

Club Machine Permit Applications

Guidance to Applicants

1. General

Before making your application you are advised to read the Council's Statement of Gambling Policy. This can be found on the council website www.medway.gov.uk or a hard copy is available from the Licensing Unit.

2. Applications

You must make your application on the Government's prescribed form which is available on the council website www.medway.gov.uk or by contacting the customer contact team 01634 333333.

Please complete and send the following:-

- The appropriate application form
- Send the relevant fee
- In the case of conversions / renewals / variations – your existing permission.

3. Fees

- Existing operator (holds a club machine permit) - £100
- New operator (has not held a club machine permit) - £200
- Copy of the permit - £15
- Annual fee - £50

The first annual fee payment is due 30 days after the initial grant of a permit. Future annual fees will be on the anniversary of the permit coming into force (the effective date). Should any operator at any time fail to pay the annual fee, the council can cancel the permit and they will need to re-apply as a new operator.

Debit card and credit card payments by telephone

The Licensing Unit can process your payment instantly. When payments are accepted, it can issue you with a receipt via email or send you confirmation in the post. Please have your payment card ready for a member of the unit to enter on the computer system. They will ensure that your card details and personal information remain secure and confidential when using the system. Please do not leave your payment details on voicemail.

Cheques payable to Medway Council

The Licensing Unit can take cheques. All cheques are then forwarded to the council's cashiers for processing. Once this is done, a receipt is sent to licensing which is then sent out to the applicant. This can take some time, so please be patient. In some cases the licensing team is unable to complete the processing of your application until the payment is confirmed.

Cash

We are unable to take cash payments in licensing. You can make payments by cash by visiting the council contact points [Riverside One](#) or [Strood Contact Point](#) using the automated till. Payments must be made using an appropriate payment slip or other information to identify the payment. Please note that there is a delay in making cash payments as all documents go to our cashiers department for processing of the payment and then forwarded to licensing unit.

5. Applicants

A members' club, miners' welfare institute or a commercial club may apply to us for a Club Machine Permit.

Members' clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.

With regard to miners' welfare institutes, the definition of this class of club has changed to reflect social and economic changes since their establishment. These are associations established for recreational or social purposes. They are managed by representatives of miners or uses premises regulated by a charitable trust that has received funds from one of a number of mining organisations.

Commercial clubs have the same characteristics as members' clubs, except that the key difference is that they are established with a view to making a profit. An example of a commercial club is a snooker club. B3A machines may not be made available for use in commercial clubs.

Applicants are not required to have an Operating Licence issued by the Gambling Commission.

6. We have members who are under 18, can we still apply?

Yes, as long as the majority of your members are over 18. However, if under 18s use the club, for example they are apprentices, then they may only play the category D machines, they are not permitted to play the B3A, B4 or C machines.

7. Serving Application

All original documentation must be sent to

Licensing Unit
Medway Council
Gun Wharf
Dock Road
Gillingham
Kent ME4 4TR

Within a period of 7 days (beginning on the date on which the application is made) you must also copy your application (and any accompanying documents) to the following:

Chief Officer of Police (Licensing Officer)
Kent Police
Medway Police Station
Purser Way
Gillingham
Kent ME7 1NE

The Gambling Commission
Victoria Square House,
Victoria Square,
Birmingham,
B2 4BP

If information contained in your permit ceases to be accurate you will need to, as soon as is reasonably practicable, apply to us to have it varied.

12. Renewal Process

An application for renewal of a permit must be made during the period beginning three months before it expires and ending six weeks before it expires. The procedure for renewal is the same as for an application (save that you will have to return your original permit along with your application form and fee).

13. Have you registered with HMRC

Machine Games Duty (MGD) began on 1 February 2013. It replaced Amusement Machine Licence Duty (AMLDD).

You'll need to register with HM Revenue & Customs (HMRC) for MGD and pay the duty if you hold the relevant licence or permit.

For further information please go to the website:

www.hmrc.gov.uk/machinegamesduty/machine-games-duty.htm