

# Application for the grant or change of name of an unlicensed family entertainment centre gaming machine permit



---

Please send completed application with any other documents and the appropriate fee to:-  
**Wigan Council, Trading Standards & Licensing Section, PO Box 100, Wigan, WN1 3DS**

**Please Note:** If you have any questions about the application process please contact the Trading Standards and Licensing Section on (01942 404627) or by e-mail at [licensing@wigan.gov.uk](mailto:licensing@wigan.gov.uk)

---

## What do you wish to do? (please ✓ in appropriate box)

Apply for a **new** unlicensed family entertainment centre gaming machine permit.

Please complete sections A, B, & D.

Request that the licensing authority **changes the name on the permit** due to the existing permit holder's change of name or wish to be known by another name.

Please complete sections A, B, C, & D.

**Before completing this application form please read the guidance notes at the back of the form.**



I am the holder of a permit issued under Section 34 of the Gaming Act 1968?

Yes

No

I am the occupier or propose to become the occupier of the premises as described in this application.

Yes

No

**Section 2 - Details of the Premises**

D Details of premises:	
1	Name of Premises
2	Address
3	Town
4	Postcode
5	Telephone No.

**Section 3 - Change of Name**

E Name in which existing permit is held:	
1	Full Name

*(please use Section 1 for details of the change of name i.e. the name you would like included on the permit)*

I have enclosed the permit

Yes

No

If you have not enclosed the permit referred to above please give the reasons why not:

**Important Please Read**

I understand that it is an offence under section 342 of the Gambling Act 2005 if a person, without reasonable excuse, gives to a licensing authority for a purpose connected with that Act information which is false or misleading.

I declare that I have checked the information given in this application form and to the best of my knowledge and belief it is correct.

**Section 4 - Signature and Fee**

Please tick ✓ Yes

- I have made or enclosed payment of the fee
- I have enclosed the existing permit (if applicable) or my statement as to why it is not included

**Signature of applicant(s) or applicant’s solicitor or duly authorised agent if signing on behalf of the applicant.**

Signed .....  
 Print Name .....  
 Position .....

Date

Signed .....  
 Print Name .....  
 Position .....

Date

**Section 5 - Contact details for correspondence associated with this application**

Please tick one box as appropriate:

Address in section A  Address in section B  Address in section C

Address in section D  Address below :

F Correspondence address:	
1	Name <table border="1" style="width: 100%; height: 20px;"></table> <table border="1" style="width: 100%; height: 20px;"></table>
2	Address <table border="1" style="width: 100%; height: 20px;"></table> <table border="1" style="width: 100%; height: 20px;"></table>
3	Town <table border="1" style="width: 100%; height: 20px;"></table>
4	Postcode <table border="1" style="width: 100%; height: 20px;"></table>
5	Telephone No. <table border="1" style="width: 100%; height: 20px;"></table>
6	Email <table border="1" style="width: 100%; height: 20px;"></table>

## Guidance Notes:

1. The Council will only accept applications signed on behalf of an applicant if the signatory is a legal representative (i.e. solicitor) or has been authorised in writing by the applicant to act as the applicant's agent and that authorisation has been supplied to the Council.
2. This form is to be used for an application for a grant (or to request a change of name) of an unlicensed family entertainment centre gaming machine permit under the Gambling Act 2005 Section 247 and Schedule 10. This form can be used for both new applications and for applications to convert an existing Section 34 permit under the Gaming Act 1968 in accordance with the Gambling Act 2005 Statutory Instrument 2006 / 3272.
3. An unlicensed family entertainment centre is entitled to provide an unlimited number of category D gaming machines available for use on the premises. Any other category of gaming machines **cannot** be made available for use and thus there will be no 'designated adult areas' required at the premises.
4. The permit's duration is 10 years. A renewal application must be made 2-6 months before the expiry date of the permit (Schedule 10 paragraph 18 Gambling Act 2005).
5. The fee for a new application for grant is £300.  
The fee for the conversion of an existing Section 34 Gaming Act 1968 permit is £100  
The fee for a change of name is £25.
6. These permits **cannot** be transferred. Change of name is only permitted where the permit holder changes his / her name or wishes to be known by another name (Schedule 10 paragraph 11(2)).
7. Where your application is for a conversion or a change of name you must send your original permit with the application but must keep a copy to display on your premises.

## The following requirements apply in respect of new applications:

1. You must provide a plan of the premises at a scale of 1:200 or larger with the prior permission of the Council. 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 or internal walls of each such building;
  - (c) 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;
  - (d) 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
2. You must provide the Licensing Authority with a written statement outlining the steps that you will take to make sure that the three licensing objectives are addressed. The objectives are set out below:

- (a) Preventing gambling being a source of crime or disorder, being associated with crime or disorder or being used to support crime.
- (b) Ensuring that gambling is carried out in a fair and open way; and
- (c) Protecting children and other vulnerable persons from being harmed or exploited by gambling.