

GUIDANCE NOTES FOR APPLICANTS

Please read carefully.

1 An amusement permit is a permit issued under the above Order authorising gaming by means of gaming machines.

2 In certain circumstances the Council may grant or renew an amusement permit limiting the number of gaming machines. A gaming machine means any machine which is used for playing a game of chance.

It is our policy to define a premise as being wholly or mainly an amusement arcade by virtue of it having at least one more gaming machine than all other types of machines.

3 The new permit allows the machines to pay out a maximum cash prize of £25.00. The existing permit allows the machines to pay out a maximum cash prize of £8.00.

5 An amusement permit may be granted to an individual, a partnership of two or more, or to a company registered under the Companies (NI) Order 1986 as amended or which is an existing company within the meaning of that Order, or to 2 or more persons carrying on business in partnership.

The person to whom an amusement permit is granted is the person who is, or proposes to be, the occupier of the premises for which the amusement permit is sought.

6 In considering the fitness of a corporate body to hold an amusement permit the Council has to consider the character, reputation and financial standing of the Directors and other persons who have executive control and a financial interest.

7 The legislation requires that the name and address of the owner of the premises is known.

8 In considering the fitness of a person to hold an amusement permit the Council has to consider the character, reputation and financial standing

of the applicant **and** any person who would be managing the business.

The person managing the premises must be someone who would not be refused a permit should they apply.

9 In certain circumstances, such as noise disturbance to people living in the vicinity of the premises or after consultation with the PSNI, the Council may impose a requirement that the premises close no later than 10.30 pm.

10 The legislation requires that you serve a copy of the application on the Sub-Divisional commander of the PSNI for the area that your premises are located.

11 The legislation allows the Council to request that public notices be advertised. When applying for **GRANT** of an amusement permit, you must advertise in two local newspapers within 7 days of the date of the application. Please note that copies of the advertisements must be submitted to the Licensing Department, Derry City Council.

When applying for the **RENEWAL** of an amusement permit, advertising in the local press in **not** required

12 To ensure that the layout, character or condition of the premises are suitable for use as an amusement arcade the Council require all applicants to submit a copy of plans of the premises to a scale of 1/100.

13 If applying for a permit in respect of Article 108 1 (c) the fee will be £32 per annum.

If applying for a permit in respect of Article 108 1(ca) the fee will be £250 per annum.

Please note that the application fee is non-returnable if the application is refused.

14 The Council requires all applicants to enclose with their application two references. One of the references should be as to the applicant's character and reputation and from persons; the other should be as to his/her financial standing. The latter should preferably come from a

professional person with knowledge of the applicant's financial situation e.g. Bank Manager or Accountant.

- 15** A copy of planning approval for use of the premises as an amusement arcade is required. This is issued by the Planning Service and the applicant should consult directly with them to receive guidance on this matter. They can be contacted on Tel. 71 319900

Please send your completed application to:-

The Licensing Officer

Derry City Council

Level 3

Council Offices

98 Strand Road

Derry BT48 7NN

If you have any queries concerning your application please contact the Licensing Officer, on Telephone: 02871 376516