

Section 2. Contact Details

3. Please provide the following details for the contact you want the Gambling Commission to correspond with about this application. This can be an employee of the applicant or other representative such as a solicitor. Please note that ALL correspondence and licences relating to this application will be issued to this person. The address provided in this section MUST be in Great Britain.

Title

First name(s)

Last name

Position

Property number

Property name

Street

Town/city

Postcode

Home number (inc. area code)

Work number (inc. area code)

Mobile number

Email address

Please confirm if the person listed above is the main contact for all matters relating to your operating licence or whether they are the contact solely for this application.

Main contact

Contact for this application only

If the person listed above is the contact for this application only, please confirm the full name and email address of the individual you want to be the main contact for all other matters relating to your operating licence.

Please note, the main contact will also receive the Gambling Commission's e-bulletin which is issued by email on a fortnightly basis.

First name(s)

Last name

Email address

Section 5. (continued)

10. Has the incoming controller ever been known by another name (previous names, aliases or company name changes)?

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

No – please continue to question 11

10a. Previous name

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From

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

10b. Previous name

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From

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

11. Please provide details of all incoming individuals who have, or are expected to become, a controller of the licensee. Please note, if any of the individuals listed are not already approved by the Commission, they will be required to submit an Annex A Personal Declaration or PML application. Please see Guidance Notes for details of the information we require.

11a. First name(s)

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Last name

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Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Does this individual hold or will they be submitting a PML application or Annex A?

Annex A

PML

Date the person became, or is expected to become, involved with the operator

D	D	M	M	Y	Y	Y	Y
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Shares in licensee

--	--	--

%

Voting power in licensee

--	--	--

%

Shares in parent undertaking

--	--	--

%

Voting Power in parent undertaking

--	--	--

%

11b. First name(s)

--	--	--	--

Last name

--	--	--	--

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Does this individual hold or will they be submitting a PML application or Annex A?

Annex A

PML

Date the person became, or is expected to become, involved with the operator

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Shares in licensee

--	--	--

%

Voting power in licensee

--	--	--

%

Shares in parent undertaking

--	--	--

%

Voting Power in parent undertaking

--	--	--

%

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Section 5. (continued)

12. The Gambling Commission requires a diagram illustrating the management structure for the licensee which details the names of individuals occupying qualifying positions. This will vary between licensees, but it should illustrate the structure of the business showing reporting lines down to area manager level, if applicable. Please refer to the Guidance Notes for details of the information we require.

If you are completing an electronic copy of this form and have a copy of your management structure in either a JPEG, TIF, GIF or PNG file, you can attach it to the form. Please click in the box below to attach the document. Alternatively you can submit the structure as a separate document in electronic or hard copy format. If you are providing a separate document, please select the cross box.



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Section 8. (continued)

24. If as a result of the Change of Corporate Control any aspects of how you review and assess your policies and working practices in light of any changes to the Licence Conditions and Codes of Practice or developments within the gambling industry that have changed you will need to provide an updated policy (see Guidance Notes). This policy can be provided in the space below or as a separate document. If you are providing a separate document, please select the cross box.



Section 9. Financial Information

When looking at an application for a change of corporate control, the Gambling Commission has to consider whether a licensee 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.

25. In order to assess the financial aspect of the application the Gambling Commission requires the following information. Please refer to the Guidance Notes for further details.

- A copy of the sales purchase agreement;
- Documentation confirming that the shares in the licensee have been transferred to the new controller;
- Proof of funding for the acquisition of the shares or voting power;
- An updated business plan;
- Financial projections for the next 12 months, if these are likely to change from those previously provided; and
- The latest available accounts for the incoming controller.

Please note, where an incoming controller is a private or public limited company, they are required to provide a copy of their published annual accounts as provided by their accountant.

Section 10. Other Information

26. Is there any other information which you believe the Gambling Commission would reasonably expect notice of or you would like to be taken into account when considering this application?

Yes – please provide details below
(use a continuation sheet if necessary)



No – please continue to Section 11



Section 11. Declaration

The following declaration must be signed in all cases by both the licensee and the new controller(s):

- a. If the licensee was incorporated **before** April 2008, by both the company secretary and at least one director (who is not also the secretary of the company);
- b. If the licensee was incorporated **after** April 2008, by at least one director;
- c. If the new controller(s) is/are an individual, by that individual;
- d. If the new controller(s) is/are a partnership, by all individuals who are partners;
- e. If the new controller(s) is/are a company and was incorporated **before** April 2008, by both the company secretary and at least one director (who is not also the secretary of the company);
- f. If the new controller(s) is/are a company and was incorporated **after** April 2008, by at least one director;
- e. In any other case, by a duly authorised officer of the applicant.

Should the information provided in relation to this application form and any accompanying documentation cease to be correct, or if there are any changes in the information provided between the date the application was submitted and the date it is determined, it is the applicant's responsibility to advise the Gambling Commission immediately. Failure to do so could result in any licence subsequently issued being reviewed and possibly revoked.

The Gambling Commission may require confirmation or further information from third parties in respect of any evidence or documentation I/we have provided in support of this application. I/We agree to grant authorisation for the Gambling Commission to request and receive information about me/us from those third parties.

I/We agree to provide authority for the Gambling Commission to obtain bank references.

I/We understand that any misrepresentation or failure to reveal information or grant any authorisation requested may be deemed to be sufficient cause for the refusal or revocation of a licence.

I/We certify that the financial projections provided have been approved and adopted by the board (or equivalent) and that the Directors (or equivalent) have a reasonable expectation that the licensed entity has adequate resources to continue in operational existence for the foreseeable future.

I/We certify to the best of my/our knowledge that the information given in this application is complete and correct in every respect and that all material information has been included.

I/We agree to notify the Gambling Commission should any of the information given in this application change.

I/We understand that if I/we receive a licence, that fact will be placed on a public register.

I/We 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/we accept that a digital signature has the same force and effect as a signature affixed by hand.

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Section 12. Enclosures

Please select the relevant cross box(es) to confirm that the required enclosures have been attached:

Annex A personal declaration forms and/or Personal Management Licence application forms (as applicable) for all required individuals (as detailed in questions 8, 11, 13 and 14)

Personal identification documents for any associated Annex A personal declaration form and/or PML applications (as detailed in questions 8, 11, 13 and 14)

Completed Disclosure Scotland application form(s) or overseas police reports for relevant personnel (as detailed in questions 8, 11, 13 and 14)

Sales purchase agreement (as detailed in question 26)

Documentation confirming transfer of shares to incoming controllers (as detailed in question 26)

Proof of funding for acquisition of the shares or voting power, business plan, projections and any other financial information (as detailed in question 26)

Group structure and management structure (as detailed in questions 9 and 12)

Adherence policies and procedures (as detailed in question 23 to 25)

Continuation sheet(s) (if required)

Remember: 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 above 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.

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](#).

Section 13. Payment Calculation

28. Payment Calculation Summary (please see our website to calculate your fee).

Corporate change fee (£)

£																			
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Personal licences (£)

£																			
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Total (£)

£																			
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OFFICE USE ONLYAccount ID
Order No.**Section 14. Payment**

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

<https://www.gamblingcommission.gov.uk/licensees-and-businesses/page/paying-fees>

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 payment, together with your application form, 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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