



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
**Newry, Mourne
and Down**
District Council

**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:

**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
www.newrymournedown.org



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and Down**
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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: _____
(a)	Is admission to premises restricted to those aged 18 or over? YES: <input type="checkbox"/> NO: <input type="checkbox"/>
2	The premises for which an Amusement Permit is sought will be: *delete either (a) or (b) and (c)(i) or (c)(ii) whichever is not applicable.
(a)	Premises used wholly or mainly for the provision of amusements by means of gaming machines- <i>see ref:2a</i> <input type="checkbox"/>
(b)	Premises used wholly or mainly for the purpose of a pleasure fair consisting wholly or mainly of amusements – <i>see ref: 2b</i> <input type="checkbox"/> Number of gaming machines applied for <input type="checkbox"/> Number of non-gaming machines applied for <input type="checkbox"/>

<p>(c) (i)</p>	<p>Premises used for the provision of gaming machines with maximum all cash prize of £25 as defined by Article 108 (1) (CA) – <i>see ref 2c</i></p> <p>Number of gaming machines applied for <input type="text"/></p> <p>Number of non-gaming machines applied for <input type="text"/></p>
<p>(c) (ii)</p>	<p>Premises used for the provision of gaming machines with maximum all cash prize of £8 as defined by Article 108 (1)(c) – <i>see ref 2d</i></p> <p>Number of gaming machines applied for <input type="text"/></p> <p>Number of non-gaming machines applied for <input type="text"/></p>
<p>3(a)</p>	<p>Applicant: -<i>see ref 3a</i></p> <p>Surname: _____ Forenames: _____</p> <p>Address: _____ Postcode: _____</p> <p>_____ Tel: _____ Fax: _____</p>
<p>3(b)</p>	<p>If a Limited Company, - <i>see ref:3b</i></p> <p>Name of Company: _____ Company Secretary: _____</p> <p>Address (Registered Office): _____</p> <p>Postcode: _____ Tel: _____ Fax: _____</p> <p>Please Note: Otherwise provide the Name and Address of each Company member on a separate sheet of attached paper</p>
<p>3c</p>	<p>If a partnership, state the name and address of each member of the partnership -<i>see ref: 3b</i></p> <p>(1) Surname: _____ Forenames: _____</p> <p>Address: _____ Postcode: _____</p> <p>_____ Tel: _____ Fax: _____</p>

	(2) Surname: _____ Forenames: _____ Address: _____ Postcode: _____ _____ Tel: _____ Fax: _____																														
4	State the Landlord/ Owner of the Premises to be licensed: - <i>see ref:4</i> Surname: _____ Forenames: _____ Address: _____ Postcode: _____ _____ Tel: _____ Fax: _____																														
5	Name and address of the person managing the premises. - <i>see ref 5</i> Surname: _____ Forenames: _____ Address: _____ Postcode: _____ _____ Tel: _____ Fax: _____																														
6	Please state proposed hours of Opening – <i>see ref: 6</i> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">From</th> <th style="text-align: center;">To</th> <th></th> <th style="text-align: center;">From</th> <th style="text-align: center;">To</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>.....</td> <td>.....</td> <td>Thursday</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>Tuesday</td> <td>.....</td> <td>.....</td> <td>Friday</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>Wednesday</td> <td>.....</td> <td>.....</td> <td>Saturday</td> <td>.....</td> <td>.....</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Sunday</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		From	To		From	To	Monday	Thursday	Tuesday	Friday	Wednesday	Saturday				Sunday
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Wednesday	Saturday																										
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7	Is there a valid fire risk Assessment in force in respect of your premises? YES/NO – <i>see ref: 7</i> 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 10:30 pm.
- 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 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

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 have currency 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 those listed below.
6. Copy of Fire Risk Assessment.
7. Copy of Planning Approval indicated 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 and reputation of the applicant.
10. Application Fee
11. Confirmation that the applicant has sent copy of application to PSNI.

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 applicant in 2 local newspapers.

- * Fire Alarm Certificate to be signed by one of the following:
 - a) an approved Electrical Contractor on Roll of NICEIC
 - b) a member of the Electrical Contractors Association
 - c) an approved member of the Institute of Engineering & Technology (IET)
 - d) an approved Electrical Engineer with Northern Ireland Electricity

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.

Checklist for Applicants

<u>RENEWAL</u>	<u>NEW APPLICANTS</u>
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
Copy of plan of premises where structural change has been made (Scale 1/100)	