



GUIDANCE FOR PREMISE LICENCE APPLICATIONS

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

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

Before an application can be made for a premises licence you must either have an operators licence granted by the Gambling Commission or have an application for one pending (you will need to provide the details of this)

If your application is for a converted licence it should be accompanied by:

- A copy of the equivalent permission under the existing legislation.
- Where the application is pending copies of the documents submitted when applying

Fees

To work out your application fee you should refer to the fees table, see Guidance Note 7, the fee payable depends on the type of licence applied for and whether it is a fast or non-fast track application or a new application.

Cheques must be made payable to Milton Keynes City Council.

Plans

ALL PREMISE 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 also copied to a number of Responsible Authorities. 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

Queries / Application Address

Licensing
Regulatory Services
Milton Keynes City Council
Civic
1 Saxon Gate East
Milton Keynes
MK9 3EJ

01908 252800

email: licensing@milton-keynes.gov.uk

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