

Personal Licence Application to Vary Licence

GAMBLING COMMISSION

Guidance Notes

Who should complete this form?

A person who holds a personal licence issued under the Gambling Act 2005 and who wishes to apply to change/vary that licence by:

- Amending the name in which the licence is held;
- Adding, amending or removing an individual condition to the licence.

DO NOT use this form if you hold a Personal Functional licence (PFL) and wish to change this to a Personal Management licence (PML). Please refer to the Commission website www.gamblingcommission.gov.uk or contact us on **0121 230 6666** for further information on what to do in these circumstances.

Introduction

This guidance has been written to help you complete the personal licence application to vary licence form GCCVP. Please read this document carefully before you attempt to answer any questions. Should an incomplete form be submitted to the Gambling Commission (i.e. you fail to provide compulsory information) this will result in your request being delayed and may result in your request being refused.

If you submit a form with incorrect information, your application will still be processed but is more likely to be rejected. If you misrepresent, or fail to reveal, information that you are asked to provide, unless you have a reasonable excuse, you will have committed an offence under section 342 of the Gambling Act 2005. Please note that, after receipt of your completed form, the Commission may still need to contact you for any further information we consider necessary in order to determine your request, for example if information you provide is unclear.

The form will be scanned therefore please complete all relevant sections in **BLACK INK** only, write clearly within the boxes and use **CAPITAL LETTERS**, except when signing or providing an email address. Leave a box space between words and mark with a cross (X) where a check box answer is required. An example follows:

Street

S T A N L E Y R O A D

Postcode

L S 2 7 L Y

Date of Birth

1 4 0 2 1 9 7 0

Cross (X) box

No Yes

If you make a mistake, please fill in the box and write the correction as near to the mistake as possible (see example opposite). Do not use correction fluid to amend mistakes.

Surname G

G R E O R Y

Email

r i c h a r d . g r e g o r y

@ b t i n t e r n e t . c o m

Please do not use correction fluid; do not write over the edges of boxes; do not staple attachments to the form. If you make a mistake on the form, fill the box in solid black and write the correction clearly to the right. If there is no space on the right, write the correction as close as possible.

If the fee is not provided, the form is completed incorrectly or supporting documentation is missing this will result in your application being delayed and may result in your application being refused or returned.

If there is not enough space on the form to answer any questions, please continue on a separate sheet making sure that you refer to the section and question number and that you date and sign each sheet.

Completing the application form

The application form has been designed to obtain the information the Commission needs to determine whether the application for the variation of the licence can be granted.

Section 1. Existing licence identity

This section must be completed in all cases.

- Q1.** Please provide details of the current PFL or PML licence held in the UK:
- Full name in which the current licence is held;
 - Number of the current licence;
 - Type of current licence held;
 - Date the current licence was issued.

Section 2. Change of name

- Q2.** Only answer this question if you have changed your name. This will attract an administration fee of £25.

Section 3. Change to sector

- Q3.** Only answer this question if you are currently licensed for a particular sector (non-remote gambling; remote gambling; or both non-remote and remote gambling) and wish to change the sector for which you are licensed. Please indicate the change required by placing a cross (X) in the relevant check box and state your reasons for the change.

Where you want to add a sector because you are currently licensed only to work in the non-remote sector or only to work in the remote sector and you want to work in both non-remote and remote sectors, then cross (x) the 'Add' box against the sector for which you are not currently licensed. Please note that you can only be licensed to work in both the non-remote and remote sectors if you currently hold a Personal Management licence.

Where you want to change the sector in which you are licensed to work, then cross (x) the Add box against the sector for which you are not currently licensed and cross (x) the Remove box against the sector you no longer require to be licensed to work in.

Where you want to remove a sector because you are currently licensed to work in both the non-remote and remote sectors, then cross (x) the Remove box against the sector you no longer require to be licensed to work in.

Section 4. Change to individual condition attached to personal licence

- Q4.** Only answer this question if you wish to add, amend or remove a condition attached to the operating licence. Write out the relevant condition in full; indicate whether you wish to add it or remove it and state the reason for the addition or removal. If you wish to change an existing condition, write out the existing condition in full and then in the 'reason for change' section, write out the amended condition in full along with your reason for requesting the change. This will attract a fee of 25% of the standard application fee. Please see the Commission's website at www.gamblingcommission.gov.uk for details of the standard application fees.

Section 5. Declaration

Section 4 is where you certify that you have completed the application form fully and honestly and that you will comply with the licensing objectives. Please sign and date the application form.

Please note that, if you wish to change the photograph on your existing licence, you will need to attach a recent colour passport size photograph of yourself to this application on the Photographic Identification form which is part of the Personal Licence application form and is available on our website www.gamblingcommission.gov.uk or contact us on **0121 230 6666** to obtain this form. Guidance for completion of this form is available in the same way.

This photograph must be verified by your employer or, if you are not employed, by a professional person or similar such as a civil servant, solicitor or doctor. If you are making an electronic application then please enclose a recent photograph of yourself as a JPEG image file. The image file must have a minimum file size of 413x531 pixels and a minimum resolution of 300 dots per inch with a colour depth of 24 bit. This will be verified through internal Gambling Commission checks.

If you are attaching a recent colour passport size photograph of yourself, it must comply with passport regulations. Please see the UK Passport Service website at www.passport.gov.uk.

Freedom of Information Act 2000

Any information or material sent to the Commission and which we record may be subject to the Freedom of Information Act 2000. The Commission's policy on release of information is available on request or by reference to the Commission website at www.gamblingcommission.gov.uk. Whilst the Gambling Commission recognises that the information it requests and receives may be commercially sensitive information or personal data. The Commission will treat all such information as confidential and will only disclose that information where it is necessary to do so in order to carry out the Commission's functions or where the Commission is required by law to disclose the information.

As a public authority, the Commission must comply with the requirements of the Freedom of Information Act 2000 and must consider requests for information under the Act on a case by case basis. However, the Commission would not normally expect that the disclosure of commercially sensitive information to a potential competitor would be in the public interest.

Section 6. Enclosures

Please check that you have included with your application form and cross (X) the box to indicate which enclosures are attached to your application:

- The Photographic Identification Form with a passport sized photograph, if you are returning your application as a hard copy; one JPEG image file of yourself if you are submitting your application electronically. This is only required if you wish to change the photograph on your existing licence;
- The correct fee (which is non-refundable). The Gambling Commission cannot issue an amended licence if the appropriate fee has not been paid;
- Proof of new address if you are requesting this type of change (refer to question 2);
- Proof of your change of name if you are requesting this type of change (refer to question 3);
- Your existing Personal Licence (if it was issued as a printed copy). This is not required if your original licence was issued electronically or if you are notifying the Commission of convictions. For all other changes, it is normally a condition of processing an application for a change/variation to a licence that you enclose the existing licence where it was issued as a printed copy. If you have not done so, you must explain on a continuation page why you have not done so and sign and date this continuation page.

Section 7. Payment method

Q5. Please cross (X) the appropriate box to indicate how you plan to pay for this application. You can pay by cheque, credit/debit card or bank transfer.

Q5a. If you are paying by credit/debit card, please complete the card details in the spaces provided. Please ensure that you complete the type of card and all of the cardholder's details except for the security number. Issue numbers are only applicable to Switch (Maestro) cards.

Please note that the Commission will not retain any of this information once payment has been accepted and authorised.

If paying by cheque please make the cheque payable to The Gambling Commission.