



**CARDIFF COUNCIL**

**LICENSING**

**GAMBLING ACT 2005**

**GUIDANCE**

**June 2008**

## **CONTENTS**

	<b><u>Page</u></b>
Introduction	3
Overview	4
The Application Process	5
Annual Fees	6
Adult Gaming Centres, Licensed Family Entertainment Centres & Unlicensed Family Entertainment Centres	7
Small Society Lotteries	8
Pubs & Other Alcohol Licensed Premises	9
Clubs – including Members’ & Commercial Clubs	9
Prize Gaming Permits	11
Circumstances where no permissions are required	13
Children and Young Persons and the New Act	14
Race and Casino Nights	15
Charity Poker Nights & Playing Poker in a Pub	16
Playing Bingo in Clubs and Pubs	17
Appendices	18
Appendix 1: Responsible Authorities – Contact Details	18
Appendix 2: Plans to Accompany Application Guidance	19
Appendix 3: Summary of Maximum Number of Gaming Machines by Premises Type	20
Appendix 4: Summary of Gaming Entitlements for Clubs and Pubs	21

**The Licensing Service is committed to treating the Welsh and English Languages on the basis of equality, we welcome requests for information to be supplied in Welsh.**

# **CARDIFF COUNCIL: GUIDANCE FOR APPLICANTS**

## **GAMBLING ACT 2005**

### **INTRODUCTION**

In these pages you will find information about the new Gambling Act, which came into force on 1 September 2007.

- We will be updating this information from time to time as further guidance and subsidiary legislation becomes available.
- Guidance on the authorities policy in respect of the Gambling Act 2005 is detailed in the authorities Gambling Premises Statement of Policy.

**PLEASE NOTE THAT THESE PAGES ONLY SUPPLY A SUMMARY OF THE LEGISLATION AND AS SUCH CARDIFF COUNCIL CANNOT BE HELD RESPONSIBLE FOR ANY ERRORS OR OMISSIONS.**

If you have any particular concerns or questions about the new legislation you should consult your legal advisor or contact the Licensing Section at Cardiff Council by tel 029 20871651, Fax 029 20871816 or via e-mail [licensing@cardiff.gov.uk](mailto:licensing@cardiff.gov.uk). Copies of this guidance note, details of the fees and prescribed application forms and notices are also available from the Licensing Section.

The Gambling Act 2005 replaced almost all existing gambling and gaming legislation. The exceptions relate to the National Lottery (regulated by the Lottery Commission) and spread betting (regulated by the Financial Services Authority). If you are contemplating starting a new gambling activity the new legislation will apply to you.

## **OVERVIEW**

The new Gambling Act has three objectives:

- To prevent gambling from being a source of crime and disorder, being associated with crime or disorder or being used to support crime;
- To ensure that gambling is conducted in a fair and open way; and
- To protect children and other vulnerable persons from being harmed or exploited by gambling.

The Gambling Act 2005 created a new body called the *Gambling Commission*. In addition to being the regulator for gambling, the Gambling Commission is responsible for issuing *Operator's and Personal Licences*.

Operators licences are required by any body or organisation providing facilities for gambling. Personal licences are required by anyone involved in the management or running of any of the above activities. However, there is an exemption for small-scale operators. If the operator has less than three persons in "qualifying positions" they may be exempt. For full details of operators and personal licences and the exemptions for small operators, visit the Gambling Commission web site at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

In addition to operators' and personal licences, the operator will also require a **Premises Licence**. As the relevant licensing authority for the area Cardiff Council will issue premises licences. It can therefore be seen from the above that certain types of gambling will require a minimum of three licences; *an operator's licence, one or more personal licences, and a premises licence*.

Cardiff Council will also issue **Permits** for:

- Gaming Machines in alcohol licensed premises, such as pubs
- Gaming Machines for members clubs
- Other Gaming Activities in members clubs
- Category D machines (machines which can be used by children) in unlicensed family entertainment centres. (For an explanation of machine categories please go to the Arcades Section *(Page 7)* and for a Summary of the Maximum number of Gaming Machines permitted by Premises Type please see Appendix 3 *(Page 19)*).
- Prize Gaming

### **MACHINES IN TAKE-AWAYS, FISH AND CHIP SHOPS, TAXI OFFICES, WAITING AREAS ETC:**

As part of the Government's strategy to protect children and young persons from gambling, it is no longer permissible to have gaming machines in premises such as take-way food shops, taxi offices, waiting areas and similar locations. *Such locations will only be permitted to have gaming machines until their existing permissions expire.*

# APPLICATIONS FOR PREMISES LICENCES UNDER THE GAMBLING ACT 2005

## **THE APPLICATION PROCESS**

### ***Who can make an application?***

Applications for Premises Licences may only be made by persons (which includes companies or partnerships) who are over the age of 18:

- who have a right to occupy the premises; and
- who have an Operating Licence from the Gambling Commission which allows him or her to carry out the proposed activity, or have applied for such an Operating Licence

Applications must be made on the prescribed form which is available from this Authority by contacting the Licensing Section on Cardiff (029) 20753639 or from our web site [www.cardiff.gov.uk](http://www.cardiff.gov.uk). Application forms are available on the website at Environment/Licensing/Gambling.

Applications must be accompanied by the following documents:

- a scale plan of the premises (for details what the plan should show see Appendix 2 *(Page 19)*)
- the appropriate prescribed fee.

Details of the current application fees are available on the Licensing Website. All cheques should be made payable to Cardiff Council

***All applications together with the required enclosures including fees are to be sent to The Licensing Authority, Cardiff Council Licensing Section (Room 161), City Hall, Cathays Park, Cardiff CF10 3ND.***

**NEW PREMISES Licence applicants MUST** give notice of the application to each of the Responsible Authorities listed in APPENDIX 1 *(Page 18)* in the prescribed form WITHIN 7 DAYS from the date of the application.

Copies of the prescribed notification to responsible authority forms (FORM A – Where there is only ONE APPLICANT and FORM B – Where there are two or more applicants) can be obtained from our WEBSITE [www.cardiff.gov.uk](http://www.cardiff.gov.uk) at Environment/Licensing/Gambling or by contacting the Licensing Section directly by telephone (029) 20751651.

**IN ADDITION** To the above notification the applicant **MUST** publish notice of the application:

- In a local newspaper on at least one occasion within 10 working days from the date of application, **and**
- By displaying a notice on the premises in such a position that it can be conveniently read by members of the public from the exterior of the premises for a period of no less than 28 consecutive days from the date of the application

If there are no representations from any of the Responsible Authorities or Interested Parties within the period of 28 consecutive days (which begins the day after the Licensing Authority receives the full application), and a complete and valid application form has been submitted together with the appropriate fees and other paperwork, and appropriate notices have appeared in the papers and on the premises, the Premises Licence will be granted.

If a representation from any Responsible Authorities or an Interested Party has been received, the Licensing Authority will decide whether the representation is relevant and not vexatious or frivolous. If any representation is deemed to be either frivolous or vexatious it will not be taken into account. The person/body that made such a representation will be notified in writing that it has been deemed to be either frivolous or vexatious. If the Licensing Authority consider the representation to be relevant and the applicant and the Responsible Authority/Interested Party are unable to come to a consensual agreement then the matter will need to be considered at a hearing before the Licensing Sub-committee. All relevant parties will be notified of the date of the hearing.

Following full consideration of the matter and after hearing what all parties have had to say the application will be determined by the Licensing Sub-committee and the details of that decision will be circulated to the parties concerned.

## **ANNUAL FEES**

- 1) All Premises Licences will be subject to an Annual Fee and where a licence comes into effect on the issue date the first annual fee for that licence shall be paid within 30 days after that date.
- 2) Where a licence specifies that it is to come into effect on an effective date, the first annual fee for that licence shall be paid within:
  - a) The relevant period (period between the issue date and the effective date plus 30 days), or
  - b) 12 months after the issue date, whichever is the sooner.

Details of the annual fees are available from the Licensing Website.

## **Adult Gaming Centres, Licensed Family Entertainment Centres & Unlicensed Family Entertainment Centres**

The new law creates 3 classes of premises where gaming machines can be made available. These are:

- **Adult Gaming Centres.** Such Centres will be able to provide up to 4 of the higher category of machines (Category B3, B4) and an unlimited number of Category C and D machines. Operators will require an Operating Licence from the Gambling Commission and a Premises Licence from Cardiff Council.
- **Licensed Family Entertainment Centres.** These will be able to provide an unlimited number of machines from the lowest categories (Category C and D). Again Operators will require an Operating Licence from the Gambling Commission and a Premises Licence from Cardiff Council.
- **Unlicensed Family Entertainment Centres.** These will only be able to provide machines from the lowest category (Category D). Such premises do not require either an Operating Licence or a Premises Licence but will require a Gaming Machine Permit from Cardiff Council. The permit will normally last for 10 years.

The following table shows the proposed machine categories with maximum stakes and prizes that apply.

Category of Machine	Maximum Stake	Maximum Prize
A	Unlimited	Unlimited
B1	£2	£4,000
B2	£100 (in £10 multiples)	£500
B3	£1	£500
B3A*	£1	£500
B4	£1	£250
C	50p	£35
D**	10p (30p when non-monetary prize)	£5 (or £8 non-monetary prize)

\* Category B3A machines can only be situated in members clubs and some institutes with a suitable permit.

\*\* Category D machines with a 10p stake are entitled to offer prizes of up to £5 in cash, or up to £5 in cash and £3 in non-monetary prizes. Category D machines with a 30p stake can offer £8 in non-monetary prizes only.

For a Summary of the Maximum Number of Gaming Machines permitted by Premises Type please see Appendix 3 (*Page 20*).

### **SMALL SOCIETY LOTTERIES:**

Under the Gambling Act 2005 lotteries are generally unlawful unless run in accordance with an Operating Licence issued by the Gambling Commission or they are an exempt lottery. The exemptions are:

- Incidental non-commercial lotteries: those that are run as an additional amusement at non-commercial events with tickets sold only during the event, such as a raffle at a dance or church fair
- Private lotteries: those that require membership of a society, place of work or single residential unit (e.g. a raffle at a student hall of residence)
- Customer lotteries: run by occupiers of a business for the benefit of the customers who buy tickets sold on the premises (e.g. a supermarket holding a hamper raffle, and
- **Small society lotteries:** Local Authorities are responsible for the registration of small society lotteries in their area. As long as the proceeds ( that is the value of tickets put on sale) from one lottery do not exceed £20,000 or the total income from all the lotteries run by an organisation do not exceed £250,000 in a calendar year the lottery is classed as a *small lottery*. These are lotteries run by non-commercial societies which are defined in the Gambling Act 2005 as being established and conducted:
  - a) for charitable purposes,
  - b) for the purpose of enabling participation in, or of supporting, sport, athletics or a cultural activity, or
  - c) for any other non-commercial purpose other than private gain

Lotteries which exceed the limits set out above will require a licence from the Gambling Commission.

### ***Registration Advice:***

From 1 September 2007 existing registrations were automatically converted into a registration under the new Act.

Promoting societies of small society lotteries must be registered with the local authority in accordance with the Gambling Act 2005 so that all first time applications from persons living within Cardiff must be made to this Authority.

If you wish to maintain your registration you are required to pay an annual fee which first became due on 1<sup>st</sup> January 2008. The Authority will write to you each year requesting that either the annual fee be paid or asking you if you wish to cancel your registration.

## **PUBS AND OTHER ALCOHOL LICENSED PREMISES:**

### **GAMING MACHINE PERMITS**

Premises licensed for the sale of alcohol are automatically entitled to make one or two gaming machines available for the use of customers. The holder of the Premises Licence permitting the sale of alcohol will however be required to give written notice to Cardiff Council that they will be operating up to two machines. Where it is desired to provide a greater number of machines the Premises Licence holder must apply to the authority for a Licensed Premises Gaming Machine Permit. Only machines from categories C and D will be permitted. An explanation of the categories is shown in the Arcades section ([Page 7](#)) and in Appendix 3 ([Page 20](#)).

#### ***Existing Permit Holders:***

From 1 September 2007 all existing permissions were automatically converted into the appropriate permits under the Gambling Act 2005, to expire on the same date as the previously existing permission.

To renew the permit when it expires and only provide 1 or 2 machines it will only be necessary to notify the Licensing Section that you intend to take advantage of the automatic entitlement to up to 2 gaming machines (Category C or D only.) You must do this before the date on which your permit is due to expire. If however you wish to offer 3 or more gaming machines you should apply for a Licensed Premises Gaming Machine Permit before the date on which your existing permit is to expire.

Gaming machine permits are of unlimited duration which you will not need to apply for again unless your circumstances change. Permit holders will be required however to pay an Annual Fee to the Licensing Authority.

### **CLUBS – including private members’ clubs, commercial clubs and miners’ welfare institutes**

The Gambling Act 2005 replaced the previous system of registration with two new permissions which last for 10 years:

***Club Machine Permit*** – This permit entitles a members’ club or miner’s welfare institute to offer up to 3 gaming machines in Category B4 to D, with a maximum stake of £1 and a maximum prize of £250. It will not authorise the provision of any other facility for gaming. It is the equivalent to Part III Registration under the Gaming Act 1968.

***Club Gaming Permit*** - This permit entitles a member’s club, commercial club or miners’ welfare institute to offer up to 3 gaming machines in Category B4 to D (as above), plus facilities for equal chance gaming (subject to certain limits)

and games of Bridge or Whist. It is broadly equivalent to Part II Registration under the Gaming Act 1968.

***Existing Operators prior to September 2007:***

A club registered under Part II is treated as if it holds a *Club Gaming Permit* under the 2005 Act while one registered under Part III is treated as if it holds a *Club Machine Permit* under the 2005 Act. These arrangements expire on the date on which the operators existing registration expires.

***New Applicants.***

Applicants for a Club Gaming Permit or a Club Machine Permit must be made to the licensing authority. A fast track application system is available to the holders of a Club Premises Certificate for the premises applied for.

Details of the current fees are available from the Licensing Section.

***A Summary of Gaming Entitlements for Clubs and Pubs is provided in Appendix 4***

***Equal Chance Gaming in Clubs***

Gaming is defined as Equal Chance if:

- it does not involve playing or staking against a bank, and
- the chances are equally favourable to all participants

Equal chance gaming may be provided in a members' club, commercial club or miners' welfare institute without it being an offence under the Gambling Act subject to certain restrictions, in addition to those limits on stakes and prizes specified in Appendix 4, which are:

- No amount may be deducted or levied from sums staked or won.
- A game played on one set of premises may not be linked with a game played on another set of premises.
- In respect of a members' club or a miner's welfare institute each person who participates in a game must be a member or guest of a member of the club.

## **PRIZE GAMING PERMITS:**

“Prize Gaming” is gaming where the size of the prize or prizes is not determined by the number of persons playing or the amount of money paid for or raised by the game. There is nothing in the legislation to prevent the organiser of prize gaming from estimating the number of persons who may wish to play or the amount of money that may be received when determining the prize or prizes.

### **Limits on participation fees**

The maximum amounts that may be charged to participate in prize gaming is:

- a) The participation fee charged for any one chance to win a prize in a game shall not exceed 50p; this limit shall apply despite the fact that the chance provides the opportunity to win more than one prize.
- b) The aggregate amount of participation fees charged for any one chance to win a prize in a game shall not exceed £500.

### **Limits on prizes**

The maximum amount in money or value that may be distributed or offered as prizes for prize gaming is

- (a) where a prize for which a game is played is money, the amount of that prize shall not exceed
  - (i) £50, where facilities for the gaming are provided in an adult gaming centre, and
  - (ii) £35, in all other cases.
- (b) the aggregate amount or value of prizes for which a game is played shall not exceed £500.

It is also a condition of prize gaming that the opportunity to participate in the gaming must be acquired on the day and in the place where it is played. The game must be played entirely on that day and the result must be made public at the place where the game is played and as soon as reasonably practical (but not later than the same day). Participation by any person in a game can not entitle that person to participate in any other form of gambling irrespective of whether a further fee would have to be paid.

**Persons under 18 may only take part in prize gaming if it is equal chance prize gaming.** “Equal chance” gaming is a game which does not involve playing against a bank and the chances are equally favourable to all players.

Subject to the above, permits for prize gaming is not required when the prize gaming takes place in:

- An adult gaming centre
- A licensed family entertainment centre
- A place which has a bingo premises licence in force;
- Or, the facilities do not amount to more than ancillary amusement at a fair.

In addition, an application may not be made if:

- A Premises Licence has effect in respect of the premises
- A Club Gaming Permit has effect in respect of the premises

Anyone who occupies or proposes to occupy premises may apply for a permit, with the exception of those premises mentioned above where an application may not be made.

Holders of certain permissions under the Gambling Act 2005 (bingo halls, adult gaming centres, licensed family entertainment centres and holders of family entertainment centre gaming machine permits) will be automatically entitled to offer prize gaming. The Act also authorises prize gaming to be offered as an ancillary amusement at travelling fairs without the need for a permit.

Please note that permission for prize gaming does not authorise the use of any gaming machines.

Prize gaming permits are granted for 10 years and are renewable at the end of this period. There is no annual fee.

Details of the current Prize Gaming Permit Fees are available from the Licensing Section.

## **Circumstances where no permissions are required**

Generally the Act is intended to legislate for commercial activities. There are certain activities which are either not considered gambling or for which the legislation makes a specific exclusion.

The following is a list of the more common exclusions. However, if you have any doubt whether these apply to your activity you should seek the advice of your solicitor or contact the licensing team at Cardiff Council.

- *Activities which are entirely based on the skill, knowledge, or judgement of the participants.* It should be noted that this should be genuine skill and any element of chance introduced into the competition will make it gambling. It should also be noted that the level of skill required needs to be suitably challenging for the participants. Simply guessing whether something is true or false is not regarded as a skill based activity.
- *Equal chance gaming on alcohol licensed premises.* This will be subject to conditions, namely; the facilities are limited to equal chance gaming, stakes and prizes must not exceed a specified limit with are:
  - (a) the amount that may be staked must not exceed £5
  - (b) the amount or value of a prize must not exceed £100.

no deductions may be made from money staked or won, no participation fees may be charged (including membership fees), there may not be any linking between premises, and children and young persons must be excluded.

- *A small lottery incidental to a bazaar, sale of work, fete, dinner, dance, sporting or athletic event or other entertainment of a similar nature.* The proceeds must be used for other than private gain, the tickets may only be sold on the premises and during the event, no more than £250 may be spent on prizes, and no money prizes can be offered.
- *Private bets between friends.*
- *Private lotteries.* These are lotteries where the sale of tickets is confined to
  - a) members of one society not established or conducted for the purposes of gambling, gaming, or lotteries, or to persons on the society's premises, or
  - b) persons who work or reside on the same premises.There are quite strict rules for running such a lottery and these include; the promoter must be a member of the society authorised in writing by the society's governing body, the only permitted deductions allowed are for printing and stationary, the money raised can be used totally for prizes or divided between prizes and the society's funds, no advertisement of the lottery may be exhibited except on the society premises, or where the members work or reside, the price of every ticket must be the same and they may not be sent through the post.

- *Private gaming.* Gaming is private when it takes place in a private dwelling and on a domestic occasion.
- *Travelling fairs.* Travelling fairs may offer prize gaming and make available one or more gaming machines in the lowest category, provided that it is no more than an ancillary amusement to the fair. A travelling fair is defined in the Gambling Act 2005, but in brief it is the provision of amusements by persons who travel from place to place for the purpose of providing fairs and at a place for no more than 27 days in that calendar year.
- *Football Pools.* Holders of a pool betting operating licence can authorise persons to distribute and collect coupons and pay winnings. Such persons can operate from ordinary retail premises (such as newsagents) without the need for a premises licence.

## **Children and Young Persons and the new Act**

One of the aims of the Gambling Act is to protect children and young persons. A person ceases to fit this description when they achieve the age of 18.

In broad terms, a person under 18 years of age is not permitted to gamble. There are some exceptions. These are:

- Participation in private or non-commercial betting or gaming.
- Using the lowest category of gaming machines (category D).

In addition to the above, a person aged 16 years of age or over may participate in lotteries or pool betting on association football.

Subject to the exceptions above it is an offence for a person aged 16 or 17 to take part in gambling activities. It is also an offence to invite a person under 18 years of age to take part in gambling and this includes advertising or other actions which bring the facilities to their attention.

A person under the age of 18 is not permitted to enter whilst gambling facilities are being provided:

- A casino\*
- A betting shop
- An adult gaming centre
- Parts of a family entertainment centre or track (horse or dog racing) where Category C gaming machines are available.

It is an offence for a person under 18 years to enter these premises or for a person to invite a child or young person into the premises.

\*Children and young persons may enter the non-gambling area of a regional casino

## ***Race nights***

"Race nights" are events in which participants stake money on the outcome of recorded or virtual races, where the selection is totally dependent on chance, and where no "odds" or "form" are available to assist the selection.

As a general principle, "race nights" may only take place at events where none of the proceeds from the event itself are used for private gain, and all participants must be told what "good cause" is to benefit from the profits from the gaming. No licence, permit or other form of permission is required to operate this kind of gaming provided that the statutory conditions are complied with.

If the prizes are put up in advance, and are not dependent on the number of players taking part or the amount of money staked then the gaming will be covered by section 299 of the Act. There are, however, no statutory limits on stakes, prizes, participation fees or other charges for this type of non-commercial gaming, which may be an incidental activity or the only or principal purpose of the event

Where the prizes awarded are dependent on the number of players taking part, or on the amount of money staked on a race, the non-commercial equal chance gaming provisions in section 300 of the Act apply.

The gaming may be either an incidental activity or the only or principal purpose of the event, provided that none of the proceeds are used for private gain. However, for this type of gaming there are limits on the amounts that players may be charged to take part, and on the amount or value of the prizes. The maximum amount that a player may be charged is £8 per day (and this includes entrance or participation fees, stakes and any other payments in relation to the gaming). The total amount paid out in prizes may not exceed £600, although where an event is the final one of a series in which all of the players have previously taken part, a higher prize fund of up to £900 is permitted.

***Please bear in mind that you may also require a licence under the Licensing Act 2003 if you are supplying alcohol, food, or entertainment (including showing films)***

## ***Casino Nights***

For many years, commercial organisations have offered to provide equipment and gaming staff to persons organising non-commercial casino nights.

Organisers will not require a licence or a temporary use notice for these events provided that the event is a non-commercial event as defined in s297 of the Gambling Act 2005. The organiser can provide non-commercial prize

gaming and non-commercial equal chance gaming provided that the conditions set out in s299 and s 300 of the Act are met. An event is non-commercial when no part of the proceeds are appropriated for private gain.

Proceeds are defined as: The sums raised by the organisers (whether by way of fees for entrance or for participation, by way of sponsorship, by way of commission from traders or otherwise), minus the amounts deducted by the organisers in respect of costs reasonably incurred in organising the event.

If you are unsure about the status of your event please see the guidance on commercial casino nights. If any doubt exists you should seek legal advice.

### ***Charity Poker Nights.***

Organisations that wish to provide poker for charitable or other non-commercial purposes (e.g. to raise funds for a club or society) may do so under the prize gaming provisions in Part 14 (section 300) of the Act.

Non-commercial gaming of this kind may only take place at events where none of the proceeds from the event itself are used for private gain. For these purposes, the proceeds of an event constitute the sums raised by its organisers (including sums raised by way of participation fees, sponsorship, commission from traders, or otherwise) minus the costs reasonably incurred in organising the event.

However, sums raised by other persons will not form part of the proceeds of the event and so may be appropriated for private gain. An example would be refreshments provided at the event by an independent third party.

The players participating in non-commercial gaming must also be told what "good cause" is to benefit from the profits from the gaming.

There are, no statutory limits on stakes, prizes, participation fees or other charges for this type of non-commercial gaming. No licence, permit or other form of permission is required to operate this kind of gaming provided that the statutory conditions are complied with.

### ***Playing poker in a Pub.***

The Gambling Act 2005 allows equal chance gaming (including poker), but introduces strict conditions for any gaming, including limits on stakes and prizes, and provides licensing authorities with powers to take action against individual premises in a range of circumstances.

The regulations set a fixed limit of £5 per game on the amount that may be staked by a player in any type of equal chance gaming in pubs and other premises with a bar. There is also a limit on prizes of £100 per day.

### **Playing Bingo in Clubs and Pubs**

Under the Gambling Act 2005 Clubs and pubs can offer bingo without a permit or a licence provided that:

- No sums are deducted from sums staked or won – so there can be no 'rake' from the prize pot;
- No participation fee is charged in respect of bingo games in pubs and the participation fee is no more than £1 per person per day in respect of bingo games in clubs, or £3 where a club gaming permit is held;
- Games are held on the premises;
- Games are not linked with games held on other premises;
- The total stakes or prizes for bingo games played in any seven day period does not exceed £2,000 more than once in 12 months. If this is exceeded a bingo operating licence will be needed (high turnover bingo);
- There is a maximum stake per game per player of £5 for bingo in pubs;
- In the case of members' clubs bingo may only be played by members and bona fide guests

**APPENDIX 1 - Responsible Authorities: Contact Details**

Consultation with all Responsible Authorities is encouraged prior to the submission of the application. Where copies of applications have to be submitted to the Chief Officer of Police and/or the Responsible Authorities dependant on licence application type the following addresses should to be used:

<p>The Operational Manager (Licensing) Licensing and Strategic Services Strategic Planning &amp; Environment Cardiff Council City Hall Cardiff CF10 3ND 029 20871651</p>	<p>The Chief Officer of Police Licensing Section, South Wales Police Central Police Station King Edward VII Avenue Cathays Cardiff CF10 3NN 029 20222111</p>
<p>The Gambling Commission Victoria Square House Victoria Square, Birmingham. B2 4BP 0121 230 6500</p>	<p>The Chief Fire Officer South Wales Fire and Rescue Service Forest View Business Park Llantrisant Pontyclun CF72 8LX 01443 232000</p>
<p>The Operational Manager (Environment) Pollution Control Strategic Planning &amp; Environment Cardiff Council City Hall, Cardiff. CF10 3ND 029 20871892 or 20871675</p>	<p>The Operational Manager (Development Control) Strategic Planning &amp; Environment Cardiff Council City Hall, Cardiff. CF10 3ND 029 20871135</p>
<p>The Operational Manager Children’s Services Child Protection Unit Trowbridge Family Centre Greenway Road Trowbridge Cardiff CF3 1QS 029 20774642</p>	<p>HM Revenues and Customs National Registration Unit Portcullis House 21 India Street Glasgow G2 4PZ 0141 555 3633 <a href="mailto:nrubetting&amp;gaming@hmrc.gsi.gov.uk">nrubetting&amp;gaming@hmrc.gsi.gov.uk</a></p>
<p>The Operational Manager (Public Protection) Public Protection (Health and Safety) Strategic Planning &amp; Environment Cardiff Council City Hall, Cardiff. CF10 3ND 029 20871124 (Premises where health &amp; safety is enforced by Cardiff Council)</p>	<p>The Operational Manager for Wales Health and Safety Executive Government Buildings Ty Glas, Llanishen Cardiff. CF14 5SH 029 20263000 (Premises where health &amp; safety is enforced by HSE)</p>

## **APPENDIX 2 – Advice on Plans**

### **Plans to accompany applications must be to scale and must show:**

- 1) the extent of the boundary or perimeter of the premises
- 2) where the premises include, or consist of, one or more buildings, the location of any external or internal walls of each such building
- 3) where the premises form part of a building, the location of any external or internal walls of the building that are included in the premises
- 4) 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
- 5) 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, and in addition the following premises applications must also show:

### **Casino Premises** licence application plans must show:

- 1) the principal entrance to the premises
- 2) the location and extent of any part of the premises which will be a table gaming area
- 3) the location and extent of any other part of the premises which will be used for providing facilities for gambling
- 4) the location and extent of any other part of the premises which will be a non-gambling area

### **Bingo Premises** licence applications in respect of premises to which children or young persons will be permitted to have access, the plans must show:

- 1) the location and extent of any part of the premises that will be used to provide facilities for gaming (other than those parts which include Category B or C gaming machines)
- 2) the location and extent of any part of the premises in which Category B or C gaming machines will be made available for use
- 3) 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

### **Adult Gaming Centre Premises** licence applications plans must show the location and extent of any part of the premises in which gaming machines will be made available for use.

### **Family Entertainment Centre Premises** licence applications plans must show:

- 1) the location and extent of any part of the premises in which Category C gaming machines will be made available for use
- 2) the location and extent of any part of the premises in which Category D gaming machines will be made available for use, and
- 3) the nature and location of any barrier or other thing separating any part of the premises in which Category C gaming machines will be made available for use from any other part of the premises

### **Betting Premises** Licence applications (other than in respect of a track) plans must show the location and extent of any part of the premises which will be used to provide facilities for gambling.

### APPENDIX 3 - Summary of Maximum Number of Machines by Premises Type

Premises Type	Machine Category						
	A	B1	B2	B3	B4	C	D
Regional casino (machine/table ratio of 25-1 up to maximum)	Maximum of 1250 machines. Any combination of machines in Categories A to D, within the total limit of 1250 (subject to table ratio)						
Large casino (machine/table ratio of 5-1 up to maximum.)		Maximum of 150 machines. Any combination of machines in categories B to D within the total limit of 150 (subject to table ratio)					
Small casino (machine/table ratio of 2-1 up to maximum)		Maximum of 80 machines. Any combination of machines in categories B to D within the total limit of 80 (subject to table ratio)					
Pre-2005 Act casinos (no machine/table ratio)		Maximum of 20 machines in categories B to D or C or D machines instead.					
Betting premises and tracks occupied by Pool Betting.			Maximum of 4 machines categories B2 to D.				
Bingo Premises				Maximum of 4 machines in category B3 or B4		No limit C or D machines.	
Adult Gaming Centre				Maximum of 4 machines in category B3 or B4		No limit C or D machines.	
Licensed Family Entertainment Centre						No limit C or D machines.	
Unlicensed Family Entertainment Centre							No limit on category D machines.
Clubs or miner's welfare institutes with permits.					Maximum of 3 machines in categories B3A or B4 to D		
Qualifying alcohol licensed premises.						1 or 2 machines of categories C or D automatic upon notification.	
Qualifying alcohol licensed premises with gaming machine permit.						Number as Specified on Permit.	
Travelling fair.							No limit on Category D machines.
	A	B1	B2	B3	B4	C	D

**APPENDIX 4 - Summary of Gaming Entitlements for Clubs and Pubs.**

	<b>Members' club or WM institute with club gaming permit</b>	<b>Bridge or whist club</b>	<b>Members' club or commercial club with club machine permit</b>	<b>Members' club, commercial club or WM institute without a permit</b>	<b>Pubs and other alcohol-licensed premises</b>
<b>Equal chance gaming</b>	Yes	Bridge and/or Whist only	Yes	Yes	Yes
<b>Limits on stakes</b>	No Limit	No Limit	<b>Poker</b> £1000 per week £250 per day £10 per person per game <b>Other Gaming</b> No Limit	<b>Poker</b> £1000 per week £250 per day £10 per person per game <b>Other Gaming</b> No Limit	<b>Cribbage &amp; dominoes</b> No Limit <b>Poker</b> £100 per premises per day <b>Other Gaming</b> £5 per person per game
<b>Limits on prizes</b>	No Limit	No Limit	<b>Poker</b> £250 per day <b>Other Gaming</b> No Limit	<b>Poker</b> £250 per day <b>Other Gaming</b> No Limit	<b>Poker</b> £250 per day <b>Other Gaming</b> No Limit
<b>Maximum participation fees – per person per day</b>	<b>Bridge and/or Whist<sup>1</sup></b> £20 <b>Other Gaming</b> £3	£18 (without club gaming permit) £20 (with club gaming permit)	<b>Bridge and/or Whist<sup>1</sup></b> £20 <b>Other Gaming</b> £3	<b>Bridge and/or Whist<sup>1</sup></b> £20 <b>Other Gaming</b> £3	Non Permitted
<b>Bankers or unequal chance gaming.</b>	Pontoon Chemin de Fer	None permitted	None Permitted	None Permitted	None Permitted
<b>Limits on bingo</b>	Maximum of £2000 per week in stakes/prizes. If more then will need an operating licence.	No Bingo Permitted	Maximum of £2000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2000 per week in stakes/prizes. If more then will need an operating licence.

<sup>1</sup> On a day when no other facilities for gaming are provided.