

Occasional Use Notice

Information on the Gambling Act 2005 is available on the website of the Department for Culture, Media and Sport or from your local licensing authority.

Before completing this notice please read the guidance notes at the end. If you are completing this notice by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary.

- I, (a) the person responsible for the administration of events on the track, or
(b) an occupier of the track

hereby give notice under section 39 of the Gambling Act 2005 of my proposal to carry on an occasional activity at the track described below.

1. The personal details of person responsible/occupier of track (see note 1)			
1. Your name			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
2. Your date of birth		Day	Month
			Year
3. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
Post town		Post code	
4. Other contact details			
Telephone numbers			
Daytime			
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
E-Mail Address (optional)			
5. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)			
Post town		Post code	
6. Alternative contact details (if applicable)			
Telephone numbers			
Daytime			
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
E-Mail Address (optional)			

2. Track details - the premises (see note 2)	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references and/or agricultural field numbers. You may also provide a map/plan if you wish)	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below	
Please describe the nature of the premises below	
3. The event – nature, dates and times	
Please describe the nature of the event below	
Please state the date on which you intend to use these premises for licensable activities	
Please state the times (in 24 hour clock) during the event period that you propose to carry on licensable activities (optional)	
4. Operating licence details (optional) Continue on separate sheet, if necessary	
Operator's name	
Licence number	
Date of issue	
Date of expiry	
Any further relevant details	

5. Previous Occasional Use Notices in respect of the premises (see note 7)		
Have you previously given an occasional use notice in respect of the premises for events falling in the same calendar year as the event for which you are now giving this occasional use notice? (Please mark an "X" in the box that applies to you)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If answering yes, please state the number you have given for events in that same calendar year		
6. Checklist		
I shall (Please mark the appropriate boxes with an "X")		
send this notice to the licensing authority for the area in which the track is wholly or partly situated	<input type="checkbox"/>	
send a copy of this notice to the chief officer of police for the area in which the track is wholly or partly situated	<input type="checkbox"/>	
(if the track is situated in more than one licensing authority area), send a copy of this notice to each licensing authority	<input type="checkbox"/>	
(if the track is situated in more than one police area), send a copy of this notice to each chief officer of police	<input type="checkbox"/>	
Sign the declaration in Section 7 below	<input type="checkbox"/>	
7. Declaration		
<p>The information contained in this form is correct to the best of my knowledge and belief.</p> <p>I confirm that the only permitted gambling activity at the track will be the taking of bets.</p> <p>A person guilty of an offence under Section 37 of the Gambling Act 2005 shall be liable on summary conviction to imprisonment for a term not exceeding 51 weeks, a fine not exceeding level 5 on the standard scale, or both.</p>		
Signature		
Date		
Name of Person signing		

For completion by the Licensing Authority

8. Acknowledgement	
I acknowledge receipt of this occasional use notice.	
Signature	On behalf of the Licensing Authority
Date	
Name of Officer signing	

Guidance Notes

1. An occasional use notice in respect of a track may be given only by a person who is:
 - a. responsible for the administration of events on the track, or
 - b. an occupier of the track.
2. The meaning of track in the Act covers not just horse racecourses or dog tracks, but also any other premises on any part of which a race or other sporting event takes place, or is intended to take place. Land which has a number of uses, one of which fulfils the definition of track, can qualify for the occasional use notice provisions (eg, agricultural land upon which a point-to-point meeting takes place). Land used temporarily as a track can qualify, provided races or sporting events take place or will take place there. The track need not be a permanent fixture.
3. A person who accepts bets on a track, or who causes or permits premises to be used for the acceptance of bets, does not commit an offence under section 37 of the Gambling Act 2005 if:
 - a. a notice has been given under section 39 in respect of the track, and
 - b. the activity is carried on in accordance with the notice.

No other gambling activity is permitted.
4. Those taking bets will be required to have an Operating Licence from the Gambling Commission.
5. An occasional use notice must:
 - a. be given in writing to the licensing authority for any area in which the track is wholly or partly situated, and
 - b. be copied to the chief officer of police for any area in which the track is wholly or partly situated.
6. An occasional use notice must specify a day on which it has effect.
7. An occasional use notice may not be given in respect of a track for a day in a calendar year if eight occasional use notices have been given in respect of that track for days in that year.
8. Notices may be given in relation to consecutive days, so long as the overall limit of eight days is not exceeded in the calendar year.
9. It would assist if the notice could be given at least ten working days prior to the event.