

Operating Licence Application to Vary a Licence

- Your application will not be considered unless all relevant questions have been completed and the application fee has been paid in full. Failure to provide the relevant information or to provide further information when requested by the Gambling Commission may result in your application being determined based on the information available at the time which may affect the outcome of your application, including whether a licence can be granted. If you misrepresent or fail to reveal information that you are asked to provide, you may have committed an offence under Section 342 of the Gambling Act 2005.

Section 1. Existing Licence Details

1. Please provide the full name in which the operating licence is held.

Operator name (the company, individual or other entity). If the operator is a partnership, the name of each individual partner must be listed.

Licence number

 - - - -

2. Does this change apply to any other licences? Please note, an application fee will be payable for each licence to which the change applies.

Yes - please complete the following details (use a continuation sheet if necessary)

No - please continue to question 3

Licence number

 - - - -

Section 2. Type of Variation

3. Please select the relevant cross box(es) to indicate the type of change(s) that are being applied for in this application then continue to the relevant section as detailed below.

Please note, some variations only apply to Small Scale Operators (SSO). Where an operator who does not qualify for SSO exemption wishes to apply for these changes, they must notify us of a key event via eServices online.

If you are carrying out more than one type of change you must complete all of the sections listed next to the different type of changes you have selected.

Change of operating name - please complete Section 3

Changes to licence conditions - please complete Section 7

Changes to trading name(s) - please complete Section 4

Changes to key personnel or on-course reps (SSO only) - please complete Section 8

Change of head office address - please complete Section 5

Change of name for an Annex A (SSO only) - please complete Section 9

Changes to licence activities - please complete Section 6

Once you have completed the sections indicated above you must also complete Sections 10, 11, 12 and 13 AND provide any additional documentation as detailed in the sections you have completed.

The variations detailed above are all of the variations which can be made to an Operating Licence. Each type of variation incurs a separate fee. Please see our fees calculator at www.gamblingcommission.gov.uk to calculate the required fee.

Section 3. Change of Operating Name

4. If you are changing your operator name, please complete the following details.

Please note, you are required to provide proof of the change of name with this application. For example, registered companies and charities will need to provide evidence from Companies House, and sole proprietors and partnerships will need to provide Deed Poll documentation.

New name

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Date name changed

D	D	M	M	Y	Y	Y	Y
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Section 4. Changes to Trading Name(s)

5. If you wish to add, remove or amend a trading name please complete the following details. Please use a continuation sheet if necessary.

Remove trading name(s)

Add trading name(s)

Amend trading name(s)

Old trading name being removed or amended

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Date name changed

D	D	M	M	Y	Y	Y	Y
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New trading name being added or amended

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Date name changed

D	D	M	M	Y	Y	Y	Y
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Section 6. Changes to Licensed Activities

7. If you wish to add a licensed activity, remove a licensed activity or amend the category of a licensed activity please select the relevant cross boxes AND specify the licence category you are applying for in the licence category box.

The licence categories available for each licence activity are listed for your reference. Licence categories A1 to E9 relate to non-remote licence activities and F1 to M1 relate to remote licence activities.

If you wish to add Pool Betting or amend the category for an existing Pool Betting activity you must also select the sub category you are applying for, the sub categories are listed in italics.

Please note, if you wish to add a licensed activity or increase a licence category, you are required to complete questions 7, 8 and 9 in this section. If you wish to remove a licensed activity or reduce a licensed category, you are required to complete question 7 in this section.

Please do not use this form if you are seeking an additional licence e.g. if you hold a non-remote operating licence only and are intending to add remote activities.

You may require more than one type of licence and/or licence activity to fully license all of your operations. Please read the descriptions of all licence types and licence activities and ensure that you apply for all required licences. Please refer to our website www.gamblingcommission.gov.uk for further information.

7a. Operating Licences

	Add	Remove	Amend	Licence categories available per licence activity	Licence category
Casino: 2005 Act	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1, B1, C1, D1, E1-E3	<input type="text"/>
Casino: 1968 Act	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1, B1, C1, D1, E1-E3	<input type="text"/>
Casino	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F1, G1, G2, H1, I1, J1, K1, L1, M1	<input type="text"/>
Games host (Casino)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F1, G1, G2, H1, I1, J1, K1, L1, M1	<input type="text"/>
Bingo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1-A3, B1-B3, C1, D1, E1-E4 F1, G1, G2, H1, I1, J1, K1, L1, M1	<input type="text"/>
Games host (Bingo)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F1, G1, G2, H1, I1, J1, K1, L1, M1	<input type="text"/>
General betting (standard)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1-A3, B1-B3, C1, D1, E1-E9	<input type="text"/>
General betting (standard) (no gaming machines)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1-A3, B1-B3, C1	<input type="text"/>
General betting (standard) (real events)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F1-F3, G1, G2, H1, I1, J1, K1, L1	<input type="text"/>
Betting host (real events)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F1-F3, G1, G2, H1, I1, J1, K1, L1	<input type="text"/>
General betting (standard) (virtual events)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F1, G1, G2, H1, I1, J1, K1, L1, M1	<input type="text"/>
Betting host (virtual events)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F1, G1, G2, H1, I1, J1, K1, L1, M1	<input type="text"/>
General betting (limited)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1, B1, C1 F1	<input type="text"/>

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Section 6. (continued)

7a. Operating Licences (continued)

	Add	Remove	Amend		
Pool betting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1, B1, C1, D1, E1 F1, G1, G2, H1, H2, I1, J1, K1, L1, M1	<input type="checkbox"/>
<i>Full pool betting with dogs and football</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<i>Pool betting without dogs or football</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<i>Pool betting with dogs</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<i>Pool betting with football</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<i>Pool betting restricted to football</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Betting intermediary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1, B1, C1 F1-F3, G1, G2, H1, I1, J1, K1, L1	<input type="checkbox"/>
Betting intermediary (trading room only)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F1, G1, H1	<input type="checkbox"/>
Gaming machine general: AGC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1-A3, B1-B3, C1, D1, E1-E4	<input type="checkbox"/>
Gaming machine general: FEC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1-A3, B1-B3, C1, D1, E1	<input type="checkbox"/>
Gaming machine technical: full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1, B1, C1, D1, E1 F1, G1, H1, H2	<input type="checkbox"/>
Gaming machine technical: supplier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1, B1, C1, D1, E1 F1, G1, H1	<input type="checkbox"/>
Gaming machine technical: software	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1, B1, C1, D1, E1 F1, F2, G1, H1, H2	<input type="checkbox"/>
Gambling software	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1, B1, C1, D1, E1 F1, F2, G1, H1, H2	<input type="checkbox"/>
External lottery manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1, B1, C1, D1, E1 F1, G1, H1, I1, J1	<input type="checkbox"/>
Society lottery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1, B1, C1 F1, G1, H1	<input type="checkbox"/>

7b. Ancillary Remote Licences

	Add	Remove		Add	Remove
Casino	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gaming machine technical: full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bingo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gaming machine technical: supplier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General betting (standard)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gaming machine technical: software	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General betting (limited)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gambling software	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pool betting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Society lottery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Section 6. (continued)

7c. Linked Operating Licences

	Add	Remove		Add	Remove
Non-remote Gaming machine technical: supplier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remote Gaming machine technical: supplier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Non-remote Gambling software	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remote Gambling software	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The licences listed above can only be applied for if you are applying for, or already hold, the relevant full licence. Please refer to our website www.gamblingcommission.gov.uk for further information.

If you are applying for a linked licence, you are required to answer the following additional questions to ensure you are able to meet the restrictions applicable to a linked licence.

7d. Will you employ staff specifically to carry out the activities authorised by the linked licence?

Yes – please indicate the amount you intend to spend on staff and continue to question 7f No – please continue to question 7e below

Amount

7e. If you do not employ staff specifically to carry out the activities authorised by the linked licence, how much time will you and your employees spend on the activities authorised by the linked licence and what is the estimated cost to the business? (Please provide details below and continue to question 7f).

Time spent in hours

Cost per year

7f. How much do you estimate will be spent per year on either replacement parts and equipment or development for the activities authorised by the linked licence? (Please provide details below and continue to question 7g).

Amount

7g. Will there be any additional costs, such as travelling expenses, incurred in the delivery of the activities authorised by the linked licence?

Yes – please indicate the amount you intend to spend below and continue to question 7h No – please continue to question 7h below

Amount

7h. Please specify the total amount that you expect to spend on the activity authorised by the linked licence each year.

Total Amount

The Gambling Commission has to be satisfied that a licensed operator understands its responsibilities to meet the licensing objectives of the Gambling Act 2005 and has arrangements in place to provide gambling services or facilities in a manner consistent with those licensing objectives.

For your Complaints and Disputes Policy and Procedures

8. Please provide the name of the organisation that will be your alternative dispute resolution body. Please refer to our website www.gamblingcommission.gov.uk for further information.

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Section 6. (continued)

The Gambling Commission has to consider whether a licensed operator has the necessary financial resources available to be able to provide gambling services or facilities in a manner consistent with the licensing objectives of the Act and the Licence Conditions and Codes of Practice.

9. Where you are applying to add a licence activity or increase the category of a licensed activity by more than one category, in order to assess the financial resources of an operator the Gambling Commission requires the following information.

- An updated business plan;
- Original Bank statements for the past 6 months for all bank accounts held by the applicant OR the latest available annual accounts for the applicant as provided by their accountant (preferably audited).

Please note, the Gambling Commission may request additional financial information.

Section 7. Changes to Licence Conditions

For operators whose licence contains umbrella licence conditions

10. If you wish to add, remove or amend a licence condition, please select the relevant cross box and complete the details below ensuring that you specify the exact wording of the condition and the reason for the request. If you wish to amend a licence condition please also specify the type of change you wish to make.

Add an umbrella licence condition Remove an umbrella licence condition Amend an umbrella licence condition

For amending a licence condition ONLY please specify which type of change you wish to make.

Add a name to an umbrella licence Remove a name on an umbrella licence Amend an existing name on an umbrella licence

Add a licence activity to an umbrella licence Remove a licence activity on umbrella licence

Umbrella Operating Licence Condition

Reason for change

For operators whose licence contains standard licence conditions

11. If you wish to add, remove or amend a licence condition, please complete the details below ensuring that you specify the exact wording of the condition and the reason for the request.

Add a licence condition Remove a licence condition Amend a licence condition

Operating Licence Condition

Reason for change

Section 9. Change of Name for an Annex A (SSO only)

14. If you wish to notify us of a change of name for an individual who has been approved as an Annex A and is currently listed within Schedule X or Schedule Y of your Operating Licence, please complete the following details.

Please note, you are required to provide proof of the change of name with this application, such as a marriage certificate or Deed Poll documentation.

Date name changed

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Date of birth

D	D	M	M	Y	Y	Y	Y
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Previous full name

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New full name

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Reason for change of name

OFFICE USE ONLYAccount ID
Order No.**Section 13. Payment**

Payments must be made by BACS transfer. The Commission's bank details can be found on our website:

<https://www.gamblingcommission.gov.uk/for-gambling-businesses/Apply-for-a-licence/Annual-fees.aspx>

When paying by BACS transfer, you must quote the licensee's account number and name with the payment details.

Payment by cheque is not accepted.

Please note, all payments MUST be made in pounds sterling (GBP)

Please return this application form via email or to:

GAMBLING COMMISSION, VICTORIA SQUARE HOUSE, VICTORIA SQUARE, BIRMINGHAM, B2 4BP

Keeping gambling fair and safe for all

The Gambling Commission regulates gambling in the public interest. It does so by keeping crime out of gambling, by ensuring that gambling is conducted fairly and openly, and by protecting children and vulnerable people from being harmed or exploited by gambling. The Gambling Commission also provides independent advice to government on gambling in Great Britain.

For further information or to register your interest in the Gambling Commission please visit our website www.gamblingcommission.gov.uk.

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Form GCVL

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