

# APPLICATION FORM FOR CLUB GAMING PERMIT OR CLUB MACHINE PERMIT

(FOR USE BY APPLICANTS - MEMBERS' CLUBS, COMMERCIAL CLUBS AND MINERS' WELFARE INSTITUTES)

**If you are completing this form by hand, please write legibly in block capitals using ink.**

To: Neath Port Talbot CBC  
Licensing Section  
Civic Centre  
Port Talbot  
SA13 1PJ



## SECTION A – Type of Application

1. Please indicate type of application by ticking one of the boxes below:

- Application for a club gaming permit
- Application for a club machine permit
- Application to renew a club gaming permit
- Application to renew a club machine permit

## SECTION B – Existing registration under Gaming Act 1968

*[To be completed if the applicant wishes to apply as an existing Part 2 or Part 3 operator. Do not complete if applying to renew a permit]*

### Part I

1. Did the applicant have a Part 2 or Part 3 Registration under the Gaming Act 1968 that had effect on 31st August 2007? Yes  No

### Part II – Complete if the answer to question 1 is 'Yes':

2. Please indicate the date on which the registration was due to expire (i.e. the date it was fixed to expire when the registration was granted or last renewed)

3. Is the date given in answer to question 2 a date after 31st August 2007? Yes  No

4. If the answer to question 3 is 'No', was the applicant's registration renewed on or after 1st September 2007? Yes  No

Please give date of renewal

### Part III – Complete if the answer to question 1 is 'NO':

5. Was the applicant first registered under Part 2 or Part 3 of the Gaming Act 1968 on or after 1st September 2007? Yes  No

Please give date of first registration

**Part IV**

6. If the answer to either question 1 or 5 is 'Yes', please indicate which type of registration:

Part 2 Registration  Part 3 Registration

7. Does this application relate to the same (or substantially the same) premises as those to which the registration relates? Yes  No

8. Is this application made before the 'relevant date'? Yes  No

*[The 'relevant date' is the date on which the registration is due to expire, except where the applicant is registered for the first time on or after 1st September 2007, or the registration is renewed on or after that date. In those circumstances, the 'relevant date' is:*

*(a) for a Part 2 registration, (in a first registration case) the last day of the period of one year beginning on the date of registration, or (in a renewal case) the last day of the period of ten years beginning on the date of renewal;*

*(b) for a Part 3 registration, the last day of the period of 5 years beginning on the date of registration or renewal.]*

**The applicant may apply as an existing operator if:**

**(a) the answer to questions 1, 3, 7 and 8 is 'Yes' OR**

**(b) the answer to questions 1, 4, 7 and 8 is 'Yes' OR**

**(c) the answer to questions 5, 7 and 8 is 'Yes'**

**AND**

**- the answer to question 6 is 'Part 2 Registration' and the applicant is applying for a club gaming permit; OR**

**- the answer to question 6 is 'Part 3 Registration' and the applicant is applying for a club machine permit.**

**If the applicant is applying as an existing operator:**

- **Do NOT complete SECTION C**
- **Relevant documentation must be provided – see SECTION H**
- **A different application fee is payable for an existing operator.**

**SECTION C – Fast-track Procedure**

*[This section does not apply to Scotland]*

9. Please indicate if this application is made under the fast-track procedure *[tick as appropriate]*: Yes   
No  *[to apply under the fast-track procedure, the applicant must be the holder of a club premises certificate under section 72 of the Licensing Act 2003]*

10. If the answer to question 9 is 'Yes', please complete the declaration below:

*'I hereby certify that the applicant for a permit is the holder of a club premises certificate under section 72 of the Licensing Act 2003'*

Full Name

Signature

Capacity

**If the answer to question 9 is 'Yes' relevant documentation must be provided – see SECTION H**

**SECTION D – Details of the Applicant**

11. Name of applicant

12. Address (including postcode) of premises on which the applicant operates

*[any gaming or gaming machines authorised by a relevant permit must take place or be located on these premises]*

**SECTION E – Information about the Applicant**

**If the applicant is a miners' welfare institute, complete questions 13 to 16:**

13. Is the applicant established and conducted for social and recreational purposes?

Yes  No

14. Are the applicant's affairs managed by a group of individuals of whom at least two thirds are miners' representatives? Yes  No

15. Does the applicant operate on premises the use of which is regulated in accordance with a charitable trust? Yes  No

16. If the answer to question 15 is 'Yes', has the charitable trust received money from any of the following:

(a) the Miners' Welfare Fund established by section 20 of the Mining Industry Act 1920,

(b) the former body corporate which was known as the Coal Industry Social Welfare Organisation and incorporated under the Companies Act 1948, or

(c) the charitable trust known as the Coal Industry Social Welfare Organisation?

Yes  No

**If the applicant is a members' club or commercial club, complete questions 17 to 22**

17. Is the applicant established with the purpose of functioning only for a limited period of time?

Yes  No

18. Does the applicant have at least 25 individual members? Yes  No

19. Is the applicant established and conducted for the benefit of its members? Yes  No

20. Is the applicant established or conducted as a commercial enterprise? Yes  No

21. Describe the purpose(s) for which the applicant is wholly or mainly established and conducted

22. If the applicant is established or conducted wholly or mainly for the purpose of the provision of facilities for gaming, please specify the kinds of gaming

**SECTION F – General information about person completing this application form on behalf of applicant**

23. Name

24. Capacity

25. Address (including postcode)

**SECTION G – Contact details for correspondence associated with this application**

26. Please tick one box as appropriate:

Address in section D

Address in section F

Address below :

Address (including postcode)

Telephone number

E-mail address (if the applicant is happy for correspondence in relation to this application to be sent via e-mail)

**SECTION H – Declaration**

27. Please complete the following declarations and checklist:

I *[full name]*

- a. make this application on behalf of the applicant and have authority to act on behalf of the applicant.
- b. confirm that I am aware of any relevant provision of a code of practice issued by the Gambling Commission under section 24 of the Gambling Act 2005 about the location and operation of a gaming machine.
- c. confirm that I am aware that the permit to which this application relates will be subject to the relevant conditions specified in section 271 or 273 of the Gambling Act 2005.
- d. confirm that I am aware that (unless this application is made under the fast-track procedure) the applicant must send a copy of this application and any accompanying documents to the Gambling Commission and the chief officer of police (or chief constable in Scotland) within a period of seven days beginning on the date this application is made.
- e. **confirm that, to the best of my knowledge, the information contained in this application is true. I understand that it is an offence under section 342 of the Gambling Act 2005 to give information which is false or misleading in, or in relation to, this application.**

I also declare that I have read and understood the licensing privacy notice attached

Checklist *[tick as appropriate]*:

- Payment of the appropriate fee of £            is enclosed.
- A copy of the existing club gaming permit or club machine permit is enclosed *[only applies to applications to renew a permit]*
- A copy of the registration certificate issued under Part 2 of the Gaming Act 1968 is enclosed *[only*

*applies if the applicant wishes to apply as an existing Part 2 operator]*

A copy of the registration certificate issued under Part 3 of the Gaming Act 1968 is enclosed *[only applies if the applicant wishes to apply as an existing Part 3 operator]*

The applicant's club premises certificate issued under section 72 of the Licensing Act 2003 is enclosed *[only applies if the applicant has completed the declaration in section C]*

Signature

Date

Capacity

**PLEASE COMPLETE APPLICATION FORM AND RETURN WITH FEE TO:-  
LICENSING SECTION, NEATH PORT TALBOT COUNTY BOROUGH COUNCIL,  
CIVIC CENTRE, PORT TALBOT, SA13 1PJ – TELEPHONE 01639 763050**

## Licensing Privacy Notice

1. In providing us with your personal information you hereby acknowledge that Neath Port Talbot County Borough Council is the Data Controller for all the personal information you provide on this form (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)).
2. The personal data which we collect from you via this form will be used by the Council (pursuant to it carrying out its various statutory and business functions) for the following purposes:
  - Hackney Carriage (taxis) and Private Hire Licences
  - Alcohol and entertainment licences, permits and notices
  - Gambling licences, permits and notices
  - Charitable collection licences and permits
  - Boats and Boatmen licences
  - Firework licences
  - Hairdresser registrations
  - Petroleum licences
  - Scrap Metal Dealer licences
  - Sex establishments and sexual entertainment venue licences
  - Stage hypnotism registrations
  - Street trading consents
  - Tattooing, Cosmetic Piercing, Acupuncture, Electrolysis registrations
3. As a Data Controller the Council is required under GDPR to inform you which of the Article 6 GDPR “Data Processing Conditions” it is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you on this form we are relying on the following two Article 6 conditions;
  - i. “The data processing is necessary for compliance with a legal obligation to which the controller is subject”. (Article 6(c) GDPR).
  - ii. “The data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.” (Article 6(e) GDPR).
4. We may share your personal data securely with the following third parties (i.e. persons/bodies/entities outside the Council) in accordance with data sharing arrangements which we have in place with those third parties
  - The Fire & Rescue Service
  - The Police
  - Disclosure & Barring Services
  - NHS local health boards
  - Immigration services
  - Foreign Embassies if you are a foreign national or have lived abroad
  - National Fraud Initiative
  - Department for Work & Pensions

- HM Revenue & Customs
  - DVLA
  - Other local authorities
5. The personal information collected from you on this form will be held by the Council for as long as the licence, permit, consent, notification exists or up to 6 years after it lapses.
  6. Please note that we are required to collect certain personal data under statutory requirements and in such cases a failure by you to provide that information to us may result in the Council being unable to provide you with a service and/or could render you liable to legal proceedings.
  7. We would inform you that under Article 21 GDPR you have the right at any time to object to the Authority about the fact that we are processing your personal data for the purposes of carrying out a public task or exercising our official authority.
  8. The Council will not transfer any of your personal data outside of the European Union. All processing of your personal data by us will be carried out in the United Kingdom or other European Union countries.
  9. The Council will not use your personal data for the purposes of automated decision making.
  10. Please be advised that under GDPR individuals are given the following rights in regards to their personal data:
    - i. The right of access to their personal data held by a data controller.
    - ii. The right to have inaccurate data corrected by a data controller.
    - iii. The right to have their data erased (in certain limited circumstances).
    - iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).
    - v. The right to object to their data being used for direct marketing.
    - vi. The right to data portability (i.e. electronic transfer of data to another data controller).

Further information on all the above rights may be obtained from the Information Commissioner's website: [www.ico.org.uk](http://www.ico.org.uk).

11. In the event that you have any queries regarding our use of your personal data, you wish to have access to the same or you wish to make any complaint regarding the processing of your personal data please contact the Council's Data Protection Officer at the Directorate of Finance & Corporate Services, Civic Centre, Port Talbot, SA13 1PJ.
12. Please be advised that in the event that you make a request or a complaint to the Council's Data Protection Officer (see 9 above) and you are dissatisfied with the Council's response you are entitled to complain directly to the Information Commissioner's Office. Details of the Commissioner's Office contact details and further information on your rights may be obtained from the Commissioner's website – [www.ico.org.uk](http://www.ico.org.uk).