



Frequently Asked Questions

Which form do I use?

Your application must be accompanied by the correct fee and a plan of your premises.

Q. I currently run a premises which offers gambling (betting shop, casino, AGC, FEC, bingo hall). I do not intend to request any changes to the conditions on my licence.

- *Application for premises licence (transitional conversion form). There is a separate form for vessels.*

You do not need to publish notice.

Your Licensing Authority will send you:

- Notice of grant
- Summary
- Licence.

Q. I currently run a premises offering gambling but wish to vary the default opening hours.

- *Application for premises licence (transitional conversion form). There is a separate form for vessels.*

You must give notice of your application to all responsible authorities; a list should be available from your Licensing Authority.

- *Notice of application for a premises licence. Use form A if there is only one applicant, and Form B if there are two or more applicants.*

You must also publish notice in a local newspaper and place a notice outside your premises.

- *Notice of application for a premises licence – form to be published.*

If your Licensing Authority receives a representation about your application, there may be a hearing. In this instance, your Licensing Authority will contact you with more information.

Your Licensing Authority will send you:

- Notice of grant/ rejection
- Summary
- Licence with Annexes which detail the conditions attached

Q. I intend to open a premises offering gambling. I have seen a property which is suitable and would like to know if I will get a premises licence.

- *Application for a provisional statement. There is a separate form for vessels.*

You must give notice of your application to all responsible authorities. A list should be available from your Licensing Authority.

- *Notice of application for a premises licence. Use form A if there is only one applicant, Form B if there is more than one applicant.*

You must publish notice of your application in a local newspaper and place a notice outside the premises you intend to open.

- *Notice of application for a provisional statement, form to be published.*

If your Licensing Authority receives a representation about your application, there may be a hearing. In this instance, your Licensing Authority will contact you with more information.

Your Licensing Authority will send you:

- Notice of grant/ rejection
- Summary
- Licence with Annexes which detail the conditions attached

Q. I operate a premises for which I already have a premises licence. I would like to alter the conditions attached to my licence.

- *Application to vary a premises licence. Vessels should also use this form.*

You should supply a copy of the original licence. If this is not available, you should tick the box requesting for a copy to be sent to you and provides a written explanation as to why the original licence cannot be supplied.

You must give notice of your application to responsible authorities

- *Notice of application to vary a premises licence. Use form A if there is only one applicant, Form B if there is more than one applicant.*

You must also publish notice of your application in a local newspaper and place a notice outside the premises.

- *Notice of application to vary a premises licence – form to be published.*

If your Licensing Authority receives a representation about your application, there may be a hearing. In this instance, your Licensing Authority will contact you with more information.

The Licensing Authority will either send you

- Notice of grant
- A licence with Annexes attached to explain details of the conditions **or**
- Notice of rejection with details of their decision

Q. My licence has recently lapsed (less than 6 months ago).

- *Application form for reinstatement of a premises licence. Vessels should also use this form*

You should supply a copy of the original licence. If this is not available, you should tick the box requesting for a copy to be sent to you and provides a written explanation as to why the original licence cannot be supplied.

You must give notice to some responsible authorities. You do not need to give notice in any other way.

- *Notice of application for reinstatement for a premises licence. Vessels should also use this form. Use form A if there is only one applicant, Form B if there is more than one applicant.*

The Licensing Authority will send you once of the following:

- *A notice of grant*
- *A licence with Annexes attached to explain details of any conditions **or***
- *A notice of rejection with details of their decision*

Q. I have recently taken over premises which offers gambling, however the premises licence is in the previous owner's name.

- *Application to transfer a premises licence. Vessels should also use this form.*

You should supply a copy of the original licence. If this is not available, you should tick the box requesting for a copy to be sent to you and provides a written explanation as to why the original licence cannot be supplied.

You must give notice of your application to some responsible authorities. You do not need to give notice in any other way.

- *Notice of application to transfer a premises licence Use form A if there is only one applicant, Form B if there is more than one applicant.*

The Licensing Authority will send you once of the following:

- *A notice of grant*
- *A licence with Annexes attached to explain details of any conditions **or***
- *A notice of rejection with details of their decision*