



Form amended April 2022

GAMBLING ACT 2005  
 APPLICATION FOR THE GRANT, RENEWAL OR CHANGE OF NAME OF AN  
 UNLICENSED FAMILY ENTERTAINMENT (uFEC) GAMING MACHINE PERMIT

**For Use by West Lothian Council staff**

Date application complete		Date fee paid	
		Fee paid	
		Receipt number	
Acknowledgement			
Date Sent to Police Scotland			

**Applicants should fully complete the form below**

Please make sure when submitting your application that you attach all the required documentation as outlined in the guidance notes. Please read the guidance notes before completing the application. Incomplete applications will be returned by second class post which will delay the processing of your application.

<b>Section A: What do you want to do?</b>	
Please indicate what you would like to do (please tick the appropriate box)	
Apply for a new unlicensed family entertainment centre permit	
Apply for renewal of an existing unlicensed family entertainment centre permit	
Request that the Licensing Authority changes the name on the existing permit due to the existing permit holder's change of name or wish to be known by another name	
If applying for the grant or renewal of a permit please tick the box below to confirm the following matters:	
I confirm that: <ul style="list-style-type: none"> <li>the applicant occupies or proposes to occupy the premises</li> <li>proposes to use the premises as an unlicensed family entertainment centre</li> <li>a premises licence (issued under the Gambling Act 2005) is not in effect for the premises</li> <li>the premises will be wholly or mainly used for making gaming machines available for use</li> </ul>	
<b>Section B: Existing permits or premises licences</b>	
Please provide details of any premises licences or permits which exist in relation to the premises to which this application relates (please tick the appropriate box).	
(a) New application (no existing permissions known)	
(b) Renewal of existing permit	

Date of Expiry of existing permit	
Number of existing permit -	
(c) Change of name	
Name in which permit is currently held -	
New name in which permit is to be issued -	
Number of existing permit -	
<b>Please provide the reason why this change of name is being requested</b>	

**Section C: General information**

Name of Premises	
Address of Premises	
Trading name(s)	
Telephone number of the premises	
Opening hours of the premises	
Applicants must provide a plan of their premises, identifying the features of their operation relevant to the requirements of the 2005 Act and Regulations, to enable their application to be determined. <b>(Only required for new applications and renewals).</b>	
Please confirm that a layout plan of the premises has been enclosed with the application. <b>(See guidance note 11 below).</b>	Yes/No

**Section D: Applicant information**

If you are applying for the grant or renewal of a permit as an individual:	
Full Name	
Postal Address	
Daytime telephone contact number	
Email address	
Date and Place of Birth	

If you are applying as a Limited Company:
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Name	
Registered Number for Companies	
Trading Name (if different to applicant)	
Registered Address	
Daytime telephone contact number	
E-mail address	
If you are applying as a partnership:	
Partner 1 – Full Name	
Full address	
Daytime telephone contact number	
Email address	
Partner 2 – Full name	
Full address	
Daytime telephone contact number	
Email address	
<b>Section E: Relevant offences</b>	
Have you (or any director or partner in the business) ever been convicted of a relevant offence (under Schedule 7 of the Gambling Act 2005)? Please delete as appropriate.	
YES/NO (Delete as appropriate)	
Please provide details of each conviction including the date, the conviction court, offence of which you were convicted and the sentence imposed:	

**Section F: Other information**

Please provide any other information that you would like the Licensing Board to consider in relation to your application. Please refer to Sections 17.3 and 17.4 of the Board's Statement of Principles (**see guidance note 10 below**).

**Section G: Fee and signatures**

**Declaration by applicant/agent**

I declare that the information given by me on this form is correct to the best of my knowledge and belief.

Date	Signature of applicant (handwritten forms only)	
	Print name of applicant*	

If the application is being signed by an agent on behalf of the individual please sign and complete the boxes below

Date	Signature of agent (handwritten forms only)	
	Print name of agent*	
	Address of agent	

**\* if sending your application by email please just print your name to sign the form**

The relevant application fee for grant/renewal is £300 and for a change of name is £25. Please make cheques payable to West Lothian Licensing Board or for alternative means of payment please contact the Licensing Team directly.

Please note that it is an offence under Section 342 of the Gambling Act 2005 if a person, without reasonable excuse, gives to the Licensing Authority for a purpose connected with that Act information which is false or misleading.

**Privacy Statement – Data Protection**

All personal information that you supply will be used to process your application in accordance with data protection law and the Gambling Act 2005. In terms of the 2005 Act we may be required to share this information with the Gambling Commission, HMRC, Police Scotland and anyone who made a representation regarding your application. We are required by law to protect the public funds we administer. Therefore, in line with the National Fraud Initiative (NFI) we may also share your information with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud. Some of the information provided by you on this form will be held on a register which is available for inspection by members of the public. Further information about how we handle your personal information, including how long we retain the information, information about the NFI and how you can complain about our handling of your information, is available in our Privacy Notice which can be found on the Licensing Team's webpage <https://www.westlothian.gov.uk/licensing>. A copy of our Privacy Notice is available on request by contacting the Licensing Team, email: [licensing@westlothian.gov.uk](mailto:licensing@westlothian.gov.uk), telephone: 01506 281632.

## **GUIDANCE NOTES – Gambling Act 2005 Unlicensed Family Entertainment Centre (Ufec) Gaming Machine Permits**

1. This form is to be used for an application for a grant, renewal or to request a change of name of an unlicensed family entertainment centre (uFEC) gaming machine permit issued under Section 247 and Schedule 10 of the Gambling Act 2005.
2. If you are completing the form by hand, please write clearly in BLOCK CAPITALS using BLACK INK.
3. Where there is insufficient space for your answers, please provide additional sheets as necessary.
4. Applications that are incomplete or deemed to be inadequate will be rejected. Applicants have a right of appeal as set out in Paragraph 22 of Schedule 10 of the Gambling Act 2005.
5. The application with any relevant additional documents and plans must be returned to: West Lothian Licensing Board – see contact details above.
6. An application for the grant or renewal of a permit where the applicant is an individual may only be made by a person who is 18 or over. Applications for the grant and renewal of permits can only be made where–
  - (a) the applicant occupies or proposes to occupy the premises
  - (b) the applicant proposes to use the premises as an unlicensed family entertainment centre
  - (c) there is no premises licence (issued under the Gambling Act 2005) in effect for the same premises
  - (d) the premises will be wholly or mainly used for making gaming machines available for use
7. Permit holders will be expected to abide by any Codes of Practice issued by the Gambling Commission and applicants should make themselves aware of Section 17 of the Board’s Gambling Statement of Principles in relation to the completion of the application form: [https://www.westlothian.gov.uk/media/51503/Gambling-Statement-of-Principles-2022-2025/pdf/Gambling\\_Statement\\_of\\_Principles\\_2022-2025.pdf?m=637752631612630000](https://www.westlothian.gov.uk/media/51503/Gambling-Statement-of-Principles-2022-2025/pdf/Gambling_Statement_of_Principles_2022-2025.pdf?m=637752631612630000)
8. An uFEC is entitled to provide an unlimited number of category D gaming machines available for use on the premises. Category C (which are restricted to those over 18) CANNOT be made available and, therefore, there will be no designated adult areas required at the premises.
9. Please note that there are different maximum stakes and prizes for certain types of category D machines such as crane grabs, coin pushers and penny fall machines. Further information can be found on the Gambling Commission website: <https://www.gamblingcommission.gov.uk/licenses-and-businesses/guide/gaming-machine-categories>
10. As uFEC premises particularly appeal to children and young persons, the Board will give significant weight to child protection issues. An application for an uFEC permit will be granted only if in addition to us being fully satisfied that the premises will be used as an uFEC, it is operated in accordance with the Board’s Statement of Principles (see Section 17 referred to at guidance note 7 above). The Board expects all applicants for grant and renewal of permits to be able to provide details of the measures they will take in order to protect children from being harmed by gambling, including the policies and procedures they will operate in this regard. Please include such information at Section F of the application form. Generally, applicants should have particular regard to Sections 17.3 and 17.4 of the Board’s Statement of Principles in providing further information at Section F of the application form.
11. In support of a uFEC application for grant or renewal, applicants must supply a scaled plan of the premises indicating the location and approximate number of the Category D gaming machines, any ATM machines on the premises and any entrances/exits. Please note that under the mandatory

conditions attached to licensed adult gaming centre (AGC) premises, there can be no direct access to/from an uFEC to an Adult Gaming Centre.

12. You are required to notify the Board of any convictions under Schedule 7 of the Gambling Act 2005. When considering applications, we will consider the nature and relevance of the offence.

13. The duration of an uFEC permit is 10 years. A renewal application must be made 2-6 months before the expiry date of the permit.

14. These uFEC permits may not be transferred. Changes in name are permitted only where the permit holder changes his/her name or wishes to be known by another name.

15. The fee for an application for grant or renewal is £300.00.

16. The fee for a change of name is £25.00.