

Single Machine Application for a Permit

GAMBLING COMMISSION

Guidance Notes

Who should complete this form?

An individual or business or entity who wishes to apply for a permit to supply, maintain, repair or install a single machine under section 250 of the Gambling Act 2005.

Introduction

This guidance has been written to help you complete the application form for a single machine permit GCSMP. 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	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.

The fee is £25.00. 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 you meet the criteria for a single machine permit. The principles set out in the Gambling Act 2005 require that the Commission may only grant a permit if satisfied the licensing objectives are irrelevant to the activity for which the permit is sought.

Section 1. Identity of individual applicant/nominated contact for business applicant

Individual applicant

If you are an individual applicant, you must answer all questions in section 1. Section 1 is where you provide the Commission with the information we need to confirm your identity. It is particularly important that you provide the Commission with details of all of your home addresses in the last five years. You must give the Commission a UK address to which we can issue a permit, if your home address is abroad. All correspondence relating to the application will be issued to the UK address.

- Q1.** Please provide your personal details including name, address, other contact details and your date of birth. If you do not have a passport or driving licence please state N/A. The occupancy status refers to the capacity by which you occupy the premises such as owner, joint owner, living with parents or renting. You should provide a home/personal phone number wherever possible. Please also provide details of your place of birth and nationality.
- Q2.** Please indicate if you have ever been known by another name including any previous names or aliases. If yes, please state the name in full and the dates that you were known by this name.
- Q3.** Please provide details of any current other (i.e. second homes) home addresses and all of your home addresses in the last five years.

Applicant is an entity, business or other

Please only answer questions 1a to 1l in this section. All other questions in Section 1 are only relevant if you are an individual applicant.

This is an administrative section and will have no bearing on the application. The nominated person will be the contact for all correspondence relating to this application. A UK-based address must be given. This address will also be the address to which all correspondence relating to the application and any permit that may be issued will be sent. For businesses based abroad you may use a UK-based solicitor or other UK-based representative. Please provide all telephone contact numbers where possible.

Section 2. Applicant is a business, entity or other

- Q4a.** If the entity is registered with a statutory or governing body, its registered name should be entered here. If you are not a registered entity (e.g. an individual or partnership) please use the name which corresponds to either a passport or trading name.
- Q4b.** Please also enter your trading name if it is different from the answer provided in question 4a.
- Q5.** If the entity is registered with a statutory or governing body, the entity's registered address should be entered here.
- Q6.** If the entity does not have a registered address, or has a head office which is different from its registered address, please answer this question.
- Q7.** If the entity or individual has been registered under a different name (i.e. change of company name, previous name or aliases), you should answer YES. Please cross (X) only one box.

Section 3. Notification of convictions

Section 3 is where you provide the Commission with details of any criminal convictions you have.

Please state whether the applicant has been convicted of a relevant offence (see Schedule 7 of the Act) and whether the applicant has been convicted of any other offence.

In relation to relevant offences, both spent and unspent convictions must be declared.

Please indicate whether you, the entity or any of its directors, partners or officers, have ever been found guilty of any relevant criminal offence in the UK or abroad, including any offences where the sentence was a fixed penalty fine. Please provide details of the offence(s), including 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 before recommending refusal. All applicants are entitled to a personal hearing before any such refusal. 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. However, failure to disclose this information will be a factor when considering your honesty.

If you are not a British citizen and have not lived in Great Britain for more than two years, you will need to obtain and provide the Commission with a police report from your last place of residence. In some countries this will be the town, state or district where you lived; in others there may be a national system. Please check with the local police as to where to obtain this information.

Q8a. If you are an individual applicant, please provide details of any criminal convictions here.

Q8b. If you are an entity, please provide details of any criminal convictions here.

Section 4. Details of machine

Q9. Please provide full details of the machine in respect of which you are seeking this permit.

Section 5. Details of activity

Q10. Please indicate all the activities you wish to undertake in respect of this machine and provide full details about the activities, including:

- details of where you are installing the machine if you are applying for this activity;
- details of to whom you are supplying the machine if you are applying for this activity;
- details of where the machine is located if you are applying to maintain the machine;
- details of where the machine is located if you are applying to repair the machine.

Section 6. Details of previous single permit applications

Q11. Please provide details of all previous single permit applications you have made to the Gambling Commission or its predecessor, the Gaming Board for Great Britain, in the last five years.

If you have made more than one application in the last five years, please continue on a separate sheet, signing and dating the sheet and referring to the section number and question number.

Section 7. Declaration

The declaration must be signed in all cases:

- a. if the applicant is an individual, by that individual;
- b. if the application is made on behalf of a partnership, by all individuals who are partners;
- c. if the operator is a company, by both the company secretary and a director (who is not also the secretary of the company);
- d. in any other case, by a duly authorised officer of the operator.

[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 8. Payment method

- Q12.** 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.
- Q12a.** 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.