

## STAGE 2: APPLICATION FORM NOTES FOR GUIDANCE



Please note, the applicant is required to lodge:

- 12 sets of the form and all plans and attachments. Each complete set should be filed in an indexed, tabbed lever arch file. All printing should be double-sided.
- A CD containing a complete set of the documentation.
- Applications must be securely packaged and clearly marked '*Private and confidential*'.
- Applications should be submitted to the following address:

Licensing Team  
Southampton and Eastleigh Licensing Partnership  
PO Box 1767  
Southampton  
SO18 9LA

### Part 1 – Applicant details

- 1.1 The name given must be the same name given at Stage 1 of the competition, and in the applicant's operating licence or application for such a licence.

### Part 2 – Premises Details

- 2.1 The applicant should give the title and number of each plan submitted as part of the application. This should include and conform with the plans submitted at Stage 1.
- 2.2 It is recommended that the plans should be as full as possible so as to provide sufficient detail of the development to enable a judgment to be made regarding likely benefits to the area.
- 2.3 Floor plans should include (where relevant) table gaming areas with indicative table layouts, machine areas, card rooms, tuition areas, cooling off / self help areas, bar and restaurant areas, non-gaming lounge or other recreation areas, entertainment areas or stages, events facilities, disabled facilities (including consideration given to counter heights and level changes), kitchen areas, staff changing, hygiene and recreation areas.
- 2.4 Elevation plans should demonstrate the quality of the elevational treatment, and whether gaming facilities will be visible from the exterior of the building.
- 2.5 Site plans should show the extent and quality of car parking, taxi waiting areas, provision for non-motorised and public transport, walking links from other developments, together with off-site security provision for customers (e.g. lighting and CCTV).
- 2.6 Where the proposed casino is part of a wider development, the plans should demonstrate the overall development.
- 2.7 The Authority will generally wish to include plans in the premises licence by condition, so as to ensure that the casino development proposed is delivered. If the applicant is offering the plans as illustrations only, and therefore not to be included in the premises licence, the applicant should explain its reasons.

### **Part 3 – Summary Information**

- 3.1 Part 3 requires summary information of key facts as detailed. Applicants are given the opportunity to expand on this information in Part 4 it is therefore intended that answers provided to questions in Part 3 are specific and succinct.
- 3.2 The form asks a number of questions regarding the gaming provision on site. The applicant may submit an operating plan describing the style and nature of the casino in greater detail, should it so wish. In addition to the matters set out in the form, the applicant may describe its proposals as to minimum staking levels, so as to permit low stakes gambling in the casino. If there is a proposal to offer low- or no-stakes gambling, the applicant should give details of the provision, including the times and numbers of tables involved, and state whether it is prepared to submit to a condition to require such provision, and suggest the drafting of such a condition.
- 3.3 The applicant should describe its non-gambling facilities. The Authority is seeking to ensure that a high quality Leisure and Entertainment Destination (LED) is created in which gambling is only part of the overall entertainment offer. It wishes to guard against a proposal for non-gambling facilities which results in only token provision. The applicant should therefore describe its proposals in summary detail in Part 3 and provide further detail in Part 4.
- 3.4 The applicant is asked to state whether the casino is part of a wider development. Where it is, the applicant should state whether the casino is dependent on this development, giving the timetable for this development, and indicating any constraints on delivery. Please note that the authority is not entitled to take into account whether the proposal is likely to be permitted in accordance with the law relating to planning or building.

### **Part 4 – Evaluation Criteria and Scoring Matrix**

- 4.1 In this section the applicant is invited to state how deliverable the scheme is and what benefits it will realise.
- 4.2 The applicant should clearly structure its submissions around the criteria in the attached document “Evaluation Criteria and Scoring Matrix for a Large Casino in Southampton” since these will form the focus of the Authority’s consideration. Applicants may provide additional information to illustrate their case as they see fit.
- 4.3 The Authority considers that “benefit” includes avoidance of disbenefit. Further, the authority is concerned with net benefit, so that if there are benefits which are likely to arise even if the application is not granted, the applicant may wish to focus on the added value which a 2005 Act casino licence would bring.
- 4.4 It is important that the Authority is satisfied that promised benefits will be delivered in the time stated and maintained thereafter.
- 4.5 The applicant is invited to deliver a raft of information to provide assurance that it has the financial standing and intention to deliver the scheme. If the applicant or an associated company has been granted casino licences which it has not developed, or has closed or disposed of, the applicant is invited to explain the circumstances so as to satisfy the Authority that there is no such intention in this case.
- 4.6 Applicants are invited to contract with the Authority for provision of the benefits and to state what compensation will be offered if the benefits are not delivered. A draft Schedule 9 agreement is attached to the form, for completion by the applicant.

Compliance with the agreement will be made a Licence condition, if granted. Applicants are invited to state whether they agree to such a condition.

- 4.7 Measurable benefits for inclusion in the contract can take any form. They may include (for example) the promotion of physical regeneration, tourism, employment opportunities and financial contributions. The pro forma agreement allows the applicant to include whatever benefits the applicant wishes the Authority to take into account.
- 4.8 The Authority wishes to guard against granting a licence to a scheme which is not then delivered on time or at all, or which then closes or otherwise changes so as no longer to deliver promised benefits. The applicant should consider and include in the agreement its proposals for compensation by way of liquidated and ascertained damages should the promised benefits not be delivered or maintained.
- 4.9 Where the applicant is unable to demonstrate the financial standing to build and operate the casino over a long period, it should consider offering a guarantor to secure its obligations.
- 4.10 The applicant is invited to present its case in whatever format it considers best. The Authority is keen to encourage imaginative and interesting proposals for maximum benefit, and so leaves it to applicants to present their material as they wish.

#### **Part 5 – Contact details**

- 5.1 Any contact in relation to this application will be between the person nominated in this section and the single point of contact at the Authority, so as to ensure a proper record of communications. The person nominated should therefore have authority to act for the applicant and sufficient knowledge to be able to communicate efficiently with the Authority. This can be, but does not have to be, the applicant's solicitor.

#### **Part 6 – Declaration and signature**

- 6.1 The form should be signed by a person who is authorised by the applicant, and who takes personal responsibility for the accuracy of the content of the form and attachments.