



GAMBLING COMMISSION

licensing authority bulletin

Special bulletin - club gaming and club machine permits

This special edition of the Gambling Commission's licensing authority bulletin provides information about the renewal process for club gaming and club machine permits.

We have already written to licensing authorities (LAs) advising that club gaming and machine permits will be due for their 10 year renewal from 2017 onwards.

We've also separately updated our information on *Family Entertainment Centres* to clarify the renewal process for unlicensed family entertainment centre permits, which also will be due for their 10 year renewal from 2017 onwards.

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Permits summary

Club gaming permit (available to bona fide members' clubs or miners' welfare institutes, but not commercial clubs)

- can offer equal chance gaming such as poker and bingo
- no limits on stakes and prizes, except bingo where there is a stakes and prizes limit of £2,000 in any seven day period
- can offer games of chance (pontoon and chemin de fer only)
- limit on participation fees per person per day - £20 for bridge and or whist (if played on a day on which no facilities of any kinds of gaming (other than bridge or whist) are provided by the relevant club on that day), £3 for other gaming (including poker) in any other circumstances
- can offer up to three gaming machines in total of categories B3A, B4, C or D, but by agreement, only one machine can be of category B3A.

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Club machine permit (available to bona fide members' clubs, miners' welfare institutes and commercial clubs)

- can offer equal chance gaming such as poker and bingo
- limits on stakes and prizes for bingo is £2,000 in any seven day period
- limits on stakes for poker - £10 per person per game, within a premises limit of £250 in stakes per day and £1,000 per week
- limits on prizes for poker - £250 per game
- limit on participation fees per person per day - £18 for bridge/whist (if played on a day on which no facilities of any kinds of gaming (other than bridge or whist) are provided by the relevant club on that day), £1 for other gaming (including poker), £3 where it's a commercial club
- members' clubs and miners' welfare clubs can offer up to three gaming machines in total of categories B3A, B4, C or D, but by agreement, only one machine can be of category B3A
- commercial clubs can offer up to three gaming machines in total of categories B4, C or D.



What is the duration of club gaming and machine permits?

A club gaming permit (CGP) or club machine permit (CMP) lasts for 10 years unless it ceases to have effect because it is surrendered or lapses. Permits that were first granted under the Act in 2007 will expire in 2017 unless renewed.

However, in England and Wales a club gaming or machine permit that was granted under a fast track procedure (i.e. those clubs with Club Premises Certificates under the Licensing Act 2003) does NOT expire and only ceases to have effect if it is surrendered, cancelled or forfeited or it lapses

because the club premises certificate is not in place.

Whilst fast track permits do not expire, LAs may wish to use the opportunity to undertake an audit of those clubs that hold fast track permits and ensure they are meeting the criteria of a bona fide club and are therefore eligible for to hold a CGP or CMP.

There is no fast track procedure in Scotland, and so all CGPs and CMPs will need to be renewed after 10 years.

A club or machine permit will not cease to have effect whilst a renewal application is pending, or an appeal against a decision not to renew is pending.



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When can club machine and gaming permits be renewed?

An application for the renewal of a CGP or CMP must be made during the period beginning three months before the permit expires and ending six weeks before it expires.

So for example if the club gaming or machine permit was issued on 1 October 2007, the applicant would need to apply for renewal between 1 July 2017 and 20 August 2017.

What is the renewal process and how much will it cost?

Although set out in different regulations, the process for renewal is the same in Scotland as in England and Wales unless specified.

The process for CGP and CMP renewal is exactly the same as for a new application. The renewal fee for clubs is also the same as for a new application ie £200.

However a club in England or Wales that originally applied for a CGP or CMP under the normal application process (ie not fast tracked) because it did not hold a club premises certificate at that time, but has since secured a club premises certificate, will then renew at the fast track (reduced) fee of £100.



Is there a renewal application form?

There is a [statutory application \(or renewal\) form for CGPs or CMPs in England and Wales](#).

The application form for club permits in Scotland is slightly different and is also available on our website. The application must be sent to the LA and the police for the area where the premises is located.

We have annotated an application form with the sort information you should expect to receive with your renewal applications. We've also produced a template renewal reminder letter, which LAs may wish to adapt.

There are also statutory forms to be used when the renewal permit is issued in England and Wales (Form of club gaming permit and Form of club machine permit). Again these forms are slightly different in Scotland (Form of club gaming permit and Form of club machine permit (Scotland)). These permits must be kept on the club premises.



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What information should accompany the application form?

Whilst the application form itself does not require the operator to evidence how 'club' status is being achieved, LAs must be satisfied that the information provided by the applicant demonstrates that the premises meets the necessary requirements to be either a members' club/miners welfare institute or a commercial club.

The distinction between the two types of club is important as it reflects the type of gaming that is permitted. Genuine members' clubs can apply for a club gaming permit or a club machine permit, while commercial clubs can only apply for a club machine permit.

Part 25 of the *Guidance for Licensing Authorities* (GLA) sets out the factors to consider when determining CGP and CMPs.

To determine whether a club is a genuine members' club, LAs may wish to take into account a number of matters as part of the application process, such as:

- whether the profits retained in the club for the benefit of the members
- current membership list with names and addresses and whether there are 25 or more members
- the date of the last annual general meeting (AGM) of the club
- a copy of the minutes of the above mentioned meeting
- a copy of the annual accounts for the club for more than one year
- a copy of the governance arrangements, including the club constitution, any associated by-laws and proof these were approved by members
- a list of committee members and evidence of their election by the members of the club
- age verification policy
- the written complaints policy
- any further information which may impact on the qualifying status of the club or which may give rise to whether the club is established.

Clubs must also demonstrate that they are complying with the statutory codes of practice, namely, the Code of practice for equal chance gaming in clubs and premises with an alcohol licence (August 2014) and the Code of practice for gaming machines in clubs and premises with an alcohol licence (August 2014).





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Can I visit the club?

The process for renewal is the same as a new application. LAs are, therefore, afforded a unique opportunity to visit the premises in question (as once granted, LAs' powers of entry are limited).

We believe that a number of CGPs were applied for and granted in error when the first set of permits were issued, and in many cases the applicant only ever wanted to obtain the machine entitlement (in other words a CMP) and not necessarily the unlimited stakes and prizes games that are permitted under CGP.

LAs are, therefore, encouraged to take the opportunity to visit the club premises before granting the renewal, to better understand how the club has been, and intends to continue operating and whether indeed they are applying for the appropriate permit.



Can the renewal application be refused?

An LA may grant or refuse a permit but it may not attach conditions to a permit.

As set out in Part 25 of the GLA, a renewal application can be refused on the same grounds a new application ie that:

- a)** the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied
- b)** the applicant's premises are used wholly or mainly by children and/or young persons
- c)** an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities
- d)** a permit held by the applicant has been cancelled in the previous ten years
- e)** an objection has been lodged by the Gambling Commission or the police.

The standard procedures in relation to appeals as set out in Part 12 of the GLA and Schedule 12 of the Gambling Act or the The Club Gaming and Machine Permits (Scotland) Regulations 2007 apply in the event that the club gaming or machine permit renewal is refused.

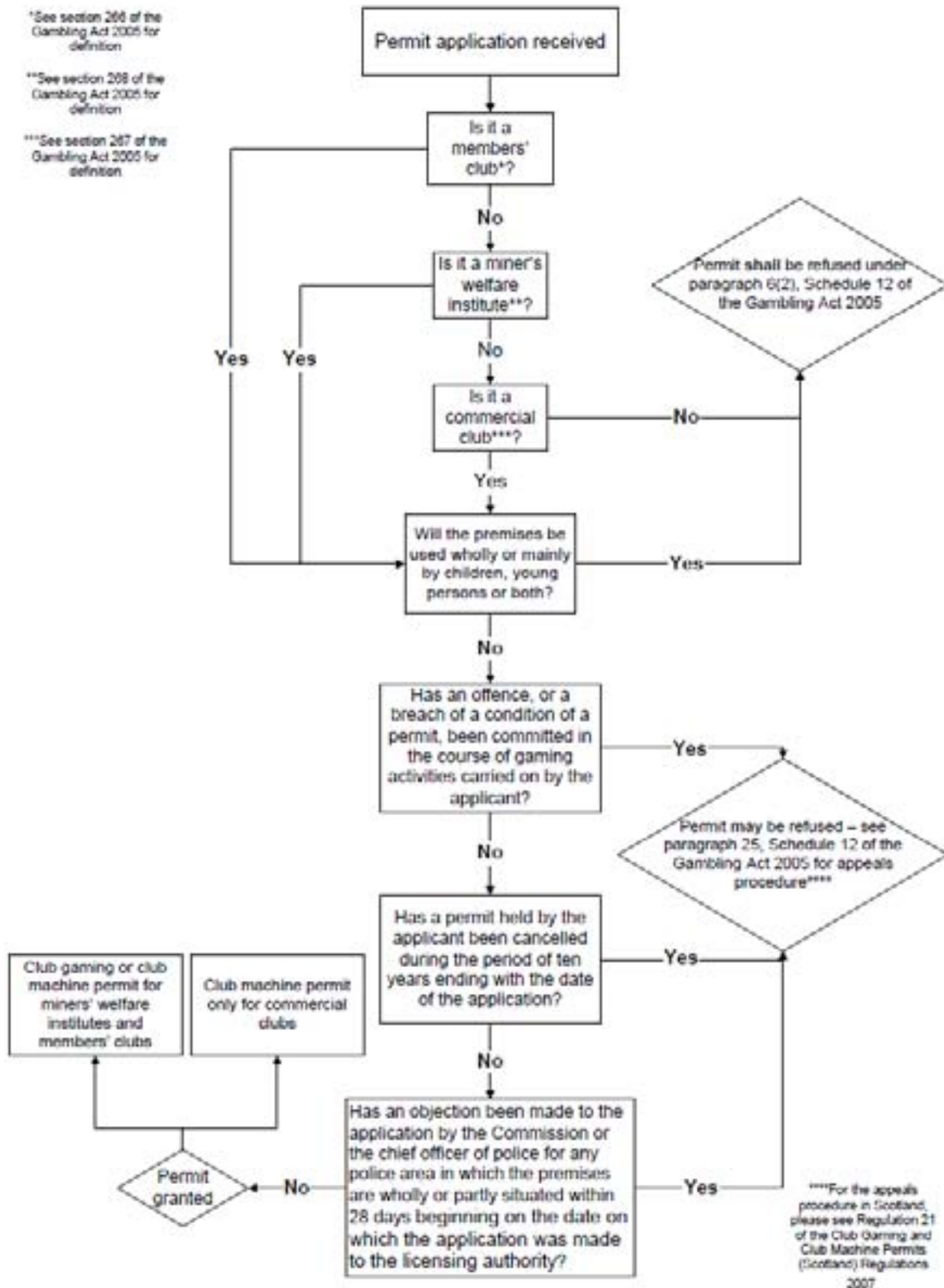
If an LA is in any doubt on receipt of a renewal application for a club gaming or machine please consult your local compliance manager.



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Permit application process





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For further information about the renewal process see:

- Schedule 12 of the Gambling Act
- The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 (came into force 1 August 2007)
- The Gambling Act 2005 (Exempt Gaming in Clubs) Regulations 2007
- The Gambling Act 2005 (Club Gaming Permits) (Authorised Gaming) Regulations 2007
- Categories of Gaming Machine Regulations 2007
- The Club Gaming and Machine Permits (Scotland) Regulations 2007 (came in to force 2 November 2007)
- Licensing (Scotland) Act 2005 (Consequential Provisions) Order 2011
- Part 25 of the GLA
- Members club or commercial club quick guide



Join our LinkedIn group

The Gambling Commission, [licensing officers and LA group](#) is aimed at helping licensing officers understand the key role LAs play in gambling regulation in Great Britain.

Members can share good practice and find out how LAs have a number of regulatory functions including issuing premises licences, regulating gaming and gaming machines in clubs and pubs, inspection and enforcement of licences and lots more.

Keeping gambling fair and safe for all
www.gamblingcommission.gov.uk