Licensing Authority Logo Here

Insert date.

Operator name

Address Line 1

Address Line 2

Address Line 3

Postcode.

Dear  
  
**Gambling Act 2005 – Schedule 10  
[Application for an Unlicensed Family Entertainment Centre (uFEC) Gaming Machine Permit]  
[Application for renewal of an Unlicensed Family Entertainment Centre (uFEC) Gaming Machine Permit ]  
[Notification of change of name of the holder of an Unlicensed Family Entertainment Centre (uFEC) Gaming Machine Permit]** *[\* For new applications:*  
Thank you for your recent enquiry in respect of the above matter. Please find enclosed the appropriate form.]  
  
*[\*\* For renewal applications:*Our records indicate that you are the current holder of an uFEC gaming machine permit (uFEC permit) which is due to expire on the [insert date]*.*Please find included with this letter the appropriate form in order to apply to renew the uFEC permit. Please note that the holder of an uFEC permit must apply to the Licensing Authority for renewal no earlier than 6 months and no later than 2 months before the expiry date of the current uFEC permit. Should the application be received later than 2 months before the expiry date, then the uFEC permit will expire and a new application would have to be submitted and ultimately determined. It is therefore clearly in an applicant’s interest to submit a renewal application within the specified time period.]  
 *[\*\*\*For change of name*  
Thank you for your recent enquiry in respect of the above matter and please find enclosed the appropriate form. Please be aware that the fee to change the name of the holder of an uFEC permit is £25.00. It is not possible to transfer an uFEC permit to another person, it is only possible to change the existing holder’s name.

Please provide details of why the change in name is being requested in the space on the application form.]

*[For new and renewal applications only*

Please be aware that Section 238 of the Gambling Act 2005 specifically states that a ‘family entertainment centre’ means “premises that are wholly or mainly used for making gaming machines available for use”. Therefore, an uFEC permit cannot be granted for an entire shopping centre, airport or bowling alley etc. Typically, the machines would be in a

designated, enclosed area, and not situated in, for example, corridors within a larger premises. Furthermore, an application for an uFEC permit cannot be made if a premises licence granted under the Gambling Act 2005 has effect for the same premises.  
  
Under an uFEC permit, the holder is entitled to only make Category D gaming machines available. There is no restriction on the number of machines that may be provided, although this is clearly subject to other considerations such as health and safety and fire regulations.  
  
Please also note that:

* An application for an uFEC permit may only be made by the person who occupies or plans to occupy the premises which is to be used as an uFEC;
* The applicant must be over 18 years of age at the time of applying;
* An uFEC permit may not be issued in respect of a vehicle or vessel;
* Applicants for an uFEC permit are not required to hold an Operating Licence granted by the Gambling Commission.

When submitting an application, applicants are required to submit the following:

* A completed application form;
* The application fee of £300.00; and
* Any additional information as specified in this council’s statement of licensing policy which sets out the principles that we apply when exercising our functions in considering applications for an uFEC permit (*include link to the LA’s statement of (gambling) licensing policy or just list your requirements eg plan, staff supervision etc*).]

Once granted, an uFEC permit lasts for 10 years unless it ceases to have effect before that time (for example, the business no longer operates as an uFEC), or it is renewed. Please also be aware that it is a legal requirement that the holder of an uFEC permit keeps the permit on the premises to which it relates.  
  
Should you require any further information, please contact us by e-mail (i*nsert e-mail address)* or telephone *(insert telephone number).*Yours sincerely,

*Name*

*Job title.*