



## WEST ONE MANOR HOTEL LTD

Fir Tree Walk  
Northampton NN3 3DS  
Tel: [REDACTED]  
Email: [REDACTED]

11<sup>th</sup> May 2018

Louise Faulkner

Licensing Team Leader

Northampton Borough Council

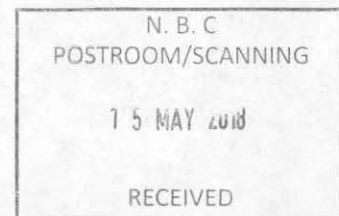
Licensing

The Guildhall

St Giles Square

Northampton NN1 1DE

Dear Louise,



**Re: Amended Application for Gaming Machine Permit**

**Westone Manor Hotel, Fir Tree Walk, Northampton, NN3 3DS**

Further to your email of this morning regarding our recent application for Gaming Machine Permit, we have noted that it has been rejected due to incorrect name of the Premises Licence holder. Therefore, we are re-submitting our application with the correct name of the Licence holder – **West One Manor Hotel Ltd**. We are very grateful to you for waiving the application fees as we had already paid £150.00 with our previous application.

Please find enclosed these following for your kind consideration

- Application form duly completed and signed
- A copy of location plan
- A copy of the ground floor layout of the hotel.
- Position of machines Cat C and Cat D within the allocated area in the hotel

In the floor layout marking in red is the gaming area and the position of Machines – Cat C & Cat D as these would be situated. Cat C machines 11 in total will be located in a separate room access gained through a coded security lock. Cat D, 4 in total will be located next to Pool tables x 2 and the adjoining rooms will have an air hockey table and a football table. Access to these areas is also by security coded door entry.

Currently the hotel has 46 digital cameras in place and another 24 are in the process of being installed. The gaming rooms have 4 cameras currently and 6 more are being installed in strategic areas in these

## Appendix A

rooms. 6 cameras are already in place in the reception areas leading to the game room. There is only 1 main entrance leading into gaming area which open up to the pool tables and Cat D machines. There is a second door leading from the pool tables area, which is also controlled by security coded entry. The footage from these cameras are stored in the central server and available for viewing between 30 to 90 days. All the other doors leading to the game room are permanently kept locked and the windows are blocked.

With reference for consideration to the need to be given in how to uphold Gambling Act 2005 licencing objectives for the followings:

### 1. Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime

The guests at the hotel are principally adult and could be generally classified as follows:

- 70% are from building trade
- 20% business travellers
- 10% simply visiting relatives/ friends or attending special events that are taking place in and around Northampton.

We have policies in place for strict verification to only accept guests at the hotel who are 18 or over unless accompanied by an adult.

Nobody under 18 would be allow to gain entry to the Gaming Room

We will report any suspected criminal activity or person acting in a suspicious manner

We will refuse entry in the future from our gaming room.

Frequent visitors spending lot of money in the gaming machines when we suspect the money is from criminal proceed we will have in place stringent procedures for reporting

### 2. Protecting children and other vulnerable persons from being harmed or exploited by gambling

When the Front desk staff are in doubt of the guest age, verification to ensure compliance. I.D is requested as proof and this will apply for gambling as well. We consider these followings verifications are acceptable and are currently in operation at the hotel:

- Passport
- Driving licence
- Student Card

We retain copies with the guest authorisation together with their registration cards. Staff are trained and signed a document to this effect that they have read and understood/ aware of the Policies and Procedures set out.

Staff will be further trained to be aware of problems arising from gambling issues to detect vulnerability in potential customers. Gambling should be seen as entertainment and not as a way of making money In gambling the Elderly and the mentally disabled are also potentially at risk and it would be our duty of care to protect these group of persons.

### 3. Ensuring that gambling is conducted in a fair and open way

It would be our duty to ensure:

- Guests/players have access to clear information regarding the rules, the prizes that are available and the chances of winning
- The Rules are fair
- No information is misleading

## Appendix A

- We will always ensure that the machines are operated in a secure environment, fair and socially responsible way and accessible to only person over 18
- We will operate within the applicable law
- Complaints are dealt with in a fair, consistent and equitable manner
- Winnings are fair and correct
- The machines are free from defects and function to specification
- We will fully co-operate with the licencing authority and operate within the frame work of its policies

Should you require any further information please let me know.

Yours Sincerely,

A black rectangular box redacting the signature of Heema Chamroo.

Heema Chamroo  
Director  
West One Manor Hotel Ltd.

**NOTIFICATION OF 2 OR LESS GAMING MACHINES or  
GAMING MACHINE PERMIT APPLICATIONS (i.e. for greater than 2 machines) for:  
CONVERSION / NEW / VARIATION / TRANSFER**

(FOR USE BY PREMISES LICENSED TO SUPPLY ALCOHOL FOR CONSUMPTION ON THE PREMISES)

*Please refer to guidance notes at the back of this form before completing*

To:

Northampton Borough Council  
Licensing, The Guildhall  
St Giles Square, Northampton  
NN1 1DE



**SECTION A – What do you want to do?**

1. Please indicate what you would like to do

a) **Notify** licensing authority that you intend to provide up to a maximum total of 2 gaming machines category C and / or D

*(if you choose this option then please complete sections D and E)*

☐

b) Apply to **convert** an existing Section 34 permit issued under the Gaming Act 1968, into a licensed premises gaming machine permit (i.e. for more than 2 gaming machines)

*(if you choose this option then please complete sections B, D and E)*

☒

c) Apply for a **new** licensed premises gaming machine permit

*((if you choose this option then please complete sections B, D and E)*

☐

d) Apply to **vary** an existing licensed premises gaming machine permit

*(if you choose this option then please complete sections B, D and E)*

☐

e) Apply to **transfer** an existing licensed premises gaming machine permit

*(if you choose this option then please complete sections C, D and E)*

☐

**SECTION B – Application for grant (includes conversion, new and variation applications)**

2. How many gaming machines are you currently authorised to provide and if this is a new or variation application, how many do you wish to provide? (please complete the boxes in the table)

Category machine	Number currently authorised to provide	Number wish to provide (new or variation)
C	<del>11</del>	11...
D	.....	4...
Total	.....	15..

3. If you are currently authorised to provide more than 2 machines, please provide your existing Section 34 Gaming Act 1968 permit, or provide reasons stating why it cannot be provided.

Existing permit provided\*

☐

*(reasons why existing permit cannot be provided)* .....

N/A



## Appendix A

\*Please keep a copy of your existing permit on the premises to which it relates.

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**Section C – Application for permit transfer (i.e. where a transfer has been requested for the Licensing Act 2003 premises licence)**

4. Name of person requesting the transfer

N/A.

5. Confirmation that an application to transfer the relevant Licensing Act 2003 Premises Licence has been:

Requested

☐

Granted

☐

6. Please provide your existing permit, or provide reasons stating why it cannot be provided

Existing permit provided

☐

Reasons why existing permit cannot be provided

N/A.

**Section D – General Information**

7. Name of Premises..... WESTONE MANOR HOTEL

8. Address of Premises..... FIR TREE WALK

NORTHAMPTON NN3 3DS

9. Telephone number of Premises..... 01604 739955

10. Name of existing Premises Licence holder

WEST ONE MANOR HOTEL LTD.

11. Address of Premises Licence holder (if different from 8 above)

AS ABOVE

12. Telephone number (daytime) of Premises Licence holder

[REDACTED]

13. E-mail address of Premises Licence holder (where available)

[REDACTED]

14. Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant

ASHBY GAMING MACHINES - NORTHAMPTON

TEL: [REDACTED] - OFFICE / [REDACTED]

Email: [REDACTED]

15. Licensing Act 2003 Premises Licence Reference (i.e. number)

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**Section E – Fee and Signature(s)** £150.00 ALREADY PAID WITH THE PREVIOUS APPLICATION

I enclose a sum of (£ .....)\* (cheques should be made payable to.....) ☐

*I understand that I must comply with the Gaming Machine Code of Practice for Alcohol Licensed Premise Permits and Permissions issued by the Gambling Commission. (see guidance note 8)*

Please note: It is an offence under section 342 of the Gambling Act 2005 if a person, without reasonable excuse, gives to a licensing authority for a purpose connected with that Act information which is false or misleading.

Dated 11.5.2018

Signed (by or on behalf of Licensing Act 2003 Premises Licence holder).....

Print Name HEEMA CHAMROO - DIRECTOR

\* If you wish to have a maximum of 2 gaming machines then the fee payable is £50. If you wish to have more than 2 gaming machines then the fee payable is £150 for new applications and £100 for Section 34 (Gaming Act 1968) holders.

**Official Use Only**

Date of receipt: .....

Signature and name of staff who received: .....

Date of receipt of fee: .....

Signature and name of staff who received fee: .....

Application accepted / returned (please delete as appropriate)

Date of premises licence (Licensing Act 2003) transfer (if applicable): .....

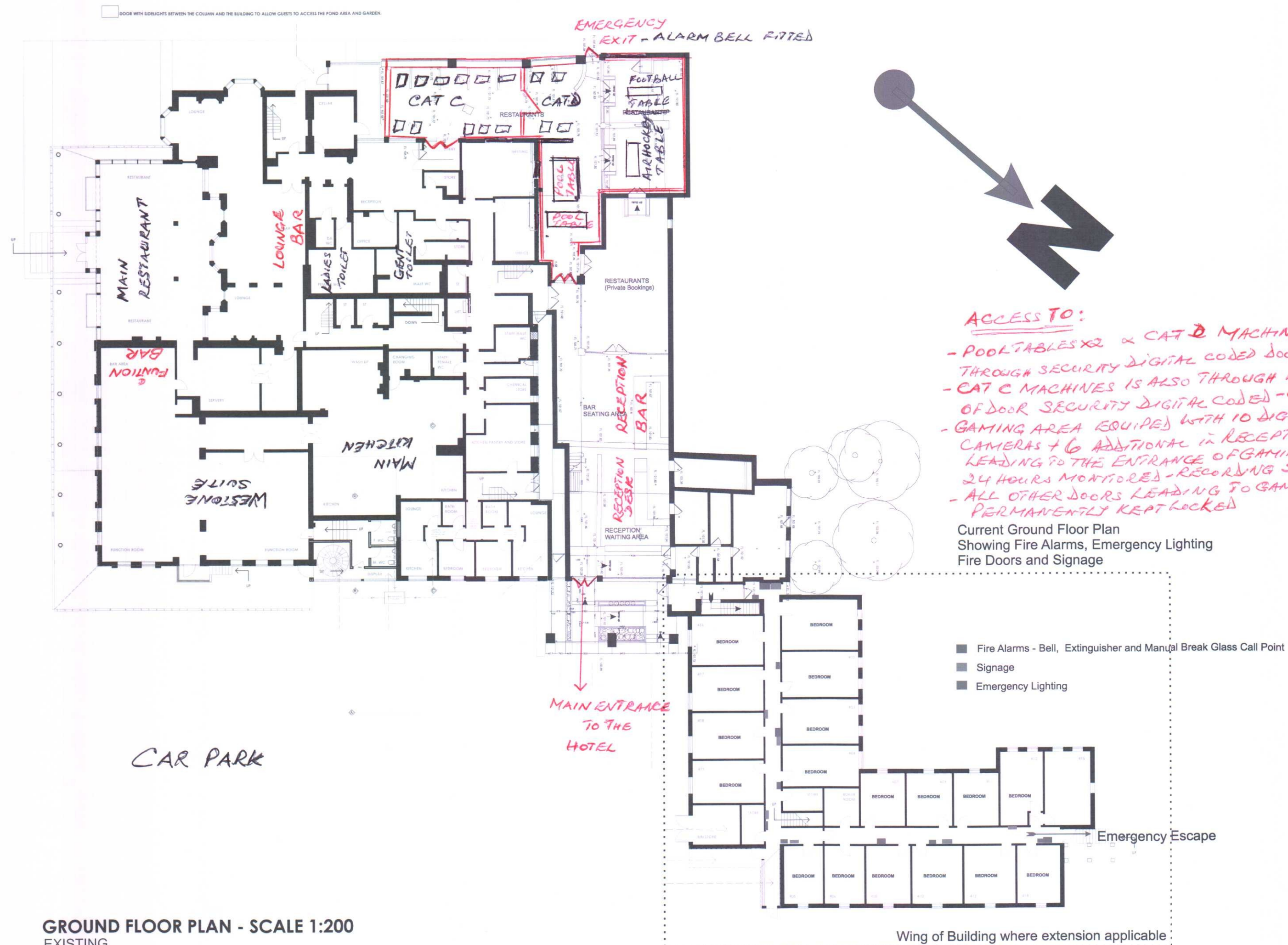
**NOTIFICATION OF 2 OR LESS GAMING MACHINES or  
GAMING MACHINE PERMIT APPLICATIONS (i.e. for greater than 2 machines) for:  
CONVERSION / NEW / VARIATION / TRANSFER**

**Guidance notes:**

1. This form is to be used for the **notification of up to 2 gaming machines** of categories C and / or D under Section 282 of the Gambling Act 2005, or for the **conversion of an existing Section 34** gaming machine permit under the Gaming Act 1968, or for a **new application, variation or transfer** of a alcohol licensed premises gaming machine permit under the Gambling Act 2005.
2. The premises must be licensed under the Licensing Act 2003 to sell alcohol for consumption on the premises, without the requirement that alcohol is served only with food and there must be a bar for serving alcohol to customers on the premises.
3. The gaming machines must be located on these licensed premises.
4. A 'Premises Licence holder' is a person holding a Premises Licence under the Licensing Act 2003.
5. There is no statutory limit to the number of machines which may be applied for although the licensing authority has some discretion in this regard. It should also be noted that the licensing authority can cancel the permit or vary the number of machines should the premises be mainly used for making gaming machines available for use on the premises (Schedule 13 paragraph 16 Gambling Act 2005). You may therefore wish to contact the licensing authority to ask whether there is a local policy as regards applications and whether application for certain numbers of machines are decided via a hearing of local councillors.
6. The permit's duration is indefinite as it is linked to the Licensing Act 2003 Premises Licence. There is a first annual fee payable by ..... and an annual fee payable after that before each anniversary of the date of issue of the permit. Failure to pay the annual fee may result in the cancellation of the permit. The annual fee is £50. There are no annual fees payable for 2 machines or less.
7. Sections 282 and 283, as well as SI 2007 / 2158 of the Gambling Act 2005 provide for two types of gaming machines which can be located in alcohol licensed premises. These are:
  - Category C: Maximum stake = 50p / Maximum prize = £35
  - Category D: Maximum stake = 10p or 30p non-monetary / Maximum prize = £5 cash or £8 non-monetary
8. **All alcohol licensed premises which provide gaming machines for use on the premises must comply with any relevant Code of Practice issued by the Gambling Commission under Section 24 of the Gambling Act 2005.** The Gaming Machine Code of Practice for Alcohol licensed premises permits and permissions is available via the Gambling Commission's website at:  
<http://www.gamblingcommission.gov.uk/UploadDocs/Contents/Documents/Gaming%20Machine%20Permits%20Code%20of%20Practice.pdf> Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission or your local Council licensing service.
9. This licensing authority must notify the applicant of its grant / refusal of the application for a permit as soon as is reasonable practicable after that decision to grant / refuse has been made.



HIGHLIGHTED IN RED DENOTES GAMING AREA.



GROUND FLOOR PLAN - SCALE 1:200  
EXISTING

ACCESS TO:

- POOL TABLES x 2 & CAT C MACHINES IS THROUGH SECURITY DIGITAL CODED DOOR
- CAT C MACHINES IS ALSO THROUGH ANOTHER SET OF DOOR SECURITY DIGITAL CODED - ONLY FOR 18+
- GAMING AREA EQUIPPED WITH 10 DIGITAL CAMERAS + 6 ADDITIONAL IN RECEPTION AREA LEADING TO THE ENTRANCE OF GAMING AREA. 24 HOURS MONITORED - RECORDING STORED.
- ALL OTHER DOORS LEADING TO GAMING ARE PERMANENTLY KEPT LOCKED

Current Ground Floor Plan  
Showing Fire Alarms, Emergency Lighting  
Fire Doors and Signage

Legend:

Key:

Notes:

REV NO REV NOTE

DATE SIGNED

ERIN & ARCOS  
CONSULTING

1 Horsely Road  
Kingsthorpe  
Northampton  
NN1 5DP

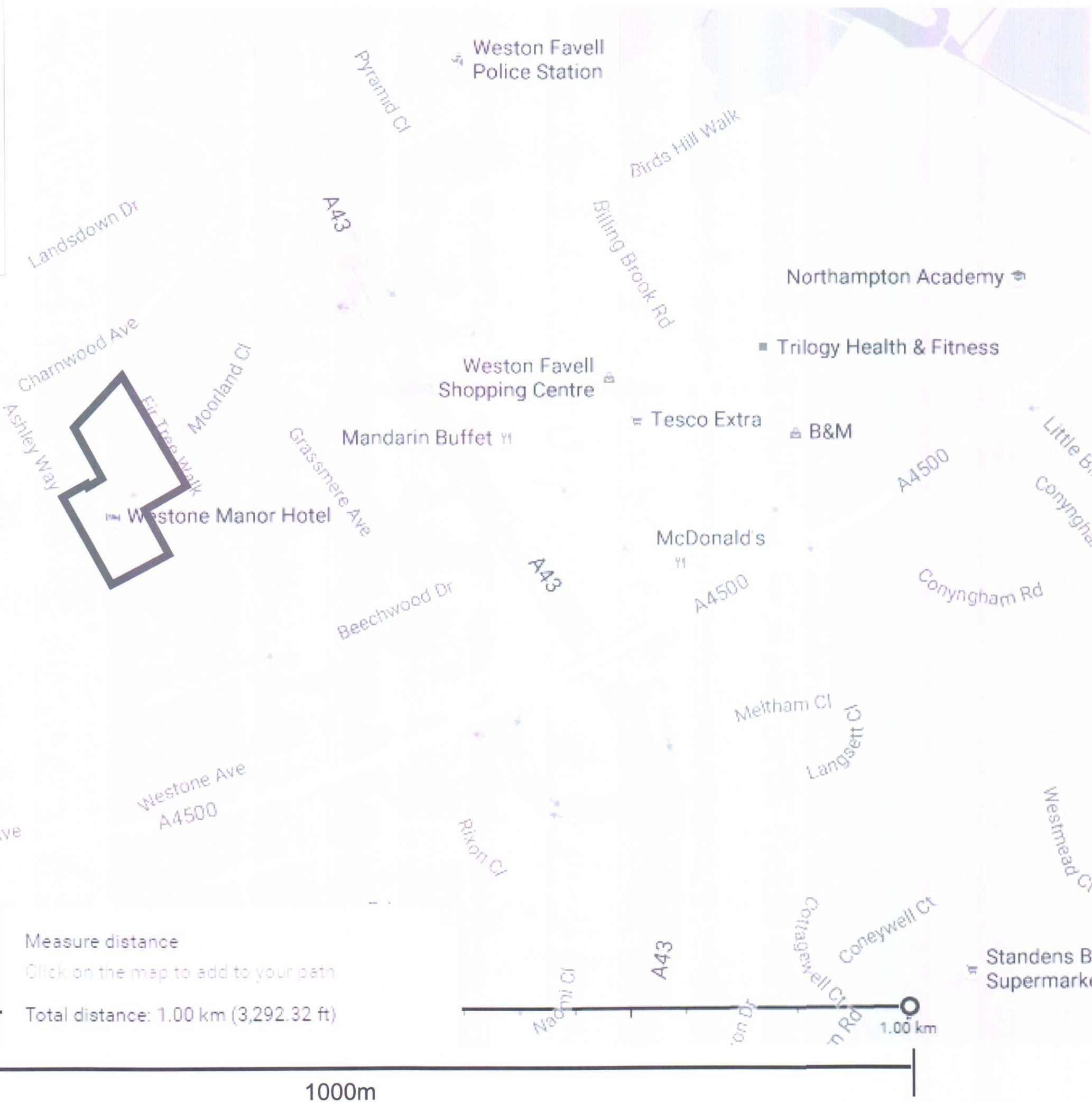
Site: Westone Manor Hotel  
Firtree Walk  
Northampton

Client: Westone Manor Hotel

Survey Title:

Date:      Scale:      Sheet:





Legend:			
Key:			
Notes:			
REVISED NOTE	DATE	SIGNED	
ERIN & ARCOS CONSULTING			
Site: Weststone Manor Hotel Fir Tree Walk Northampton			
Client: Weststone Manor Hotel			
Survey Title:			
Date Day No. Sheet	Scale		1:1250 1:1250 1:1250