

*This form is prescribed by regulation 4 of the Club Gaming and Club Machine Permits (Scotland) Regulations 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:-

East Dunbartonshire Licensing Board  
Tom Johnston House  
Civic Way  
KIRKINTILLOCH  
G66 4TJ

### **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 31<sup>st</sup> 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 last granted or renewed \_\_\_\_\_)
4. If the date given in answer to question 3 is a date before 31<sup>st</sup> August 2007, was the applicant’s registration renewed on or after 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 only 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
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 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]*

f. **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 \_\_\_\_\_

## Privacy Notice

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for Club Gaming Permit/Club Machine Permit.

This personal information may also be shared with other departments within East Dunbartonshire Council, the Council committee's and/or boards, local councillors in the area of the application or other organisations for the same purpose and also to:

- check the information we hold is accurate;
- prevent and/or detect crime; and
- protect public funds.

Other organisations may include bodies responsible for auditing or administering public funds, public sector agencies, governmental departments, regulatory and law enforcement bodies including Police Scotland and the Scottish Fire and Rescue Service, private contractors used by the Council and bodies carrying out data matching exercises.

The legal basis for processing your personal information is:

- The Council's legal obligations under the following legislation:
  - the Gambling Act 2005 (licensing functions in relation to Club Gaming Permit/Club Machine Permit.
  - the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
  - the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
  - the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)
- The following task carried out in the public interest:
  - to appropriately and sufficiently licence premises for the use of gambling
  - the prevention and detection of licensing fraud

East Dunbartonshire Council will be unable to process your application form if you fail to provide the information required and an application for Club Gaming Permit/Club Machine Permit. will not be granted. The information requested in this form is required under the Gambling Act 2005 Act (Section 271, 272 and 273)

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here

<http://www.scottisharchives.org.uk/scars>

The information you have provided is classed under reference 04.005.074 and the retention period will be triggered from the date the licence expires and the information will then be held for 3 years

### Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here.

<https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

### Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

### Right to erasure

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

**Right to restrict processing**

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

**Right to Object**

You have the right to object to the Council's use of your personal information. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here <https://ico.org.uk/concerns/> Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer, Karen Donnelly, using the below noted details, who will be happy to discuss.

Telephone Number: 03001234510

Email: [dpo@eastdunbarton.gov.uk](mailto:dpo@eastdunbarton.gov.uk)

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ