**Monitoring Checklist – Machines**

This template may assist authorised local authority officers when responding to complaints of illegally sited machines and recording their findings. A summary of machine categories is provided at the end of this checklist for reference.

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| Premises name and address |  | | |
| Name of Premises Licence Holder/ Designated Premises Supervisor or person in a management position |  | | |
| Licence or permit in place |  | Licence/ Registration Number | Permit expiry date (where relevant) |
| Licensed premises gaming machine permit issued by the Local Authority | Yes/ No |  |  |
| Notification of up to two machines (alcohol licensed premises only) | Yes/ No |  |  |
| Club machine permit | Yes/ No |  |  |
| Club gaming permit | Yes/ No |  |  |

**Details of machines sited at premises**

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| **Machine category**  (i.e. Cat C, Cat D) | **Machine Name**  (i.e. ‘Deal or No Deal’) | **Machine supplier name/ contact number** |
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| **Issue** | **Officer Notes** |
| Gaming Machines Available for Use   * Are all of the gaming machines sited permitted to be offered by one of the following permits or exemptions? (See notes below) |  |
| **Notes**  Automatic Entitlement – 1 or 2 Machines of Category C or D (GA05 Section 282)  Licensed Premises Gaming Machine Permit – Category C or D Machines as specified on the permit (GA05 Section 283)  Club Gaming Permit – Up to three Category B4, C or D Machines (GA05 Section 271). Only one of the machines can be Category B3.  Club Machine Permit - Up to three Category B4, C or D Machines (GA05 Section 271) One of the machines can be Category B3, but only if it is a members’ club.  Travelling Fairs  One or more Category D Machines can be made available without a permit providing that they amount to no more than ancillary amusement. (GA05 Section 287)  In the case of pubs and proprietary clubs, check that the licence/ permit holder is correct and matches that of the Licensing Act 2003 premises licence. | |
| Multiple permits   * Is there more than one permit in place? |  |
| **Notes**  Where a gaming machine permit authorises the making available of a specified number of gaming machines in particular premises, this will effectively replace, and not be in addition to, any automatic entitlement to two machines. | |
| Gaming Machine Display Requirements  (SI 2007 / 2319 and SI 2007 / 2320)   * Does the gaming machine display:  1. What category it is? (Either displayed on the cabinet or within the machine software) 2. The name and telephone number for assistance with problem gambling? 3. That the machine is not to be used by child / young person (unless it’s a category D)? 4. Percentage return to player? |  |
| **Notes**  It is the responsibility of the business owner to ensure that the machine meets the regulatory requirements prior to making them available for use to the public (to avoid contravention of regulations under GA05 Section 240). Should a machine fail to meet the requirements above, it is the business owner and not the machine supplier that is liable for this failure. | |
| Skill With Prize Machines (SWPs)   * What are the prize and stake limits? |  |
| **Notes**  There are no statutory limits for Skill with Prize Machines. However, the view of the Gambling Commission and HMRC is that machines are unlikely to be genuine games of skill if the prize exceeds £50. Genuine SWPs do not require authorisation under the GA05. | |
| SWP – gaming machine software   * If Skill with Prizes machines are available at the premises, are there category C or D machines included within the software? |  |
| **Notes**  If there is gaming machine software within the machine, it will be defined as the highest category of machine made available through the software and should be labelled as such. | |
| Crane Grab Machines   * Is the machine correctly categorised? |  |
| **Notes**  Certain types of crane machine with a £1 stake and £50 non-monetary prize should be labelled as category D non-complex crane grab machines.  Such machines which are **capable** of being used as gaming machine are classified as a gaming machine. If the machine is fitted with a ‘compensator’ which determines the percentage payout, it must be clearly marked as a gaming machine and only sited in premises with the necessary permissions for Category D machines. (Gambling Act section 235) | |
| Poker Machines   * Does the machine offer poker? |  |
| **Notes**  Machines offering poker are classed as gaming machines regardless of the prize. Poker is a game of chance and machines presenting games of chance are gaming machines. Therefore, a permit or licence must be in place to site a poker machine. Poker machines should be categorised based on their stake and prize limits (see attached table). | |
| Lottery Machines   * Does the machine vend pre-printed lottery tickets? * Does the machine determine the lottery results? * Does the machine announce the result? * Is there one hour or more between purchase of the ticket and announcement of the result? |  |
| **Notes**  Answering the above questions may assist in determining whether the machine is a Category B3 Lottery Machine or a ‘Pull-Tab’ Ticket dispenser (which does not require authorisation).  If the machine determines the lottery result or announces the result less than one hour after purchase of the ticket, it is likely that it is a gaming machine and will require the relevant permission to be sited.  If the machine vends pre-printed lottery tickets, it is likely that it is not a gaming machine. However, it must comply with the requirements of the lottery registration. | |
| Machine Games Duty   * Can payment of Machine Games Duty be evidenced? |  |
| **Notes**  For machines where at least one of the prizes on offer is cash, and it is more than the smallest cost to play the machine, you must pay Machine Games Duty (MGD). This may be evidenced through an arrangement with the machine supplier.  Where there is no evidence of the payment of MGD, HMRC should be informed | |
| **If illegally sited machines are found:**  The owner/occupier should be warned that they are committing an offence under Gambling Act 2005:  **Section 37** – Use of Premises  **Section 242** – Making machine available for use  The maximum penalty on summary conviction is 51 weeks imprisonment and/or a maximum fine not exceeding level 5 on the standard scale.  Owners/ occupiers should be asked to remove the machines from the premises and advised that failure to do so may put any other authorisations into jeopardy (i.e. Premises Licence or Club Premises Certificates issued under the Licensing Act 2003.)  If the intention is to seize the machine under GA05 **Section 317**, further advice can be found within the following guidance note:  <http://www.gamblingcommission.gov.uk/pdf/Illegal-gaming-machines-a-quick-guide-for-licensing-officers.pdf>  The visit may have been carried out as a result of a Local Authority Compliance Event (LACE) referral from the Gambling Commission. If this is the case, this form can be completed and e-mailed to your local compliance manager to finalise this process.  **Illegal supply**  If a machine is illegally sited, it may also have been illegally supplied. Those supplying and manufacturing gaming machines (as well as providing certain aspects of machine maintenance) must have an operating licence from the Gambling Commission. Unless this visit was a response to a ‘LACE’ referral, and the Gambling Commission have already been informed, completed forms can be sent with a message header of ‘Illegal Gaming Machine Supply’ to:  [intelligencereports@gamblingcommission.gov.uk](mailto:intelligencereports@gamblingcommission.gov.uk)  You may wish to leave the following quick guide produced by the Gambling Commission. (Please click the link to download the document or visit [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk))  [Illegal siting of gaming machines](http://www.gamblingcommission.gov.uk/pdf/Illegal-siting-of-gaming-machines-a-quick-guide-for-small-businesses.pdf) | |

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| **Name of authorised officer:** |  |
| **Signature of authorised officer:** |  |

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| **Machine category** | **Maximum stake (from January 2014)** | **Maximum prize (from January 2014)** | **Allowed premises** |
| A | Unlimited | Unlimited | Regional Casino |
| [B1](http://www.gamblingcommission.gov.uk/Gambling-sectors/Casinos/Operating-licence-holders/Key-information/Gaming-machines-on-casino-premises.aspx) | £5 | £10,000 (with the option of a maximum £20,000 linked progressive jackpot on a premises basis only) | Large Casino, Small Casino, Pre-2005 Act casino and Regional Casinos |
| [B2](http://www.gamblingcommission.gov.uk/Gambling-sectors/Gaming-machines/About-gaming-machines/Gaming-machine-categories/Category-B2-machines.aspx) | £2 | £500 | Betting premises and tracks occupied by pool betting and all of the above |
| [B3](http://www.gamblingcommission.gov.uk/Gambling-sectors/Gaming-machines/About-gaming-machines/Gaming-machine-categories/Category-B3-machines.aspx) | £2 | £500 | Bingo premises, Adult gaming centre and all of the above |
| B3A | £2 | £500 | Members’ club or Miners’ welfare institute only |
| [B4](http://www.gamblingcommission.gov.uk/Gambling-sectors/Gaming-machines/About-gaming-machines/Gaming-machine-categories/Category-B4-machines.aspx) | £2 | £400 | Members' club or Miners’ welfare club, commercial club and all of the above. |
| [C](http://www.gamblingcommission.gov.uk/Gambling-sectors/Gaming-machines/About-gaming-machines/Gaming-machine-categories/Category-C-machines.aspx) | £1 | £100 | Family entertainment centre (with Commission operating licence), Qualifying alcohol licensed premises (without additional gaming machine permit), Qualifying alcohol licensed premises (with additional LA gaming machine permit) and all of the above. |
| [D money prize](http://www.gamblingcommission.gov.uk/Gambling-sectors/Gaming-machines/About-gaming-machines/Gaming-machine-categories/Category-D-machines.aspx) | 10p | £5 | Travelling fairs, unlicensed (permit) Family entertainment centre and all of the above |
| [D non-money prize (other than crane grab machine)](http://www.gamblingcommission.gov.uk/Gambling-sectors/Gaming-machines/About-gaming-machines/Gaming-machine-categories/Category-D-machines.aspx) | 30p | £8 | All of the above. |
| [D non-money prize (crane grab machine)](http://www.gamblingcommission.gov.uk/Gambling-sectors/Gaming-machines/About-gaming-machines/Gaming-machine-categories/Category-D-machines.aspx) | £1 | £50 | All of the above. |
| [D combined money and non-money prize (other than coin pusher or penny falls machines)](http://www.gamblingcommission.gov.uk/Gambling-sectors/Gaming-machines/About-gaming-machines/Gaming-machine-categories/Category-D-machines.aspx) | 10p | £8 (of which no more than £5 may be a money prize) | All of the above. |
| [D combined money and non-money prize (coin pusher or penny falls machine)](http://www.gamblingcommission.gov.uk/Gambling-sectors/Gaming-machines/About-gaming-machines/Gaming-machine-categories/Category-D-machines.aspx) | 20p | £20 (of which no more than £10 may be a money prize) | All of the above. |