

**APPLICATION FOR THE CONVERSION OR NEW GRANT / CHANGE OF NAME OF A  
PRIZE GAMING PERMIT**  
(FOR USE BY THOSE OCCUPYING / PROPOSING TO OCCUPY PREMISES WHERE FACILITIES FOR  
GAMING WITH PRIZES WILL BE MADE AVAILABLE)

Please refer to guidance notes at the back of this form before completing



**Bedford Borough Council**

To: Licensing Service  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
BEDFORD MK42 9AP

You should complete and sign the form and return to Bedford Borough Council at the address above. The completed form can also be signed then scanned and emailed to [licensing@bedford.gov.uk](mailto:licensing@bedford.gov.uk) with supporting documents, if preferred. You may wish to keep a copy of the completed form for your records.

Payment can be made by cheque (payable to Bedford Borough Council). Alternatively you can pay by debit or credit card at [www.bedford.gov.uk](http://www.bedford.gov.uk).

<p><b>SECTION A – What do you want to do?</b></p> <p>1. Please indicate what you would like to do</p> <p>a) <b>Notify</b> licensing authority that you intend to provide up to a maximum total of 2 gaming machines category C and / or D <i>(if you choose this option then please complete sections D and E)</i></p> <p>b) Apply <b>to convert</b> an existing Section 34 permit issued under the Gaming Act 1968, into a licensed premises gaming machine permit (i.e. for more than 2 gaming machines) <i>(if you choose this option then please complete sections B, D and E)</i></p> <p>c) Apply for a <b>new</b> licensed premises gaming machine permit <i>((if you choose this option then please complete sections B, D and E)</i></p> <p>d) Apply to <b>vary</b> an existing licensed premises gaming machine permit <i>(if you choose this option then please complete sections B, D and E)</i></p> <p>e) Apply to <b>transfer</b> an existing licensed premises gaming machine permit <i>(if you choose this option then please complete sections C, D and E)</i></p>	<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>
<p><b>SECTION B – Application for grant (includes both new and conversion applications)</b></p> <p>2. Do you have an existing Section 16 permit issued under the Lotteries and Amusements Act 1976? If 'yes' the permit should be enclosed. * Existing Section 16 permit enclosed Please keep a copy of your existing permit on the premises to which it relates.</p> <p>3. Are you aware of any premises licence, issued under the Gambling Act 2005, which exists in relation to the premises to which this application relates? If 'yes' please provide details (e.g. premises licence reference number) .....</p> <p>4. Are you aware of any club gaming permit, issued under the Gambling Act 2005, which exists in relation to the premises to which this application relates? If 'yes' please provide details (e.g. premises licence reference number) .....</p>	<p align="center">Yes / No</p> <p align="center"><input type="checkbox"/></p> <p align="center">Yes / No</p> <p align="center">Yes / No</p> <p align="center"><input type="checkbox"/></p>

**Section C – Change of name**

4. What is the name of the permit holder on the existing permit?

.....

5. What is the reference (e.g. number) of the existing permit?

.....

6. What name change is requested by the permit holder?

.....

7. Why is this change of name being requested? (see guidance note 10)

.....

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**Section D – General Information**

8. Name of premises.....

9. Address of premises.....

.....

10. Telephone number of premises.....

11. Name of applicant

.....

12. Address of applicant

.....

.....

13. Telephone number (daytime) of applicant

.....

14. E-mail address of applicant

.....

15. Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant

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16. Please specify the nature of the gaming for which the permit is sought (see guidance note 11)

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**Section E – Fee and Signature(s)**

*I enclose/have paid the sum of £..... (cheques payable to Bedford Borough Council)*

*I confirm that I occupy / propose to occupy the premises to which this application relates.*

*I confirm that I am 18 years of age or older.*

**Please note: 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.**

Dated .....

Signed (by or on behalf of applicant / permit holder).....

Print Name.....

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**Guidance notes:**

1. This form is to be used for an application for a grant (or to request a change of name) of a prize gaming permit under the Gambling Act 2005 Part 13 and Schedule 14. **This form can be used for both new applications and for applications to convert an existing Section 16 permit** under the Lotteries and Amusements Act 1976 in accordance with the Gambling Act 2005 Statutory Instrument 2006 / 3272.
2. This permit application is for prize gaming as defined in Section 288 Gambling Act 2005 as follows:  
*“Gaming is prize gaming for the purposes of this Act if neither the nature nor the size of a prize played for is determined by reference to -*  
*(a) the number of persons playing; or*  
*(b) the amount paid for or raised by the gaming.”*
3. A number of statutory conditions apply to prize gaming permits under Section 293 Gambling Act 2005 as follows:
  - I. The first condition is compliance with such limits as may be prescribed in respect of participation fees (and those limits may, in particular, relate to players, games or a combination; and different limits may be prescribed in respect of different classes or descriptions of fee).
  - II. The second condition is that -
    - a) all the chances to participate in a particular game must be acquired or allocated on one day and in the place where the game is played,
    - b) the game must be played entirely on that day, and
    - c) the result of the game must be made public- (i) in the place where the game is played, and (ii) as soon as is reasonably practicable after the game ends, and in any event on the day on which it is played.
  - III. The third condition is that a prize for which a game is played, or the aggregate of the prizes for which a game is played- (a) where all the prizes are money, must not exceed the prescribed amount, and (b) in any other case, must not exceed the prescribed value.
  - IV. The fourth condition is that participation in the game by a person does not entitle him or another person to participate in any other gambling (whether or not he or the other person would also have to pay in order to participate in the other gambling).
4. The ‘prescribed’ ‘amount’ and ‘value’ are set-out in regulations, currently SI 2007 / available via <http://www.opsi.gov.uk> or from the Gambling Commission’s website. The current regulations are:
  - amount =
  - value =
5. The permit’s duration is 10 years. A renewal application must be made 2-6 months before the expiry date of the permit (Schedule 14 paragraph 18 Gambling Act 2005).

6. The **fee** for a **new application** for grant is **£300**. The **fee** for the **conversion** of an existing Section 16 Lotteries and Amusements Act 1976 permit is **£100**. The **fee** for a **change of name** is **£25**.
7. Applicants should be aware that this Licensing Authority has published a 'Statement of Principles' under Schedule 14 paragraph 8 (3) of the Gambling Act 2005 relating to prize gaming permits. The Statement is available via this authority's website or via a request made to the contact details provided at the top of this form.
8. This licensing authority must notify the applicant of its grant / refusal of the application for a permit as soon as is reasonably practicable after that decision to grant / refuse has been made.
9. If an application has been made to convert an existing Section 16 Lotteries and Amusements Act 1976 permit before 31<sup>st</sup> July 2007, then the applicant can assume that, even where a decision has not been formally made by this licensing authority, his/her application is to be treated as granted from September 2007. Following this, a permit must be provided by this authority as soon as reasonably practicable.
10. 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 14 paragraph 12(2)).
11. A Prize Gaming Permit authorises 'prize gaming' as defined at Section 288 Gambling Act 2005 which states:

*Gaming is prize gaming for the purposes of this Act if neither the nature nor the size of a prize played for is determined by reference to-*

- (a) *the number of persons playing, or*
- (b) *the amount paid for or raised by the gaming.*

**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)**

## **Data Protection Privacy Advice**

Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- Other Councils Services (Where appropriate)

In respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at [www.bedford.gov.uk](http://www.bedford.gov.uk) or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at <https://tinyurl.com/y7uccndm>. You can exercise your information rights by contacting the Council's Data Protection Officer at [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk) or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone (01234) 267422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk). Further contact details are available upon request.