

BETTING AND GAMING (NI) ORDER 2004 and

BETTING, GAMING, LOTTERIES & AMUSEMENTS (NORTHERN IRELAND) ORDER 1985

**APPLICATION FOR GRANT/PROVISIONAL GRANT/RENEWAL**

**OF AN AMUSEMENT PERMIT**

Completed Applications to be sent to:

|  |  |
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| **Oifig an Iúir**  **Newry Office**  Licensing Section  Regulatory and Technical Services  Department  O’Hagan House  Monaghan Row  Newry  BT35 8DJ | **Oifig Dhún Padraig**  **Downpatrick Office**  Licensing Section  Regulatory and Technical Services  Department  Downshire Civic Centre  Downshire Estate  Ardglass Road  Downpatrick  BT30 6GQ |
| For further details contact: | |
|  | |
| Tel: 0300 013 2233  Email: [council@nmandd.org](mailto:council@nmandd.org)  [www.newrymournedown.org](http://www.newrymournedown.org) | |



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| BETTING AND GAMING (NI) ORDER 2004 and  BETTING, GAMING, LOTTERIES & AMUSEMENTS (NORTHERN IRELAND) ORDER 1985 | | | | | |
| Please Complete all Sections | | | | | |
| **1.** | I/We hereby apply to **NEWRY, MOURNE AND DOWN DISTRICT COUNCIL** for the grant/provisional grant/renewal of an Amusement Permit, authorising gaming by means of gaming machines in respect of premises situated at: - | | | | |
|  | Name of Premises: | | | |  |
|  | Address: | |  | | |
|  | Postcode: | |  | | |
|  | Contact Tel No: | | |  | |
|  | Email: |  | | | |
|  |  |  | | | |
| (a) | **Is admission to premises restricted to those aged 18 or over?**  YES: NO: | | | | |
| **2.** | The premises for which an Amusement Permit is sought will be:   Tick either (a) or (b) and (c)(i) or (c)(ii) whichever is applicable. | | | | |
|  | DETAILS OF PREMISES | | | | |
| (a) | Premises used wholly or mainly for the provision of amusements by means of  gaming machines - *see ref: 2a* | | | | |
| (b) | Premises used wholly or mainly for the purpose of a pleasure fair consisting  wholly or mainly of amusements - *see ref: 2b*    Number of gaming machines applied for  Number of non-gaming machines applied for | | | | |

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|  | DETAILS OF MACHINES | | | | | | | | | | | |
| (c) (i) | Premises used for the provision of gaming machines with maximum all cash prize  of £25 as defined by Article 108 (1) (ca) - *see ref 2c*  Fee: £250  Number of gaming machines applied for  Number of non-gaming machines applied for | | | | | | | | | | | |
| (c) (ii) | Premises used for the provision of gaming machines with maximum all cash prize  of £8 as defined by Article 108 (1)(c) - *see ref 2d*  Number of gaming machines applied for  Fee: £32  Number of non-gaming machines applied for | | | | | | | | | | | |
| **3.** | **Applicant**: - *see ref 3a* | | | | | | | | | | | |
| (a) | Surname: |  | | | | | Forenames: | |  | | |  |
|  | Address: |  | | | | | Postcode: | |  | | |  |
|  |  |  | | | | | Tel: |  | | | |  |
|  | Email: |  | | | | |  | |  | | |  |
|  |  |  | | | | |  | |  | | |  |
| (b) | If a Limited Company - *see ref: 3b* | | | | | |  | |  | | |  |
|  | Name of Company: |  | | | | | Company Secretary: | |  | | |  |
|  | Address (Registered Office): |  | | | | | Postcode: | |  | | |  |
|  |  |  | | | | | Tel: |  | | | |  |
|  | Please Note: Otherwise provide the Name and Address of each Company member on a separate sheet of attached paper | | | | | | | | | | | |
| (c) | If a partnership, state the name and address of each member of the partnership - *see ref: 3b* | | | | | | | | | | | |
|  | 1) Surname: | |  | | | | Forenames: | |  | | |  |
|  | Address: | |  | | | | Postcode: | |  | | |  |
|  |  | |  | | | | Tel: |  | | | |  |
|  |  | |  | | | |  | |  | | |  |
|  | 2) Surname: | |  | | | | Forenames: | |  | | |  |
|  | Address: | |  | | | | Postcode: | |  | | |  |
|  |  | |  | | | | Tel: |  | | | |  |
|  |  | |  | | | |  | |  | | |  |
| **4.** | State the Landlord/Owner of the Premises to be licensed: - *see ref: 4* | | | | | | | | | | |  |
|  | Surname: | |  | | | | Forenames: | |  | | |  |
|  | Address: | |  | | | | Postcode: | |  | | |  |
|  |  | |  | | | | Tel: |  | | | |  |
|  |  | |  | | | |  | |  | | |  |
| **5.** | Name and address of the person managing the premises. - *see ref 5* | | | | | | | | | | |  |
|  | Surname: | |  | | | | Forenames: | |  | | |  |
|  | Address: | |  | | | | Postcode: | |  | | |  |
|  |  | |  | | | | Tel: |  | | | |  |
|  |  | |  | | | |  | |  | | |  |
| **6.** | Please state proposed hours of Opening - *see ref: 6* | | | | | | | | | | | |
|  |  | | FROM | TO | |  | | FROM | | TO | |  |
|  | Monday | |  |  |  | Friday | |  | |  |  |  |
|  | Tuesday | |  |  |  | Saturday | |  | |  |  |  |
|  | Wednesday | |  |  |  | Sunday | |  | |  |  |  |
|  | Thursday | |  |  |  |  | |  | |  | |  |
|  |  | |  |  | |  | |  | |  | |  |
| **7.** | Is there a valid fire risk Assessment in force in respect of your premises? - *see ref: 7*  **YES / NO**  If Yes, on what date was it granted? \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ | | | | | | | | | | | |
| I/We declare that all the information given by me/us, in this form, is correct in every respect.  I/We declare that the premises are not to be used for any unlawful purpose or as a resort of persons of known bad character.  Signed: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: | | | | | | | | | | | | |

# GUIDANCE FOR APPLICANTS

Please read these reference notes in conjunction with the application form attached.

**Ref. 2** An amusement permit is a permit issued under the above Order authorising gaming by means of gaming machines.

### Ref. 2a In certain circumstances the Council may grant or renew an amusement permit limiting the number of gaming machines. A gaming machine means any machine, which is used for playing a game of chance. It is our policy to define a premise as being wholly or mainly an amusement arcade by virtue of it having at least one more gaming machine than all other types of machines.

**Ref. 2b** A pleasure fair consists wholly or mainly of amusements provided on premises for a period of not more than 28 days in any year.

**Ref. 2c** The new permit allows the machines to pay out a maximum cash prize of £25.00.

**Ref. 2d** The existing permit (prior to Betting Gaming (NI) Order 2004) allows the machines to pay out a maximum cash prize of £8.00 and will continue to be available.

**Ref. 3a** We require this information when an amusement permit be granted to an individual, a partnership of two or more, or to a company registered under the Companies Act. The person to whom an amusement permit is granted is the person who is, or proposes to be, the occupier of the premises for which the amusement permit is sought.

### Ref. 3b In considering the fitness of a corporate body to hold an amusement permit the Council has to consider the character, reputation and financial standing of the Directors and other persons who have executive control and a financial interest.

**Ref. 4** The legislation requires that the name and address of the owner of the premises is known.

**Ref. 5** In considering the fitness of a person to hold an amusement permit the Council has to consider the character, reputation and financial standing of the applicant **and** any person who would be managing the business. The person managing the premises must be someone who would not be refused a permit should they apply.

**Ref. 6** In certain circumstances, such as noise disturbance to people living in the vicinity of the premises or after consultation with the PSNI, the Council may impose a requirement that the premises close no later than 10:30pm.

### Ref. 7 Legislation requires that the premises have a Fire Risk Assessment. To help meet your obligations, legislation and other guidance documents are available to download at no charge from [www.nifrs.org](http://www.nifrs.org) by following the ‘fire SAFE’ link.

**Ref. 8** The legislation requires that you serve a copy of the application on the Criminal Justice Manager, Criminal Justice Unit, Police Service of Northern Ireland, 3 Belfast Road, Newry BT34 1EF or Sub-divisional Commander, Police Service of Northern Ireland, 43 Irish Street, Downpatrick, BT30 6BX for premises in the Newry, Mourne and Down District Council area.

**Ref. 9** The legislation allows the Council to request that the application be advertised. You must advertise in 2 No. local newspapers circulated within the Newry, Mourne and Down District Council within **7 days** of making the application. Please note that copies of the advertisements must be submitted to The Licensing Section within 2 weeks of the application being made.

**Ref. 10** To ensure that the layout, character or condition of the premises are suitable for use as an amusement arcade the Council require all applicants to submit a copy of the premises to a scale of 1/100.

##### Ref. 11 If application is for two different types of gaming machines; £25 cash prize and £8 cash prize, and persons under 18 years are admitted the Council require copy of plan of premises (scale: 1/100) showing floor layout, placement of machines and details of required physical barrier.

**Ref. 12** If applying for a permit in respect of Article 108 1 (c) the fee will be £32 per annum.

If applying for a permit in respect of Article 108 1 (ca) the fee will be £250 per annum.

Please note that the application fee is non-returnable if the application is refused.

#### Ref. 13 The Council requires all applicants to enclose with their application two References. One of the references should be as to the applicant’s character and reputation and; the other should be as to his/her financial standing. The latter should preferably come from a professional person with knowledge of the applicant’s financial situation e.g. Bank Manager or Accountant.

**Ref. 14** A copy of planning approval for use of the premises as an amusement arcade is required. This is issued by the Planning Service and the applicant should consult directly with them to receive guidance on this matter. They can be contacted on

Tel: 0300 200 7830.

###### Ref. 15 Building Control approval for any change of use or any alterations to the premises.

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

BETTING, GAMING, LOTTERIES & AMUSEMENT (NI) ORDER 1985

BETTING, GAMING (NI) ORDER 2004

# FIRE FIGHTING EQUIPMENT

Name of Licensee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Licensee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We certify that the \_\_\_\_\_\_\_\_\_\_ No. Fire Extinguishers installed in the above mentioned Licensed Premises comply with the relevant British Standard, are mechanically sound and maintained in efficient working order, and were last charged on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and that every Fire Extinguisher has been tested by discharge at least once in every 3 years.

Name and address of the suppliers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or authorised service agents of the fire

fighting equipment installed in the above \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

mentioned premises who carry out annual

maintenance of fire-fighting equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(See note 1 below):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person employed by the above

named firm, who is accepting responsibility

for this certificate (See note 2 below): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: 1:** All fire-fighting equipment must be serviced by a recognised service agent.

A copy of any inspection certificate should be returned with this form.

**2:** This certificate must be completed by the service agent referred to in note 1.

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

**Documents to be submitted with application for Amusement Permit:**

|  |  |
| --- | --- |
| 1. | Completed Application Form. |
| 2. | Completed Fire Fighting Equipment Certificate. |
| 3. | Confirmation from your Insurance Company that the premises has current valid **public liability** insurance cover. |
| 4. | Copy of plans of premises (Scale: 1/100) showing floor layout, placement of machines, physical separation as required. |
| 5. | **\***Fire Alarm Certificate signed and completed by one of below listed. |
| 6. | Copy of Fire Risk Assessment. |
| 7. | Copy of Planning Approval showing that approval has been granted for use of premises as an Amusement Arcade. |
| 8. | Building Control Approval for any change of use or any alterations to the premises. |
| 9. | Two references as to the character/reputation and financial standing of the applicant. |
| 10. | Application Fee. (Cheques payable to ‘Newry, Mourne and Down District Council’) |
| 11. | Confirmation that the applicant has sent copy of application to PSNI. |

**\*** Fire Alarm Certificate to be signed by one of the following:

1. an approved Electrical Contractor on Roll of NICEIC
2. a member of the Electrical Contractors Association
3. an approved member of the Institute of Engineering & Technology (IET)
4. an approved Electrical Engineer with Northern Ireland Electricity

When making an application for the grant of an Amusement Permit, the applicant must within 7 days of making application to Newry, Mourne and Down District Council advertise his/her intention to make application in 2 local newspapers.

**Checklist for Applicants**

|  |  |
| --- | --- |
| **NEW APPLICANTS** | **RENEWAL** |

|  |  |
| --- | --- |
| **PLEASE ENSURE YOU HAVE TAKEN THE FOLLOWING ACTION:** | |
| Copy served on Police Service of Northern Ireland - *see ref: 8* | Copy served on Police Service of Northern Ireland - *see ref: 8* |
| Arranged for advertisement in local press (2 no. different papers) - *see ref: 9* |  |

|  |  |
| --- | --- |
| **PLEASE ENSURE YOU HAVE ENCLOSED WITH THIS APPLICATION:** | |
| Copy of plan of premises (Scale: 1/100) showing floor layout, placement  of machines, physical separation  as required - *see ref: 10* | Copy of plan of premises (Scale: 1/100) where structural change has been made  - *see ref: 10 -* ***also see ref: 11*** |
| Application Fee - *see ref: 12*  Article 108 (1) (c) permit £32  Article 108 (1) (ca) permit £250 | Application Fee - *see ref: 12*  Article 108 (1) (c) permit £32  Article 108 (1) (ca) permit £250 |
| Copy of Fire Risk Assessment | Revised Fire Risk Assessment  if necessary |
| Please submit Building Control  Approval if required - *see ref: 15* | Please submit Building Control  Approval if required - *see ref: 15* |
| Two References: - *see ref: 13*  Character Reputation  Financial standing |  |
| Copy of Planning Approval  for use of the premises as an  Amusement Arcade - *see ref: 14* |  |

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| **DATA PROTECTION ACT 1998**  Newry, Mourne and Down District Council collect data on this form for the purpose of the management and application of the Betting, Gaming, Lotteries and Amusements (Northern Ireland) Order 1985. This data may also be passed to other relevant Government agencies. |