



GUIDANCE FOR CLUB MACHINE AND CLUB GAMING PERMITS

Club gaming permits – permit gaming machines (as below) as well as equal chance gaming and games of chance as detailed in the regulations.

Club machine permits – permit up to three gaming machines in categories B4, C or D. These are mainly for commercial clubs who are not permitted to provide non machine gaming.

Permits are valid for 10 years. An annual fee is payable (£50) and the first annual fee is due 30 days after the permit comes into effect. The only exception to this is permits gained by the fast track procedure which are of unlimited duration.

Fast track application

A copy of the Club Premise Certificate under the Licensing Act 2003 must be included with the application. Permits acquired using this procedure are of unlimited duration.

Conversion of existing Part II or Part III Gaming Act Registration

A copy of the existing registration must be included in the application and the application must be made before the registration expires. Copies of the application must be sent to the Police and the Gambling Commission. This application process cannot be combined with the fast track procedure.

New application

New application for those not holding a Club Premise Certificate under the Licensing Act 2003 or an existing registration under the Gaming Act. Copies of the application must be sent to the Police and the Gambling Commission.

Fees

The fee for a new application for a Club Gaming Permit is £200 and the fee for a new Club Machine Permit is £200. A fast track application as detailed above is £100.

If you are converting an existing Part II or III registration the fee is £100. Further information on fees is available in Guidance Note 7. Cheques must be made payable to Milton Keynes Council.

Plans

All permit applications must be accompanied by a scale plan of the premise which shows the location of the machines.

Responsible Authorities

Copies of the application must be sent to Thames Valley Police and the Gambling Commission within 7 days of the date the application is made. The only exception to this is the fast track procedure mentioned above. See below for address details of responsible authorities:

1. Police

Licensing
Thames Valley Police
Headquarters (South)
Kidlington
Oxfordshire
OX5 2NX

Tel: 0845 8 505 505

Email: Licensing@thamesvalley.pnn.police.uk

2. Gambling Commission

Gambling Commission
Victoria Square House
Victoria Square
Birmingham
B2 4BP

Tel: 0121 230 6666

Fax: 0121 233 1096

E Mail: info@gamblingcommission.gov.uk

Queries / Application Address

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

01908 252800

email: licensing@milton-keynes.gov.uk

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