. Is the applicant established and conducted for the benefit of its members? Yes  No

26. Is the applicant established or conducted as a commercial enterprise? Yes  No

27. Describe the purpose(s) for which the applicant is mainly or wholly established and conducted

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

28. If the applicant is established or conducted wholly or mainly for the purpose of the provision of facilities for gaming, please specify the kinds of gaming.....

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

**SECTION F – General information about person applying on behalf of applicant**

29. Name.....

30. Capacity.....

31. Address (including postcode).....

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

32. Daytime telephone number.....

33. E-mail address (if correspondence by email is preferred).....

.....

**SECTION G – Contact details for correspondence associated with this application**

34. Please tick one box as appropriate:

See address in section E  See address in section F  See address below  :

Address (including postcode).....

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

Telephone number.....

Email address (if correspondence by email is preferred).....

**SECTION H – Declaration**

35. Please complete the following declarations and checklist:

I *[full name]*.....

- a. make this application on behalf of the applicant and have authority to bind the applicant.
- b. confirm that I am aware of the relevant code of practice issued by the Gambling Commission under section 24 of the Gambling Act 2005 about the location and operation of a gaming machine.
- c. confirm that I am aware that the permit to which this application relates will be subject to the relevant conditions specified in sections 271 or 273 of the Gambling Act 2005.

d. Checklist *[tick as appropriate]*:

- Payment of the appropriate fee of £..... is enclosed.
- A copy of the existing club gaming permit or club machine permit is enclosed *[only applies to applications to renew a permit]*
- A copy of the registration certificate issued under Part 2 of the Gaming Act 1968 is enclosed *[only applies if the applicant wishes to apply as an existing Part 2 operator]*
- A copy of the registration certificate issued under Part 3 of the Gaming Act 1968 is enclosed *[only applies if the applicant wishes to apply as an existing Part 3 operator]*
- The applicant's club premises certificate issued under section 72 of the Licensing Act 2003 is enclosed *[only applies if the applicant has completed the declaration in section C]*

e. 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.

Signature.....

Date.....

Capacity.....