



HILLINGDON  
LONDON



# NOTICE OF HEARING

## Licensing Sub-Committee

**Date:** THURSDAY 7 MARCH 2024

**Time:** 1PM

**Venue:** COMMITTEE ROOM 5, CIVIC CENTER, HIGH STREET, UXBRIDGE, UB8 1UW

**Meeting Details:** Members of the Public and Media are welcome to attend. This meeting may also be broadcast live.

If this is a public hearing, the agenda is available online at [www.hillingdon.gov.uk](http://www.hillingdon.gov.uk) or you can use a smart phone camera and scan the code below:



### Councillors on the Sub-Committee:

Councillor Darran Davies  
Councillor Peter Smallwood  
Councillor Janet Gardner

### IMPORTANT INFORMATION

On receipt of this notice, you **MUST** notify the Committee Clerk (contact details below) by the following date:

**Tuesday 5 March 2024**

If you don't notify you may lose your right to speak at the hearing. When notifying you must confirm:

- 1) Whether you intend to attend or to be represented by someone at the hearing;
- 2) If you consider a hearing to be unnecessary and;
- 3) Whether to request that another person attends (other than your representative) as a witness

**Published:** Wednesday 21 February 2024

**Contact:** Anisha Teji – Democratic Services  
Tel: 01895 277655  
Email: [ateji@hillingsdon.gov.uk](mailto:ateji@hillingsdon.gov.uk)

Putting our residents first

Lloyd White  
Head of Democratic Services  
London Borough of Hillingdon,  
Phase II, Civic Centre, High Street, Uxbridge, UB8 1UW

# Useful information for residents and visitors

## *Watching & recording this meeting (if a public meeting only)*

If this meeting is to be held in Public (Part 1) you can watch it on the Council's YouTube channel, live or archived after the meeting. Residents and the media are also welcome to attend in person, and if they wish, report on the public part of the meeting. Any individual or organisation may record or film proceedings as long as it does not disrupt proceedings.

Watch a **LIVE** broadcast of this meeting on the Council's YouTube Channel: *Hillingdon London*

Those attending should be aware that the Council will film and record proceedings for both official record and resident digital engagement in democracy.



It is recommended to give advance notice of filming to ensure any particular requirements can be met. The Council will provide seating areas for residents/public, high speed WiFi access to all attending and an area for the media to report. The officer shown on the front of this agenda should be contacted for further information and will be available to assist. When present in the room, silent mode should be enabled for all mobile devices.

## *Travel and parking*

Bus routes 427, U1, U3, U4 and U7 all stop at the Civic Centre. Uxbridge underground station, with the Piccadilly and Metropolitan lines, is a short walk away. Limited parking is available at the Civic Centre. For details on availability and how to book parking space, please contact Democratic Services:

Please enter via main reception and visit the security desk to sign-in and collect a visitor's pass. You will then be directed to the Committee Room.

## *Accessibility*

For accessibility options regarding this agenda please contact Democratic Services. For those hard of hearing an Induction Loop System is available for use.

## *Emergency procedures*

If there is a FIRE, you will hear a continuous alarm. Please follow the signs to the nearest FIRE EXIT and assemble on the Civic Centre forecourt. Lifts must not be used unless instructed by a Fire Marshal or Security Officer. In the event of a SECURITY INCIDENT, follow instructions issued via the tannoy, a Fire Marshal or a Security Officer. Those unable to evacuate using the stairs, should make their way to the signed refuge locations.



# Agenda

## CHAIRMAN'S ANNOUNCEMENTS

### Hearing Protocol

- 1 Apologies for Absence
- 2 Declarations of interest in matters coming before this meeting
- 3 To confirm that the items of business marked Part I will be considered in Public and items marked Part II will be considered in Private
- 4 Matters that have been notified in advance or urgent

### Part I - Members, Public and Press

	<b>Title of Report / Address of application</b>	<b>Ward</b>	<b>Time</b>	<b>Page</b>
<b>5</b>	Application For A Licensed Premises Gaming Machine Permit - Hollywood Bowl And Puttstars, Unit 220, The Chimes (Upper Mall), Uxbridge, UB81QJ	Uxbridge	1pm	3 - 26

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## Order of proceedings – applications

The Chairman of the Sub-Committee will open the hearing by introducing the Councillors, explaining the purpose of the proceedings and the general procedure. The Chairman will then check that there are no additions or alterations to the list of those appearing at the hearing.

**Introduction by the Regulatory Services/Licensing Officer**



**The Applicant / Licence Holder**



**Responsible Authorities (if present)**



**Other Parties (residents etc...)**



### **DISCUSSION LED BY THE SUB-COMMITTEE**

The Chairman will lead the discussion. This will be a chance for all parties to provide comments on any submissions that have been made to the Sub-Committee.



**Closing remarks from each party**



**Sub-Committee deliberates**



**Chairman announces the decision**

The Council's Regulatory Services/Licensing Officer will introduce the report and will outline the matter before the Sub-Committee, giving any relevant background information. The Sub-Committee may ask questions of the officer.

The Applicant, licence holder or the person representing him/her will be invited to address the Sub-Committee. They will be allowed sufficient time to present his/her case. The Sub-Committee may ask questions.

Responsible Authorities will be invited to address the Sub-Committee and will be allowed sufficient time. The Sub-Committee may ask questions of the Responsible Authorities.

Other parties will be invited to address the Sub-Committee. Where there are a number of parties making similar representations the Chairman will expect the parties to nominate a spokesperson to make the representations and all will be allowed sufficient time. The Sub-Committee may ask questions of the Other Parties.

The Chairman will invite the Responsible Authorities and Other Parties to make brief closing remarks on the application. The Applicant / licence holder makes the final closing remarks.

The Sub-Committee will remain in the room to deliberate and make their decision, with only the Legal Advisor and the Clerk to the Sub-Committee remaining. All others present will be asked to leave the room. If the meeting is being broadcast, any filming will be stopped for this part.

Parties may return to the room when invited to do so and the Chairman will announce the decision. The Chairman will remind the Applicant / licence holder that the decision will be sent to them in writing. There can be no further questions or statements.

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# Agenda Item 5

## APPLICATION FOR A LICENSED PREMISES GAMING MACHINE PERMIT - HOLLYWOOD BOWL AND PUTTSTARS, UNIT 220, THE CHIMES (UPPER MALL), UXBRIDGE, UB8 1QJ

<b>Committee</b>	Licensing Sub-Committee
<b>Officer Contact</b>	Jhini Mukherjee , Licensing Officer
<b>Papers with report</b>	Appendix 1 – Copy of the application from for the gaming machine permit Appendix 2 – Copy of the plan of premises Appendix 3 – Copy of Licensing Act 2003 Premises Licence – <b>TO FOLLOW</b> Appendix 4 – Copy of the Gambling Commission’s code of practice for Gaming Machine Permits
<b>Ward(s) affected</b>	Uxbridge

### SUMMARY

To consider an application for a Licensed Premises Gaming Machine Permit for 40 Category C & Category D Gaming Machines in respect of Hollywood Bowl and Puttstars, Unit 220, The Chimes (upper mall), Uxbridge, UB8 1QJ

### RECOMMENDATION

**That the Licensing Sub Committee determine the application considering the application for a licensing premises gaming machine for 40 Category C and Category D gaming machines.**

### INFORMATION

1.1 An application for a Licensed Premises Gaming Machine Permit for 40 Gaming Machines was submitted by The Original Bowling Company Limited in respect of Hollywood Bowl and Puttstars, Unit 220, The Chimes (upper mall), Uxbridge, UB8 1QJ

The application is for 5 Category C Gaming Machines and 35 Category D Gaming Machines.

**Note:** The application form is annexed to this report as **Appendix 1**

1.2 The application was submitted in accordance with the procedures set out in the s.283 Gambling Act 2005. The application procedure does not require any consultation with responsible authorities or any advertising/legal notice.

1.3 Hillingdon’s Statement of Gambling Principles 2023 – 2025 requires the Licensing Sub-Committee to determine applications for more than 5 Gaming Machines.

## 1.4 General Information

- The premises has the benefit of a Premises Licence issued under the Licensing Act 2003 for the sale of alcohol, regulated entertainment and late-night refreshment.
- The premises is used as a multi-function entertainment/bowling complex with bars, a mini-golf course and dedicated amusement areas.
- Permit holders are required to comply with the Gambling Commission's code of practice for Gaming Machine Permit (attached).

### Gaming Machine Categories:

CATEGORY	MAXIMUM STAKE	MAXIMUM PRIZE
<b>A</b>	Unlimited	Unlimited
<b>B1</b>	£5	£10,000*
<b>B2</b>	£100 (in multiples of £10) £2 effective April 2019	£500
<b>B3</b>	£2	£500
<b>B3A</b>	£2	£500
<b>B4</b>	£2	£400
<b>C</b>	£1	£100
<b>D**</b>	-	-
<b>D</b> non-money prize (other than crane grab machine)	30p	£8
<b>D</b> non-money prize (crane grab machine)	£1	£50
<b>D</b> money prize (other than a coin pusher or penny falls machine)	10p	£5
<b>D</b> combined money and non-money prize (other than coin pusher or penny falls machines)	10p	£8 (of which no more than £5 may be a money prize)
<b>D</b> combined money and non- money prize (coin pusher or penny falls machine)	20p	£20 (of which no more than £10 may be a money prize)

*Category B1 where the prize value available through its use is wholly or partly determined by reference to use made of one or more other subcategory B1 machines, no more than £20,000*

*\* \*Category D machines with a 10p stake are entitled to offer prizes of up to £5 in cash, or up to £5 in cash and £3 in non-monetary prizes. Category D machines with a 30p stake can offer £8 in non-monetary prizes only.*

## FINANCIAL IMPLICATIONS

- 2.0 Members should be aware that the Environment and Consumer Protection does not have a budget provision for costs, should the applicant be successful in appealing to the Court(s) against a decision of the Council. In the event that a Court was to uphold an appeal, officers would need to identify how the costs would be funded before action could be taken in order to comply with Councils financial policy.



## LEGAL IMPLICATIONS

- 3.1 When considering an application for a grant of a Licensed Premises Gaming Machine Permit, the Sub-Committee shall carry out its functions with a view to taking steps it considers appropriate for promoting the licensing objectives. Section 1 of the Gambling Act 2005 creates three licensing objectives:
- Preventing gambling from being a source of crime and disorder, being associated with crime and disorder or being used to support crime,
  - Ensuring that gambling is conducted in a fair and open way, and
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling
- 3.2 Under the provisions of Schedule 13 of the Gambling Act of 2005 (“the 2005 Act”) the Licensing Authority shall consider the application having regard to the licensing objectives, any relevant guidance issued under Section 25 of the 2005 Act (Gambling Commission Guidance) and such other matters as they think relevant. Members should also have regard to Hillingdon’s Statement of Gambling Policy.

### **Relevant sections of the Gambling Commission’s Guidance to Licence Authorities**

- 3.3 At paragraph 1.19 of the guidance it states:

*“The Act places a legal duty on both the Commission and licensing authorities to aim to permit gambling, in so far as it is considered to be reasonably consistent with the pursuit of the licensing objectives. The effect of this duty is that both the Commission and licensing authorities must approach their functions in a way that seeks to regulate gambling by using their powers, for example, powers to attach conditions to licences, to moderate its impact on the licensing objectives rather than by starting out to prevent it altogether.”*

- 3.4 At paragraph 26.1 of the guidance it states:

*“It is important to remember that gambling must remain ancillary to the main purpose of the premises and the exemptions and permits are reliant on the premises holding a valid alcohol licence. Experience indicates that, in circumstances where breaches of gambling regulations occur, licensing authorities have a powerful lever in securing compliance, due to their ability to review the alcohol licence.”*

- 3.5 At paragraph 26.8 of the guidance it states:

*“Licensing authorities may issue licensed premises gaming machine permits for any number of category C or D machines in licensed premises (alcohol licensed premises as described in s.277 of the Act). Where a permit authorises the making available of a specified number of gaming machines in particular premises, this will effectively replace, and not be in addition to, any automatic entitlement to two machines under s.282 of the Act.”*

- 3.6 At paragraph 26.12 of the guidance it states:

*“In determining an application, the licensing authority must have regard to the licensing objectives and to this guidance. They may also take account of any other matters that*

are considered relevant to the application. The application does not require notification to the Commission or police before determination, however, licensing authorities are able to specify this as a requirement should they see fit.”

3.7 At paragraph 26.13 of the guidance it states:

*“The licensing authority may grant or refuse an application. In granting the application, it may vary the number and category of gaming machines authorised by the permit. If granted, the licensing authority must issue the permit as soon as possible after that. Where they refuse the application they must notify the applicant as soon as possible, setting out the reasons for refusal. The licensing authority must not refuse an application, or grant it for a different number or category of machines, unless they have notified the applicant of their intention to do so and given the applicant an opportunity to make representations, orally, in writing, or both.”*

3.8 Section 283(3) of the 2005 Act requires that the holder of a licensed gaming machine permit shall comply with any relevant provision of a code of practice under Section 24 of the 2005 Act (Section C - Gaming machines in clubs and premises with an alcohol licence)

### **Relevant sections of the Gambling Commission’s Code of Practice**

3.9 Code provision 1.1 states:

*“Compliance with the code of practice should be the responsibility of a designated person: in pubs in England and Wales: the designated premises supervisor (which the Licensing Act 2003) requires as a condition of any alcohol premises licence)”*

3.10 Code provision 2.1 states:

1. *“All gaming machines situated on the premises must be located in a place within the premises so that their use can be supervised, either by staff whose duties include such supervision (including bar or floor staff) or by other means.*
2. *Permit holders must have in place arrangements for such supervision.*
3. *All gaming machines situated on the premises shall be located in a place that requires a customer who wishes to use any ATM made available on the premises to cease gambling at the gaming machines in order to do so. ‘ATM’ means a machine located on the premises, which enables a person using it to obtain cash by use of a credit or debit card.”*

3.11 Code provision 3.1 states:

1. *“Permit holders should put into effect procedures intended to prevent underage gambling. This should include procedures for:*
  - *checking the age of those who appear underage*
  - *refusing entry to anyone unable to produce an acceptable form of identification.*
2. *Permit holders should take all reasonable steps to ensure that all relevant employees understand their responsibilities for preventing underage gambling.*
  - *Permit holders should only accept identification which:*
    - *contains a photograph from which the individual can be identified*
    - *states the individual’s date of birth*
    - *is valid*
    - *is legible and has no visible signs of tampering or reproduction.*

3. *The Commission considers acceptable forms of identification to include: any identification carrying the PASS logo (for example Citizencard or Validate; a driving licence (including provisional licence) with photocard; or a passport.”*

3.12 Code provision 3.2 states:

1. *“Procedures should be in place for dealing with cases where a child or young person repeatedly attempts to gamble on category B or C machines, including oral warnings, reporting the offence to the Commission and the police, and making available information on problem gambling.”*

#### Relevant Sections of Hillingdon’s Statement of Gambling Policy

3.13 At paragraph 6.29 it states:

*“This Licensing Authority considers that such matters will be decided on a case-by-case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under-18 year olds do not have access to the adult-only gaming machines.”*

3.14 At paragraph 6.30 it states:

*“Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff that will monitor that the machines are not being used by those under 18. Notices and signage may also be helpful. As regards the protection of vulnerable persons applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.”*

3.15 At paragraph 6.31 it states:

***“The Licensing Authority will usually expect holders of gaming machine permits to ensure that the gaming machines are sited in accordance with any relevant code of practice issued by the Gambling Commission and to ensure that they can be adequately supervised whilst in use.”***

3.16 A child is defined in Section 45 of the 2005 Act as an individual who is less than 16 years old and a young person as an individual who is not a child but is less than 18 years old.

3.17 Section 46(1) of the 2005 Act makes it an offence if a person invites, causes or permits a child or young person to gamble. However this does not apply in relation to the use of a category D machine (Section 46(2)(e) of the 2005 Act) because children are permitted to use them.

3.18 The Gaming Machine (Circumstances of Use) Regulations 2007 require amongst other things that a gaming machine shall display the following information—

- (a) the category, or sub-category, of the machine;
- (b) the name and telephone number of a person from whom assistance may be obtained by people who are or may be affected by problems related to gambling; and

- (c) unless it is a Category D gaming machine, information constituting a warning that the machine is not to be used by a child or young person.

3.19 The application must be considered on its merits, having received details of the issues arising either at a hearing or by written representation from the applicant. A decision must be made, having considered the representation, either:-

- (a) to grant the application;
- (c) to refuse the application; or
- (d) to grant it in respect to –
  - (i) a smaller number of machines than that specified in the application,
  - (ii) a different category of machines from that specified in the applicationsor
  - (iii) both.

There is no ability to add conditions.

3.20 The Council in its capacity as Licensing Authority has a duty to have regard to its public sector equality duty under s.149 of the Equality Act 2010. In summary s.149 provides that a Public Authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- c) Foster good relations between persons who share relevant protected characteristics and persons who do not.

3.21 Section 149(7) of the Equality Act 2010 defines nine relevant protected characteristics examples are; race, sex, age, disability, gender reassignment and religious beliefs.

3.22 The decision determined by the Sub-Committee will be accompanied with clear, cogent reasons for that decision, having had due regard to being reasonably consistent with the Licensing Objectives; the Human Rights Act 1998; any relevant code of practice under Section 24 of the Gambling Act 2005; any relevant guidance issued by the Commission under Section 25 of the Gambling Act 2005; and Hillingdon's Statement of Gambling Policy. The decision and the reasons for that decision will be served on the Applicant as soon as is reasonably practicable.

3.23 If the application is refused, in whole or in part, a Right of Appeal to the Magistrates' Court is granted by Schedule 13 of the Act to the applicant. The applicant has 21 days from the date of the notice of the decision, to initiate such an appeal.

3.24 Following such an Appeal, the Magistrates' Court may:-

- a) dismiss the appeal;
- b) substitute for the decision appealed against any other decision which could have been made by the licensing authority (with effect from such date and on such transitional or other terms the court may specify);

- c) restore a permit (with effect from such date and on such transitional or other terms the court may specify);
- d) remit the case to the licensing authority to dispose of it in accordance with the direction of the court;
- e) make an order on costs.

## **BACKGROUND DOCUMENTS**

The Gambling Act 2005

Gambling Commission Guidance to Licensing Authorities

Gambling Commission Code of Practice

The Council's Statement of Gambling Principles

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**Gaming machine permit applications (i.e. for greater than 2 machines) for:**

**Conversion/new/variation/transfer**

*(for use by premises licensed to supply alcohol for consumption on the premises)*

**Please refer to guidance notes at the back of this form before completing**

To:  London Borough of Hillingdon  Head of Environmental Services/Chief Executive	
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<p><b>Section A – What do you want to do?</b></p> <p>1 Please indicate what you would like to do</p> <p>a) <b>Notify</b> licensing authority that you intend to provide up to a maximum total of 2 gaming machines category C and/or D <span style="float: right;"><input type="checkbox"/></span></p> <p>(if you choose this option then please complete sections D and E)</p> <p>b) Apply <b>to convert</b> an existing Section 34 permit issued under the Gaming Act 1968, into a licensed premises gaming machine permit (i.e. for more than 2 gaming machines) <span style="float: right;"><input type="checkbox"/></span></p> <p>(if you choose this option then please complete sections B, D and E)</p> <p>c) Apply for a <b>new</b> licensed premises gaming machine permit <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p>(if you choose this option then please complete sections B, D and E)</p> <p>d) Apply to <b>vary</b> an existing licensed premises gaming machine permit <span style="float: right;"><input type="checkbox"/></span></p> <p>(if you choose this option then please complete sections B, D and E)</p> <p>e) Apply to <b>transfer</b> an existing licensed premises gaming machine permit <span style="float: right;"><input type="checkbox"/></span></p> <p>(if you choose this option then please complete sections C, D and E)</p>													
<p><b>Section B – application for grant (includes conversion, new and variation applications)</b></p> <p>2 How many gaming machines are you currently authorised to provide and if this is a new or variation application, how many do you wish to provide? (please complete the boxes in the table)</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Category machine</th> <th style="width: 30%;">Number currently authorised to provide</th> <th style="width: 40%;">Number wish to provide (new or variation)</th> </tr> </thead> <tbody> <tr> <td><b>C</b></td> <td align="center"><b>0</b></td> <td align="center"><b>5</b></td> </tr> <tr> <td><b>D</b></td> <td align="center"><b>0</b></td> <td align="center"><b>35</b></td> </tr> <tr> <td><b>Total</b></td> <td align="center"><b>0</b></td> <td align="center"><b>40</b></td> </tr> </tbody> </table>		Category machine	Number currently authorised to provide	Number wish to provide (new or variation)	<b>C</b>	<b>0</b>	<b>5</b>	<b>D</b>	<b>0</b>	<b>35</b>	<b>Total</b>	<b>0</b>	<b>40</b>
Category machine	Number currently authorised to provide	Number wish to provide (new or variation)											
<b>C</b>	<b>0</b>	<b>5</b>											
<b>D</b>	<b>0</b>	<b>35</b>											
<b>Total</b>	<b>0</b>	<b>40</b>											
<p>3 If you are currently authorised to provide more than 2 machines, please provide your existing Section 34 Gaming Act 1968 permit, or provide reasons stating why it cannot be provided.</p>													

<b>Existing permit provided*</b> <b>(reasons why existing permit cannot be provided)</b>	<input type="checkbox"/>
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- Please keep a copy of your existing permit on the premises to which it relates.



**Gaming Machine permit applications (i.e. for greater than 2 machines) for:**

**Conversion/new/variation/transfer**

*(For use by premises licensed to supply alcohol for consumption on the premises)*

<p><b>Section C – application for permit transfer</b> (i.e. where a transfer has been requested for the Licensing Act 2003 premises licence)</p>	
4	Name of person requesting the transfer
5	Confirmation that an application to transfer the relevant Licensing Act 2003 premises licence has been:
	Requested <input type="checkbox"/>
	Granted <input type="checkbox"/>
6	Please provide your existing permit, or provide reasons stating why it cannot be provided
	Existing permit provided <input checked="" type="checkbox"/>
	Reasons why existing permit cannot be provided
<p><b>Section D – General Information</b></p>	
7	Name of Premises
	<b>Hollywood Bowl &amp; Puttstars</b>
8	Address of Premises
	<b>Unit 220, The Chimes (Upper Mall), Uxbridge, UB8 1QJ,</b>
9	Telephone number of Premises
	<b>No current telephone number.</b>
10	Name of existing premises licence holder
	<b>The Original Bowling Company Limited</b>
11	Address of premises licence holder (if different from 8 above)
	<b>Focus 31 West Wing, Cleveland Road, Hemel Hempstead Industrial Estate, Hemel Hempstead, Hertfordshire, HP2 7BW</b>
12	Telephone number (daytime) of premises licence holder
	<b>n/a</b>
13	E-mail address of premises licence holder (where available)
	<b>N/A</b>

14 Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant

**Matthew May, TLT LLP, One Redcliff Street, Bristol, BS1 6TP, 03330061739,**

**[Matthew.May@TLT.com](mailto:Matthew.May@TLT.com) .**

15 Licensing Act 2003 premises licence Reference (i.e. number)

**Not yet issued. Premises Licence application made on 23<sup>rd</sup> January 2024**

**Gaming machine permit applications (i.e. for greater than 2 machines) for:**

**Conversion/new/variation/transfer**

*(For use by premises licensed to supply alcohol for consumption on the premises)*

**Section E – Fee and Signature(s)**

I enclose a sum of (£ 150.00)\* (cheques should be made payable to London Borough of Hillingdon)

**I understand that I must comply with the Gaming Machine Code of Practice for Alcohol Licensed Premise Permits and Permissions issued by the Gambling Commission. (see guidance note 8)**

**Please note: It is an offence under section 342 of the Gambling Act 2005 if a person, without reasonable excuse, gives to a licensing authority for a purpose connected with that Act information which is false or misleading.**

**Dated 23 January 2024**

**Signed by** )

by or on behalf of Licensing Act 2003  
Premises licence holder )

Print Name

**Ewen Macgregor – solicitor to applicant**

- If you wish to have a maximum of 2 gaming machines then the fee payable is £50. If you wish to have more than 2 gaming machines then the fee payable is £150 for new applications and £100 for Section 34 (Gaming Act 1968) holders.

**Official Use Only**

Date of receipt:

Signature and name of staff who received:

Date of receipt of fee:

Signature and name of staff who received fee:

application accepted/returned (please delete as appropriate)

Date of premises licence (Licensing Act 2003) transfer (if applicable):

## Gaming machine permit applications (i.e. for greater than 2 machines) for:

### Conversion/new/variation/transfer

#### Guidance notes:

- 1 This form is to be used for the **notification of up to 2 gaming machines** of categories C and/or D under Section 282 of the Gambling Act 2005, or for the **conversion of an existing Section 34** gaming machine permit under the Gaming Act 1968, or for a **new application, variation or transfer** of a alcohol licensed premises gaming machine permit under the Gambling Act 2005.
- 2 The premises must be licensed under the Licensing Act 2003 to sell alcohol for consumption on the premises, without the requirement that alcohol is served only with food and there must be a bar for serving alcohol to customers on the premises.
- 3 The gaming machines must be located on these licensed premises.
- 4 A Premises licence holder is a person holding a Premises licence under the Licensing Act 2003.
- 5 There is no statutory limit to the number of machines which may be applied for although the licensing authority has some discretion in this regard. It should also be noted that the licensing authority can cancel the permit or vary the number of machines should the premises be mainly used for making gaming machines available for use on the premises (Schedule 13 paragraph 16 Gambling Act 2005). You may therefore wish to contact the licensing authority to ask whether there is a local policy as regards applications and whether application for certain numbers of machines are decided via a hearing of local councillors.
- 6 The permit's duration is indefinite as it is linked to the Licensing Act 2003 Premises licence. There is a first annual fee payable by ..... and an annual fee payable after that before each anniversary of the date of issue of the permit. Failure to pay the annual fee may result in the cancellation of the permit. The annual fee is £50. There are no annual fees payable for 2 machines or less.
- 7 Sections 282 and 283, as well as SI 2007/2158 of the Gambling Act 2005 provide for two types of gaming machines which can be located in alcohol licensed premises. These are:
  - Category C: Maximum stake = 50p/Maximum prize = £35
  - Category D: Maximum stake = 10p or 30p non-monetary/Maximum prize = £5 cash or £8 non-monetary
- 8 **All alcohol licensed premises which provide gaming machines for use on the premises must comply with any relevant Code of Practice issued by the Gambling Commission under Section 24 of the Gambling Act 2005.** The Gaming Machine Code of Practice for Alcohol licensed premises permits and permissions is available via the Gambling Commission's website at:  
<http://www.gamblingcommission.gov.uk/UploadDocs/Contents/Documents/Gaming%20Machine%20Permits%20Code%20of%20Practice.pdf> Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission or your local council licensing service.
- 9 This licensing authority must notify the applicant of its grant/refusal of the application for a permit as soon as is reasonable practicable after that decision to grant/refuse has been made.

**Where you are notifying the local licensing authority of 2 machines or less, you may wish to request an acknowledgement of receipt of the notification. The form attached to this application can be utilised for this purpose.**

**Request for acknowledgment of receipt of my notification of 2 or less gaming machines**

I, , request that this paper is returned to me at the following address and with the details below provided by the local licensing authority, so as to acknowledge my notification of 2 or less gaming machines at Hollywood Bowl & Puttstars, Unit 220, The Chimes (Upper Mall), Uxbridge UB8 1QJ.

**Insert address to which you wish this acknowledgment to be sent:**

TLT Solicitors, One Redcliff Street, Bristol BS1 6TP (Ref: 303L/MM50/112314/327)

**Official Use Only (to be completed by the local licensing authority)**

Date of receipt of notification of 2 or less gaming machines:

Date of receipt of fee:

Signature:

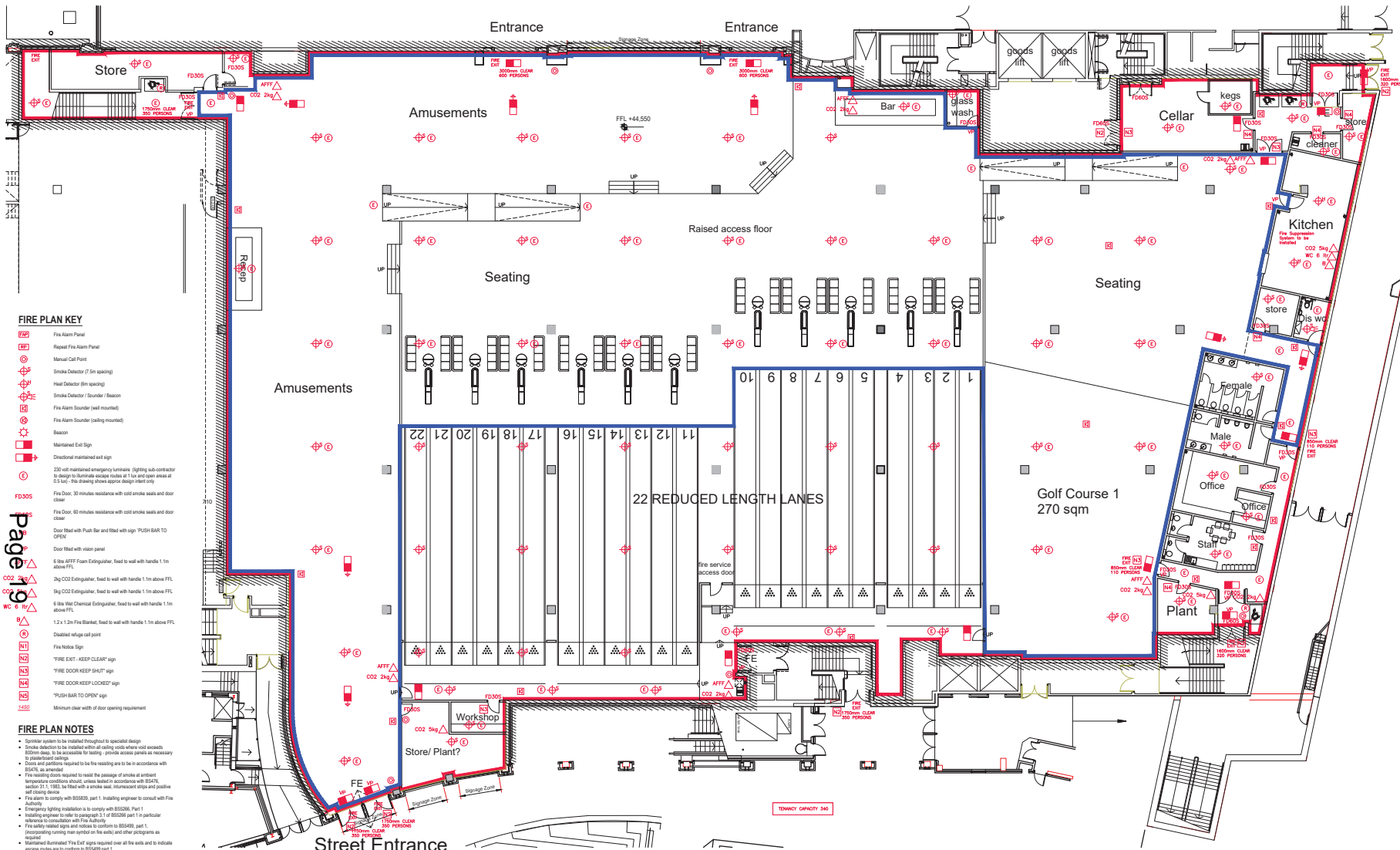
Local licensing authority stamp:

# Appendix 2

NOTES  
 THE CONTRACTOR IS RESPONSIBLE FOR CHECKING ALL DIMENSIONS AND NOTIFYING ALL DISCREPANCIES TO THE DESIGNER.  
 USE FIGURED DIMENSIONS IN PREFERENCE TO SCALED DIMENSIONS.  
 ALL WORK TO BE IN ACCORDANCE WITH CURRENT BUILDING REGULATIONS.  
 COPYRIGHT OF THIS DRAWING IS RESERVED BY G.I.A. LIMITED, AND IS ISSUED ON THE CONDITION THAT IT IS NOT COPIED, REPRODUCED OR DISCLOSED TO ANY THIRD PARTY EITHER WHOLLY OR IN PART WITHOUT THE CONSENT IN WRITING OF G.I.A. LIMITED.

Line of Demise  
 340 PERSON OCCUPANCY

SPRINKLER SYSTEM TO BE DESIGNED AND INSTALLED BY SPECIALIST CONTRACTOR



- FIRE PLAN KEY**
- Fire Alarm Panel
  - Repeat Fire Alarm Panel
  - Manual Call Point
  - Smoke Detector (7.5m spacing)
  - Heat Detector (6m spacing)
  - Smoke Detector / Beacon
  - Fire Alarm Sounder (wall mounted)
  - Fire Alarm Sounder (ceiling mounted)
  - Beacon
  - Maintained Exit Sign
  - Directional maintained exit sign
  - 200 volt maintained emergency luminaires (lighting sub-contractor to design to terminate smoke inside at 1.5m and open smoke at 0.5 m) - this drawing shows approx design intent only
  - Fire Door: 30 minutes resistance with cold smoke seals and door closer
  - Fire Door: 60 minutes resistance with cold smoke seals and door closer
  - Door fitted with Push Bar and fitted with sign 'PUSH BAR TO OPEN'
  - Door fitted with vision panel
  - 6 litre AFFF Foam Extinguisher, fixed to wall with handle 1.1m above FFL
  - 2kg CO2 Extinguisher, fixed to wall with handle 1.1m above FFL
  - 5kg CO2 Extinguisher, fixed to wall with handle 1.1m above FFL
  - 6 litre Wet Chemical Extinguisher, fixed to wall with handle 1.1m above FFL
  - 1.2 x 1.2m Fire Blanket, fixed to wall with handle 1.1m above FFL
  - Disabled refuge call point
  - Fire Notice Sign
  - 'FIRE EXIT - KEEP CLEAR' sign
  - 'FIRE DOOR KEEP SHUT' sign
  - 'FIRE DOOR KEEP LOCKED' sign
  - 'PUSH BAR TO OPEN' sign
  - Minimum clear width of door opening requirement
- FIRE PLAN NOTES**
- Sprinkler system to be installed throughout to specialist design
  - Smoke detector to be installed within all ceiling voids where cold smoke is to clear voids, to be accessible for testing - provide access panels as necessary to permit testing
  - Doors and partitions required to be fire resisting and to be in accordance with BS278, as amended
  - Fire resisting doors required to resist the passage of smoke at ambient temperature conditions unless stated in accordance with BS476, section 31.1, 1993, to be fitted with a smoke seal, intumescent strips and positive self closing device
  - Fire alarm to comply with BS5839, part 1, installing engineer to consult with Fire Authority
  - Emergency lighting installation to be in accordance with BS5266, Part 1, installing engineer to consult with Fire Authority
  - Reference to BS5839, part 1, BS5839, part 1 or BS5839, part 1 in particular
  - Fire safety related signs and notices to conform to BS4849, part 1
  - Interconnecting warning megaphone on the walls and other partitions as required
  - Maintained luminaire/Exit Call signs required over all fire exits and to indicate escape routes and to conform to BS5489 part 1
  - Fire fighting equipment to comply with BS5443
  - Lighting level to be maintained to minimum stipulated lux level and to be in accordance with BS5266, 2000, clause 11, without loss of assessment of the integrity of upholstered seating by unsmouldering and flaming ignition sources
  - Curtains and other fabric hangings must be inherently flame retardant or be treated with a suitable flame retardant. This must be specified in accordance with the type of performance requirements of BS2782, part 2, 1980 - specification for fabrics for curtains and drapes - flame retardant requirements
  - Textile fire coverings must be treated to BS2782, part 2, 1980 - specification for fabrics for curtains and drapes - flame retardant requirements
  - Textile fire coverings must be treated to BS2782, part 2, 1980 - specification for fabrics for curtains and drapes - flame retardant requirements
  - Artificial foliage and other decorative effects are to be fire retardant to the satisfaction of the Fire Authority
  - Wall and ceiling linings are to be class 1 surface spread of flame (as described in BS476, Part 1) in public areas, Class 0 in escape routes
  - Text certificates should be provided in respect of Fire alarm, Emergency lighting, maintained exit signs, luminaires and carpets
  - All fire doors, fire resisting compartment walls to be provided with minimum of three self-closing doors to the top of the wall at floor level
  - All voids in floors, ceilings and walls, including voids in duct walls, to be left to the satisfaction of the Fire Authority
  - All voids in floors, ceilings and walls, including voids in duct walls, to be left to the satisfaction of the Fire Authority

**NOTE FIRE EQUIPMENT/FIRE PRECAUTIONS TO LANDLORD'S AREAS OUTSIDE OF TENANT'S DEMISE NOT SHOWN - SEE LANDLORD'S DETAILS**

- LICENSING LEGEND**
- EXTENT OF LICENSED PREMISES
  - AREAS OF THE PREMISES TO BE USED FOR LICENSEABLE ACTIVITIES
  - SEE LANDLORD'S OTHER DRAWINGS FOR DETAILS OF FIRE RESISTANCE OUTSIDE THE USE OF DEMISE

REV	DESCRIPTION	DATE
AMENDMENTS		
CLIENT		
THE ORIGINAL BOWLING COMPANY		
JOB		
HOLLYWOOD BOWL, THE CHIMES, UXBRIDGE		
DRAWING		
UPPER MALL LICENSING PLAN		
JOB NO.	2954-01	DRAWING NO.
SCALE	1:150 @ A1	301
DRAWN BY		DATE
		Dec 23



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### Gambling Commission Code of Practice - Section C - Gaming machines in clubs and premises with an alcohol licence

This is the Commission's Code of Practice issued under section 24 of the [Gambling Act 2005 \(opens in new tab\)](#) (the Act) relating to provision of facilities for gaming machine gambling in accordance with club gaming, club machine and alcohol licensed premises permits.

This includes:

- Registrations under Parts II and III of the [Gaming Act 1968 \(opens in new tab\)](#) which, under transitional provisions, are treated as club gaming and club machine permits respectively
- Club gaming and club machine permits issued under the [Club Gaming and Club Machine Permits \(Scotland\) Regulations 2007 \(opens in new tab\)](#)
- Premises which have a licence issued by a Licensing Board under section 26(1) or 47(2) of the [Licensing \(Scotland\) Act 2005 \(opens in new tab\)](#) authorising the sale of alcohol on the premises.

#### Code provision 1.1

1. Compliance with the code of practice should be the responsibility of a designated person:
  - in pubs in England and Wales: the designated premises supervisor (which the [Licensing Act 2003 \(opens in new tab\)](#) requires as a condition of any alcohol premises licence)
  - in premises which are licensed to serve alcohol for consumption on the premises under the relevant Scottish licence: the premises manager (which the [Licensing \(Scotland\) Act 2005 \(opens in new tab\)](#) requires as a condition of the premises licence), or, where an occasional licence is held, a responsible person designated by the holder of the licence.
  - in clubs in England and Wales:
    - if an alcohol licence is held, the designated premises supervisor
    - if no alcohol licence is held, a responsible individual to be nominated by the club management or other governing body elected by the members.
  - in clubs in Scotland:

- for a qualifying club under the [Licensing \(Clubs\) \(Scotland\) Regulations 2007 \(opens in new tab\)](#) (SI No 76 of 2007) a person nominated by the club management committee, or other governing body elected by the members, and who is trained in accordance with the [Licensing \(Training of Staff\) \(Scotland\) Regulations 2007 \(opens in new tab\)](#)
- for a qualifying club operating under an occasional licence a responsible person to be nominated by the club management committee or other governing body elected by the members.
- the name and contact details of the nominated person should be made available to the clerk of the relevant licensing board.

## 2 Location and operation of machines

All permit holders

Compliance with these provisions is a condition of your permit, and failure to do so could result in revocation of the permit.<sup>2</sup>

### Code provision 2.1

2. All gaming machines situated on the premises must be located in a place within the premises so that their use can be supervised, either by staff whose duties include such supervision (including bar or floor staff) or by other means.
3. Permit holders must have in place arrangements for such supervision.
4. All gaming machines situated on the premises shall be located in a place that requires a customer who wishes to use any ATM made available on the premises to cease gambling at the gaming machines in order to do so. 'ATM' means a machine located on the premises, which enables a person using it to obtain cash by use of a credit or debit card.

## 3 Access to gambling by children and young persons

Compliance with this section is **not** a condition of your permit. However it sets out good practice in this area and the Commission considers it should be implemented by permit holders.

### Code provision 3.1

5. Permit holders should put into effect procedures intended to prevent underage gambling. This should include procedures for:
  - checking the age of those who appear underage
  - refusing entry to anyone unable to produce an acceptable form of identification.
6. Permit holders should take all reasonable steps to ensure that all relevant employees understand their responsibilities for preventing underage gambling.
  - Permit holders should only accept identification which:
  - contains a photograph from which the individual can be identified
  - states the individual's date of birth
  - is valid
  - is legible and has no visible signs of tampering or reproduction.
7. The Commission considers acceptable forms of identification to include: any identification carrying the PASS logo (for example [CitizenCard \(opens in new tab\)](#) or [Validate \(opens in new tab\)](#)); a driving licence (including provisional licence) with photocard; or a passport.

### Code provision 3.2

8. Procedures should be in place for dealing with cases where a child or young person repeatedly attempts to gamble on category B or C machines, including oral warnings, reporting the offence to the Commission and the police, and making available information on problem gambling.

## 4 Complaints and disputes

Compliance with this section is **not** a condition of your permit. However it sets out good practice in this area and the Commission considers it should be implemented by permit holders.

### Code provision 4.1

9. Permit holders should put into effect a written procedure for handling customer complaints and disputes regarding the use of gaming machines on their premises.
10. A 'complaint' means a complaint about any aspect of the permit holder's conduct of their permissible activities, and a 'dispute' is any complaint which:

- is not resolved at the first stage of the complaints procedure and
- relates to the outcome of the complainant's gambling transaction.

11. The designated person should ensure that:

- customers are told the name and status of the person to contact about their complaint
- customers are given a copy of the complaints procedure on request or on making a complaint

12. all complaints are handled in accordance with the procedure.

<sup>2</sup> Compliance with these provisions is a condition of the relevant permit as a result of the [Gambling Act 2005 \(opens in new tab\)](#): section 271 for Club Gaming Permits, section 273 for Club Machine Permits, section 282 for alcohol licensed premises using their automatic machine permissions and section 283 for licensed premises Gaming Machine Permits and alcohol licensed premises Gaming Machine Permits.