



North Kesteven
DISTRICT COUNCIL

STATEMENT OF PRINCIPLES GAMBLING ACT 2005

If you require this Statement in a different language or format, please contact the Licensing Team at the address below.

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This document is the Statement of Principles of North Kesteven District Council. The Gambling Act 2005 requires every licensing authority to publish a Statement of Principles (gambling policy) which they propose to apply when exercising their licensing functions.

Whilst all applications will be judged and determined on their individual merits the policy will be the basis of the licensing authority's decisions. The policy will be reviewed regularly to reflect the needs of the district of North Kesteven.

Contents

Item	Page
Part A	
1. Introduction	3
2. The licensing objectives	4
3. Area Profile and General Matters	4
4. Declaration	7
5 Responsible Authorities	7
6 Interested Parties	7
7. Exchange of Information	8
8. Enforcement and Inspection	9
Part B - Premises licences	
1. General Principles	11
2. Adult Gaming Centres	19
3. Licensed Family Entertainment Centres	20
4. Casinos	21
5. Bingo Premises	21
6. Betting Premises	22
7. Tracks	23
8. Travelling Fairs	24
9. Provisional Statements	25
10. Reviews	26
11. Appeals	27
Part C - Permits / Temporary and Occasional Use Notices	
1. Unlicensed Family Entertainment Centre Gaming Machine Permits (Statement of Principles on Permits)	28
2. Alcohol Licensed Premises Gaming Machine Permits and Notifications	30
3. Prize Gaming Permits (Statement of Principles)	32
4. Club Gaming and Club Machines Permits	33
5. Temporary Use Notices	34
6. Occasional Use Notices	35
7. Lotteries	35
8. Review	37
Appendix 1 – Summary of delegated powers	38
Appendix 2 - Consultees	45
Appendix 3 - Glossary	46

North Kesteven District Council approved this Statement of Principles on (tbc). All references to “the guidance for local authorities” refer to the Gambling Commission’s Guidance to Licensing Authorities.

NORTH KESTEVEN DISTRICT COUNCIL

STATEMENT OF PRINCIPLES – GAMBLING ACT 2005

Part A

1. Introduction

- 1.1 The Gambling Act 2005 (the “2005 Act”) came into force in 2007 and brought in a new, comprehensive system for gambling regulation in Great Britain, bringing the vast majority of commercial gambling together into a single regulatory framework.
- 1.2 The 2005 Act established a dedicated regulator, at a national level, in the form of the Gambling Commission (the Commission). But it also recognised the potential local impact and importance of gambling by creating local regulators, whose job is to manage gambling in line with local circumstances. Those regulators are the various licensing authorities of England, Wales and Scotland.
- 1.3 North Kesteven District Council (“the council”) is the Licensing Authority responsible for the licensing of premises and the issuing of permits and authorisations under the 2005 Act within the district of North Kesteven. The Authority’s main functions under the 2005 Act are;
 - Responsible for the licensing of premises where gambling activities are to take place by issuing premises licences
 - Issuing of provisional statements
 - Regulate members’ clubs and miners’ welfare institutes who wish to undertake certain gaming activities via the issuing of club gaming permits and/or club machine permits
 - Issue club machine permits to commercial clubs
 - Grant permits for the use of certain lower stake gaming machines at unlicensed family entertainment centres (uFEC)
 - Receive notifications from premises licensed for the sale and consumption of alcohol on the premises under the Licensing Act 2003 (the “2003 Act”) for the use of two or fewer gaming machines
 - Issue licensed premises gaming machine permits for premises licensed to sell/supply alcohol (for consumption on the licensed premises), under the 2003 Act, where there are more than two machines
 - Register small society lotteries below prescribed thresholds
 - Issue prize gaming permits
 - Receive and endorse temporary use notices
 - Receive occasional use notices
 - Provide information to the Commission regarding details of licences and permits issued (see section on ‘information exchange’)
 - Maintain registers of the permits and licences that are issued under these functions

1.4 This Statement of Principles (“Statement”) is intended to provide clarity to applicants, interested parties and responsible authorities on how this licensing authority will determine applications. Guidance is available to assist applicants, that guidance does not form part of this Statement.

2. The Licensing Objectives

2.1 In exercising most of their functions under the 2005 Act, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are;

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

2.2 In practice, the objective of protecting children from being harmed or exploited by gambling means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling.

2.3 The Commission has the power to issue two types of code of practice. The first is a social responsibility (SR) code. An SR code must be followed and has the force of a licence condition. The Commission may also issue ordinary codes, which are intended to set out industry best practice. They are not mandatory but operators are expected to follow them unless they have alternative arrangements in place that they can demonstrate are equally effective. Both codes are set out in the Commission’s [Licence Conditions and Codes of Practice](#) or as gambling codes of practice - consolidated for all forms of gambling.

2.4 S.153 of the 2005 Act requires licensing authorities, in exercising their functions, to have regard to the codes of practice.

3. Area Profile and General Matters

3.1 The District of North Kesteven is a large, diverse, rural area, stretching from the Witham in the east almost to the Trent in the west and from the sparsely populated villages to the south of Sleaford to the more densely populated Lincoln fringe in the north.

3.2 North Kesteven is one of seven districts in Lincolnshire and covers an area of approximately 92,000 hectares (356 square miles). The District is characterised by small settlements and large areas of farmland. More than 64% of the population live in rural settlements, including villages or market towns, therefore the area has been classified as ‘mainly rural’.

3.3 There are around 100 communities in the North Kesteven District. The population of the District is 116,915 (Office for National Statistics mid-year

population estimate 2019). Major concentrations are in Sleaford, with a population of nearly 19,500; North Hykeham, with around 16,400 residents; and 11 larger villages with populations of over 5,000. Within the District, nearly a third of the population live in the “Lincoln Fringe”, the area immediately surrounding Lincoln City.

- 3.4 The principal sectors of the economy include food and agriculture, engineering, tourism and construction. The emergent engineering sector has potential to grow, with a focus on engines and turbines, and sector specialisms related to medical, precision and optical equipment, and electrical machinery. There are low unemployment rates and relatively good skills levels in the district.
- 3.5 North Kesteven also has a relatively underdeveloped transport and communications infrastructure. As a result, local communities have historically been self-reliant, with parish and town councils providing services, such as playing fields or play areas.
- 3.6 At the time of reviewing this Statement the licensing authority was responsible for the following licences and permits:

Betting premises	04
Bingo premises	0
Adult gaming centres (AGC's)	0
Family entertainment centre (FEC) premises	0
uFEC permit	0
Club gaming permit	05
Club machine permit	01
Alcohol licensed premises gaming machine permit	07
Alcohol licensed premises: notification of up to 2 gaming machines	44
Small society lotteries	150

(16th December 2021)

It can be seen that the district has very few premises licensed directly for gambling, most permissions being for premises concerned with the sale of alcohol or small society lotteries raising money for good causes.

- 3.7 The licensing authority has worked in partnership with the other Lincolnshire local authorities in preparing this Statement, which is based, in part, on the [guidance for local authorities](#) .
- 3.8 In adopting this Statement, the licensing authority recognises its duties to consider the impact of all its functions and decisions on crime and disorder under the requirements of section 17 of the Crime and Disorder Act 1998. The council acknowledges the benefits to the community of properly regulating gambling in the district.

- 3.9 The Licensing Act 2003 provides the delegated and procedural arrangements for the establishment of licensing authorities.
- 3.10 Licensing committees established under section 6 of the 2003 Act are also the relevant committees for the purpose of gambling functions. Therefore, the same committee that deals with applications and other issues in relation to the 2003 Act will also be responsible for premise licence applications and other issues (i.e. permits) in relation to gambling. For the council the relevant committee is the Alcohol and Entertainment Licensing Committee.
- 3.11 The proceedings of the licensing committee are regulated by section 9 of the 2003 Act (and regulations made under that section). Particular provision can be made for proceedings in relation to just the 2003 Act functions or just the 2005 Act functions.
- 3.12 The functions of the licensing authority under the 2005 Act may be carried out by the Alcohol and Entertainment Licensing committee, by a sub-committee or by one or more officers acting under delegated authority. Delegated powers shall be in accordance with the table at Appendix 1 of this document.
- 3.13 Licensing authorities are required by the 2005 Act to publish a statement of the principles, which they proposed to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed as required and any amended parts re-consulted upon, the statement must be then re-published.
- 3.14 The 2005 Act requires that the following parties be consulted by licensing authorities:
- The chief officer of police
 - One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area
 - One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the 2005 Act
- 3.15 The licensing authority consulted upon this Statement before finalising and publishing. A list of the persons and bodies consulted is provided in Appendix 2. The consultation took place between 21st June and 23rd August 2021.
- 3.16 The Statement was submitted for approval at a meeting of the Council on 16th December 2021 and published on the council's website. Copies are available from the Council Offices at Kesteven Street, Sleaford. The Statement is effective from 31 January 2022.

3.17 This Statement will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the 2005 Act.

4 Declaration

4.1 In producing the Statement, the licensing authority declares that it has had regard to the licensing objectives of the 2005 Act, the guidance issued by the Gambling Commission, and any responses from those consulted on this statement.

5 Responsible Authorities

5.1 The licensing authority is required by regulations to state the principles it will apply in exercising its powers under section 157(h) of the 2005 Act to designate, in writing, a body, which is competent to advise the authority about the protection of children from harm. The principles are:

- The need for the body to be responsible for an area covering the whole of the licensing authority's area
- The need for the body to be answerable to democratically elected persons, rather than any particular vested interest group and
- That this body is experienced in dealing with the protection of children

The body considered competent by the licensing authority for this purpose is the Lincolnshire Safeguarding Children Partnership.

6 Interested parties

6.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the 2005 Act as follows:

“For the purposes of this part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the application is made, the person-

Lives sufficiently close to the premises to be likely to be affected by the authorised activities,

Has business interests that might be affected by the authorised activities,
or

Represents persons who satisfy paragraph (a) or (b)” e.g. members of parliament and ward councillors.

6.2 Principles of determining Interested Parties:

The licensing authority is required by regulations to state the principles it will apply in exercising its powers under the 2005 Act to determine whether a person is an interested party.

The licensing authority, in determining whether a person is an interested party, will consider each case on its merits. The Authority will not apply a rigid rule to its decision making. In reaching its decision, the licensing authority will consider factors such as the likelihood of the person/business being affected by the licensable activities at the premises as well as the geographical proximity. Larger premises may affect people over a broader geographical area than smaller premises offering the same facilities.

“Business interests” will be given its widest possible interpretation and may include partnerships, charities, faith groups and medical practices.

Interested parties can be people who are democratically elected such as councillors and MPs. This will include county, borough and parish councillors providing they represent the ward likely to be affected. Other than these persons, the licensing authority will require written evidence that a person ‘represents’ someone who either lives sufficiently close to the premises and is likely to be affected by the authorised activity/activities and/or has a business interest that might be affected by the authorised activity/activities. A letter from one of these persons requesting the representation is sufficient.

- 6.3 If individuals wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the licensing committee dealing with the licence application. If there are any doubts please contact the Licensing Team on 01529 414155.

7. Exchange of Information

- 7.1 In its exchange of information with the parties listed in schedule 6 of the 2005 Act, the Council will have regard to:

- the provisions of the 2005 Act, including that data protection law will not be contravened (section 352)
- the guidance for local authorities
- other relevant legislation and regulations

- 7.2 In accordance with section 350 and schedule 6 of the 2005 Act, the council may exchange information with the following statutory bodies or individuals:

- A constable or police force
- An enforcement officer
- A licensing authority
- Her Majesty’s Revenue and Customs

- The Gambling Appeal First Tier Tribunal
- The Secretary of State
- Scottish Ministers; and
- Any other person or body designated by the Secretary of State in accordance with the 2005 Act

The council may also exchange information provided by applicants with law enforcement agencies for purposes connected with the prevention and detection of crime, but we will only share any personal details for this purpose if required to do so by law.

- 7.3 The licensing authority will inform the Commission immediately if information that causes the licensing authority to question the suitability of a person or business holding or applying to hold an operating licence is received.
- 7.4 The Council is a signatory to a joint protocol on information exchange under the provisions of Section 115 of the Crime and Disorder Act 1998 with the [Safer Lincolnshire Partnership](#). The council will use that protocol as appropriate.
- 7.5 Should any other protocols be established as regards information exchange with other bodies then they will be made available.

8. Enforcement and Inspection

- 8.1 Licensing authorities are required by regulation under the 2005 Act to state the principles to be applied by the authority in exercising the functions under Part 15 of the 2005 Act with respect to the inspection of premises; and the powers under section 346 of the 2005 Act to instigate criminal proceedings in respect of the offences specified.
- 8.2 The licensing authority's principles are that:

It will be guided by the Guidance for local authorities and it will endeavour to be:

- Proportionate: regulators should only intervene when necessary, remedies should be appropriate to the risk posed, and costs identified and minimised
- Accountable: regulators must be able to justify decisions, and be subject to public scrutiny
- Consistent: rules and standards must be joined up and implemented fairly
- Transparent: regulators should be open, and keep regulations simple and user friendly and
- Targeted: regulation should be focused on the problem, and minimise side effects

- 8.3 The main enforcement and compliance role for this licensing authority in terms of the 2005 Act will be to ensure compliance with the premises licences and other permissions, which it authorises. The Commission will be the enforcement body for the operator and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines will not be dealt with by the licensing authority but will be notified to the Commission.
- 8.4 As per the guidance for local authorities, this licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 8.5 The licensing authority will implement a risk-based inspection programme on a multi-agency approach, based on;
- The licensing objectives
 - Relevant codes of practice
 - The guidance for local authorities, in particular at Part 36. The principles set out in the Statement
- 8.6 The licensing authority keeps itself informed of developments as regards the work of the better regulation executive in its consideration of the regulatory functions of local authorities.
- 8.7 In considering enforcement action, the licensing authority will bear in mind the Human Rights Act, in particular:
- Article 1 Protocol 1 – peaceful enjoyment of possessions
 - Article 6 right to a fair hearing
 - Article 8 respect for private and family life
 - Article 10 right to freedom of expression

Part B

Premises licences

1. General Principles

- 1.1 Premises licences are subject to the requirements set out in the 2005 Act and regulations, as well as specific mandatory and default conditions, detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and attach others, where it is believed to be appropriate.

This licensing authority is aware that, *as per section 153*, in making decisions about premises licences, it should aim to permit the use of premises for gambling in so far as it thinks it:

- In accordance with any relevant code of practice issued by the Commission
- In accordance with the guidance for local authorities
- Reasonably consistent with the licensing objectives, and In accordance with the authority's licensing statement of principles

In this revision of its Statement, the licensing authority seeks to assist applicants by setting out the revised considerations it will apply when determining applications under the 2005 Act.

- 1.2 Though licensing authorities are required to 'aim to permit' gambling, there is wide scope for them to impose conditions on premises licences or to reject, review or revoke premises licences where there is a conflict with the relevant codes of practice, guidance to local authorities, the licensing objectives or this Statement.
- 1.3 Licensing authorities can request any information from an operator they may require in order to make licensing decisions. The 2005 Act requires a minimum level of information, which must be provided, but this does not preclude licensing authorities from making reasonable requests for any additional information they may require to satisfy themselves their decision is reasonably consistent with the licensing objectives and codes of practice.
- 1.4 **Local risk assessment** - The licensing authority expects applicants to have a good understanding of the area in which they operate, or intend to operate. The applicant will have to provide evidence that they meet the criteria set out in this Statement and demonstrate that in operating the premises they will promote the licensing objectives.
- 1.5 Premises licence holders must conduct a local risk assessment for each of their premises. This is a Commission SR code requirement which helps

licence holders demonstrate how they aim to address local risks to the licensing objectives.

This applies to;

- AGC's
- FEC's
- non-remote betting
- non-remote bingo
- non-remote casinos
- remote betting intermediaries (trading room only)

The licensing authority requires licensees to conduct or update a risk assessment when:

- applying for a new premises licence
- applying for a variation to a premises licence
- changes to the local environment or the premises warrant a new risk assessment

1.6 The licensing authority expects applicants for premises licences in its area to comply with the risk assessment requirement. The risk assessment should demonstrate the applicant has considered, as a minimum:

- local crime statistics
- any problems in the area relating to gambling establishments such as anti-social behaviour
- the location of any nearby sensitive premises, such as hostels and other facilities used by vulnerable persons e.g. drug and alcohol addictions
- the location of services for children such as schools, playgrounds, leisure/community centres and other areas where children will gather
- the demographics of the area in relation to vulnerable groups
- how vulnerable people, including people with gambling dependencies are protected
- whether there is a prevalence of street drinking in the area, which may increase the risk of vulnerable persons using the premises
- any indication in the area of young people attempting to access adult gambling facilities of the type offered in the area

The risk assessment should take into account the risks presented by the local landscape. For example, if they are near a school it should explain how they will mitigate the risk of underage gambling. Applicants should liaise with other gambling operators in the area to identify risks and consult with any relevant responsible authorities as necessary. The licensing authority recommends that local risk assessments are kept on the premises. The council publishes a range of [information about the district](#) in the North Kesteven district profile which will be of use to applicants in the preparation of local risk assessments.

- 1.7 This Statement does not preclude any application being made and every application will be decided on its individual merits, with the opportunity given for the applicant to show how potential concerns can be overcome.
- 1.8 The Authority acknowledges the guidance for local authorities that *“moral objections to gambling are not a valid reason to reject applications for premises licences”* and that unmet demand is not a criterion for a licensing authority.
- 1.9 Premises licences authorise the provision of gambling facilities on the following:
- Casino premises
 - Bingo premises
 - Betting premises (including racetracks used by betting intermediaries)
 - AGC’s
 - FEC’s
- 1.10 **Definition of “premises”** - Premises is defined in the 2005 Act as “any place”. Different premises licences cannot apply in respect of single premises at different times. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. However, the licensing authority will pay particular attention if there are issues about sub-division of a single building or plot and will ensure that mandatory conditions relating to access between premises are observed. Each case will be judged on individual merit.
- 1.11 The Commission states in its [guidance for local authorities](#) that *“in most cases the expectation is that a single building/plot will be the subject of an application for a licence, for example, 32 High Street. That does not mean that 32 High Street cannot be the subject of separate premises licences for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer. The commission does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can be properly regarded as different premises”*.

This licensing authority takes particular note of the Gambling Commission’s [guidance for licensing authorities](#) which states that:

“Licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular, they should be aware of the following:

- *The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating*
- *Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not ‘drift’ into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit*
- *Customers should be able to participate in the activity named on the premises licence”*

1.12 The guidance for local authorities also gives a list of factors which the licensing authority should be aware of, which may include:

- Do the premises have a separate registration for business rates?
- Is the premises’ neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

The licensing authority will consider these and other relevant factors in making its decision depending on all the circumstances of the case.

1.13 The Commission’s [guidance to local authorities](#) details the relevant access provisions for the different types of gambling premises. The Authority will consider these in its decision making.

1.14 Premises ‘ready for gambling’ – The guidance to local authorities states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of the building or alterations required before the premises are brought into use.

1.15 In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at the premises, this Authority will determine applications on their merits, applying a two stage consideration process;

- First, whether the premises ought to be permitted to be used for gambling
 - Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place
- 1.16 If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement can be made instead.
- 1.17 Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to condition, but it is not obliged to grant such a licence.
- 1.18 More detailed examples of the circumstances in which such a licence may be granted can be found in the guidance to local authorities.
- 1.19 **Location** - This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision making. As per the guidance for local authorities, this authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.
- 1.20 Duplication with other regulatory regimes - This licensing authority will seek to avoid duplication with other statutory / regulatory regimes where possible, including planning.
- 1.21 The authority notes the following excerpt from the [guidance to local authorities](#) *“In determining applications, the licensing authority should not take into consideration matters that are not related to gambling and the licensing objectives. One example would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal”*.
- 1.22 The authority also notes the following excerpt from the guidance to local authorities:
- “When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have to comply with the necessary planning or building consents. Nor should fire or health and safety risks be taken into account. Those matters should be dealt with under relevant planning control, building and other regulations, and must not form part of the consideration*

for the premises licence. S.210 of the Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally, the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building”.

- 1.23 **Licensing objectives** - Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, the licensing authority has considered the guidance to local authorities.
- 1.24 **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime –** The licensing authority is aware that the Commission will take a leading role in preventing gambling from being a source of crime. The guidance to local authorities does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime this Authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. This licensing authority is aware of the distinction between disorder and nuisance and will consider factors such as whether police assistance was required and how threatening the behaviour was to those who could see it, so as to make that distinction.
- 1.25 **Ensuring that gambling is conducted in a fair and open way** - The licensing authority has noted that the Commission has stated that it would generally not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences. There is however more of a role with regard to tracks which is explained in more detail in the 'tracks' section below.
- 1.26 **Protecting children and other vulnerable persons from being harmed or exploited by gambling** - The licensing authority has noted the guidance to local authorities which states that this objective means preventing children from taking part in gambling and preventing them from being in close proximity to gambling (as well as restriction of advertising so that gambling products are not aimed at or are particularly attractive to children). The licensing authority considers the safeguarding of children to be a key priority and will therefore take into account whether specific measures are required at particular premises, with regard to this licensing objective.
- 1.27 The risks will vary, depending on the type of gambling activities taking place at the premises. For example, at AGCs or “High Street” betting premises, safeguarding systems should be in place to prevent young people gaining access to the premises.

- 1.28 If children are permitted access to adult gambling activities, they may be at risk of being:
- Exposed to information or advertisements encouraging them to gamble
 - Allowed, or invited to, gamble or bet in a commercial setting
 - Financially exploited
- 1.29 To prevent children and young people accessing adult gambling activities, stringent safeguarding measures should be in place, examples of such measures could include:
- The Challenge 25 scheme operated by all door and bar staff and only recognised proof of age accepted (for example photo driving licence or passport; PASS cards)
 - All points of entry monitored by security staff/CCTV
 - Signage prominently displayed at all points of entry regarding the prohibition of under 18's
 - Signage displayed on machines highlighting age restrictions
 - Signage prominently displayed in bar areas regarding the law and the sale of alcohol
 - Operating a membership scheme
 - All staff being trained to be vigilant and respond if a child gains illegal access to premises
- 1.30 Harm in this context is not limited to harm from children taking part in gambling but includes wider child protection considerations, including the risk of child sexual exploitation.
- 1.31 Vulnerable persons: As regards the term “vulnerable persons” it is noted that the Commission does not seek to offer a definition, but states that “it will, for regulatory purposes, assume that this group includes people who gamble more than they want to; people who gamble beyond their means; people who may not be able to make informed or balanced decisions about gambling due to, for example, mental health, a learning disability or substance misuse relating to alcohol or drugs.” Information and sources of help about problem gambling may be found on the [Gambleaware](#) and [Gamcare](#) websites. This authority expects licensees and operators to be familiar with the content of these sites. The licensing authority will consider this licensing objective on a case-by-case basis.
- 1.32 The authority considers that in managing the risks and being socially responsible, the following steps should be considered for each premises:
- Designate a member of staff to lead on problem gambling issues
 - Train staff to recognise and respond to indicators of concern
 - Train staff to deal with persons who become aggressive and to manage such situations whilst maintaining their own safety
 - Information should be made readily/discreetly available to customers on how to gamble responsibly and seek help in respect of problem gambling

- Offer a self-exclusion, or self-limit scheme, enabling individuals to restrict the amount of time or money they spend
- When offering membership schemes, the details of a contactable person should be provided in case of an emergency

1.33 **Conditions** – All licences will be subject to mandatory and/or default conditions and conditions imposed by the licensing authority. The licensing authority may consider that conditions other than the mandatory or default conditions are necessary to ensure the premises are reasonably consistent with the licensing objectives, the Commission’s Codes of Practice and this Statement.

Any conditions attached to licences will be proportionate and will be:

- Relevant to the need to make the proposed building suitable as a gambling facility
- Directly related to the premises and the type of licence applied for
- Fairly and reasonably related to the scale and type of premises: and
- Reasonable in all other respects

Decisions upon individual conditions will be made on a case-by-case basis, although there will be a number of measures the licensing authority will consider utilising should there be a perceived need, such as the use of door supervisors and appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. This licensing authority will also expect the licence applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively.

This licensing authority will also consider specific measures, which may be required for buildings that are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the guidance to local authorities.

This authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- All such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance
- Only adults are admitted to the area where these machines are located
- Access to the area where the machines are located is supervised
- The area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and

- At the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18

These considerations will apply to premises including buildings where multiple premises licences are applicable.

This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the guidance to local authorities, this licensing authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

It is noted that there are conditions, which the licensing authority cannot attach to premises licences, which are:

- any condition which makes it impossible to comply with an operating licence condition
- conditions relating to gaming machine categories, numbers, or method of operation
- conditions which provide that membership of a club or body be required (the 2005 Act specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
- conditions in relation to stakes, fees, winning or prizes

1.34 Door supervisors - If there are concerns that premises may attract disorder or be subject to unauthorised access by children and young persons, then the licensing authority may require that door supervisors control entrances to the premises. The licensing authority recognises that each premises application shall be treated on its own merit. In addition, the licensing authority shall take into account the previous trading history of the type of premises proposed and that any decision shall be necessary and proportionate.

1.35 Where door supervisors are imposed as a condition on a premises licence (except casino or bingo premises), section 178 of the 2005 Act requires that any person employed in that capacity will hold a relevant licence issued by the Security Industry Authority.

2. Adult Gaming Centres (AGCs)

2.1 This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

2.2 This licensing authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas (door supervisors)
- Physical separation of areas
- Location of entry
- Notices/signage (including the statutory requirement in relation to the display of GamCare stickers)
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as Gamcare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

2.3 The licensing authority will expect applicants to adopt an approved proof of age scheme (such as Challenge 21), for staff to be suitably trained and aware of the gambling laws, social responsibility and statutory requirements relating to age restrictions.

3. Licensed Family Entertainment Centres (FECs)

3.1 The licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas. Children and young persons are permitted to enter an FEC and may play on category D machines. They are not permitted to play on category C machines, and it is a requirement that there is clear segregation between the two types of machine, to prevent access by children and young persons to category C machines.

3.2 This licensing authority may consider measures to meet the licensing objectives such as:

- CCTV
- Supervision of entrances / machine areas (door supervisors)
- Physical separation of areas
- Location of entry
- Notices / signage (including the statutory requirement for GamCare Stickers)
- Specific opening hours
- Self-exclusion schemes

- Provision of information leaflets/helpline numbers for organisations such as GamCare
- Measures/training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 3.3 This licensing authority will, as per the guidance to local authorities, refer to the commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated.
- 3.4 The licensing authority acknowledges that only premises that are wholly or mainly used for making gaming machines available may hold a uFEC gaming machine permit or a FEC premises licence. Both a licensed FEC and an uFEC are classified as 'premises'. The licensing authority considers that, generally, premises such as an entire shopping centre, motorway service station or similar would not be suitable for licensing or to hold a permit. Further the authority believes that the machines should be in a designated, enclosed area, they should not be in walkways or corridors forming part of a larger building
- 3.5 The licensing authority expects that there will be dedicated staff supervision of FEC areas, whether using a premises licence or permit. The authority expects applicants to provide evidence to show that such direct supervision is in place and not falling to others, for example security or cleaning staff associated with the wider development (e.g. shopping centre). The authority will be especially concerned to see that staff are aware of the need to be vigilant for children who may be truanting from school and may add licence conditions if appropriate.

4. Casinos

- 4.1 **No casinos resolution** – This licensing authority has not passed a 'no casino' resolution under section 166 of the 2005 Act, but is aware that it has the power to do so. Should the licensing authority decide in the future to pass such a resolution, it will update this Statement with details of that resolution. Any such resolution will be made at a meeting of the Council.

5. Bingo Premises

- 5.1 This licensing authority notes the [guidance to local authorities](#) which states:

"Licensing authorities need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. An operator may choose to vary their licence to exclude a previously licensed area of that premises, and then apply for a new premises licence, or

multiple new premises licences, with the aim of creating separate premises in that area. Essentially providing multiple licensed premises within a single building or site. Before issuing additional bingo premises licences, licensing authorities need to consider whether bingo can be played at each of those new premises”.

- 5.2 This Authority also notes the [guidance to local authorities regarding the provision](#) of gaming machines in premises subject of a bingo premises licence.
- 5.3 Children and young persons are allowed into bingo premises; however, they are not permitted to participate in the bingo and if category B and C machines are made available for use these must be separated from areas where children and young people are allowed.
- 5.4 Where category C or above machines are available in the bingo premises to which children are admitted, the licensing authority will seek to ensure that:
- all such machines are located in an area of the premises separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance
 - only adults are admitted to the area where the machines are located
 - access to the area where the machines are located is supervised
 - the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
 - at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18
- 5.5 Where bingo is provided in alcohol-licensed premises and it reaches a certain threshold, it will no longer be authorised as equal chance gaming and a bingo operating licence will need to be obtained from the Commission. The aim of this provision is to prevent bingo becoming a predominant commercial activity on such non-gambling premises.

6. Betting Premises

- 6.1 The licensing authority is responsible for issuing and monitoring premises licences for all betting premises. Children and young persons are not permitted entry to a premises which has a betting premises licence. They may, however, be permitted entry to tracks and special rules will apply. The licensing authority recommends that an applicant for gaming machines in betting premises consider carefully the location of betting machines to ensure that they are not in sight of the entrance of the premises.
- 6.2 **Betting machines:** This licensing authority is aware that section 181 of the 2005 Act contains an express power for licensing authorities to restrict

the number of Self Service Betting Terminals (SSBT), their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of SSBTs in particular premises, the licensing authority will, amongst other things, take into account the ability of employees to monitor the use of the machines by children and young persons or by vulnerable people.

7. Tracks

- 7.1 Note: there are currently no tracks operating in the district; however, this Statement contains provision for the event of such a premises being established.
- 7.2 This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the guidance to local authorities, this licensing authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.
- 7.3 This authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.
- 7.4 This licensing authority may consider measures to meet the licensing objectives such as:
- Proof of age schemes
 - CCTV
 - Supervision of entrances / machine areas (door supervisors)
 - Physical separation of areas
 - Location of entry
 - Notices / signage (including the statutory requirement for GamCare Stickers)
 - Specific opening hours
 - Self-exclusion schemes
 - Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not exhaustive, and is merely indicative of measures that may be taken.

- 7.5 **Gaming machines** – Where the applicant holds a pool betting operating licence and is going to use the entitlement to up to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.
- 7.6 **Betting machines** - Licensed operators may install SSBTs on tracks. There is no restriction on the number of SSBTs that may be in use but operators must, by virtue of their operating licence conditions, supervise such terminals to prevent them being used by those under 18 years of age.
- 7.7 **Applications and plans** – The 2005 Act (section 151) requires applicants to submit plans of the premises with their application in order to ensure that the licensing authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for the licensing authority to plan future premises inspection activity.
- 7.8 Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by the regulations.
- 7.9 This authority acknowledges the [guidance to local authorities](#) that *“it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Licensing authorities should satisfy themselves that the plan provides sufficient information to enable them to assess an application”*.
- 7.10 The licensing authority recommends an applicant seek further advice from the Gambling Commission prior to submission of their application.

8. Travelling Fairs

- 8.1 This licensing authority is responsible for deciding whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 8.2 The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.
- 8.3 It has been noted that the 27-day statutory maximum for the land being used as a fair applies on a calendar year basis, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The licensing

authority will work with its neighbouring authorities to ensure that land, which crosses our boundaries, is monitored so that the statutory limits are not exceeded.

9. Provisional Statements

9.1 Developers may wish to apply to this authority for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

9.2 Section 204 of the 2005 Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:

- Expects to be constructed
- Expects to be altered; or
- Expects to acquire a right to occupy

9.3 The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

9.4 In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

9.5 The holder of the provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The licensing authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- They concern matters which could not have been addressed at the provisional statement stage, or
- They reflect a change in the applicant's circumstances

9.6 In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- Which could not have been raised by objectors at the provisional statement stage
- Which in the authority's opinion reflect a change in the operator's circumstances; or
- Where the premises have not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this licensing authority notes that it can discuss any concerns it has with the applicant before making a decision

10. Reviews

10.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities; however, it is for the licensing authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the matters listed below:

- in accordance with any relevant code of practice issued by the Commission
- in accordance with any relevant guidance issued by the Commission; reasonably consistent with the licensing objectives; and
- In accordance with the authority's Statement

10.2 The request for the review will also be subject to the consideration by the authority as to whether the request is frivolous, vexatious or whether it will certainly not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review

10.3 The licensing authority can also initiate a review of a particular premises licence, or a particular class of premises licence on the basis of any reason which it thinks appropriate.

10.4 Once a valid application for review has been received by the licensing authority, representations can be made by responsible authorities and interested parties during a 28 day period. This period begins 7 days after the application was received by the licensing authority, who will publish notice of the application within 7 days of receipt.

10.5 The licensing authority must carry out the review as soon as possible after the 28-day period for making representations has passed.

10.6 The purpose of the review will be to determine whether the licensing authority should take any action in relation to the licence. If action is justified, the options open to the licensing authority are:

- Add, remove or amend a licence condition imposed by the licensing authority

- Exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such a condition
- Suspend the premises licence for a period not exceeding three months; and
- Revoke the licence

In determining what action, if any, should be taken following a review, the licensing authority must have regard to the principles set out in section 153 of the 2005 Act, as well as any relevant representation.

10.7 In particular, the licensing authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.

10.8 Once the review has been completed, the licensing authority must, as soon as possible, notify its decision to:

- The licence holder
- The applicant for review (if any)
- The Gambling Commission
- Any person who made a representation
- The Chief Officer of Police or Chief Constable
- Her Majesty's Commissioners for Revenue and Customs

11. Appeals

11.1 There is a right of appeal for both applicants and those who have made relevant representations or applied for a review. This appeal must be lodged within a period of 21 days from the day on which the applicant was notified by the licensing authority of the decision and must be made to the magistrate's court.

Part C

Permits / Temporary & Occasional Use Notice

Permits

Permits regulate gambling and the use of gaming machines in premises, which do not hold a premises licence. They are required when a premises provides gambling facilities but either the stakes are very low or gambling is not the main function of the premises.

The licensing authority is responsible for issuing the following permits:

- uFEC gaming machine permits
- Alcohol licensed gaming machine permits
- Prize gaming permits
- Club gaming permits and club machine permits

The licensing authority can only grant or reject an application for a permit and cannot attach conditions. Therefore, the licensing authority will consider a number of factors before determining an application for a permit to ensure that the permit holder and the premises are suitable for the proposed gambling activities.

There is a minimum age of 18 for all players for all category A, B and C [gaming machines](#), including category B3A gaming machines offering lottery style games. However, there is no minimum age for players of category D machines. The holder of any permit or premises licence has to comply with the codes of practice issued by the Commission on the location of and access to gaming machines by children and young persons, and the separation from category C and B machines where those are also located on the same premises.

1. Unlicensed Family Entertainment Centre gaming machine permits (Statement of Principles on Permits)

- 1.1** This policy applies to those premises that are proposed to be used as uFECs. uFECs are those that offer only category D machines and a permit allows any number of these machines to be made available at the premises (subject to other considerations such as health and safety and fire regulations). Given that category D machines have no age restrictions, these premises particularly appeal to children and young persons. Therefore, the licensing authority will give particular weight to matters relating to child protection issues. It should be noted that the applicant must show that the premises will be wholly, or mainly, used for making gaming machines available for use (2005 Act, section 238).

- 1.2** The licensing authority will grant an application for a permit only if it is satisfied that the premises will be used as an unlicensed FEC, and following consultation with the police.
- 1.3** [The guidance to local authorities states](#) that a licensing authority may include a statement of principles that it proposes to apply when exercising its functions in considering applications for permits. In particular, it may want to set out the matters that it will take into account in determining the suitability of the applicant. Given that the premises is likely to appeal particularly to children and young persons, licensing authorities may wish to give weight to matters relating to protection of children from being harmed or exploited by gambling and to ensure that staff supervision adequately reflects the level of risk to this group.
- 1.4** The licensing authority will require applicants to demonstrate:
- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs
 - that the applicant has no relevant convictions (those that are set out in schedule 7 of the Act); and
 - That employees are trained to have a full understanding of the maximum stakes and prizes
- 1.5** This licensing authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include:
- appropriate measures / training for staff as regards suspected truant school children on the premises
 - measures / training covering how staff would deal with unsupervised very young children being on the premises
 - measures / training covering how staff would deal with children causing perceived problems on / around the premises
- 1.6** The licensing authority acknowledges that only premises that are wholly or mainly used for making gaming machines available may hold a uFEC gaming machine permit or a FEC premises licence. Both a licensed FEC and a uFEC are classified as 'premises'. The licensing authority considers that, generally, premises such as an entire shopping centre, motorway service station or similar would not be suitable for licensing or to hold a permit. Further the Authority believes that the machines should be in a designated, enclosed area, they should not be in walkways or corridors forming part of a larger building.
- 1.7** The licensing authority expects that there will be dedicated staff supervision of FEC areas, whether using a premises licence or permit. The Authority expects applicants to provide evidence to show that such

direct supervision is in place and not falling to others, for example security or cleaning staff associated with the wider development (e.g. shopping centre). The authority will be especially concerned to see that staff are aware of the need to be vigilant for children who may be truanting from school.

1.8 The authority expects to see a plan for the uFEC as part of the application.

2. Alcohol Licensed Premises Gaming Machine Permits and Notifications

2.1 Notifications of 2 or less machines - There is provision in the 2005 Act for premises licensed to sell alcohol for consumption on the premises and that have a bar at which alcohol is served, without a requirement that alcohol is served only with food, to automatically have 2 gaming machines, of categories C and/or D. Therefore, any hotel, restaurant or pub that has a bar can offer such gambling, but hotels and restaurants that serve alcohol only with food cannot. The premises merely need to notify the licensing authority. The licensing authority can remove the automatic authorisation in respect of any particular premises if:

- Provision of the machines is not reasonably consistent with the pursuit of the licensing objectives
- Gaming has taken place on the premises that breaches a condition of section 282 of the 2005 Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Commission about the location and operation of the machine has been complied with)
- The premises are mainly used for gaming; or
- An offence under the 2005 Act has been committed on the premises

Gaming machine notifications for alcohol licensed premises will be rejected where a traditional bar, for example with beer pumps and optics is not provided.

2.2 Permits for 3 or more machines - If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Commission under section 25 of the 2005 Act, and “such matters as they think relevant.”

2.3 Because gaming machines provide opportunities for solitary play and immediate pay-outs, they are more likely to engender repetitive and excessive play. The licensing authority, when considering an application, will consider whether granting a permit would be appropriate on a case by case basis, but will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the Authority that there are sufficient

measures to ensure that under 18 year olds do not have access to the adult only gaming machines.

2.4 The licensing authority expects applicants to offer their own measures to meet the licensing objectives. However appropriate measures may include:

- the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18
- Notices and signage may also be helpful
- the provision of information leaflets and helpline numbers for organisations such as GamCare for the protection of vulnerable persons

2.5 When determining an application for an alcohol-licensed premises gaming machine permit, the licensing authority will consider each application on its own merits.

2.6 The licensing authority may cancel a permit or may vary the number or category (or both) of gaming machines authorised by it if:

- It would not be reasonably consistent with pursuit of the licensing objectives for the permit to continue to have effect
- Gaming has taken place on the premises in purported reliance on the permit but otherwise than in accordance with the permit or a condition of the permit
- The premises are mainly used or to be used for making gaming machines available, or
- An offence under the 2005 Act has been committed on the premises

2.7 Before the licensing authority cancels or varies a permit it will give the permit holder 21 days' notice of its intention and allow him/her the opportunity to make a representation. If the permit holder requests a hearing the licensing authority will arrange a Licensing Sub-Committee hearing to consider the permit holder's representation and any other evidence available before making its determination.

2.8 Gaming machine permits for alcohol licensed premises will be rejected where a traditional bar, for example with beer pumps and optics, is not provided.

2.9 The licensing authority will not grant a gaming machine permit if it considers that to do so would make gambling the primary activity at the premises.

2.10 It is recognised that some alcohol-licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with, as an AGC premises licence.

- 2.11** The licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 2.12** The holder of a permit or notification must comply with any code of practice issued by the Commission about the location and operation of the machines.
- 2.13** Officers of the licensing authority will check for compliance with these conditions when making visits to alcohol licensed premises.

3. Prize Gaming Permits (Statement of Principles)

- 3.1** This Statement applies to applications for, or renewals of, prize gaming permits. Gaming is prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. Normally the prizes are determined by the operator before play commences.
- 3.2** Prize gaming may take place without a permit in various premises. These are casinos, bingo halls, AGCs, FECs, uFECs, and travelling fairs.
- 3.3** The 2005 Act states that a licensing authority may prepare a statement of principles that they propose to apply in exercising their functions under this schedule, which may, in particular, specify matters that the licensing authority proposes to consider in determining the suitability of the applicant for a permit.
- 3.4** Given that the prize gaming will particularly appeal to children and young persons, the licensing authority will give weight to child protection issues.
- 3.5** The applicant should set out the types of gaming that they are intending to offer and will also be expected to demonstrate:
- that they understand the limits to stakes and prizes that are set out in regulations
 - that the gaming offered is within the law; and
 - clear policies that outline steps to be taken to protect children from harm
- 3.6** In making its decision on an application for this permit, the licensing authority does not need to (but may) have regard to the licensing objectives but must have regard to any Commission guidance.
- 3.7** The licensing authority will only grant a permit after consultation with the police. This will enable the licensing authority to determine the suitability of the applicant in terms of any convictions that they may have that would make them unsuitable to operate prize gaming, the suitability of the premises in relation to their location, and issues about disorder.

3.8 There are conditions in the 2005 Act with which the permit holder must comply, but that the licensing authority cannot attach conditions. The conditions in the 2005 Act are:

- The limits on participation fees, as set out in regulations, must be complied with
- All chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played
- The prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- Participation in the gaming must not entitle the player to take part in any other gambling

4. Club Gaming and Club Machine Permits

4.1 Members clubs and miners' welfare institutes may apply for a 'club gaming permit' or a 'club machine permit'. Commercial clubs can only apply for a club machine permit.

4.2 A club gaming permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C or D – but only one B3A machine can be sited as part of this entitlement), equal chance gaming and games of chance as set out in regulations.

4.3 A club machine permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C or D – but only one B3A machine can be sited as part of this entitlement).

4.4 Commercial clubs cannot provide non-machine gaming other than exempt gaming under s.269 of the Act, so they should apply for a club machine permit (such a permit does not allow the siting of category B3A gaming machines by commercial clubs).

4.5 A non-commercial club must meet the following criteria to be considered a members' club:

- It must have at least 25 members
- It must be established and conducted wholly or mainly for purposes other than gaming (unless the gaming is permitted by separate regulations)
- It must be permanent in nature
- It must not be established to make a commercial profit
- It must be controlled by its members equally

Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.

4.6 The licensing authority may only refuse an application on the grounds that:

- The applicant does not fulfil the requirements for a members' or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied
- The applicant's premises are used wholly or mainly by children and/or young persons
- An offence under the 2005 Act or a breach of a permit has been committed by the applicant while providing gaming facilities
- A permit held by the applicant has been cancelled in the previous ten years; or
- An objection has been lodged by the Commission or the police

4.7 There is also a 'fast-track' procedure available under the 2005 Act for premises, which hold a club premises certificate under the 2003 Act (schedule 12 paragraph 10). As the guidance for local authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are reduced." and "The grounds on which an application under the process may be refused are”:

- That the club is established primarily for gaming, other than gaming prescribed under schedule 12
- That in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- That a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled

4.8 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

5. Temporary Use Notices

5.1 Temporary use notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a temporary use notice, according to the Commission, would include hotels, conference centres and sporting venues.

5.2 The licensing authority can only grant a temporary use notice to a person or company holding a relevant operating licence i.e. a non-remote casino operating licence.

- 5.3** Currently temporary use notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.
- 5.4** There are a number of statutory limits as regards temporary use notices. The meaning of “premises” in Part 8 of the 2005 Act is discussed in Part 7 of the guidance to local authorities. As with “premises”, the definition of “a set of premises” will be a question of fact in the particular circumstances of each notice that is given. In the 2005 Act “premises” is defined as including “any place”. In considering whether a place falls within the definition of a “set of premises” the licensing authority needs to look at, amongst other things, the ownership/occupation and control of the premises.
- 5.5** The licensing authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the guidance to local authorities.

6. Occasional Use Notices

- 6.1** The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This licensing authority will though, consider the definition of a ‘track’ and whether the applicant is permitted to avail him/herself of the notice.

7. Lotteries

- 7.1** The licensing authority registers and deals with small society lotteries. Promoting or facilitating a lottery falls within one of the following categories:
- Licensed lotteries (requiring an operating licence from the Commission)
 - Small society lotteries (registered with the licensing authority); and
 - Exempt lotteries
- 7.2** Lotteries permitted to be conducted without a licence from the Gambling Commission are:
- Small society lotteries (registered with the licensing authority)
 - Incidental non-commercial lotteries
 - Private Lotteries: (private society lottery, work lottery, residents’ lottery)
 - Customer lotteries
- 7.3** Societies may organise lotteries if they are licensed by the Commission, registered with the licensing authority or fall within the exempt category. The licensing authority recommends those seeking to run lotteries take their own legal advice on which type of lottery category they fall within.

However, guidance notes with regard to all lotteries, limits placed on small society lotteries and information setting out financial limits are available by contacting the licensing team.

- 7.4 Applicants for lottery licences must apply to the licensing authority in the area where their principal office is located. Where the licensing authority believes that the society's principal office is situated in another area, it will inform the society as soon as possible and where possible, will inform the other licensing authority.
- 7.5 The licensing authority will keep a public register of all applications and will provide information to the Commission on all lotteries registered by the licensing authority. As soon as the entry on the register is completed, the licensing authority will notify the applicant of registration.
- 7.6 The licensing authority will ask applicants to set out the purposes for which the society is established and will ask the society to declare that they represent a bona fide non-commercial society and have no relevant convictions. The licensing authority may, however, seek further information from the society and in particular may require a copy of the society's constitution.
- 7.7 Where the licensing authority intends to refuse registration of a society, it will give the society an opportunity to make representations and will inform the society of the reasons why it is minded to refuse registration and supply evidence on which it has reached that preliminary conclusion.
- 7.8 The licensing authority may revoke the registered status of a society if it thinks that they would have had to, or would be entitled to, refuse an application for registration if it were being made at that time. However, no revocations will take place unless the society has been given the opportunity to make representations. The licensing authority will inform the society of the reasons why it is minded to revoke the registration and will provide an outline of the evidence on which it has reached that preliminary conclusion.
- 7.9 With regards to where small society lottery tickets may be sold, the licensing authority applies the following guidance criteria to all small society lotteries it registers:
 - Tickets should not be sold in a street, where street includes any bridge, road, lane, footway, subway, square, court or passage (including passages through enclosed premises such as shopping malls); and
 - Tickets may be sold from a kiosk, in a shop or door-to-door.

This approach is consistent with the operating licence conditions imposed by the Commission upon operators of large lotteries.

8. Review

- 8.1 This statement of principles will remain in existence for a period of three years and will be subject to review and further consultation before December **2024**. However, following consultation, the licensing authority may make revisions to it as deemed necessary.

9. Glossary

- 9.1 A glossary of terms is attached at Appendix 3

APPENDIX 1 Summary of licensing authority delegations permitted under the 2005 Act

(This summary is for information purposes only and does not form part of the Statement proper. The delegations may be amended at any time).

GAMBLING ACT 2005 – PROPOSED SCHEME OF DELEGATIONS

1. The following powers of the licensing authority shall be delegated to the Head of Environment and Public Protection through the council's scheme of delegations:
 - a. as a responsible authority, to make representations in respect of premises licences under Part 8 of the 2005 Act
 - b. to propose to attach a condition to a premises licence in accordance with section 169(1)(a) of the 2005 Act in addition to the mandatory or default conditions
 - c. to propose the exclusion of a default condition from a premises licence under section 169(1)(b) of the 2005 Act
 - d. as a responsible authority, to request a review of a premises licence under sections 197 or 200 of the 2005 Act
 - e. to give a notice of objection to a temporary use notice under section 221 of the 2005 Act
 - f. to serve notification of intended refusal of any of the following:-
 - i. Family entertainment centre gaming machine permit (Sch 10 Para 10)
 - ii. Prize gaming permits (Sch 14 Para 11)
 - iii. Licensed premises gaming machine permits (Sch 13 Para 6)And also, in the latter case, notice of intention to grant the application but for a smaller number of machines than specified and/or a different category of machines from that specified in the application
 - g. Serve notification of lapse of a family entertainment centre gaming machine permit (Sch 10 Para 14 and 15 (1)(b))
 - h. Serve notice of intention to cancel or vary any of the following:-
 - i. Club gaming permit or club gaming machine permit (Sch 12 Para 21)
 - ii. Licensed premises gaming machine permits (Sch 13 Para 16)
 - i. Create and amend the authority's application procedures in relation to applications for the following in accordance with any relevant legislation;
 - i. Family entertainment centre gaming machine permits (sch10 paras 5 and 7)
 - ii. Licensed premises gaming machine permits (Sch 13 Para 2)
 - iii. Prize gaming permits (Sch 14 paras 6 and 8); and
 - j. to appoint authorised persons under s 304 of the 2005 Act
 - k. determine that any representations received under Part 8 of the 2005 Act are vexatious, frivolous, or certainly will not influence the Authority's determination of an application; and
 - l. reject all or part of any application for a review of a premises licence in accordance with section 198 of the 2005 Act

2. In relation to the following matters in the attached table the authority will, in the majority of cases, adhere to the table of delegated functions set out below. This table indicates the lowest level of the authority which will normally exercise the delegation though the authority reserves the right, where appropriate, for any particular matter to be dealt with at a higher level whilst having due regard to statutory requirements. For example, an officer may choose not to exercise their delegated power and refer the matter to the sub-committee or the sub-committee itself may choose to refer the matter to the full committee.

Matter to be dealt with	Council	Sub-committee of Alcohol and Entertainment Licensing Committee	Head of Environment and Public Protection
Final approval of three year licensing statement of principles	All cases		
Statement of principles not to permit casinos	All cases		
Fee setting (when appropriate)	All cases		
Application for premises licence (including applications for reinstatement under s195)		Representation made and not withdrawn (s154 (4)(a)) and/or Where the licensing authority considers that a condition should be added to the licence under s169(1)(a) or a default condition	No representation made or representations have been withdrawn The only representations received are vexatious, frivolous, or certainly will not influence the authority's

		<p>should be excluded under s169(1)(b) unless the applicant and any persons making representations agree to this course of action and that a hearing is unnecessary</p>	<p>determination of the application.</p>
<p>Application to vary premises licence</p>		<p>Representation made and not withdrawn (s154(4)(b))</p> <p>and/or</p> <p>Where the licensing authority considers that a condition should be added to the licence under s169(1)(a) or a default condition should be excluded under s169(1)(b) unless the applicant and any persons making representations agree to this course of action and that a hearing is unnecessary (s187(3))</p> <p>If the application for variation is to remove a default condition and there are no</p>	<p>No representation made or representations have been withdrawn</p> <p>The only representations received are vexatious, frivolous, or certainly will not influence the authority's determination of the application</p>

		representations and there are no proposals by the Authority to otherwise alter the conditions this could be dealt with at officer level without a hearing	
Application for transfer of premises licence		Representation made by the Commission s154 (4) (c) Representations made and not withdrawn under s161	All other cases where no representation made by the Commission, including cases where the only representations received are vexatious, frivolous, or certainly will not influence the authority's determination of the application

Application for a provisional statement		Representation made and not withdrawn s154 (4)(d) and/or Where the licensing authority considers that a condition should be added to the licence under s169(1)(a) or a default condition should be excluded under s169(1)(b)	No representation made or representations have been withdrawn
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Revocation of a premises licence due to non-payment of an annual fee. s193			All cases
Review of a premises licence		All cases go to Alcohol and Entertainment Licensing Sub Committee s154 (4)(e)	

<p>Application for Club gaming/club machine permits, renewals and variations (including those leading to cancellation of permit) under sch12 Para 15</p>		<p>Objection made and not withdrawn (sch 12 Para 28 (2))</p> <p>Refusal of permit proposed on the grounds listed in sch 12 paragraph 6(1)(a)-(d) , or paragraph 10(3) as applicable unless Authority and all relevant parties agree that a hearing is unnecessary (sch 12 Para 7)</p>	<p>No objection made or objections have been withdrawn</p> <p>Refusal of permit proposed on the grounds listed in sch 12 paragraph 6(1)(a)-(d) or paragraph 10(3) as applicable, where Authority and all relevant parties agree a hearing is unnecessary (sch 12 Para 7)</p>
<p>Cancellation of Club gaming /club machine permits under schedule 12 paragraph 21</p>		<p>All cases</p>	
<p>Consideration of Temporary Use Notices (including notices modified under s223)</p>		<p>All cases where an objection notice has been received unless each person who would be entitled to make representations agrees that a hearing is unnecessary.</p>	<p>All other cases</p>
		<p>All cases where a counter notice may be required (s232(3))</p>	
<p>Decision to give a counter notice to a temporary use notice</p>		<p>All cases <u>except</u> where time limits for temporary events are exceeded pursuant to section 218(3) and section 218(5)</p>	<p>All cases where time limits for temporary events are exceeded pursuant to section 218(3) and section 218(5)</p>

Applications for other permits registrations and notifications		All cases where the officer serves notice of intention of refusal and representations are received or proposes to grant for lesser number of machines.	All cases <u>except</u> where the officer serves notice of intention of refusal and representations are received or proposes to grant for lesser number of machines.
Cancellation of licensed premises gaming machine permits. sch 13 paragraph 16		All cases	
Cancellation of licensed premises gaming machine permits for non-payment of fee			All cases
Cancellation of club gaming permits / club machine permits for non-payment of fee			All cases
Registration / revocation of small society lotteries		Where officers believe there is a reason to refuse / revoke the application / registration	All other cases
Cancellation of a small society lottery due to non-payment of annual fee			All cases

APPENDIX 2

Consultees

All North Kesteven District Council Councillors
Town and Parish Councils
Lincolnshire Police
Lincolnshire Fire & Rescue
Lincolnshire Safeguarding Children Board
Lincolnshire Safeguarding Adults Board
Public Health (Lincolnshire County Council)
Gambling Commission
LCC Trading Standards
GAMCARE
Association of British Bookmakers
BACTA (British Amusement Catering Trade Association)
British Beer and Pub Association
Bingo Association

APPENDIX 3

GLOSSARY OF TERMS

Council:	North Kesteven District Council
Applications:	Applications for licences and permits as stated in the Statement of Principles
Notifications:	Notifications of temporary and occasional use notices
2003 Act:	The Licensing Act 2003
2005 Act:	The Gambling Act 2005
Regulations:	Regulations made under the 2005 Act
Premises:	Any place, including a vehicle, vessel or moveable structure
Premises Licence	Issued by the licensing authority to authorise premises to be used for the activities as defined by section 150 of the 2005 Act
Operator Licence	Issued by the Gambling Commission to organisations and individuals who are providing facilities for gambling as defined by section 65 of the 2005 Act
Personal Licence	Issued by the Gambling Commission to certain categories of people working in the gambling industry as defined by section 127 of the 2005 Act
Family	The Act creates two classes of family entertainment centres:

entertainment centre	<p>Licensed (FEC): which provide category C and D gaming machines and require a premises licence</p> <p>Unlicensed (uFEC): which provide category D gaming machines in reliance on a Gaming machine Permit</p>
Adult gaming	Premises which provide category B, C and D gaming centre machines and require an operating licence and a premises licence
Gaming Machine	<p>A machine which is designed or adapted for use by individuals to gamble as defined by section 235 of the 2005 Act.</p> <p>Gaming machines fall into categories depending on the maximum stake and prize available.</p> <p>The Gambling Commission's web site contains up to date information about gaming machine categories, stakes and prizes</p>
Code of practice:	Means any relevant code of practice under section 24 of the Gambling Act 2005
Responsible authority:	<p>For the purposes of this Act, the following are responsible authorities in relation to premises:</p> <ol style="list-style-type: none"> 1. The licensing authority in whose area the premises are wholly or mainly situated (North Kesteven District Council); 2. The Gambling Commission; 3. Lincolnshire Police; 4. Lincolnshire Fire and Rescue; 5. Planning Department, North Kesteven District Council; 6. Environment and Public Protection (Health & Safety) North Kesteven District Council (or the Health and Safety Executive in premises where enforcement of health and safety legislation rests with them) 7. Environment and Public Protection (Environmental Protection) North Kesteven District Council 8. Lincolnshire Safe Guarding Children's Board, Lincolnshire County Council; 9. HM Revenue and Customs.

Interested
Party:

For the purposes of the 2005 Act, a person is an interested party in relation to a premises licence if, in the opinion of the licensing authority which issues the licence or to which the application is made, the person:-

- a) Lives sufficiently close to the premises to be likely to be affected by the authorised activities;
- b) Has business interests that might be affected by the authorised activities;
- c) Represents persons who satisfy a) or b) above.