

Gambling Act 2005 – Premises Licence

A Premises Licence permits the provision of facilities on Casino Premises, Bingo Premises, Betting Premises, Adult Gaming Centres & Family Entertainment Centres.

Who can apply for a Premises Licence?

The application can only be made by a person who holds an Operating Licence or who has made an application for an Operating Licence which has not yet been determined. The Operating Licence must authorise the activity for which the Premises Licence has been applied for.

Application form:

Application forms are available from Licensing Team by emailing licensing@coventry.gov.uk or website www.coventry.gov.uk.

You need to:

- Complete application form and send to the Licensing team (Note 3)
- Include plan of the premise
- Send copies of the prescribed notice to responsible authorities, (and others where applicable, within a period of 7 days beginning on the date on which the application has been made) (Note 3)
- Advertise your application (Note 4)

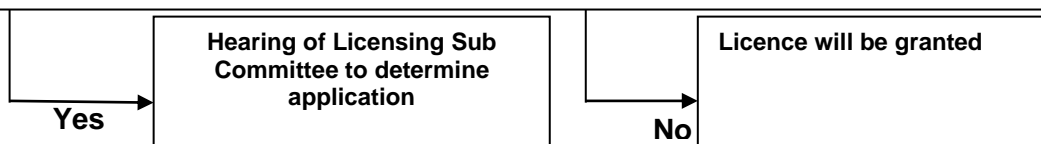
If you do not comply with the above requirements your application will be rejected.

Objections:

The Responsible Authorities and/or Interested Parties (local residents or businesses affected by your application) at any time during a period of 28 consecutive days (starting on the day which the application was given to the Licensing Team) can object to the grant of the application **on grounds relating to the promotion of the 3 licensing objectives:**

1. Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime.
2. Ensuring that gambling is conducted in a fair and open way.
3. Protecting children and other vulnerable persons from being harmed or exploited by gambling.

[Has a relevant representation been made?](#)



Notes:

(1) Plans: The scale of the plan will be left to the judgment of the operator, however we recommend 1:100 to be of reasonable scale.

Plans must include:

- (a) The extent of the boundary or perimeter of the premises.
- (b) Where the premises include, or consist of, one or more buildings the location of any external or internal walls of each building.
- (c) Where the premise forms part of the building, the location of any external or internal walls of the building that are included in the premises.
- (d) The location of each point of entry to and exit from the premises, including a description of the place from which entry is made or to which the exit leads.

In addition for:

Casinos:

- (a) The principle entrance to the premises.
- (b) The location of any part of the premises that will be used for providing facilities for gambling.
- (c) The location and extent of any part of the premises that will be a non-gambling area.

Bingo Halls (where children/young persons will have access):

- (a) The location and extent of any part of the premises which will be used to provide facilities for gaming.
- (b) The location and extent of any part of the premises in which Category B or C gaming machines will be made available for use.
- (c) 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.

Adult Gaming Centres:

- (a) The location and extent of any part of the premises in which gaming machines will be made available for use.

Family Entertainment Centres:

- (a) The location and extent of any part of the premises in which Category C machines will be made available for use.
- (b) The location and extent of any part of the premises in which Category D machines will be made available for use.
- (c) 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.

Betting Premises:

- (a) The location and extent of any part of the premises that will be used to provide facilities for gambling.

Betting Track:

- (a) The location and extent of any part of the premises which is a five times rule betting area;
- (b) The location and extent of any part of the premises which will be used for providing facilities for betting.



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- (c) The location and extent of any part of the premises in which Category B or C gaming machines will be made available for use.
- (d) 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.

(2) Fees – A Licensing Officer will call you to take a card payment once you application is submitted. Please see separate guidance note 'Fee Schedule' on web site for information on how much you are required to pay.

a. Post/Email your application to:

Licensing Authority:

Coventry City Council, Licensing Team, PO Box 15, Earl Street, Coventry, CV1 5RR (Tel 024 7683 2156) Email: licensing@coventry.gov.uk

Responsible Authorities:

1. **Gambling Commission**, PO Box 13529, Birmingham, B2 2FE (Tel: 0121 230 6666) Email: gclocalauthority@gamblingcommission.gov.uk
2. **West Midlands Police**, Little Park Street, Coventry, CV1 2JX; Email: cv_licensing@west-midlands.pnn.police.uk
3. **Environmental Health**, Environmental Protection, Coventry City Council, PO Box 15, Earl Street, Coventry, CV1 5RR. (Tel 024 7683 1848) Email: envprotection@coventry.gov.uk
4. **Health & Safety**, Coventry City Council, PO Box 15, Earl Street, Coventry, CV1 5RR. Email: ehcommercial@coventry.gov.uk
5. **Planning**, Coventry City Council, PO Box 15, Earl Street, Coventry, CV1 5RR. (Tel 024 7683 1212) Email: planningenforcement@coventry.gov.uk
6. **West Midlands Fire Service**, Central Fire Station, Radford Road, Coventry, CV1 4EL (Tel 0121 380 7585) Email: firesafety.admin@wmfs.net
7. **HM Revenue & Customs**, National Registration Unit, Portcullis House, 21 India Street, Glasgow, G2 4PZ Email: nrubettinggaming@hmrc.qsi.gov.uk
8. **Coventry Safeguarding Children Board**, Social Services & Housing, Chairing and Reviewing Service, Broadgate House 4th floor, Broadgate, Coventry CV1 5RS (Tel: 024 7683 3443) Email: Becky.Pearson@coventry.gov.uk

(3) Advertisement of applications

- (a) On the premises
 - (i) For a period of no less than 28 consecutive days starting on the day which the application was given to the Licensing Team.
 - (ii) By displaying a notice on the premises in a place at which it can

conveniently be read by members of the public from the exterior of the premises.

(b) By publishing a notice

- (i) in a local newspaper, for example, [Coventry Telegraph](#) or the [Coventry Observer](#).
- (ii) On at least one occasion during the period of ten working days, starting with the day after the application is made to the Licensing Team.

If you are unsure on the correct date to enter on your advertisement then please contact the Licensing Team who can help you with the date.

Please note: Coventry City Council accepts no Liability if the date entered on the newspaper advert or blue notices is incorrect. If the date is incorrect your application will be invalid. You will be required to resubmit the full application, this incurring further costs to advertise again. If in any doubt of your date then please contact the Licensing Team.

For further advice, please contact:

Licensing Team

E Mail: licensing@coventry.gov.uk

Web site: www.coventry.gov.uk

The Council is under a duty to protect the public funds it administers, and will use the information you have provided on this form for the prevention and deduction of fraud. It will also share this information with other bodies responsible for auditing, administering public funds and will use it for comparison across the Council and with external organisations for the prevention and the detection of fraud.

If you would like this information in another format or language please contact us.

Telephone: (024) 7683 1888

email: licensing@coventry.gov.uk