

# **Armagh City Banbridge and Craigavon Borough Council**

## **The Betting Gaming, Lotteries and Amusements (Northern Ireland) Order 1985**

**APPLICATION FOR THE GRANT / PROVISIONAL GRANT / RENEWAL  
OF AN AMUSEMENT PERMIT**

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<b>Office use only</b>	
Fee:	Receipt:
Date:	Initials:

# Armagh City Banbridge and Craigavon Borough Council

The Betting Gaming, Lotteries and Amusements (Northern Ireland) Order 1985

**APPLICATION FOR THE GRANT /PROVISIONAL GRANT / RENEWAL OF AN AMUSEMENT PERMIT**  
(Note 1)

LICENSEE DETAILS (Note 2)

NAME AND ADDRESS       Postcode:	TELEPHONE
	MOBILE
	e mail

Please note: If the application is in respect of a legal partnership then the Trading Name (if applicable) and the name, address and telephone number of each partner must be listed on a separate page and enclosed with the application. Please indicate if this is a partnership YES/NO

IF A LIMITED COMPANY:

NAME AND REGISTERED ADDRESS      Postcode:  Telephone	Company Registration Number:
	Company Secretary
	e mail

SITE DETAILS

NAME AND ADDRESS OF PREMISES      Postcode:  Telephone No: e mail	Do you own this site Yes/No <b>(Note 3)</b>
	NAME AND ADDRESS OF OWNER OF SITE
	Postcode:
	Telephone No:  e mail

The premises for which an Amusement Permit is sought will be:
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	(complete either a or b whichever is applicable)
a	<p>premises used for the provision of gaming machines with maximum all cash prize of £25 as defined by Article 108(1)(ca) – <b>(Note 4a)</b></p> <p>Number of gaming machines Max prize £8 <input type="checkbox"/> No. of gaming machines Max Prize greater than £8 but less than £25 <input type="checkbox"/></p>
b	<p>premises used for the provision of gaming machines with maximum all cash prize of £8 as defined by Article 108(1)(c) – <b>(Note 4b)</b></p> <p>Number of gaming machines max prize £8 <input type="checkbox"/></p>

	<p>If the business is managed by a person other than the Applicant, provide details: <b>(Note 5)</b></p> <p>Surname: _____ Forenames: _____</p> <p>Address: _____</p> <p>_____ Postcode: _____</p> <p>Email _____ Tel: _____</p> <p>Fax: _____</p>
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	Please state proposed hours of Opening – <b>(Note 6)</b>					
		From	To		From	To
	Monday	_____	_____	Friday	_____	_____
	Tuesday	_____	_____	Saturday	_____	_____
	Wednesday	_____	_____	Sunday	_____	_____
	Thursday	_____	_____			

I (print name in full) \_\_\_\_\_

do hereby apply to the Council for the **Grant/Provisional Grant/Renewal** (*delete as appropriate*) of an Amusement Permit at the named premises. I further certify that I have enclosed the permit fee of £\_\_\_\_\_ [see note 11]

Signed \_\_\_\_\_ Date \_\_\_\_\_

Designation \_\_\_\_\_ (eg. owner, partner, company secretary)

(In the case of a Limited Company or Registered Club, signature must be that of Secretary)

(In the case of a Partnership, the signature must be that of one of the partners)

### **CHECKLIST FOR APPLICANTS**

*IMPORTANT NOTE: Failure to submit full details may result in the refusal of your application.  
The Council reserves the right to check the validity of documentation.*

<b>NEW APPLICANTS</b>		<b>RENEWAL</b>	
<i>see note 7</i> Copy served on sub-divisional Commander PSNI <input type="checkbox"/>	<i>see note 8</i> Advert placed in a local newspaper <input type="checkbox"/>	<i>see note 7</i> Copy served on sub-divisional Commander PSNI <input type="checkbox"/>	
<i>see note 9</i> Copy of plan for premises (Scale 1/100) <input type="checkbox"/>		<i>see note 9</i> Copy of plan for premises, if structural changes have taken place. (Scale 1/100) <input type="checkbox"/>	
<i>see note 10</i> Application Fee Article 108 1(c) permit £32 <input type="checkbox"/>  Article 108 1(ca) permit £250 <input type="checkbox"/>		<i>see note 10</i> Application Fee Article 108 1(c) permit £32 <input type="checkbox"/>  Article 108 1(ca) permit £250 <input type="checkbox"/>	
Two references: <i>see note 11</i>  Financial Standing <input type="checkbox"/>  Character/Reputation <input type="checkbox"/>  Copy of planning approval for use of the premises as an amusement arcade - <i>see note 12</i> <input type="checkbox"/>			



## GUIDANCE NOTES FOR APPLICANTS

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

- 1** An amusement permit is a permit issued under the above Order authorising gaming by means of gaming machines.  
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.  
A pleasure fair consists wholly or mainly of amusements provided on premises for a period of not more than 28 days in any one year
- 2** We require this information as an amusement permit can only 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.  
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 others persons who have executive control and a financial interest.
- 3** The legislation requires that the name and address of the owner of the premises is known.
- 4a** This permit allows the machines to pay out a maximum cash prize of £25
- 4b** This permit allows the machines to pay out a maximum cash prize of £8.
- 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.
- 6** In certain circumstances, such as noise disturbance to people living in the vicinity of the premises or after consultation with PSNI, the Council may impose a requirement that the premises close no later than 10.30pm.
- 7** The legislation requires that **you** serve a copy of the application on the Sub-Divisional Commander of the PSNI for the area that your premises are located.
- 8** In the case of a new application, notification of intention to apply for an amusement permit must be advertised in a local newspaper circulating in your area, no later than 7 days after the date of application. A copy of the published advertisement must be forwarded to the Council. A sample advertisement can be found on Page 8.
- 9** 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 plans of the premises to a scale of 1/100.
- 10** If applying for a permit in respect of Article 108.1 (c) [for machines paying out a maximum cash prize of £8.00] the fee will be £32 per annum.

If applying for a permit in respect of Article 108.1.(ca) [for machines paying out a maximum cash prize of £25.00] the fee will be £250 per annum.

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

- 11** The Council requires you to provide to their satisfaction a reference as to the character and reputation of the applicant/manager from persons of status either in the area of your residence and/or the location of the premises for which the application is made. Such persons of status might include a Justice of the Peace, Solicitor, Doctor, Minister of Religion, Councillor, Police Officer etc. A reference must also be provided as to the financial standing of the applicant/manager and may be obtained from either a Bank Manager or Solicitor.
- 12** A copy of planning approval for use of the premises and as amusement arcade is required. This 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.

The completed application form should be returned with the appropriate application fee (cheques made payable to Armagh City Banbridge and Craigavon Borough Council) to

Environmental Health Department  
Armagh City Banbridge and Craigavon Borough Council

<b>Armagh Office:</b>	<b>Banbridge Office:</b>	<b>Craigavon Office:</b>
The Palace Demesne	Gate Lodge	Civic & Conference Centre
Friary Road	Linenhall Street	Lakeview Road
Armagh City BT60 4EL	Banbridge BT32 3EG	Craigavon BT64 1AL
T: 028 3752 9600	T: 028 4066 0606	T: 028 3831 2400
E: <a href="mailto:ehealth@armaghbanbridgecraigavon.gov.uk">ehealth@armaghbanbridgecraigavon.gov.uk</a>		

If you require any assistance in completing your application, please contact the Licensing Officer at any of the above offices.



# SAMPLE OF ADVERTISEMENT LAYOUT

**BETTING, GAMING, LOTTERIES & AMUSEMENTS (NI) ORDER 1985  
BETTING, GAMING (NI) ORDER 2004  
APPLICATION FOR THE GRANT/PROVISIONAL GRANT OF AN AMUSEMENT PERMIT**

Notice is hereby given that (insert name of applicant) \_\_\_\_\_  
of (insert address of applicant) \_\_\_\_\_  
have made application to Armagh City Banbridge and Craigavon Borough Council on the  
\_\_\_\_\_ for the grant of an Amusement Permit, in accordance with the above  
Order, authorising the provision of Gaming Machines at (insert name and address of  
premises) \_\_\_\_\_

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Any person wishing to make any representation in relation to this application shall  
give notice to the Council, stating in general terms the nature of the representation,  
not later than 28 days after the date of application.

Date: \_\_\_\_\_ (Insert date of application)

Signed: \_\_\_\_\_ (Applicant)

NB: This advertisement to appear in the \_\_\_\_\_ within 7 days of the date the  
application is made to the Council. Copies of the actual advertisements must be sent to the Licensing  
Department of the Council.