SCHEDULE 1

Regulation 4(1)(c)

This form is prescribed by regulation 4 of the Club Gaming and Club Machine Permits (Scotland) Regulation 2007

APPLICATION FORM FOR CLUB GAMING PERMIT AND 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:	
West Lothian Licensing Board Civic Centre Howden South Road Livingston EH54 6FF	**Official use only –** Licensing Board logo or symbol

SECTION A – Type of Application

1. Please indicate type of application by ticking one of the appropriate 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

2. 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 ☐

3. If the answer to question 2 is 'Yes', please indicate the date on which the registration was due to expire (ie the date it was fixed to expire when the registration was granted or last renewed) …..
……

4. If the date given in answer to question 3 is a date before 31st August 2007, was the applicant's registration renewed on or after 1st September 2007? Yes ☐ No ☐

Please give date of renewal .....

5. If the answer to question 2 is 'No', 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 registration .....

6. If the answer to either question 2 or 5 is 'Yes', please indicate which type of registration:
Part 2 Registration ☐ Part 3 Registration ☐

Part II

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 on or after 1st September 2007, in which case the 'relevant date' for a Part 2 registration is the last day of the period of one year beginning on the date on which it is registered, and for a Part 3 registration is the last day of the period of five years beginning on the date on which it is registered.]

The applicant may apply as an existing operator if:
(a) the answer to questions 2, 4, 7 and 8 is 'Yes' OR
(b) the answer to questions 5, 7 and 8 is 'Yes'
If the applicant is applying as an existing operator:

- **Relevant documentation must be provided – see SECTION G**
- **The appropriate fee for an existing operator must be paid.**

SECTION C – Contact Details of the Applicant

9. Name of applicant .....
.....

10. 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]

11. Telephone number of applicant .....

12. E-mail address of applicant (if correspondence by e-mail is preferred) .....
.....

SECTION D – 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 mainly or wholly established and conducted
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.....
.....

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 .....
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.....

SECTION E – General information about person applying on behalf of applicant

23. Name .....

24. Capacity .....

25. Address (including postcode) .....
.....
.....
.....
.....

26. Daytime telephone number .....

27. E-mail address (if correspondence by e-mail is preferred) .....
.....

SECTION F – Contact details for correspondence associated with this application

28. Please tick one box as appropriate:

See address in section C		See address in section E		See address below		:

Address (including postcode) .....
.....
.....
.....
.....

Telephone number .....

E-mail address (if correspondence by e-mail is preferred) .....
.....

SECTION G – Declaration

29. Please complete the following declarations and checklist:

I *[full name]* .....

a. make this application on behalf of the applicant and have authority to bind the applicant.

b. confirm that I am aware of the relevant 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 the applicant must send a copy of this application and any accompanying documents to the Gambling Commission and the chief constable within a period of seven days beginning on the date this application is made.

e. 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]*

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.**

Signature .....

Date .....

Capacity .....