



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 Application to be sent to one of the below offices:

**Oifig Dhún Padraig
Downpatrick Office**

Licensing Section
Enterprise, Regeneration and Tourism
Department
Downshire Civic Centre
Downshire Estate
Ardglass Road
Downpatrick
BT30 6GQ

**Oifig an Iúir
Newry Office**

Licensing Section
Enterprise, Regeneration and Tourism
Department
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

For further information contact:

Tel: 0300 013 2233

Email: licensing@nmandd.org

www.newrymournedown.org



**BETTING AND GAMING (NI) ORDER 2004 and
BETTING, GAMING, LOTTERIES & AMUSEMENTS (NORTHERN IRELAND)
ORDER 1985**

Please Complete All Sections

Section 1 of 8

- 1. (a)** 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

Telephone Number

Email

- (b) Is admission to the premises restricted to those aged 18 or over?**

Yes

No

Section 2 of 8

- 2. Details of Premises**

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.**

- (a)** Premises used wholly or mainly for the provision of amusements by means of gaming machines – *see Ref. 2a.*

(b)	Premises used wholly or maily 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="text"/>
	Number of non-gaming machines applied for	<input type="text"/>

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) – <i>see Ref. 2c</i>	<input type="checkbox"/>
	Number of gaming machines applied for	<input style="border: 1px dashed black;" type="text"/> Fee: £250
	Number of non-gaming machines applied for	<input type="text"/>

(c)(ii)	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>	<input type="checkbox"/>
	Number of gaming machines applied for	<input style="border: 1px dashed black;" type="text"/> Fee: £32
	Number of non-gaming machines applied for	<input type="text"/>

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3.	Applicant – <i>see Ref. 3a</i>	
(a)	First name <input type="text"/>	Last name <input type="text"/>
	Address <input type="text"/>	
	Postcode <input type="text"/>	Telephone number <input type="text"/>
	Email <input type="text"/>	

(b)	If a Limited Company – <i>see Ref. 3b</i>	
	Name of Company <input type="text"/>	Company Secretary <input type="text"/>
	Address (Registered Office) <input type="text"/>	
	Postcode <input type="text"/>	Telephone number <input type="text"/>
	Note: Otherwise provide the Name and Address of each Company member on a separate sheet	

(c) If a Partnership, state the name and address of each member of the partnership
– see Ref. 3b

(1)

First name Last name

Address

Postcode Telephone number

(2)

First name Last name

Address

Postcode Telephone number

Section 4 of 8

4. State the Landlord/Owner of the Premises to be licensed – see Ref. 4

First name Last name

Address

Postcode Telephone number

Section 5 of 8

5. Name and address of the person managing the premises – see Ref. 5

First name Last name

Address

Postcode Telephone number

Section 6 of 8

6. Please state proposed Hours of Opening – *see Ref. 6*

	From	To		From	To
Monday	_____	_____	Friday	_____	_____
Tuesday	_____	_____	Saturday	_____	_____
Wednesday	_____	_____	Sunday	_____	_____
Thursday	_____	_____			

Section 7 of 8

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 assessed/reviewed? / /

Section 8 of 8**Declaration and Signature**

- 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.
- Information provided as part of this application may be disclosed in response to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.
- The Council to which you are submitting this application form, collects data for the purposes of the management and application of the Amusement Permit Order. The data may also be passed onto other related Government Agencies and to other Council Departments, to facilitate Statutory Requirements, Service Level Agreement of or similar purposes.
- Newry, Mourne and Down District Council collects the Data on this Form for the purpose of administering Amusement Permits under the Betting and Gaming (NI) Order 2004 and Betting, Gaming, Lotteries & Amusements (NI) Order 1985. The Data Collected on this Form will be shared with the relevant Council Departments, the Police Service of NI and the NI Fire and Rescue Service under the Data Protection Act 1998.

The Council's Privacy Notice can be accessed via our website www.newrymouredown.org/privacy-policy

Ticking this box indicates that you have read and understood the above declaration.

(1)	(2)
Print Full Name	Print Full Name
Signature	Signature
Date	Date
	Official Use Only
	Date Received
	Receipt No
	(£)

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 premises 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 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 letter 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 or Email: planning@infrastructure-ni.gov.uk.
- 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 5 years as laid down under BS 5306-3:2009.

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 an **Amusement Permit**:

1. Completed Application Form
2. Confirmation from your Insurance Company that the premises has current valid **public liability** insurance cover.
3. Completed Fire Fighting Equipment Certificate
4. **Fire Risk Assessment.** If first application, or alterations have been made to the premises since last Permit, a **full Fire Risk Assessment** is required. For renewal applications a **reviewed Fire Risk Assessment** is required.
5. **Floor Plan.** If first application, or alterations have been made to the premises since the last permit, **one** copy of the plan of premises drawn to a scale of not less than 1:100, showing floor layout, placement of machines, physical separation as required.
6. * Fire Alarm System Certificate
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. **Confirmation that the applicant has sent a copy of the application to the Police Service of Northern Ireland**
11. Fee for application of licence. Please make cheque(s) payable to:-
'Newry, Mourne and Down District Council'.
12. 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 their intention to make application 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)

Please note if an Electrical Contractor is not a member of any of the third party accreditation bodies listed above, verification must be provided of training and competencies for maintenance and testing to relevant British Standards from an approved training body. If verification is not provided we will not be able to accept Fire Alarm System Certificates from the Electrical Contractor.

All documentation may be submitted to us electronically by emailing them to licensing@nmandd.org We may ask for the original of any scanned or emailed document if we feel we need to see the original.

Checklist for Applicants

NEW APPLICANTS (GRANT)	RENEWAL
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PLEASE ENSURE YOU HAVE TAKEN THE FOLLOWING ACTION:	
Copy served on Police Service of Northern Ireland - <i>see Ref. 8</i> <input style="float: right;" type="checkbox"/>	Copy served on Police Service of Northern Ireland - <i>see Ref. 8</i> <input style="float: right;" type="checkbox"/>
Arranged for advertisement in local press (2 no. different newspapers) - <i>see Ref. 9</i> <input style="float: right;" type="checkbox"/>	

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 - <i>see Ref. 10</i> <input style="float: right;" type="checkbox"/>	Copy of plan of premises (Scale: 1/100) where structural change has been made - <i>see Ref. 10 - also see Ref. 11</i> <input style="float: right;" type="checkbox"/>
Application Fee - <i>see Ref. 12</i>	Application Fee - <i>see Ref. 12</i>
Article 108 (1) (c) permit £32 <input style="float: right;" type="checkbox"/>	Article 108 (1) (c) permit £32 <input style="float: right;" type="checkbox"/>
Article 108 (1) (ca) permit £250 <input style="float: right;" type="checkbox"/>	Article 108 (1) (ca) permit £250 <input style="float: right;" type="checkbox"/>
Copy of Fire Risk Assessment <input style="float: right;" type="checkbox"/>	Revised Fire Risk Assessment <input style="float: right;" type="checkbox"/>
Please submit Building Control Approval if required - <i>see Ref. 15</i> <input style="float: right;" type="checkbox"/>	Please submit Building Control Approval if required - <i>see Ref. 15</i> <input style="float: right;" type="checkbox"/>
Fire Alarm System Certificate <input style="float: right;" type="checkbox"/>	Fire Alarm System Certificate <input style="float: right;" type="checkbox"/>
Fire-Fighting Equipment Certificate <input style="float: right;" type="checkbox"/>	Fire-Fighting Equipment Certificate <input style="float: right;" type="checkbox"/>
Public Liability Insurance <input style="float: right;" type="checkbox"/>	Public Liability Insurance <input style="float: right;" type="checkbox"/>
Two References: - <i>see Ref. 13</i>	
Character Reputation <input style="float: right;" type="checkbox"/>	
Financial standing <input style="float: right;" type="checkbox"/>	
Copy of Planning Approval for use of the premises as an Amusement Arcade - <i>see Ref. 14</i> <input style="float: right;" type="checkbox"/>	