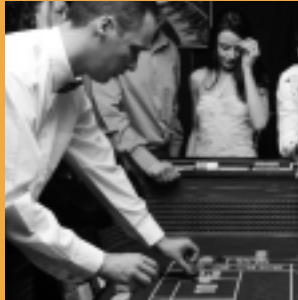


PERSONAL LICENCES

Do you need one?

From 1 September 2007, legislation comes into force that places new responsibilities on gambling operators in Britain. Anyone who wishes to run a gambling business and certain other key staff must be licensed by the Gambling Commission.



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Will I need a licence?

If you plan to provide facilities for betting, gaming or participating in a lottery you will require a licence. You might be providing these facilities remotely (for example through the internet or telephone)¹, or on premises, including tracks.

There are three different types of licence:

- operating,
- personal, and
- premises.

You will need an **operating licence** if you provide facilities for gambling; and/or manufacture, supply, install, repair or adapt a gaming machine or gambling software. You will also need a **premises licence** if you are providing gambling services to the public from fixed premises rather than remotely.

In addition, some individuals in your organisation are also likely to need personal licences (unless they are exempt under the small-scale operator exemption²). **This leaflet focuses on personal licences.**

We have produced a range of leaflets which provide more information about the various types of licences you might need. The leaflets are available on our website, from the address below or by calling our enquiry line on 0121 230 6666. The type of licence you might need will depend on the activities you intend to carry out and the sectors in which you operate.

What is a personal licence?

There are two types of personal licence:

- A **personal management licence** (PML) is required by all those who occupy a specified management office in respect of the holder of an operating licence.
- A **personal functional licence** (PFL) is required by individuals in casinos who perform any function that enables them to influence the outcome of gambling, or relating to the receiving or paying of money in connection with gambling.

¹ Gambling is 'remote' when people use technology such as the internet, phone, TV, radio or any other kind of electronic or other communicative device to participate.

² If you are classed as a small-scale operator, you may not be required to hold a personal licence. You are generally classed as a small-scale operator if you have three or less people who occupy a qualifying position as named on your licence. Further details are provided in our separate guidance on small-scale operator exemption.

Personal management licences

You will require a PML if you are responsible for any of the following management functions, whatever your actual job title:

- overall strategy and delivery of gambling operations;
- financial planning, control and budgeting;
- marketing and commercial development;
- regulatory compliance; and
- gambling-related IT provision.

You will only need one PML, even if you are responsible for more than one of the management functions.

If your business has a regional structure, the regional or area managers with delegated responsibility for gambling operations will also normally require PMLs, as will casino and bingo site managers.

Society lotteries will only be required to have one PML.

The type of job title you might have includes: Chief Executive Officer, Managing Director, Executive Chairman, Chief Operating Officer, Operations Director, Sectoral MD, Financial Director, Marketing Director, Commercial Development Director, Compliance Director, IT Director, Director or Trustee responsible for lotteries.

Personal functional licences

You will need a PFL if you perform any function in casinos that enables you to influence the outcome of gambling relating to the receiving or paying of money in connection with gambling. This would cover a dealer/croupier, cashier, casino inspector, pit boss/gaming supervisor or if you carry out security/surveillance related to gambling activities.

How much does a personal licence cost?

A personal management licence costs £330 and a personal functional licence costs £165 (and a further fee is payable every five years). A personal licence remains in place for life unless we have cause to revoke it.

What if my circumstances change?

You must let us know if there are any changes in circumstance. After five years, if we have not heard from you, we will be in touch to instigate a review of your licence. A further fee will be payable at that stage.

When should I apply for my personal licence?

Certain types of personal licence applications, mostly for the key PML holders in your business, must be submitted at the same time as the operating licence. Existing operators should aim to submit applications as soon as possible. Existing operators who submit valid operating licence applications to us before 27 April 2007 will be able to continue to operate from 1 September 2007 until they receive their new licences.

Special transitional arrangements will apply to any existing certificate holders until 31 December 2009. Anyone currently holding a red, white, grey or pink certificate issued by the Gaming Board or Gambling Commission under Section 19 of the Gaming Act 1968, will not need to apply for a personal licence until August 2009.

If, after 1 June 2007, you change your place of work or intend to perform a role beyond that permitted by your current certificate, you will need to apply for the appropriate personal licence under the new Act.

If you do not currently hold a certificate but fit the requirements of a PML or PFL as outlined earlier in this leaflet you will need to apply for the appropriate personal licence by 30 June 2007 in order to be licensed from 1 September 2007.

If you are at all unsure whether you need a personal licence or when your application should be submitted by, please contact the Commission's enquiries team.

For further information and advice about any licensing issue:

- **email us on enquiries@gamblingcommission.gov.uk;**
- **call our enquiry line on 0121 230 6666; or**
- **write to us at the Gambling Commission, Victoria Square House, Victoria Square, Birmingham B2 4BP**

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Victoria Square House,
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