

**NOTIFICATION OF 2 OR LESS GAMING MACHINES or
GAMING MACHINE PERMIT APPLICATIONS (i.e. for greater than 2
machines) for:
NEW / VARIATION / TRANSFER**

Guidance notes:

1. This form is to be used for the **notification of up to 2 gaming machines** of categories C and / or D under Section 282 of the Gambling Act 2005, or for a **new application, variation or transfer** of a alcohol licensed premises gaming machine permit under the Gambling Act 2005.
2. The premises must be licensed under the Licensing Scotland (Act) 2005 to sell alcohol for consumption on the premises.
3. The gaming machines must be located on these licensed premises.
4. A 'Licence holder' is a person holding a Premises Licence under the Licensing (Scotland) Act 2005.
5. There is no statutory limit to the number of machines which may be applied for although the Licensing Board has some discretion in this regard. It should also be noted that the Licensing Board can cancel the permit or vary the number of machines if it considers that the gaming is no longer ancillary to the sale of alcohol.
6. The permit's duration is indefinite as it is linked to the Premises Licence. There is a first annual fee payable within 30 days of the day on which the permit was issued and an annual fee payable before each anniversary of the date of issue of the permit. Failure to pay the annual fee may result in the cancellation of the permit. The annual fee is £50 there are no annual fees payable for 2 machines or fewer.
7. Two types of gaming machines can be located in alcohol licensed premises. These are:
 - Category C: Maximum stake = 50p / Maximum prize = £35
 - Category D: Maximum stake = 10p or 30p non-monetary / Maximum prize = £5 cash or £8 non-monetary
8. **All alcohol licensed premises which provide gaming machines for use on the premises must comply with any relevant Code of Practice issued by the Gambling Commission under Section 24 of the Gambling Act 2005.** The Gaming Machine Code of Practice for Alcohol licensed premises permits and permissions is available via the Gambling Commission's website at: <http://www.gamblingcommission.gov.uk/> Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission.
9. This Licensing Board must notify the applicant of its grant / refusal of the application for a permit as soon as is reasonably practicable after that decision has been made.
10. Where you are notifying the Licensing Board of 2 machines or fewer, you may wish to request an acknowledgement of receipt of the notification. The form attached to this application can be utilised for this purpose.



ABERDEEN CITY LICENSING BOARD

GAMBLING ACT 2005

**NOTIFICATION OF 2 OR LESS GAMING MACHINES or
GAMING MACHINE PERMIT APPLICATION (i.e. for greater than 2 machines) for:
NEW / VARIATION / TRANSFER**

**(FOR USE BY PREMISES LICENSED TO SUPPLY ALCOHOL FOR CONSUMPTION ON
THE PREMISES)**

Please refer to guidance notes before completing

To: The Clerk to the Licensing Board
Aberdeen City Licensing Board
Legal and Democratic Services
Ground Floor, Town House,
Broad Street, Aberdeen, AB10 1AQ

SECTION A – What do you want to do?

1. Please indicate what you would like to do

- a) **Notify** Licensing Board that you intend to provide up to a maximum total of 2 gaming machines category C and / or D
(if you choose this option then please complete sections D and E)
- b) Apply for a **new** licensed premises gaming machine permit
(if you choose this option then please complete sections B, D and E)
- c) Apply to **vary** an existing licensed premises gaming machine permit
(if you choose this option then please complete sections B, D and E)
- d) Apply to **transfer** an existing licensed premises gaming machine permit
(if you choose this option then please complete sections C, D and E)

SECTION B – Application for grant (includes new and variation applications)

2. How many gaming machines are you currently authorised to provide and if this is a new or variation application, how many do you wish to provide? (please complete the boxes in the table)

Category machine	Number currently authorised to provide	Number wish to provide (new or variation)
C		
D		
Total		

Section C – Application for permit transfer (i.e. where a transfer has been submitted in terms of the Licensing (Scotland) Act 2005)

3. Name of person requesting the transfer

.....

4. Confirmation that an application to transfer the relevant Liquor Licence has been:
Requested

Granted

5. Please provide your existing permit, or provide reasons stating why it cannot be provided

Existing permit provided

Reasons why existing permit cannot be provided

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

Section D – General Information

6. Name of Premises

.....

7. Address of Premises

.....
.....

8. Telephone number of Premises

9. Name of existing Premises Licence holder

.....
.....

10. Address of Premises Licence holder (if different from 8 above)

.....
.....

11. Telephone number (daytime) of Premises Licence holder

.....

12. E-mail address of Premises Licence holder (where available)

.....

13. Name, address, telephone and e-mail of agent (where applicable)

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.....
.....

Section E – Fee and Signature(s)

I enclose the relevant fee (cheques be made payable to Aberdeen City Council).

I understand that I must comply with the Gaming Machine Code of Practice for Alcohol Licensed Premise Permits and Permissions issued by the Gambling Commission. (See guidance note 8)

Please note: It is an offence under section 342 of the Gambling Act 2005 if a person, without reasonable excuse, gives to a Licensing Board for a purpose connected with that Act information which is false or misleading.

Dated

Signed (by or on behalf of Liquor Licence holder)

Print Name

* If you wish to have maximum of 2 gaming machines the fee payable I £50. If you wish to have more than 2 gaming machines then the fee payable is £100.

Official Use Only

Date of receipt:

Signature and name of staff who received:

Date of receipt of fee:

Signature and name of staff who received fee:

Application accepted / returned (please delete as appropriate)

Date of liquor licence (if applicable):

**REQUEST FOR ACKNOWLEDGMENT OF RECEIPT OF MY
NOTIFICATION OF 2 OR LESS GAMING MACHINES**

I, (*insert name of the premises licence holder*), request that this paper is returned to me at the following address and with the details below provided by the local Licensing Board, so as to acknowledge my notification of 2 or less gaming machines at.....
(*insert name of premises*).

Insert address to which you wish this acknowledgement to be sent:

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

Official Use Only (to be completed by the local Licensing Board)

Date of receipt of notification of 2 or less gaming machines:

Date of receipt of fee:

Signature:

Local Licensing Board stamp: