Tel: 020 7926 6108

Email: licensing@lambeth.gov.uk
Web: www.lambeth.gov.uk/licensing



Application to vary a premises licence under the Gambling Act 2005

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant question). You may wish to keep a copy of the completed form for your records.

Part 1 – Applicant Details			
If you are an individual, please fill in Section A. If the application is being made on behalf of an organisation (such as a company or partnership), please fill in Section B.			
Section A Individual applicant			
1. Title: Mr Mrs Miss Dr Other (please specify)			
2. Surname:			
Other name(s):			
[Use the names given in the applicant's operating licence or, if the applicant does not hold an operating licence, as given in any application for an operating licence]			
3. Applicant's address			
Postcode:			
4(a) The number of the applicant's operating licence (as set out in the operating licence):			
4(b) If the applicant does not hold an operating licence but is in the process of applying for one, give the date on which the application was made:			
5. Tick the box if the application is being made by more than one person.			
[Where there are further applicants, the information required in questions 1 to 4 should be included on additional sheets attached to this form, and those sheets should be clearly marked "Details of further applicants" 1			

Section B Application on behalf of an org	ganisation	
6. Name of applicant business or [Use the names given in the application fileence, as given in any application file]	nt's operating licence or, if the	applicant does not hold an operating
7. The applicant's registered or p	rincipal address:	
Postcode:		
8(a) The number of the applicant	's operating licence (as give	en in the operating licence):
8(b) If the applicant does not hold of applying for one, give the date	. •	•
9. Tick the box if the application i	s being made by more than	one organisation.
[Where there are further applicants, additional sheets attached to this for applicants".]		
Port O. Browing Dataile		
Part 2 – Premises Details 10. Trading name used at license	od premises:	
To. Trading hame used at license	за ргенизез.	
Where the premises are a vessel	l, give the place indicated in ere the vessel is wholly or pa	ription of the premises and its location. the premises licence as the place in artly situated. Where possible this
Postcode:		
1 osteode.		
12. Telephone number at premis	es (if known):	
13. Type of premises licence to b	e varied:	
Regional Casino	Large Casino	Small Casino
Converted Casine	Bingo	☐ Adult Gaming Centre
Betting (Track)	☐ Betting (Other)	Family Entertainment Centre

14. Premis	ses licence numbe	r (if known):			
15. If you are making this application alongside an application for transfer or reinstatement of the premises licence into your name, please give the name of the current licence holder as it appears on the premises licence (if known):					
Surname:					
Other na	ame(s):				
Part 3 – D	etails of variation	ns applied for			
an applica	tion to exclude or	vary a condition of th	s being applied for. W e premises licence, ic are dealt with in que	dentify the rele	vant condition
condition of		sing authority to exclusat the premises may e be the case?		☐ Yes	☐ No
	16(c) If the answer to question 16(b) is yes, please complete the table below to indicate the times when you want the premises to be available for use under the premises licence.				
	Start (hh:mm)	Finish (hh:mm)	Details of any seas	sonal variation	า
Mon					
Tue					
Wed					
Thurs					
Fri					
Sat					
Sun					
17. Please	<i>,</i> .	L cular date on which y roved: <i>(dd/mm/yyyy)</i>	ou want the		
17. Please variation to	o take effect if app	roved: (dd/mm/yyyy)	onsider to be relevant	to your applic	ation:

Part 6 – Decla	rations and Checklist <i>(Please tick</i>	as appropriate)	
this application	hat, to the best of my/ our knowledg is true. I/ We understand that it is a Act 2005 to give information which is application.	n offence under section 342 of	
I/ We confirm t	hat the applicant(s) have the right to	occupy the premises.	
Checklist:			
 Payme 	nt of the appropriate fee has been m	nade/is enclosed	
A plan	of the premises is enclosed		
The exit	isting premises licence is enclosed		
The ex	isting premises licence is not enclos	ed, but the application is accompa	anied by –
0	A statement explaining why it is not produce the licence and,	reasonably practicable to	
	An application under the Section 19 the issue of a copy of the licence	0 of the Gambling Act 2005 for	
	nderstand that if the above requirem tion may be rejected	ents are not complied with the	
	nderstand that it is now necessary to e appropriate notice to the responsib	• •	
-			
of the applican	t, please state in what capacity:		
Print Name:			
Date:	(dd/mm/yyyy)	Capacity:	
•	oplications, signature of 2 nd applicant og on behalf of the applicant, please	• •	er authorised
Print Name:			
Date:	(dd/mm/yyyy)	Capacity:	
further applicant	e more than two applicants, please use t(s)". The sheet should include all the indication is to be submitted in an electronate should be a copy of the person's writted	formation requested in paragraphs of form, the signature should be gene	9 and 20.]

Part 6 – Contact Details
21(a) Please give the name of a person who can be contacted about the application:
21(b) Please give one or more telephone numbers at which the person identified in question 21(a) can be contacted:
22. Postal address for correspondence associated with this application:
Postcode:
23. If you are happy for correspondence in relation to your application to be sent via e-mail, please give the e-mail address to which you would like correspondence to be sent:



Tel: 020 7926 6108

Email: licensing@lambeth.gov.uk
Web: www.lambeth.gov.uk/licensing



Guidance for applicants: Applying to vary a premises licence under the Gambling Act 2005

Under the Gambling Act 2005, any individual, business or organisation wishing to operate premises-based betting and gambling activities within the London Borough of Lambeth must be authorised to do so by the local licensing authority. An appropriate Premises Licence, issued by the authority, must be held in respect of any premises where higher-value gambling activities are occurring, or may occur.

The licensing authority is also responsible for issuing permits for the use of gaming machines in members clubs, alcohol-licensed premises, and certain other types of premises, in addition to prize gaming permits and society lottery registrations.

The principles that we will apply in exercising our functions are set out in our 'Statement of Principles', which can be viewed on our website, at www.lambeth.gov.uk. Alternatively, a paper copy can be requested, either by phone (020 7926 6108) or by email (licensing@lambeth.gov.uk).

Types of Premises Licence

The Act makes provision for a total of five types of Premises licence:

- Casino Premises Licences
- Bingo Premises Licences
- Betting Premises Licences (for track premises (e.g. sports grounds), or for other types of premises)
- Adult Gaming Centre (AGC) Premises Licences
- Family Entertainment Centre (FEC) Premises Licences

Lambeth has adopted a 'no-casino' policy, and will not issue any Casino Premises Licences for premises within the Borough. The remainder of this document will not detail the specific legislative provisions relating to Casino Premises Licences.

Licensing objectives

When exercising any of its functions, the Licensing Authority will take into consideration three objectives, which underpin the new legislation:

- Preventing gambling from being a source of crime & disorder, or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way; and
- Protecting children and other vulnerable people from being harmed or exploited by gambling.

We will also have regard to any guidance or codes of practice that may have been issued by the national regulator, the Gambling Commission. Any such documents will be made available on their website, www.gamblingcommission.gov.uk.

How to apply

Application forms are available for download from our website, at www.lambeth.gov.uk/licensing, or can be requested on 020 7926 6108 or by email to licensing@lambeth.gov.uk. There are separate application forms for fixed premises and vessels. Please ensure that you have the appropriate application form before beginning to complete it.

Your application to vary a Premises Licence should be accompanied by:

- A scale plan of the premises (if the proposed variation would render the current plan incorrect)
- The appropriate application fee (detailed below)
- The existing premises licence *

The completed application form and all of the accompanying documents should be sent to the Licensing Section, at the address given at the end of these notes.

Consultation

Consultation on variation applications consists of 3 steps:

- Notice of the application is to be displayed at the relevant premises;
- Notice of the application is to be published in a local newspaper:
- Notice of the application is to be given to all of the Responsible Authorities.

The purpose of this is to inform both Responsible Authorities (statutory, regulatory bodies) and Interested Parties (people living near your premises, people with business interests likely to be affected, or representatives of either of these) that an application has been made, and allow them to inspect the application and comment upon it. Representations from either Responsible Authorities or Interested Parties will be accepted during the period of 28 days starting from when your application is made.

A template for the newspaper and premises notices is located towards the rear of these notes.

The completed notice is to be published in a local newspaper distributed in the area, on at least one occasion within 10 working days after making the application, and displayed at the premises (positioned so it can be conveniently read from the exterior of the premises) for at least 28 consecutive days after making the application.

Templates for the Responsible Authority notice are located towards the rear of these notes. Use Form A if only one individual or company is making the application. Use Form B if the application is being made jointly by two or more individuals and/or companies.

A copy of the completed notice should be sent (at the same time as you make your application to the licensing authority) to each of the Responsible Authorities. Their contact addresses are listed at the rear of these notes.

Failing to properly notify the Responsible Authorities or advertise your application will delay the determination of it.

Application Fees

The application fee is dependent on the type of premises licence you are applying for the transfer of. All premises licence fees are set by the local licensing authority, up to a maximum amount prescribed by regulations. A list of the application fees set by the London Borough of Lambeth can be obtained from the Gambling Act 2005 section of our website, using the following link:

http://www.lambeth.gov.uk/Services/Business/LicencesStreetTrading/GamblingAct2005.htm

Alternatively, to find out an appropriate fee, please contact a member of staff within the Licensing Section, by telephone on 020 7926 6108, or by email to licensing@lambeth.gov.uk. In all cases, payment should be made payable to the 'London Borough of Lambeth'.

^{*} If it is not possible to provide the premises licence with your application, a statement as to why this is the case should be provided, along with an application for a duplicate copy of the licence.

Plans

All applications for a Premises licence must be accompanied by a scale drawing of the premises concerned, which includes the following features:

- the boundary or perimeter of the premises;
- the location of any internal or external walls forming part of the licensed premises;
- where the premises are a vessel or a part of a vessel, the location of any part of the sides of the vessel, and of any internal walls of the vessel, which are included in the premises; and
- the location of each point of entry to and exit from the premises, including in each case a description of the place from which entry is made or to which the exit leads.

Depending on the type of application, the following matters must also be shown:

- For Bingo premises (to which children or young persons will be permitted to have access):
 - the location and extent of any part of the premises which will be used to provide facilities for gaming;
 - the location and extent of any part of the premises in which Category B or C gaming machines will be made available for use in reliance on the licence;
 - the nature and location of any barrier or other thing separating any part of the premises in which Category B or C gaming machines will be made available for use from any other part of the premises.
- For Adult Gaming Centre premises:
 - the location and extent of any part of the premises in which gaming machines will be made available for use.
- For Family Entertainment Centre premises:
 - the location and extent of any part of the premises in which Category C gaming machines will be made available for use;
 - the location and extent of any part of the premises in which Category D gaming machines will be made available for use; and
 - the nature and location of any barrier or other thing separating any part of the premises in which Category C gaming machines will be made available for use from any other part of the premises.
- For Betting premises (not tracks):
 - the location and extent of any part of the premises which will be used to provide facilities for gambling.
- For Betting premises (tracks)
 - the location and extent of any part of the premises which is a 'five times betting rule area' (any part of the premises to which, in accordance with conditions attached under s167 of the Act, the charge for admission payable by betting operators may not exceed five times the charge paid by members of the public);
 - the location and extent of any other parts of the premises which will be used for providing facilities for betting;
 - the location and extent of any part of the premises in which Category B or C gaming machines will be made available for use;
 - the nature and location of any barrier or other thing separating any part of the premises in which Category B or C gaming machines will be made available for use from any other part of the premises.

Conditions

Every Premises licence granted by the authority will be subject to conditions, which will fall into one of three categories:

- **Mandatory** defined nationally by Regulations may not be removed from licence, unless further Regulations are made by the Secretary of State;
- **Default** defined nationally by Regulations you may request that these are excluded when you make your initial application (or later, by applying to vary your Premises licence);
- Locally set by the Licensing Authority will be imposed on a case-by-case basis in response to a specific issue affecting the individual premises, possibly following the receipt of a representation.

Your application to vary a premises licence can include a request to add, remove or amend any default or local condition currently applying to your licence. Such requests will usually require ratification at a hearing of the Licensing Sub-Committee.

Mandatory conditions may not be removed from a licence, except through the amendment of relevant Regulations by the Secretary of State.

Where conditions are removed (or excluded) from the licence, the authority may, if it considers it appropriate, replace those conditions with new conditions which recreate some or all of the effect of the removed conditions. The applicant will be given chance to make representation if it is proposed to do so

Gaming machine entitlements

In addition to permitting specific types of gambling activity, Premises Licences also allow a number of gaming machines to be operated within the licensed premises. Under the Act, gaming machines are divided into categories, dependent on their maximum stake and prize amounts, and where they may be provided.

Categorisation of machines and entitlements for individual premises are subject to periodic change – please see our website for details of the current limitations.

Category B and C gaming machines may only be operated by persons over the age of 18. Where these machines are permitted to be provided in premises to which under-18's may access, it will generally be required that they are only made available in segregated areas to which children are not permitted.

Annual Fee

Premises Licences, once granted, will usually be valid for the lifetime of the business. However, the licence can cease to have effect if it is surrendered, revoked by the authority, or lapses under a provision of the Act. An annual fee will be payable to the licensing authority to maintain the licence, and in most cases, the first annual fee will be payable 30 days after the licence takes effect, and then yearly on the anniversary of the grant of the licence thereafter.

Further information and assistance

If you require any further information regarding gambling premises licences, or assistance in completing your application, please contact the Licensing Section using the details given below:

By Post Licensing, 3rd Floor, Civic Centre, 6 Brixton Hill, London, SW2 1EG.

In Person by appointment only at our reception, Civic Centre – open 9am - 5pm Monday - Friday

By Phone 020 7926 6108 By Email licensing@lambeth.gov.uk

Website www.lambeth.gov.uk/licensing

Consultation form templates

- 1. Newspaper and premises statutory notice template To be published in a local newspaper on at least one occasion, within a period of 10 working days starting on the day after the application is made, and displayed at the premises for a period of 28 consecutive days, starting on the day on which the application is made, and positioned so as to be easily visible from outside the premises.
- 2. Notice of application to responsible authorities
 - a. Form A (where the application is made by a single applicant)
 - b. Form B (where the application is made by joint applicants)
- 3. Contact details for responsible authorities

Tel: 020 7926 6108

Email: licensing@lambeth.gov.uk
Web: www.lambeth.gov.uk/licensing



Newspaper and premises statutory notice template

	PLICATION TO VARY A PREMISES LICENCE IDER THE GAMBLING ACT 2005
Notice is hereby given that:	
	[Give the full name(s) of the applicant(s)]
of the following address:	
is/ are applying under section	187 of the Gambling Act 2005 to vary a
	premises licence issued under that Act.
[Insert here the kind of premises lice	ence to which the application relates]
The application relates to the following premises:	
	[Give the trading name used at the premises, and the address of the premises (or, if none, give a description of the premises and their location).]
The application is to vary the licence as follows:	
	[Brief description of the proposed variation]
The application has been made	Licensing Section, London Borough of Lambeth, 3rd Floor, Civic Centre, 6 Brixton Hill, London, SW2 1EG.
	(www.lambeth.gov.uk/licensing/)
Information about the applicat arrangements for viewing the	ion is available from the licensing authority, including the details of the application.
Any of the following persons nether application:	nay make representations in writing to the licensing authority about
 A person who lives suf authorised activities 	ficiently close to the premises to be likely to be affected by the
•	iness interests that might be affected by the authorised activities nts someone in any of the above two categories.
Any representations must be i	made by the following date:
It is an offence under section	n 342 of the Gambling Act 2005 if a person, without reasonable

excuse, gives to a licensing authority for a purpose connected with that Act information

which is false or misleading.

Tel: 020 7926 6108

Email: licensing@lambeth.gov.uk
Web: www.lambeth.gov.uk/licensing



NOTICE OF APPLICATION TO VARY A PREMISES LICENCE (FORM A)

For use by a single applicant, as Notice of Application to Responsible Authorities

Joint applicants should use Form B instead

This notice is issued in accordance with regulations made under section 160 of the Gambling Act 2005.
Notice is hereby given that:
[Give the full name of the applicant. The name should be the same as that given in Part 1 of the application to vary the premises licence.]
of the following address:
Postcode:
[Give the full address of the applicant. The address should be the same as that set out in Part 1 of the application to vary a premises licence.]
the number of whose operating licence is
or who applied for an operating licence on
[Delete as appropriate. Insert the reference number of the applicant's operating licence (as set out in the operating licence). Where an application for an operating licence is in the process of being made, indicate the date on which the application was made.]
has made an application to vary a premises licence of the following type:
[Specify the type of premises licence to which the application relates.]
The application relates to the following premises:
[Give the trading name used at the premises, and the address of the premises (or, if none, give a description of the premises and their location).]
Details of the variation sought:

The application has been made to the following licensing authority:

London Borough of Lambeth Licensing Section 3rd Floor, Civic Centre, 6 Brixton Hill, London, SW2 1EG.

Tel: 020 7926 6108
Email: licensing@lambeth.gov.uk
Website: www.lambeth.gov.uk/licensing

Website: www.lambeth.gov.uk/licensing
The current licence-holder(s) is/are:
[Give the full name of the licence holder(s) as set out in the premises licence (if known). Where the applicant is the licence-holder, it is sufficient to state "the applicant".]
Information about the application is available from the licensing authority, including the arrangements for viewing the details of the application.
The following person connected with the applicant is able to give further information about the application:
[This entry is optional and is to be included if the applicant wishes to provide the name, telephone number and (if available) e-mail address of a person connected with the applicant who is able to answer questions and provide further information about the application.]
Any representations under section 161 of the Gambling Act 2005 must be made no later than the following date:
[Please insert last day on which representations may be made in relation to the application. The period for making representations is 28 days (inclusive) starting with the day on which the application for the premises licence was made to the licensing authority.]

N.B. A copy of this form should be sent to each of the Responsible Authorities, at the same time as you send the application to the licensing authority. Contact details are provided in the guidance notes to the application form.

London Borough of Lambeth

Consumer Protection & Sustainability

5th Floor, Blue Star House 234-244 Stockwell Road London SW9 9SP Tel: 020 7926 6108 Fax: 020 7926 6150

Email: licensing@lambeth.gov.uk
Web: www.lambeth.gov.uk/licensing



NOTICE OF APPLICATION TO VARY A PREMISES LICENCE (FORM B)

For use by joint applicants, as Notice of Application to Responsible Authorities Single applicants should use Form A instead

This notice is issued in	n accordance with regulations made under section 160 of the Gambling Act 2005.
	e persons or organisations whose details are given in the Schedule to ry a premises licence of the following type:
[Specify the type of	premises licence to which the application relates.]
The application relates to the following premises:	
[Give the trading name used at the premises, and the address of the premises (or, if none, give a description of the premises and their location).]
Details of the variation sought:	
The application has been ma	de to the following licensing authority:
	on Borough of Lambeth, Licensing Section , Civic Centre, 6 Brixton Hill, London, SW2 1EG.
	Tel: 020 7926 6108
Email: licensing@lambeth.g	
The current licence- holder(s) is/are:	Website: www.lambeth.gov.uk/licensing
	full name of the licence holder(s) as set out in the premises licence (if known). There the applicant is the licence-holder, it is sufficient to state "the applicant".]
Information about the applica arrangements for viewing the	tion is available from the licensing authority, including the details of the application.
The following person connectapplication:	ted with the applicant is able to give further information about the

[This entry is optional and is to be included if the applicant wishes to provide the name, telephone number and (if available) e-mail address of a person connected with the applicant who is able to answer questions and provide further information about the application.]

Any representations under section 161 of the Gambling Act 2005 must be made no later than the following date:

[Please insert last day on which representations may be made in relation to the application. The period for making representations is 28 days (inclusive) starting with the day on which the application for the premises licence was made to the licensing authority.]

The persons or organisations making the application are as follows:
Name of 4St Applicants
Name of 1 st Applicant:
[Give the full name of the applicant. The name should be the same as that given in Part 1 of the application to vary the premises licence.]
Address of 1 st Applicant:
Postcode:
[Give the full address of the 1st applicant. The address should be the same as that set out in Part 1 of the application to vary the premises licence.]
The number of the operating licence held by 1 st Applicant is:
The 1 st Applicant applied for an operating licence on:
[Delete as appropriate. Insert the reference number of the applicant's operating licence (as set out in the operating licence). Where an application for an operating licence is in the process of being made, indicate the date on which the application was made.]
Name of 2 nd Applicant:
[Give the full name of the applicant. The name should be the same as that given in Part 1 of the application to vary the premises licence.]
Address of 2 nd Applicant:
Postcode:
[Give the full address of the 2nd applicant. The address should be the same as that set out in Part 1
of the application to vary the premises licence.]
The number of the operating licence held by 2 nd Applicant is:
The 2 nd Applicant applied for an operating licence on:
[Delete as appropriate. Insert the reference number of the applicant's operating licence (as set out in the operating licence). Where an application for an operating licence is in the process of being made, indicate the date on which the application was made.]

Schedule of Applicants

[Where there are more than two applicants, also give the same information for the other applicants.]

N.B. A copy of this form should be sent to each of the Responsible Authorities, at the same time as you send your application to the licensing authority. Contact details are provided in the guidance notes to the application form.

020 7926 6108 Tel:

Email: licensing@lambeth.gov.uk Web: www.lambeth.gov.uk/licensing



Contact details for Responsible Authorities (from July 2011)

Gambling Act 2005

Gambling Commission

Victoria Square House Victoria Square Birmingham **B2 4BP**

Tel: 0121 230 6666

Email: info@gamblingcommission.gov.uk

External bodies Metropolitan Police Lambeth Licensing Unit 3rd Floor, Civic Centre, 6 Brixton Hill, LONDON,

SW2 1EG

Tel: 020 8721 3545

Email: Licensing-LX@met.police.uk

London Fire Brigade

Fire Safety Regulation: South East Area 3

169 Union Street

London SE1 0LL

020 8555 1200 ext 37630 Email: FSRSE@london-fire.gov.uk

HM Revenues & Customs

National Registration Unit

Portcullis House 21 India Street Glasgow G2 4PZ

Tel: 0141 555 3633

Email: nrubetting&gaming@hmrc.gsi.gov.uk

Environmental Services (Noise & Pollution)

London Borough of Lambeth 185-205 Shakespeare Road London

SE24 0PZ

Lambeth Council departments

Tel: 020 7926 6111

Email: noise@lambeth.gov.uk

Town Planning 3rd Floor, Civic Centre, 6 Brixton Hill, LONDON, **SW2 1EG**

Tel: 020 7926 1180

Email: tpac@lambeth.gov.uk

Health & Safety 3rd Floor, Civic Centre, 6 Brixton Hill, LONDON,

SW2 1EG Tel: 020 7926 6109

Email: healthandsafety@lambeth.gov.uk

Children & Young People's Service 1st Floor, Civic Centre,

6 Brixton Hill, LONDON, SW2 1EG

Tel: 020 7926 5555

Email: cypsdirectory@lambeth.gov.uk

Additional authorities for vessels only

Port of London Authority

London River House Royal Pier Road Gravesend Kent **DA12 2BG**

01474 562200

Environment Agency

PO Box 544, Rotherham, S60 1BY

British Waterways Board

1 Sheldon Square, London, W2 6TT

Secretary of State for Culture, Media & Sport

2-4 Cockspur Street, London, SW1Y 5DH