

## **Gambling Licences Vary Premises checklist**

**Please note your application will not be complete until the check list is fully completed (validated)**

- Applicants must be over 18 and have applied for an Operating Licence and have the right to occupy the premises for which the licence is applied.
- Application form.
- Appropriate fee by way of cheque or by telephone when application has been received

Payments can also be taken online

<https://ip.epaycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=218&languageCode=EN&source=AIP>

however you must **include** the receipt with applications

- A plan of the premises
- Return of existing premises licence (or a statement explaining why it is not enclosed and an application under the section 190 of the Gambling Act 2005 for the issue of a copy of the licence
- Advertise the application
- Supply notice of the application to the responsible authorities on the appropriate form