



Amusement Permit Application Form

The Betting, Gaming, Lotteries & Amusements (Northern Ireland) Order 1985 (as amended)

This form must be completed in CAPITAL LETTERS by the applicant. Please read the accompanying notes carefully before completing this application in order to avoid mistakes which may lead to delays in processing and registration.

For office use only

Ref. Number:		File No		Date of Deposit:	
Fee:	£	INPUT		Initials	
				Plans Submitted	

PLEASE COMPLETE ALL SECTIONS

1	<p>I/We hereby apply to BELFAST CITY COUNCIL for the grant/provisional grant/renewal of an Amusement Permit, authorising gaming by means of gaming machines in respect of premises situated at:</p> <p>Name of Premises: _____</p> <p>Address: _____</p> <p>Postcode: _____ Contact Tel No.: _____</p>
2	<p>The premises for which an Amusement Permit is sought will be: either (a) or (b) and (c)(i) or (c)(ii) disregard or only complete whichever is not applicable.</p>
(a)	<p>premises used wholly or mainly for the provision of amusements by means of gaming machines – see ref: 2a</p> <p>Number of gaming machines applied for <input type="checkbox"/> Number of non-gaming machines applied for <input type="checkbox"/></p>
(b)	<p>premises used wholly or mainly for the purpose of a pleasure fair consisting wholly or mainly of amusements - see ref : 2b</p> <p>Number of gaming machines applied for <input type="checkbox"/> Number of non-gaming machines applied for <input type="checkbox"/></p>
(c)(i)	<p>premises used for the provision of gaming machines with maximum all cash prize of £25 as defined by Article 108(1)(ca) - see ref: 2c</p> <p>Number of gaming machines applied for <input type="checkbox"/> Number of non-gaming machines applied for <input type="checkbox"/></p>
(c)(ii)	<p>premises used for the provision of gaming machines with maximum all cash prize of £8 as defined by Article 108(1)(c) - see ref: 2d</p> <p>Number of gaming machines applied for <input type="checkbox"/> Number of non-gaming machines applied for <input type="checkbox"/></p>
3a	<p>Applicant: - see ref: 3a</p> <p>Surname: _____ Forenames: _____</p> <p>Address and postcode: _____</p> <p>Phone: _____ E-mail _____</p>
3b	<p>If a Limited Company, - see ref: 3b</p> <p>Name of Company: _____ Company Secretary: _____</p> <p>Address (Registered Office): _____</p> <p>Postcode: _____ Tel: _____ E-mail _____</p> <p><i>Note: Please provide the name and addresses of each Company member on a separate sheet of paper and attach</i></p>
3c	<p>If a partnership, state the name and address of each member of the partnership: - see ref: 3b</p> <p>(1) Surname: _____ Forenames: _____</p> <p>Address: _____ Postcode: _____</p> <p>Tel: _____ E-mail _____</p>

(2) Surname: _____ Forenames: _____
 Address: _____ Postcode: _____
 Tel: _____ E-mail _____

4 State the Landlord/Owner of the Premises to be Licensed: - *see ref: 4*
 Surname: _____ Forenames: _____
 Address: _____ Postcode: _____
 _____ Tel: _____ Fax: _____ E-mail _____

5 If the business is managed by a person other than the Applicant, state their: - *see ref: 5*
 Surname: _____ Forenames: _____
 Address: _____ Postcode: _____
 _____ Tel: _____ Fax: _____ E-mail _____

6 Please state proposed hours of Opening - *see ref: 6*

	From	To	Thursday	Friday	Saturday	Sunday
Monday
Tuesday
Wednesday

CHECK LIST - Please ensure that you have taken the following action/enclosed the following with this application

NEW APPLICANTS	RENEWAL
Copy Served on Sub-Divisional Commander PSNI – <i>see ref: 7</i> <input type="checkbox"/>	Copy Served on Sub-Divisional Commander PSNI - <i>see ref: 7</i> <input type="checkbox"/>
Arranged for advertisement in local press (3 different papers) - <i>see ref: 8</i> <input type="checkbox"/>	
Copy of plan(s) for premises (Scale 1/100) – <i>see ref: 9</i> <input type="checkbox"/>	Copies of plans where structural change has been made (Scale 1/100) – <i>see ref: 9</i> <input type="checkbox"/>
Application Fee - <i>see ref: 10</i> Article 108 1(a) permit £32 <input type="checkbox"/> Article 108 1(ca) permit £250 <input type="checkbox"/>	Application Fee - <i>see ref: 10</i> Article 108 1(a) permit £ 32 <input type="checkbox"/> Article 108 1(ca) permit £250 <input type="checkbox"/>
The Council require that you provide to their satisfaction three references - <i>see ref: 11</i>	
Planning Permission: Please enclose with any new application a Copy of PLANNING APPROVAL indicating that approval has been granted for USE OF THE PREMISES AS AN AMUSEMENT ARCADE. <i>see ref: 12</i>	

I/We declare that all the information given by me/us, in this form, is correct in every respect and that the premises are not to be used for any unlawful purpose or as a resort of persons of known bad character.
 Signed: (1) _____ (2) _____ Date: _____

Privacy notice - how we will use information about you

Belfast City Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of processing amusement permit applications.

You are providing your personal data to the Council whose lawful basis for processing is for compliance with a legal obligation under the following legislation: the Betting, Gaming, Lotteries & Amusements (Northern Ireland) Order 1985 (as amended).

The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service. It may also be shared with the Police Service of Northern Ireland and the Northern Ireland Fire & Rescue Service for the purposes of consulting with them about applications for amusement permits. Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the Council to do so.

The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.

If you have any queries regarding the processing of your personal data, please contact building control's policy and legal officer at buildingcontrol@belfastcity.gov.uk or phone 028 9027 0650. If you wish to contact the Council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to records@belfastcity.gov.uk

GUIDANCE NOTES FOR AMUSEMENT PERMIT APPLICANTS

Please read these reference notes in conjunction with the application form.

- Ref. 2** An amusement permit is a permit issued under the above Order authorising gaming by means of gaming machines.
- Ref. 2a** In certain circumstances the Council may grant or renew an amusement permit limiting the number of gaming machines. A gaming machine (or amusement with prizes machine) means any machine which is used for playing a game of chance by the insertion of money into it with the aim of winning money.
- An amusement arcade is defined as a premises which is being used wholly or mainly for amusement by gaming machines. We deem this to be the case when there is at least one more gaming machine than all other types of machines.
- Ref. 2b** A pleasure fair consists wholly or mainly of amusements provided on premises for a period of not more than 28 days in any year.
- Ref. 2c** This permit allows the machines to pay out a maximum cash prize of £25.00.
- Ref. 2d** This permit allows the machines to pay out a maximum cash prize of £8.00.
- Ref. 3a** We require this information as an amusement permit can only be granted to an individual, a partnership of two or more, or to a company registered under the Companies Act.
- The person to whom an amusement permit is granted is the person who is, or proposes to be, the occupier of the premises for which the amusement permit is sought.
- Ref. 3b** In considering the fitness of a corporate body to hold an amusement permit the Council has to consider the character, reputation and financial standing of the Directors and other persons who have executive control and a financial interest.
- Ref. 4** The legislation requires that the name and address of the owner of the premises is known.
- Ref. 5** In considering the fitness of a person to hold an amusement permit the Council has to consider the character, reputation and financial standing of the applicant **and** any person who would be managing the business. The person managing the premises must be someone who would not be refused a permit should they apply.
- Ref. 6** In certain circumstances, such as noise disturbance to people living in the vicinity of the premises or after consultation with the PSNI, the Council may impose a requirement that the premises close no later than 10.30 pm.

- Ref. 7** The legislation requires that you serve a copy of the application on the Sub-Divisional commander of the PSNI for the area your premises are located.
- Ref. 8** Within 7 days of making your application for the grant of a permit you must give public notice of the application in accordance with the instruction and wording outlined in “Amusement Permits Advertisements” information sheet. Advertisements must be placed in three newspapers of the four named papers on the information sheet. Please note that copies of the advertisements must be submitted to the Building Control Service. You are not required to advertise if applying to renew a permit.
- Ref. 9** To ensure that the layout, character or condition of the premises are suitable for use as an amusement arcade the Council require all applicants to submit a copy of plans of the premises to a scale of 1/100.
- Ref. 10** If applying for a permit in respect of Article 108.1.(c) [for machines paying out a maximum cash prize of £8.00] the fee will be £32 per annum.
- If applying for a permit in respect of Article 108.1.(ca) [for machines paying out a maximum cash prize of £25.00] the fee will be £250 per annum.
- Please note that the application fee is non-returnable if the application is refused.
- Ref.11** The Council requires you to provide to their satisfaction two references as to the character and reputation of the applicant/manager from persons of status, either in the area of your residence and/or the location of the premises for which the application is made. Such persons of status might include a Justice of the Peace, Solicitor, Doctor, Minister of Religion, Councillor, Police Officer, etc. A reference as to the financial standing of the applicant/manager may be obtained from either a Bank Manager or Solicitor.
- Ref. 12** A copy of planning approval for use of the premises as an amusement arcade is required. Contact the council’s Planning Service on phone 028 9050 0510 for advice.

Please send your completed application to:-

Place and Economy
Building Control,
Ground Floor, Cecil Ward Building
4-10 Linenhall Street
Belfast BT2 8BP

If you have any queries about making your application please contact Building Control’s Licensing Team on:

Phone 02890270650
Email: buildingcontrollicensing@belfastcity.gov.uk

www.belfastcity.gov.uk/apply