

GUIDANCE NOTES: APPLYING FOR A GAMBLING PREMISES LICENCE

All betting, gaming and gambling licences are now dealt with under the Gambling Act 2005. The aim of the Act is to prevent gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime, to ensure that gambling is conducted in a fair and open way, and to protect children and other vulnerable persons from being harmed or exploited by gambling

How do I make an application?

To be able to apply for a Premises Licence you must already have an Operating Licence issued by the Gambling Commission and also have the 'right to occupy' the premises.

Before you complete the application form you must have had a notice placed outside the premises for at least 28 days. You must also place an advert in a local newspaper within ten days of making the application and notify all 'responsible authorities' within seven days of making the application.

When you are ready to apply, complete the application form which is available to download from our web site and send it to us along with the fee and a layout plan of the premises to be licensed. You will also need to confirm to us that you have notified all the 'responsible authorities' and send us a copy of the newspaper which the advert was in. Details of where you can make your application are in the **How can I contact you?** section below.

How much will it cost?

You have to pay a fee to make the application and then a fee is payable each year for us to maintain your licence. The amount of the fee is different for each type of gambling premises. The fees are not set by the Licensing Board. A full list of current fees is available to download from our website.

How long will my licence last for?

Once granted, your licence will not expire. If you want to make changes to the information in your premises, such as add, amend or remove an authorised activity, you need to apply to us to vary your licence. The Premises Licence can be transferred if required.

How long will it take to process my application?

We will send a copy of your application to Police Scotland and may send a copy to Falkirk Council services, such as planning, for their comments. Members of the public (interested parties) or 'responsible authorities' can object or make representations to the application. If a representation is received we must hold a hearing at which you can appear or be represented.

Will there be conditions on my licence?

Yes, there are mandatory conditions and default conditions for each type of gambling premises licence. These can be viewed or downloaded from the Gambling Commission website. The Licensing Board may choose to add specific conditions to your licence or to exclude a default condition.

What happens if my application is refused?

If your application is rejected by the Licensing Board, we will send you a notice giving the reasons for rejecting your application. You are entitled to appeal to the Sheriff, within whose Sheriffdom the premises are wholly or partly situated, against the decision on certain grounds. You must lodge your appeal within 21 days beginning with the day on which you receive the notice of the decision.

How can I contact you?

By Post or in person: **Licensing Section**

District Court Offices

Falkirk Council
Municipal Buildings
West Bridge Street
Falkirk
FK1 5RS

- **By Telephone:** 01324 501575
- **By Fax:** 01324 501588
- **By Email:** licensing@falkirk.gov.uk