Premises Documentation-Portal Upload Guidance

I will be applying for a licence to provide a gambling activity at <u>four or less premises</u>. How will I provide the GRAI with information and documentation in relation to these premises?

Where you are applying for an in-person licence at <u>four or less premises</u>, the premises information and documents will be uploaded directly onto the Portal when making your licence application.

I will be applying for a licence to provide a gambling activity at <u>five or more premises</u>. How will I provide the GRAI with information and documentation in relation to these premises?

Where you are applying for an in-person licence at <u>five or more premises</u> you will not upload the premises information and documents directly onto the Portal when making your licence application. Instead, the below procedure will take place.

This procedure has been put in place to facilitate the transfer of large volumes of documentation.

When making your licence application, you will insert the number of premises on the Portal when prompted to do so. If the number is five or more, you will not upload the premises details and documents directly onto the Portal. Instead, you will be prompted to download the "Premises Template" excel.

This Premises Template excel is available to download here: https://www.grai.ie/licensing-regulation/applications-forms_and_templates, to allow you to begin to populate the excel with the details of all the premises in advance of making your licence application.

You must also collate all the required documentation in relation to each premises, being:

1. Maps of the premises
2. Plans of the premises
3. Evidence of ownership or occupation
4. Certificate of Compliance with Planning Permission and Building Regulations
5. Fire Safety Certificate
6. Insurance Details

More detail can be seen in the Premises Assessments Guidance, available here: https://www.grai.ie/licensing-regulation/business-to-consumer-licenses/licensing-phasing.

These documents should be collated in a zip folder with the following naming conventions:

- Main zip folder(s):
    - "*[date of licence application in YYYYMMDD format] [proposed licensee name]*"

- There should be a subfolder for each premises. Each premises subfolder should be numbered to follow the order in the Premises Template excel and the title should include the premises Eircode:
  - *"1. [premises Eircode]"*
- Each document title in each premises subfolder should be numbered 1-6, state the Eircode and the type of document:
  - *"1. [premises Eircode] – Map of the premises"* etc.

Images showing the required zip folder structure and naming conventions for the documents can be seen at appendix 1.

It is important that documents are appropriately labelled and structured. Failure to do so may result in delays to the processing of your licence application.

After your licence application has been submitted, you will be contacted and provided with details of a secure filesharing location to upload your completed Premises Template excel and zip file(s) of documentation for each premises.

Once upload has been completed, you must let the GRAI know by responding to the initial email you received from the GRAI containing the upload location details.

Do I need to wait until I am submitting my licence application to begin filling in the Premises Template excel and collating the documentation?

No, you can begin to complete your Premises Template excel and collate the documentation in relation to each premises now. You will only be asked to provide these after your licence application has been submitted.

When will the GRAI begin its assessment of the premises?

The GRAI will not begin to review your in-person licence application until all the premises information and documentation has been submitted.

Appendix 1