Operating Licence Application to Vary a Licence

Section 1. Existing Licence Details



• 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.

1. Please provide the full name in which the op	peratin	g lice	nce i	s he	eld.											
Operator name (the company, individual or other individual partner must be listed.	entity)	. If th	e ope	rato	r is	ар	artr	nersl	hip,	the	nar	ne o	f ea	ch		
Licence number																
						-										
2. Does this change apply to any other licence licence to which the change applies.	s? Plea	ise no	ote, a	п ар	plic	ati	on 1	fee v	will	be	pay	able	for	eac	h	
Yes - please complete the following details (use a continuation sheet if necessary)	X	No ·	- plea	se c	ont	inu	e to	que	estic	n 3					X	
Licence number						-										
Section 2. Type of Variation																
3. Please select the relevant cross box(es) to in application then continue to the relevant se							s) t	hat	are	beir	ng a	appli	ied 1	for i	n th	is
Please note, some variations only apply to Smal qualify for SSO exemption wishes to apply for tonline.																es
If you are carrying out more than one type of cl different type of changes you have selected.	hange y	you n	nust	om	ple	te a	ıll o	f th	e se	ctio	ns	liste	d n	ext 1	to th	ie
Change of operating name - please complete Section 3	X		nges iplete				con	ditio	ns -	ple	ase				X	
Changes to trading name(s) - please complete Section 4	X		nges Donly									e rep	S		X	
Change of head office address - please complete Section 5	X		nge c						ex /	2S) A	50 d	only)	-		X	
Changes to licence activities - please complete Section 6	X															
Once you have completed the sections indicate AND provide any additional documentation as												, 11,	12 8	and	13	

calculate the required fee.

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

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 proprie and partnerships will need to provide Deed Poll documentation. New name Date name changed D D M M Y Y Y Y	ietors
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 proprie and partnerships will need to provide Deed Poll documentation. New name Date name changed	ietors
registered companies and charities will need to provide evidence from Companies House, and sole proprie and partnerships will need to provide Deed Poll documentation. New name Date name changed	ietors
and partnerships will need to provide Deed Poll documentation. New name Date name changed	
Date name changed	
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 a
continuation sheet if necessary.	71
Remove trading name(s) Add trading name(s) Amend trading name(s)	
Old trading name being removed or amended	
	\dashv
Date name changed	
Date name changed	

Se	cti	on	5.	. C	har	ige	of	He	ad (Off	ice	Ad	dre	ess																
6.	lf y	yoı	u a	re c	han	ıgin	g yo	our l	head	d off	fice	add	res	s, pl	eas	e co	mpl	ete	the	foll	owi	ng c	leta	ils.						
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									dres or pa			ips)		X		add		(nc	t ap							tors			X	
Hea	ad C	Off	ice	and	d Co	rres	pon	den	ce a	ddre	ess			X		Hea	d O	ffice	ado	dres	s on	ly							X	

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	ove		
	Add Remove Amend	Licence categories available per licence activity	Licence category
Casino: 2005 Act	$X \times X$	A1, B1, C1, D1, E1-E3	
Casino: 1968 Act	$X \times X$	A1, B1, C1, D1, E1-E3	
Casino	X X X	F1, G1, G2, H1, I1, J1, K1, L1, M1	
Games host (Casino)	$X \times X$	F1, G1, G2, H1, I1, J1, K1, L1, M1	
Bingo	$X \times X$	A1-A3, B1-B3, C1, D1, E1-E4 F1, G1, G2, H1, I1, J1, K1, L1, M1	
Games host (Bingo)	$X \times X$	F1, G1, G2, H1, I1, J1, K1, L1, M1	
General betting (standard)	$X \times X$	A1-A3, B1-B3, C1, D1, E1-E9	
General betting (standard) (no gaming machines)	$X \times X$	A1-A3, B1-B3, C1	
General betting (standard) (real events)	$X \times X$	F1-F3, G1, G2, H1, I1, J1, K1, L1	
Betting host (real events)	\times	F1-F3, G1, G2, H1, I1, J1, K1, L1	
General betting (standard) (virtual events)	$X \times X$	F1, G1, G2, H1, I1, J1, K1, L1, M1	
Betting host (virtual events)	$X \times X$	F1, G1, G2, H1, I1, J1, K1, L1, M1	
General betting (limited)		A1, B1, C1 F1	
continues on next page			

Section 6. (continued)				
7a. Operating Licences (continued)	Add	Remove		
Pool betting		XX	A1, B1, C1, D1, E1 F1, G1, G2, H1, H2, I1, J1, K1, L1,	M1
Full pool betting with dogs and football		X		
Pool betting without dogs or football		X		
Pool betting with dogs		X		
Pool betting with football		X		
Pool betting restricted to football		X		
Betting intermediary		XX	A1, B1, C1 F1-F3, G1, G2, H1, I1, J1, K1, L1	
Betting intermediary (trading room only)		XX	F1, G1, H1	
Gaming machine general: AGC		XX	A1-A3, B1-B3, C1, D1, E1-E4	
Gaming machine general: FEC		XX	A1-A3, B1-B3, C1, D1, E1	
Gaming machine technical: full		XX	A1, B1, C1, D1, E1 F1, G1, H1, H2	
Gaming machine technical: supplier		X	A1, B1, C1, D1, E1 F1, G1, H1	
Gaming machine technical: software		X	A1, B1, C1, D1, E1 F1, F2, G1, H1, H2	
Gambling software		XX	A1, B1, C1, D1, E1 F1, F2, G1, H1, H2	
External lottery manager		XX	A1, B1, C1, D1, E1 F1, G1, H1, I1, J1	
Society lottery		XX	A1, B1, C1 F1, G1, H1	
7b. Ancillary Remote Licences	Add Remove			Add Remove
Casino	\times	Gamin	g machine technical: full	\boxtimes
Bingo	X	Gamin	g machine technical: supplier	\boxtimes
General betting (standard)	X	Gamin	g machine technical: software	X
General betting (limited)	\times	Gambl	ing software	\boxtimes
Pool betting		Society	y lottery	
continues on next page				

Section 6. (co	ntinue	d)								
7c. Linked Oper	ating Li	icences		Add	Remove				Add	Remove
Non-remote Gami technical: supplie		hine		X		Remote Gaming m supplier	achine techr	nical:	X	X
Non-remote Gam	bling so	ftware		X	X	Remote Gambling	software		X	X
						f you are applying for, o commission.gov.uk for			evant fu	ill
						quired to answer the fol able to a linked licence.		tional que	stions t	0
7d. Will you emp	loy staf	ff speci	fically	to carry	y out t	he activities authorised	by the link	ed licence?		
Yes – please indic to spend on staff					X	No - please contin	ue to questi	on 7e belov	v	X
Amount	£									
much time w	ill you a	and you	ır emp	loyees	spend	out the activities author on the activities author provide details below and	rised by the	linked lice	nce and	
Time spent in hours						Cost per year	£			
						ear on either replacemen ne linked licence? (Please				tinue to
Amount	£									
7g. Will there be authorised b				, such a	s trav	elling expenses, incurre	ed in the del	ivery of the	e activit	ies
Yes - please indic to spend below a					X	No – please contin	ue to questi	on 7h belov	v	X
Amount	£									
7h. Please speci each year.	fy the t	otal an	ount t	hat you	expe	ct to spend on the activ	ity authorise	ed by the li	inked lie	cence
Total Amount	£									
meet the licensing	ng obje	ctives o	of the C	Gamblin	ıg Act	t a licensed operator un 2005 and has arrangem hose licensing objective	nents in plac			
For your Compla	ints an	d Dispi	utes Po	olicy and	d Proc	edures				
8. Please provid	de the n	ame of	the or	rganisat	tion th	at will be your alternati n.gov.uk for further info		resolution	body. P	ease

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					
For operators whose licenc	e contair	ns umbrella licence condition	15		
the details below ensur	ing that	you specify the exact wording	ng of the	ct the relevant cross box and condition and the reason for the type of change you wish	the
Add an umbrella licence condition	X	Remove an umbrella licence condition	X	Amend an umbrella licence condition	X
For amending a licence con	dition O	NLY please specify which ty	pe of cha	nge you wish to make.	
Add a name to an umbrella licence	X	Remove a name on an umbrella licence	X	Amend an existing name on an umbrella licence	X
Add a licence activity to an umbrella licence	X	Remove a licence activity on umbrella licence	X		
Umbrella Operating Licence	Condition	1			
Reason for change					
For operators whose licens	e contair	ns standard licence condition	ne		
		nend a licence condition, ple f the condition and the reaso		plete the details below ensuri e request.	ng that
Add a licence condition	X	Remove a licence condition	X	Amend a licence condition	X
Operating Licence Condition					
Reason for change					

Section 8. Changes to Key Personnel or On-course Representatives (SSO only)

12. If you wish to add or remove a key person (any individuals with overall responsibility for a management function) or an on-course representative (any individuals who accept bets on your behalf without your direct supervision) associated with your Operating Licence, please complete the details below. Please use a continuation sheet if necessary.

Where you wish to add a key person, you are required to complete questions 12 and 13 in this section.

For any individuals being added to your operating licence, if the individual has not been approved as an Annex A or been granted a Personal Management Licence (PML) within the last five years they must complete an Annex A personal declaration or PML application. Please refer to our website www.gamblingcommission.gov.uk for further information.

Please note, any individuals who complete an Annex A personal declaration or PML application via eServices must also submit a Disclosure and Barring Service (DBS) or Disclosure Scotland application form and the required identification documents.

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Please note that applicants who reside outside of Great Britain or who have beer years are required to submit a police report from their country of residence.	
DBS forms	
Disclosure Scotland forms (for residents in Scotland only)	
For any on-course representatives you wish to add, please supply a copy of their	contract of employment.
12a. Full name	
Remove individual Add individual Individual is key personnel	Individual is on-course rep
Has this individual been approved as an Annex A or been granted a PML within the last five years?	Yes No
12b. Full name	
Remove individual Add individual Individual is key personnel	Individual is on-course rep
Has this individual been approved as an Annex A or been granted a PML within the last five years?	Yes No
12c. Full name	
Remove individual Add individual Individual is key personnel	Individual is on-course rep
Has this individual been approved as an Annex A or been granted a PML within the last five years?	Yes No

13. Where you are applying to add a key person; the Gambling Commission requires the following information:

- An up to date corporate management diagram which includes the Money Laundering Reporting Officer within the structure (not applicable for adding an on-course representative);
- A copy of your up to date policies and procedures which includes details of where the new key person sits within any escalation processes and decision making points (not applicable for adding an on-course representative);
- An explanation of what training the new key person will receive in relation to the licensing objectives, the Licence Codes and Codes of Practice and the policies and procedures you have in place. This should include when the training will take place and how it will be delivered, updated and evaluated.

Your policies and procedures should highlight any potential risks to the licensing objectives and the business itself, and detail how you will manage those risks. They should also detail any contingency plans that will be in place to address such risks.

Wherever possible your policies and procedures should include flow diagrams/process maps which show how the procedures work in practice, where the escalation and decision making points are, and who is responsible for making the decisions.

Section 9. Change of Name	e for an Annex A (SSO only)
is currently listed within Sch following details.	change of name for an individual who has been approved as an Annex A and redule X or Schedule Y of your Operating Licence, please complete the provide proof of the change of name with this application, such as a marriage ntation.
Date name changed	Date of birth
D D M M Y Y Y	D D M M Y Y Y Y
Previous full name	
New full name	
Reason for change of name	

Section 10. Declaration

"You or I" means the applicant.

"We or us" means the Gambling Commission.

The following declaration must be signed in all cases:

- a. If the applicant is an individual, by that individual;
- b. If the applicant is a partnership, by one of the partners;
- c. If the applicant is a company and was incorporated **before** 2008, by one of the directors (who is not also the secretary of the company);
- d. If the applicant is a company and was incorporated after 2008, by one of the directors;
- e. In any other case, by a duly authorised officer of the applicant.

We may ask third parties for confirmation or further details in relation to any information you have provided in this application. These third parties may be domestic or foreign:

- government departments and agencies
- employers
- educational institutions
- courts
- · banks and financial institutions
- any other third party that may hold relevant information

Further details on the information we seek can be found in the 'Licensing' section of our <u>Licensing</u>, <u>compliance and enforcement policy statement</u>.

We may share data with third parties who fulfil a service on behalf of, and under the express instructions of, the Gambling Commission and where it is necessary to carry out our functions and where we are legally required and permitted to do so.

You must tell us:

- if anything in the application changes after submission or if you become aware of any errors
- if you are subject to any investigatory or regulatory action in another country

If you do not tell us about any of the above, we may review and revoke your licence.

The Gambling Commission is a data controller under the terms of the General Data Protection Regulation ("GDPR") and Data Protection Act 2018. The information you have provided may be processed by us to meet our legal obligations to carry out our functions. You can find our policy on the GDPR and further information on how we process data on our website.

Any information or material sent to us may be subject to the Freedom of Information Act 2000. We will treat all information as confidential and will only disclose that information to third parties where it is necessary to do so. Our policy on release of information is available on our website.

By signing the below I am declaring:

- I confirm to the best of my knowledge, that the information provided in this application is accurate
- I certify that all documentation provided is either an original or a true copy
- I consent for you to request and share information with relevant third parties to consider my suitability to hold a licence
- I agree to notify the Gambling Commission should any of the information given in this application change or is found to be incorrect
- I understand that if I receive a new licence, details about the licence will be placed on the public register
- I understand that if the application form is signed using a digital signature, the Gambling Commission will only accept a digital signature containing a serial number and code to allow verification, and I accept that a digital signature has the same force and effect as a signature affixed by hand.

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The ap	prop	riate	e fee	(non-r	efur	ıdabl	le)																		X	
Docum	nenta	tion	conf	irming	cha	ange	of nam	e or	add	ress	(wł	nere	app	lical	ole, a	s d	etail	ed i	n qı	ues	tions	s 4 a	ınd 6	ô	X	
Person questic					ume	ents	for any	asso	ciat	ed A	nne	x A	or F	MLa	appli	cati	ons	(as	deta	aile	d in				X	
Compl (as det						Scotl	and app	lica	tion	forn	n or	ove	rsea	s pc	lice i	repo	ort f	or r	elev	ant	per	sonr	nel		X	
Policy	infor	mati	on (w	here a	appl	icabl	le, as de	etail	ed in	que	estic	on 1	3)												X	
Financ	ial in	form	natior	ı (whe	re a	pplic	able, as	de	aile	d in	que	stio	n 9)												X	
Contra	cts c	of em	ploy	ment f	or c	n-co	urse re	pres	enta	tives	s (w	here	apı	olica	ble, a	as c	letai	led	in q	ues	tion	12)			X	
Contin	uatio	on sh	neet(s) (if re	quir	red)																			X	
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Total r	emo	te lic	ence	s (£)			£																			
Person	al lic	ence	es (£)				£																			
Total (£)						£																			

OFFICE USE ONLY
Account 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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