

## Guidance Notes

### Who should complete this form?

A person who holds a personal licence issued under the Gambling Act 2005 and who wishes to tell the Commission about changes which would not result in a variation of that licence but which are changes about which the person is required to notify the Commission:

- Change of address;
- Notification of any convictions not previously notified to the Commission.

Please 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](http://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 GCCP. 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.

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	Postcode	Date of Birth
S T A N L E Y R O A D	L S 2 7 L Y	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 form is completed incorrectly or supporting documentation is missing this will result in your application being delayed and may result in your application being 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 change in circumstances you are notifying us of merits consideration of suspension or revocation of the existing licence.

### 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 address

- Q2.** Only answer this question if you have changed address. No fee is payable for notification of a change of address.

### Section 3. Notification of new criminal record

- Q3.** The Act (sections 109 and 138) requires you to notify the Commission of any criminal convictions you have incurred in the UK or abroad at any time after the grant of a personal licence as soon as reasonably practicable.

You must therefore answer this question if any criminal convictions have arisen about which you did not previously notify the Commission in the application for the personal licence.

The Act requires you to state whether you have been convicted of a relevant offence (see Schedule 7 of the Act) and whether you have been convicted of any other offence.

In relation to relevant offences, both spent and non-spent convictions must be declared (section 125 of the Act). In relation to other offences, it is not necessary to declare spent convictions.

Please provide details of the charges which have been made against you or the offence(s) of which you have been convicted, including formal police reprimands, warnings and cautions. Please include penalties, dates, location, court and any other details including any reference number where known.

The Commission undertakes to discuss any matter revealed in a notification of conviction with the person concerned before recommending suspension or revocation of the licence. Should a licence be suspended or revoked, the licensee is entitled to a review of this decision by a Regulatory Panel. Having a criminal record will not necessarily bar a person from holding a licence from the Commission. This will depend on all the circumstances of the particular case.

There is no fee payable for notification of convictions.

## Section 4. 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.

### 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 5. Enclosures

Please check that you have included with your application form and cross (X) the box to indicate

- Proof of new address if you are requesting this type of change (refer to question 2), for example a utility bill or bank/building society statement (not more than three months old) or a tv licence (not more than 12 months old)

