



**NOTIFICATION OF 2 OR LESS GAMING MACHINES OR  
GAMING MACHINE PERMIT APPLICATIONS**  
(ie for greater than 2 machines)  
**FOR: CONVERSION/NEW/VARIATION/TRANSFER**

(FOR USE BY PREMISES LICENSED TO SUPPLY ALCOHOL FOR  
CONSUMPTION ON THE PREMISES)

*Please refer to guidance notes at the back of this form before completing.*

To:

**Official use only** - licensing authority logo or symbol

**SECTION A - What do you want to do?**

1. Please indicate what you would like to do.

- a) **Notify** licensing authority that you intend to provide up to a maximum total of 2 gaming machines Category C and/or D   
*[If you choose this option then please complete sections D and E]*
- b) Apply to **convert** an existing Section 34 permit under the Gambling Act 1968 into a licensed premises gaming machine permit (ie for more than 2 gaming machines)   
*[If you choose this option then please complete sections B, D and E]*
- c) Apply for a **new** licensed premises gaming machine permit   
*[If you choose this option then please complete B, D and E]*
- d) Apply to **vary** an existing licensed premises gaming machine permit   
*[If you choose this option then please complete sections B, D and E]*
- e) Apply to **transfer** an existing licensed premises gaming machine permit   
*[If you choose this option then please complete sections C, D and E]*

**SECTION B - Application for grant (including conversion, new and variation applications)**

2. How many gaming machines are you currently authorised to provide and if this is a new or variation application, how many do you wish to provide? *[Please complete the boxes in the table]*

Category machine	Number currently authorised to provide	Number wish to provide (new or variation)
C		
D		
Total		

3. If you are currently authorised to provide more than 2 machines, please provide your existing Section 34 Gaming Act 1968 permit, or provide reasons stating why it cannot be provided.

Existing permit provided\*

*(Reasons why existing permit cannot be provided)*

**SECTION C - Application for a permit transfer [ie where a transfer has been requested for the *Licensing Act 2003 premises licence*]**

4. Name of person requesting the transfer

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5. Confirmation that an application to transfer the relevant Licensing Act 2003 Premises Licence

Requested   
Granted

6. Please provide your existing permit, or provide reasons stating why it cannot be provided.

Existing permit provided

Reasons why existing permit cannot be provided

\* Please keep a copy of your existing permit on the premises to which it related

## SECTION D - General Information

7. Name of Premises
8. Address of Premises
9. Telephone number of Premises
10. Name of existing Premises Licence Holder
11. Address of Premises Licence Holder (if different from 8 above)
12. Telephone number (daytime) of Premises Licence Holder
13. E-mail address of Premises Licence Holder (where available)
14. Name, address, telephone and e-mail of agent (eg solicitor) if submitted on behalf of the applicant
15. Licensing Act 2003 Premises Licence Reference (ie number)

**SECTION E - Fee and Signature(s)**

I enclose a sum of £   
*[Cheques should be made payable to Surrey Heath Borough Council]*

**I understand that I must comply with the Gaming Machine Code of Practice for Alcohol Licensed Premises Permits and Permissions issued by the Gambling Commission [See guidance note 8]**

**Please note: It is an offence under section 342 of the Gambling Act 2005 if a person, without reasonable excuse, gives to a licensing authority for a purpose connected with that Act, information which is false or misleading**

**Dated:**

**Signed (by or on behalf of Licensing Act 2003 Premises Licence Holder)**

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**Print Name:**