



GUIDANCE FOR PROVISIONAL STATEMENT APPLICATIONS

This guidance note provides additional information to supplement the application forms that cover applications for provisional statements.

Additional guidance is also provided by way of notes at the back of the application forms themselves.

A person may make an application for a Provisional Statement in respect of a premise that he or she:

- **Expects to be constructed;**
- **Expects to be altered; or**
- **Expects to acquire a right to occupy**

Once the premises are constructed, altered or acquired the holder of a Provisional Statement can apply for the necessary premise licence. There may be more than one Provisional Statement in place for any one premise because there is no need for an applicant to have the legal right to occupy the premises, until they apply for the necessary premise licence. It is also possible for an application to be made for a premise that already has a premise licence (either for a different type or the same type of gambling).

Applicants do not have to hold or have applied for an operating licence from the Gambling Commission.

Fees

To work out your application fee you should refer to the fees table. The fee payable depends on the type of premise that the Provisional Statement application is made in respect of.

Cheques must be made payable to Milton Keynes Council.

Plans

ALL PROVISIONAL STATEMENT APPLICATIONS MUST BE ACCOMPANIED BY A SCALE PLAN OF THE PREMISE.

All plans need to contain the following information:

- *The extent of the boundary or perimeter of the premises*
- *Where the premises include, or consist of, one or more buildings, the location of any external or internal walls of each such building*
- *Where the premises form part of a building, the location of any external or internal walls of the building which are included in the premises*
- *Where the premises are a vessel or part of a vessel, the location of any part of the sides of the vessel, and of any internal walls of the vessel, which are included in the premises*
- *The location of each point of entry to and exit from the premises, including in each case a description of the place from which entry is made or to which the exit leads*

In addition for applications for casino premises licence:

- *The principal entrance to the premises*
- *The location and extent of any part of the premises which will be a table gaming area*
- *The location and extent of any other part of the premises which will be used for providing facilities for gambling in reliance on the licence; and*
- *The location and extent of any part of the premises which will be a non gambling area*

In addition for applications for bingo premises licences:

- *The location and extent of any part of the premises which will be used to provide facilities for gaming in reliance on the licence (other than those parts which include category B or C gaming machines)*
- *The location and extent of any part of the premises in which Category B or C gaming machines will be made available for use in reliance on the licence*
- *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.*

In addition for applications for Adult Gaming Centres:

- *The location and extent of any part of the premises in which gaming machines will be made available for use in reliance on the licence*

In addition for applications for Family Entertainment Centres:

- *The location and extent of any part of the premises in which Category C machines will be made available for use in reliance on the licence*
- *The location and extent of any part of the premises in which Category D machines will be made available for use in reliance on the licence*
- *The nature and location of any barrier or other thing separating any part of the premises in which Category C machines will be made available for use from any other part of the premises*

In addition for applications for Betting Premises Licences:

- *The location and extent of any part of the premises, which will be used to provide facilities for gambling in reliance on the licence. (Non- track)*
- *The location and extent of any part of the premises which is a five times rule betting area (track)*
- *The location and extent of any other parts of the premises which will be used for providing facilities for betting in reliance on the licence (track)*
- *The location and extent of any part of the premises in which Category B or C gaming machines will be made available for use in reliance on the licence (track)*
- *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 (track)*

Responsible Authorities

All applications will need to be advertised and copied to a number of Responsible Authorities in the same way as a premise licence application. See guidance note 3 for details.

Advertising of Applications

Applications need to be advertised both at the premise and in a local newspaper. See Guidance Note 1 for details.

Representations

When an application for a premise licence is made, following the grant of a Provisional Statement, no further representations can be made from responsible authorities or interested parties, unless they concern matters that could not have been addressed at the provisional statement stage, or reflect a change in the applicant's circumstances.

Queries / Application Address

**The Licensing Team
Milton Keynes Council
Civic Offices
1 Saxon Gate East
Milton Keynes MK9 3HH**

01908 252800

Email: licensing@milton-keynes.gov.uk

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