

***NMD Ref: M/64/\_\_\_\_***

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| **Application for an Amusement Permit** Betting and Gaming (Northern Ireland) Order 2004 and Betting, Gaming, Lotteries & Amusements (NI) Order 1985 |
| **Please Complete All Sections**  |
| **Section 1 of 9 TYPE OF APPLICATION** |
|  | * **Please tick type of Permit applied for: -** see Ref. 1

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| --- | --- | --- | --- | --- | --- | --- |
| **Grant:** |[ ]   | **Provisional Grant:**  | [ ]  |  | **Renewal:** |[ ]   |

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|  **Section 2 of 9 - DETAILS OF PREMISES** |
| **(a)** | **Premises to which application relates:**Name of PremisesAddressPostcode Telephone NumberEmail |
|  | **Is admission to the premises restricted to those aged 18 or over?** [ ]  Yes [ ]  No |
|  | **Details of Premises**Premises used wholly or mainly for the provision of amusements by means of [ ]  gaming machines – *see Ref. 2a.* |
| **Section 3 of 9 DETAILS OF MACHINES** |
| **3.** | 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.
 |
| **(b)** | Premises used wholly or maily for the purpose of a pleasure fair constisting [ ]  wholly or mainly of amusements – *see Ref. 3*Number of gaming machines applied for Number of non-gaming machines applied for  |

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| **(c)****(i)** | **Details of Machines**Premises used for the provision of gaming machines with maximum all cash [ ]  prize of **£500** as defined by Article 108 (1) (ca) – *see Ref. 3a*Fee: £250Number of gaming machines applied for Number of non-gaming machines applied forDo machines display maximum payout? **Yes / No** |
| **(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. 3b* Fee: £32Number of gaming machines applied for Number of non-gaming machines applied for Do machines display maximum payout? **Yes / No** |
| **Section 4 of 9 APPLICANT** |
| **4.** **(a)** | **Applicant** *– see Ref. 4a*First Name Last Name Address Postcode Telephone Number Email  |
| **(b)** | If a Limited Company – *see Ref. 4b*Name of CompanyCompany SecretaryAddress (Registered Office) Postcode Telephone number Note: May 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. 4b***(1)**First Name Last Name Address Postcode Telephone Number  |
|  | Partnership**(2)**First Name Last Name Address Postcode Telephone Number  |
| **Section 5 of 9 LANDLORD/OWNER** |
| **5.**  | Landlord/Owner of the Premises to be licensed – *see Ref. 5*First Name Last Name Address Postcode Telephone Number  |
| **Section 6 of 9 MANAGER** |
| **6.** | Person managing the premises – *see Ref. 6*First Name Last Name Address Postcode Telephone Number  |
| **Section 7 of 9 OPENING HOURS** |
| **7.** | Please state proposed Hours of Opening – *see Ref. 7*

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|  | **From** |  | **To** |  |  | **From** |  | **To**  |
| Monday |  |  |  |  | Friday |  |  |  |
| Tuesday |  |  |  |  | Saturday |  |  |  |
| Wednesday |  |  |  |  | Sunday |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |

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| **Section 8 of 9 FIRE RISK ASSESSMENT** |
| **8.** | Is there a valid Fire Risk Assessment in force in respect of your premises? – *see Ref. 8*[ ]  Yes [ ]  No If **Yes**, on what date was it assessed/reviewed?  / / |
| **Section 9 of 9 DECLARATION** |
| **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.newrymournedown.org/privacy-policy](http://www.newrymournedown.org/privacy-policy)**By signing below, this indicates that you have read and understood the above declaration.**  |

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| --- | --- |
| **1.** | **2.** |
| Print Full Name:  | Print Full Name:  |
| Signature:  | Signature:  |
| Date:  | Date:  |
|  |  |
| DATE STAMP | **Official Use Only** |
|  |  Date Received: |  |
|  |  Receipt Number: |  |
|  |  £ |  |

# GUIDANCE FOR APPLICANTS

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

**Ref. 1** 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. 3** 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. 3a** The permit allows the machines to pay out a maximum cash prize of £500.00. The maximum stake per game is £2; this must be in cash; tokens may not be used. The maximum cash prize must be paid directly from the machine. Under 18 years old, do not have access to the premises, or parts of the premises in which £500 are operated.

**Ref. 3b** The 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. 4a** 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. 4b 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. 5** The legislation requires that the name and address of the owner of the premises is known.

**Ref. 6** 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. 7** 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. 8 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. 9** 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, 3 Ballyhornan Road, Downpatrick, BT30 6RB for premises in the Newry, Mourne and Down District Council area.

**Ref. 10** The legislation allows the Council to request that the application be advertised.
For Grant of Amusement Permit or if application has not been received prior to the expiry date of previous permit you must advertise in two 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. 11** 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 floor plan of the premises to a scale of 1/100.

##### Ref. 12 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. 13** 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. 14 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. 15** 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. 16 Building Control approval for any change of use or any alterations to the premises.

 **Checklist for Applicants**



#### AMUSEMENT PERMIT - I confirm I have enclosed the following:

***Tick***

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| --- | --- | --- | --- |
| 1. | Completed **Application Form** |  | [ ]  |
| 2. | **Public Liability Insurance**: confirmation from your Insurance Company that the premises has current valid insurance cover.  |  | [ ]  |
| 3. | **Confirmation** that the applicant has sent a copy of their application to the Police Service of Northern Ireland. | Ref. 8 | [ ]  |
| 4. | **Fee**: for application of Permit. Cheques payable to: ‘Newry, Mourne and Down District Council’.* Article 108 (1) (c) permit **£32**
* Article 108 (1) (ca) permit **£250**
 | Ref. 12 | [ ]  |
| 5. | **Floor Plan**: If first application/change to physical separation/alterations have been made to the premises since the last Permit one copy of the floor plan drawn to a scale of not less than 1:100, showing floor layout, placement of machines, physical separation. | Refs. 10 & 11 | [ ]  |
| 6. | **Building Control Approval**: for any change of use or any alterations to the premises.  | Ref. 15 | [ ]  |
| 7. | GRANT OF AMUSEMENT PERMIT (New): the applicant must within 7 days of making application to Newry, Mourne and Down District Council **advertise** their intention to make application in **two** local newspapers and provide copy to our office.  | Ref. 9 | [ ]  |
| 8. | GRANT OF AMUSEMENT PERMIT: Two **references** as to the character/reputation and financial standing of the applicant. | Ref. 13 | [ ]  |
| 9. | GRANT OF AMUSEMENT PERMIT: Copy of **Planning Approval** showing that approval has been granted for use of premises as an Amusement Arcade. | Ref. 14 | [ ]  |

#### INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED and will be returned after 7 days

**All documentation may be emailed to:** **licensing@nmandd.org**
**(as PDF or MS Word format attachment)**.  **We may ask for the original of any scanned or emailed document.**