

# **Gambling Act 2005**

## **Statement of Principles**

## **LICENCES AND PERMITS COVERED BY THIS POLICY**

- Casinos.
- Bingo Premises.
- Betting Premises.
- Tracks.
- Adult Gaming Centres (AGC).
- Licensed Family Entertainment Centres (FEC).
- Unlicensed Family Entertainment Centres (uFEC).
- Club Gaming Permits & Club Machine Permits.
- Prize Gaming and Prize Gaming Permits.
- Gaming Machine Permits (alcohol licensed premises).
- Occasional Use Notices (OUN).
- Temporary Use Notices and (TUN).
- Registrations of small society lotteries.

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## Background Information

Bath & North East Somerset Council (the Council) is the Licensing Authority for Bath and North East Somerset under the [Gambling Act 2005](#) (the Act). This means that the Council has responsibility for granting premises licences and various permits with respect to gambling activities in the area and is responsible for processing Temporary and Occasional Use Notices.

The Act created a new system of licensing and regulation for commercial gambling, with [section 153](#) setting out the principles to be applied. Amongst other changes, it gave local authorities new and extended responsibilities for licensing premises for gambling. In some cases, such as gaming machine arcades, those built on existing responsibilities. In other major areas, including betting, casino gaming and bingo, they transferred to local authorities' responsibilities which previously lay with local Licensing Justices.

Under the Act, each Licensing Authority is required to develop, consult on, and publish a statement of its licensing principles before each successive period of three years. The statement must set out the principles which the Authority proposes to apply in exercising its licensing functions under the Act.

The Gambling Commission has issued [Guidance to all Licensing Authorities](#) on the manner by which they are to exercise their functions under the Act and the principles to be applied when exercising those functions. The principles are set out in Parts A – E of this document and have been developed in accordance with the requirements of the Guidance.

The Act requires that Licensing Authorities carry out consultation of their proposed principles and that all the following parties are consulted:

- 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 Act, for example Residents Associations.

[Section 157 of the Act](#) defines 'responsible authorities in relation to premises' and enables the Licensing Authority to designate a competent body to advise them regarding the protection of children from harm. In accordance with [Section 157\(h\)](#) of the [Gambling Act 2005](#), the Licensing Authority formally designates the Bath and North East Somerset (B&NES) Local Authority Designated Officer (LADO) as the body competent to advise the authority about the protection of children from harm. This designation is made in writing and included here in this statement in the authority's Gambling Statement of Principles. The LADO operates within the local authority's safeguarding framework and is considered suitably qualified and experienced to fulfil this statutory advisory role.

In addition to the above, the following have also been consulted: a wide range of organisations including voluntary and community organisations working with children and young people; organisations including those that work with people who are problem gamblers such as GamCare; NHS B&NES (formerly PCT) and advocacy organisations such as Citizen's Advice.

There has also been consultation with other local government service areas such as planning, economic development, environmental health and local businesses which are, or will be, holders of premises licences under the Act.

The list of persons who have been consulted is deliberately wide. This has enabled the Licensing Authority to undertake a comprehensive consultation exercise with anyone who may be affected by, or otherwise have an interest in, the licensing policy statement.

Copies of this Statement of Principles can be found on the Council's web site at <https://www.bathnes.gov.uk/document-and-policy-library/gambling-act-statement-principles>. If you would like us to send you a hard copy, then please write to us at:

Licensing Services  
Bath & North East Somerset Council  
Lewis House  
Manvers Street  
Bath  
BA1 1JG

Or email us at [licensing@bathnes.gov.uk](mailto:licensing@bathnes.gov.uk)

If you require further information, please telephone us on 01225 477000.

This document can be made available in a range of languages, large print, Braille, audio, electronic and other accessible formats. Please use the above contact details if you would like any further information.

## Glossary of Terms

Within this Statement of Principles, the following words and terms are defined as stated:

Act:	<a href="#"><u>The Gambling Act 2005.</u></a>
Better Regulation Executive:	The Better Regulation Executive (BRE) is a unit within the Department for Business, Energy & Industrial Strategy.
Betting Machine:	This is a machine which has been designed or adapted for use to bet on future real events, such as horse racing, and used as a substitute for placing a bet over the counter.
CCTV:	Closed Circuit Television.
Code of Practice:	Means any relevant code of practice under <a href="#"><u>Section 24 of the Gambling Act 2005.</u></a>
Council:	Bath & North East Somerset Council.
Council Area:	The area of Bath and North East Somerset administered by Bath & North East Somerset Council (Map appended at Appendix A).
DCMS:	Department for Digital, Culture, Media, and Sport.
Default Condition:	Means a specified condition provided by regulations to be attached to a licence, unless disappplied by Bath & North East Somerset Council.
FEC	Family Entertainment Centre (either with a licence or operating under a permit)
GamCare:	This is a registered charity that has a commitment to promote responsible attitudes to gambling and to work for the provision of proper care for those who have been harmed by gambling dependency.
Gaming Machine:	As defined by <a href="#"><u>S235 Gambling Act 2005.</u></a>
Guidance:	Guidance issued to Licensing Authorities by the Gambling Commission as required by <a href="#"><u>Section 25 of the Gambling Act 2005.</u></a>
Interested Party:	With regard to the Act and the Gambling

Commission's guidance, interested parties in relation to a premises are a person who:

- 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, or
- c) represents persons who satisfy paragraph (a) or (b)

Licensing Authority:	Bath & North East Somerset Council.
Mandatory Condition:	Means a specified condition provided by regulations to be attached to a licence.
Notifications:	Means notification of Temporary and Occasional Use Notices.
Premises:	Any place, including a vehicle, vessel, or moveable structure.
Regulations:	Regulations made by the Secretary of State under the <a href="#">Gambling Act 2005</a> .
Regulators Code:	A statutory code that local authorities must have regard to when carrying out enforcement duties - issued by the Better Regulation Delivery Office.
Responsible Authority:	<p>With regard to the Act and the Gambling Commission's guidance, the following are responsible authorities in relation to premises:</p> <ul style="list-style-type: none"><li>▪ The Licensing Authority in whose area the premises are wholly or mainly situated ("Bath &amp; North East Somerset Council")</li><li>▪ The Gambling Commission</li><li>▪ Avon &amp; Somerset Constabulary</li><li>▪ Avon Fire and Rescue Service</li><li>▪ Development Control Manager, Planning Department</li><li>▪ Environmental Protection Manager</li><li>▪ A body designated by the local authority to advise about the protection of children from harm (Local Safeguarding Children Board)</li><li>▪ HM Revenue and Customs</li></ul>

## PART A: Introduction



## 1 General Information

- 1.1 Bath & North East Somerset Council (the Council) is situated in North East Somerset, covering an area from the outskirts of Bristol, south into the Mendips, and east to the Southern Cotswolds and Wiltshire border. Its 220 square miles, two thirds of which is green belt, combines Areas of Outstanding Natural Beauty with some of the most significant historical treasures found anywhere in Europe.
- 1.2 Approximately half the population lives in the City of Bath, the largest settlement and a UNESCO World Heritage Site famed for its Georgian splendour and its Roman antiquities. Bath and North East Somerset is also home to vibrant high technology and multi-media business sectors. Keynsham is the largest town in North East Somerset and occupies a key position in this respect. It represents an important commercial and cultural centre, including a number of strategic industrial sites.
- 1.3 There are also important residential and commercial centres at Midsomer Norton and Radstock in the south. This area also boasts its own unique industrial heritage, being the site of the former Somerset coalfield.
- 1.4 The Council is responsible for serving the needs of this unique area and its 195,618 population, and as a Unitary Authority, is charged with the delivery of all Local Authority services – from highways maintenance to parks, from planning to social services, from libraries to school transport.
- 1.5 A map of the Council area is shown at Appendix A.
- 1.6 Licensing Authorities are required, under [Section 349 the Gambling Act 2005](#), to publish a statement of the principles which they propose to apply when exercising their functions. Under the Act, each Licensing Authority is required to develop, consult on, and publish a statement of its licensing principles before each successive period of three years. The statement must set out the principles which the Authority proposes to apply in exercising its licensing functions under the Act.
- 1.7 The Council has consulted widely before finalising and publishing this Statement of Principles.
- 1.8 The Act requires that the following parties are 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, for example Resident's Associations
  - 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 Act.

## 2 Declaration

- 2.1 In producing its final Statement of Principles, the Licensing Authority declares that it will have had regard to the licensing objectives of the Act, the Guidance issued by the Gambling Commission, any relevant Codes of Practice, and any responses from those consulted on the policy statement.
- 2.2 The Statement of Principles is subject to change pending the implementation of changes to the [Gambling Act 2005](#). Any proposed changes will be subject to appropriate consultation.

## 3 Gambling Act 2005

- 3.1 In exercising most of their functions under the Act, the Licensing Authority will 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; and
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 3.2 The Licensing Authority will, when making decisions about premises licences and Temporary Use Notices, aim to permit the use of premises for gambling in accordance with the principals set out in [section 153 of the Act](#), in so far as it thinks it is:
- in accordance with any relevant code of practice issued by the Gambling Commission and/or DCMS
  - in accordance with any relevant guidance issued by the Gambling Commission
  - reasonably consistent with the licensing objectives, and
  - in accordance with the Council's Statement of Principles
- 3.3 "Gambling" is defined in [section 3 of the Act](#) as either gaming, betting, or taking part in a lottery.
- Gaming means playing a game of chance for a prize.
  - Betting means making or accepting a bet on the outcome of a race, competition, or any other event; the likelihood of anything occurring or not occurring or whether anything is true or not.

- A lottery is where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process which relies wholly on chance.

3.4 The Act provides for three categories of licence:

- Operating Licence
- Personal Licence
- Premises Licence

Further information on these types of licences can be found in the [Gambling Act 2005](#), and on the [Gambling Commissions website](#).

3.5 The Licensing Authority will be responsible for issuing premises licences. The main functions of the Authority are to:

- Licence premises for gambling activities
- Grant permits for gaming and gaming machines in clubs
- Regulate gaming and gaming machines in alcohol licensed premises
- Grant permits to family entertainment centres for the use of certain lower stake gaming machines
- Grant permits for prize gaming
- Consider notices given for the temporary use of premises for gaming
- Consider occasional use notices for betting at tracks; and
- Register small society lotteries.

3.6 It should be noted that:

- Spread betting, which can include things like betting on stocks and shares, is regulated by The Financial Conduct Authority
- Remote (online) gambling is dealt with by the Gambling Commission; and
- The National Lottery is regulated by the Gambling Commission.

3.7 This document sets out the policies that the Licensing Authority will apply when making decisions on applications or notifications for:

- Premises Licences
- Temporary and Occasional Use Notices
- Permits as required under the Act

3.8 This Statement of Principles relates to all those licensable premises, notices, permits, and registrations identified as falling within the provisions of the Act, namely:

- Casinos
- Bingo Premises
- Betting Premises
- Tracks

- Adult Gaming Centres
- Family Entertainment Centres
- Club Gaming and Club Machine Permits
- Prize Gaming and Prize Gaming Permits
- Temporary Use Notices
- Occasional Use Notices
- Registration of small society lotteries

## 4 Responsible Authorities

4.1 Responsible Authorities are public bodies that must be notified of all applications and are entitled to make representations to the Licensing Authority if they are relevant to the licensing objectives. [Section 157 of the Act](#) defines those as:

- a licensing authority in whose area the premises is situated
- the Gambling Commission
- The Police
- The Fire Service
- The Local Planning Authority
- The Environmental Protection Team
- A body designated by the local authority to advise about the protection of children from harm (Local Safeguarding Children Board); and
- HM Revenue and Customs

4.2 The Licensing Authority will apply the following principles when designating in writing a body which is competent to advise the Authority about the protection of children from harm:

- 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

In accordance with [Section 157\(h\)](#) of the [Gambling Act 2005](#), the Licensing Authority formally designates the Bath and North East Somerset (B&NES) Local Authority Designated Officer (LADO) as the body competent to advise the authority about the protection of children from harm. This designation is made in writing and included here in this statement in the authority's Gambling Statement of Principles. The LADO operates within the local authority's safeguarding framework and is considered suitably qualified and experienced to fulfil this statutory advisory role.

In relation to safeguarding vulnerable adults from harm associated with gambling, Bath & North East Somerset Council works in partnership with the Bath & North East Somerset Community Safety and Safeguarding Partnership (BCSSP), which includes the Safeguarding Adults Board (SAB). These bodies coordinate multi-agency responses to adult safeguarding concerns, including those arising from gambling-related harm. The Council's Adult Social Care

Services also play a key role in identifying, assessing, and responding to risks, ensuring that vulnerable individuals receive appropriate support and protection.

Although Public Health is not listed as a responsible authority under the Act, the Licensing Authority will consult with them on any revision to its Statement of Principles as they are well placed to offer expert advice which may be relevant.

- 4.3 [Section 211 \(4\)](#) of the Act provides that in relation to a vessel, but to no other premises, responsible authorities should also include navigation authorities within the meaning of [Section 221 of the Water Resources Act 1991](#) that have functions in relation to the waters where the vessel is usually moored or berthed, or in any waters where it is proposed to be navigated at a time when it is used for licensable activities.
- 4.4 The details of the Responsible Authorities under the Act are available via the Council's website at: <https://www.bathnes.gov.uk/gambling-premises-licence>

## **5 Interested Parties**

- 5.1 Interested parties, under [Section 158 of the Act](#), can make representations about licence applications or apply for a review of an existing licence. These parties are defined as someone who, in the opinion of the Licensing Authority:
- 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; or
  - c) represents persons who satisfy paragraph (a) or (b).
- 5.2 In determining whether someone lives sufficiently close to a particular premise so as to be affected, the licensing authority will take into account, among other things:
- The size of the premises
  - The nature of the premises
  - The distance of the premises from the person making the representation; and
  - The potential impact of the premises.
- 5.3 In determining whether a person has a business interest which could be affected the licensing authority will consider, amongst other things:
- The size of the premises
  - The catchment area of the premises; and

- Whether the person making the representations has business interests in the catchment area that might be affected.
- 5.4 Business interests will be given a wide interpretation and could include, for example, partnerships, faith groups and medical practices.
  - 5.5 Each case will be decided upon its merits. The Authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the [Gambling Commission's Guidance](#). Larger premises may be considered to affect people over a broader geographical area compared with smaller premises offering similar facilities.
  - 5.6 The Gambling Commission has recommended that the Licensing Authority states that interested parties include trade associations, trade unions and residents' associations. This Authority will not, however, generally view these bodies as interested parties unless they have a member who can be classed as one under the terms of the Act, e.g. lives sufficiently close to the premises to be likely to be affected by the activities being applied for.
  - 5.7 Interested parties can be persons who are democratically elected such as Councillors and MPs. No specific evidence of being asked to represent an interested party will be required as long as the Councillor/MP represents the ward likely to be affected. Likewise, parish councils likely to be affected will be considered to be interested parties. Other than these persons, this Authority will generally require written evidence that a person 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or business interests that might be affected by the authorised activities. A letter/email from one of these persons, requesting the representation, is sufficient.
  - 5.8 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 then please contact Licensing Services via e-mail at [licensing@bathnes.gov.uk](mailto:licensing@bathnes.gov.uk), or by telephone on 01225 477000.
  - 5.9 Details of those persons making representations will be made available to applicants. In the event of a hearing being held such details will form part of a public document, unless it can be shown by the persons making representations that they are in fear of reprisals from the applicant.

## **6 Exchange of Information**

- 6.1 The principle that this Licensing Authority applies is that it will act in accordance with the provisions of [Section 29 of the Act](#) in its exchange of information between itself and the Gambling Commission, and the provisions of [Section 350 of the Act](#) in its exchange of information with other parties, which includes the provision that the [Data Protection Act 2018](#) will not be

contravened. The Licensing Authority will also have regard to any Guidance issued by the Gambling Commission on this matter as well as any relevant regulations issued by the Secretary of State.

## **7 Enforcement**

- 7.1 In general, the Gambling Commission will take the lead role on the investigation and, where appropriate, the prosecution of illegal gambling.
- 7.2 The Gambling Commission is the enforcement body for Operator and Personal Licences.
- 7.3 The main enforcement and compliance role for this Licensing Authority in terms of the Act will be to ensure compliance with the Premises Licences and other permissions which it authorises. However, the Council will expect its Officers to pass information to the Commission to ensure it can investigate where appropriate. Examples of situations where this may occur include, but are not limited to, unlawfully sited gaming machines, suspicion of unlawful betting or gaming, or gaming above the prescribed limits. Any information shared by the Licensing Authority with the Gambling Commission will be done so in compliance with the relevant data protection laws.
- 7.4 The Licensing Authority will be guided by the [Gambling Commission's 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 the costs identified and minimized
  - 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. Regulations should be kept simple and user friendly; and
  - Targeted: regulation should be focused on the problem and minimise side effects.
- 7.5 The Licensing Authority will endeavour to avoid duplication with other regulatory regimes as far as possible.
- 7.6 Premises will be subject to a scheme of routine inspection, the frequency of which will be determined by the risks posed by the premises i.e. those premises considered to pose a greater risk may be subject to more frequent inspections than those posing a lower risk.

When determining risk, consideration will be given to:

- The nature of the gambling activities carried out on the premises
- The location of the premises in relation to schools, colleges or other educational establishments



- The procedures put in place by the management to meet the licensing objectives
- Issues highlighted in the premises local risk assessment
- The identification of significant changes in the local area.

Additional random monitoring visits may be made, at the discretion of the licensing team, where it is considered necessary to meet the needs of the licensing objectives or following receipt of complaint.

The Licensing Authority area will be monitored for unlicensed premises.

The Licensing Authority will undertake routine inspections using the premises assessment templates available at the [Gambling Commission's website](#).

7.7 During proactive or pre-planned compliance visits the Licensing Authorised Officers will review documentation including:

- Site Plan to ensure this reflects the actual layout of the premises
- Local area risk assessments
- Training policies and training undertaken by staff
- Records of refusals to serve or admit on age grounds
- The premise's approach to managing self-exclusion, how the premises fulfils the requirement to participate in multi-operator schemes, and the numbers of people currently self-excluded
- The involvement or impact of any work in local gambling schemes such as BetWatch
- That appropriate signage and information is in place.

Where 'one off' events take place under a Temporary Use Notice or Occasional Use Notice, the Licensing Authority may also carry out inspections to ensure the Licensing Objectives are being promoted.

7.8 The Licensing Authority will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of Local Authorities. The website for the Better Regulation Executive can be viewed at:

<https://www.gov.uk/government/groups/better-regulation-executive>

7.9 The Licensing Authority will have regard to the [Regulators Code](#) and will take account of any guidance issued by the Better Regulation Delivery Office (BRDO), and its own enforcement policy, which proposes that a graduated response is taken where offences against legislation are found or where licence conditions have been contravened. An isolated administrative offence, such as failing to maintain certain records, may be dealt with by way of a written warning. More serious offences may result in a referral to Sub-Committee, or a referral for prosecution. The Licensing Authority may institute criminal proceedings in respect of specified offences under [Section 346 of the Act](#).



- 7.10 The Licensing Authority intends to use appropriate enforcement to promote the licensing objectives. Once licensed, it is essential that premises are monitored to ensure that they are run in accordance with their operating schedules, in compliance with the specific requirements of the Act, and in compliance with any licence conditions.
- 7.11 The Licensing Authority will seek to work actively with the Police in enforcing licensing legislation and has established protocols with the Avon and Somerset Constabulary, the Avon Fire and Rescue Service, and other Council bodies such as Environmental Health, Trading Standards, and Child Protection on enforcement issues to ensure an efficient deployment of officers.
- 7.12 According to the principle of transparency, this Licensing Authority's enforcement policy is available at the following link:  
<https://beta.bathnes.gov.uk/document-and-policy-library/public-protection-enforcement-policy>

## **8 Licensing Authority Functions**

- 8.1 The Licensing Authorities' functions under the Act are to:
- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences
  - Issue Provisional Statements
  - Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing 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
  - Receive notifications from alcohol licensed premises (under the [Licensing Act 2003](#)) of 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 [Licensing Act 2003](#), where more than two machines are required
  - 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 Gambling Commission regarding details of licences issued (see Section 6 above "Exchange of Information")
  - Maintain registers of the permits and licences that are issued under these functions.
- 8.2 The Council will comply with all requirements set out in the [Gambling Act 2005 \(Proceedings of Licensing Committees and Sub-committees\) \(Premises Licences and Provisional Statements\) \(England and Wales\) Regulations 2007](#) with regard to hearings to be held under the Act.

- 8.3 It should be noted that the Local Licensing Authority will not be involved in licensing remote gambling (i.e. online gambling) at all. This will fall to the Gambling Commission via Operator Licences.

## **9 Gambling Commission Functions**

- 9.1 The Gambling Commission regulates gambling in the public interest. It does so by keeping crime out of gambling, by ensuring that gambling is conducted fairly and openly, and by protecting children and vulnerable people.
- 9.2 The Commission provides independent advice to the Government about the manner in which gambling is carried out, the effects of gambling, and the regulation of gambling generally.
- 9.3 The Commission has issued Guidance under [Section 25 of the Act](#) regarding the manner in which Local Authorities exercise their licensing functions under the Act and, in particular, the principles to be applied by local authorities.

## **10 Legislation**

- 10.1 In undertaking its licensing function under the Act, the Council is also bound by other legislation including:
- [s.17 of the Crime and Disorder Act 1998](#)
  - [Human Rights Act 1998](#)
  - [Health and Safety at Work etc., Act 1974](#)
  - [Environmental Protection Act 1990](#)
  - [The Anti-social Behaviour, Crime and Policing Act 2014](#)
  - [Anti-social Behaviour Act 2003](#)
  - [The Equality Act 2010](#)
  - [Data Protection Act 2018](#)
  - [Health Act 2006](#)
  - [Licensing Act 2003](#)
  - [Children Act 2004](#)
- 10.2 However, the policy is not intended to duplicate existing legislation and regulation regimes that already place obligations on operators and employers.

## **PART B: Premises Licences - General**

### **11 Premises Licences**

- 11.1 Premises Licences will be subject to the permissions/restrictions set out in the Act, as well as specific mandatory and default conditions. Licensing Authorities are able to exclude default conditions, and also attach others, where it is believed to be appropriate to achieve the licensing objectives.

11.2 The Licensing Authority is aware that in making decisions about premises licences, under section 153 of the Act, it should aim to permit the use of premises for gambling in so far as it thinks it is:

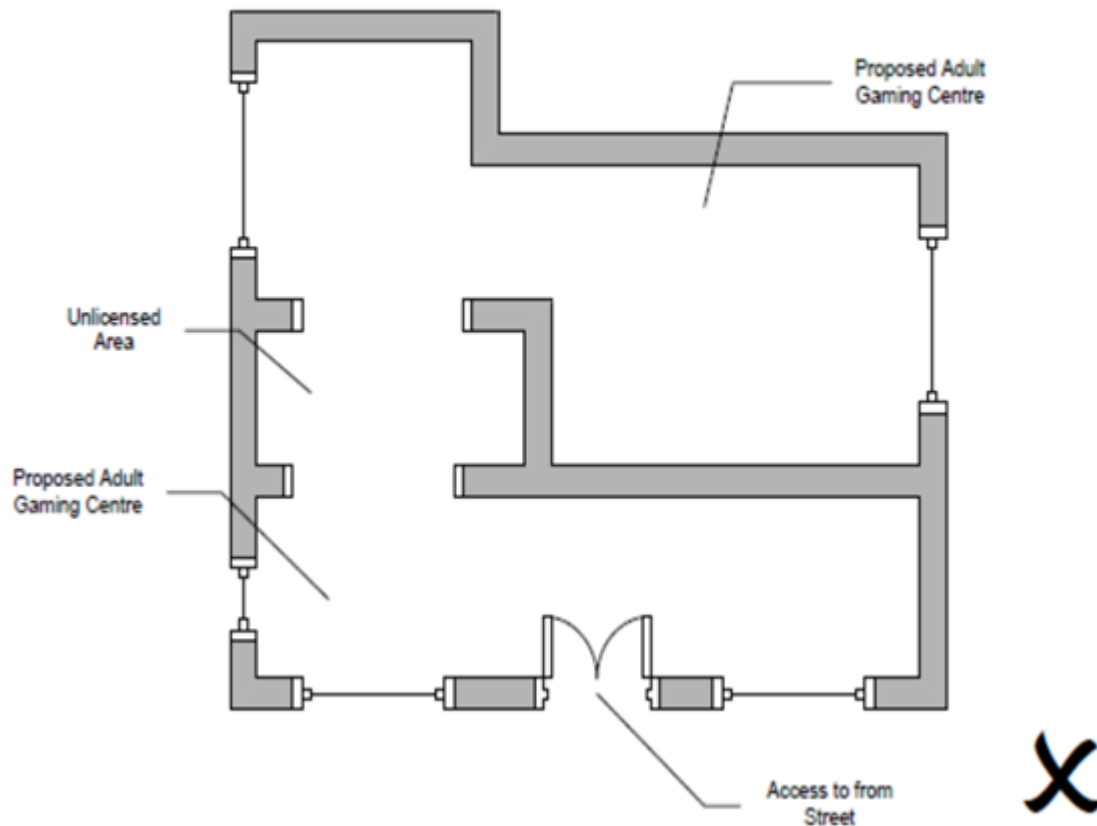
- In accordance with any relevant code of practice issued by the Gambling Commission
- In accordance with any relevant guidance issued by the Gambling Commission
- Consistent with the licensing objectives (subject to the above); and
- In accordance with the Authority's Statement of Principles (subject to the above).

11.3 "Premises" is defined in the Act as "any place" but the Act prevents more than one premises licence applying to any one place. A single building could be subject to more than one premises licence provided they are for different parts of the building and those parts can genuinely be regarded as different premises.

11.4 There are particular requirements for entrances and exits from parts of a building covered by one or more licences to be separate and identifiable so that the separation of different premises is not compromised, and that people do not 'drift' into a gambling area. The Gambling Act 2005 (Mandatory and Default Conditions) (England and Wales) Regulations 2007 set out the access provisions for each different type of premises.

Applications to place two licenced premises in one premises with an unlicensed area separating them, (see figure 1 below) will not meet this Policy because of the artificial nature of the premises, access, and likely use issues which will arise.

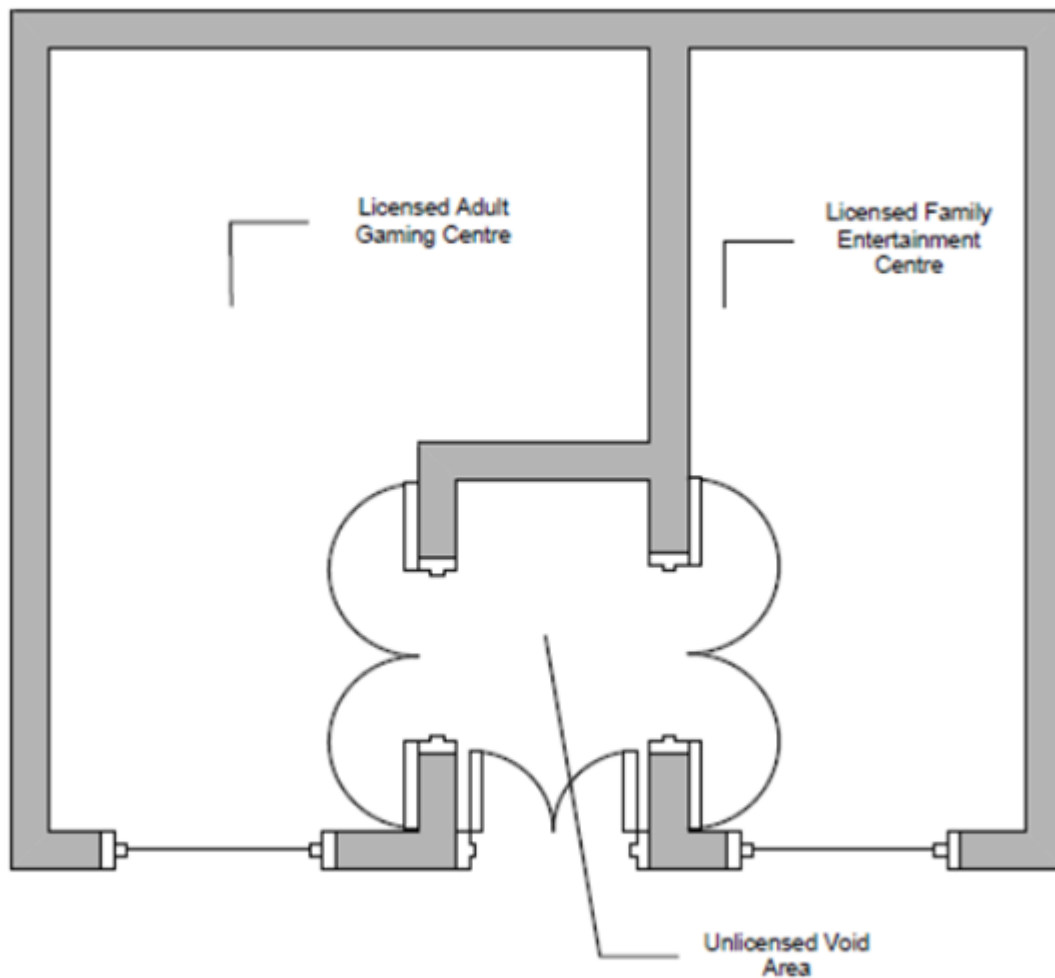
Figure 1



It is possible to have an unlicensed foyer area which separates one licensed premises from another if the foyer is accessed from the street. See figure 2. The Licensing Authority would expect as a minimum that the area should be used for non-gaming purposes such as an information point, a coffee shop, or similar but must not contain any gambling information or literature promoting gambling activities.

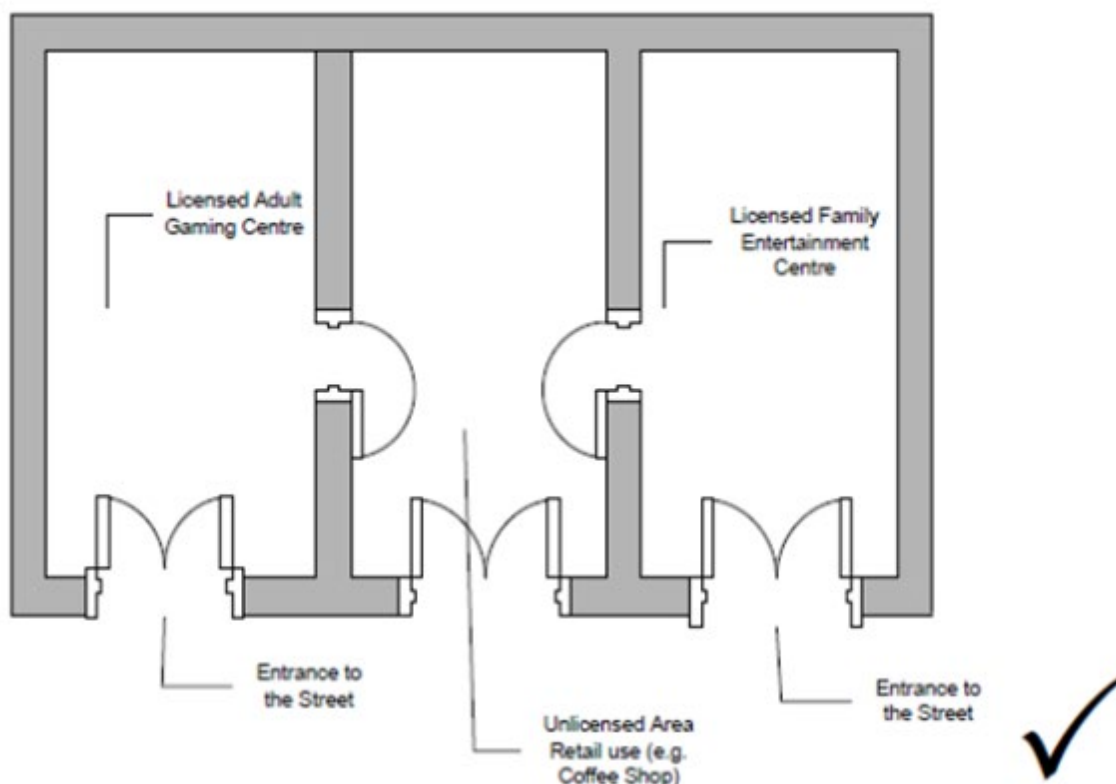
The size of the unlicensed area is a matter for each application, but the Licensing Authority will not consider this configuration if the foyer is not of sufficient size to be a useable space.

Figure 2



It may also be acceptable if a premises is separated by another non-licensed premises that has access to both licensed premises from it. An example of this could be in the form of a coffee shop which has a main entrance to the street. The coffee shop may have access to an Adult Gaming Centre on one side and an entrance to a Family Entertainment Centre on the other side, see Figure 3. Where a member of the public not using the gambling premises is likely to use the coffee shop it may be considered that there is no direct access between the two licensed premises.

Figure 3



[Part 7 of the Gambling Commission's Guidance](#) also contains further guidance on this issue, which this authority will take into account in decision making.

This will apply to all applications for new Premises licences and any Variations after the date of publication of this Statement of Policy.

- 11.5 This Licensing Authority will also pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed).
- 11.6 The 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 can. The Licensing 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.
- 11.7 The Licensing Authority will seek to avoid any duplication with other statutory/regulatory systems where possible, including planning. This Licensing Authority will not consider whether a licence application is likely to be awarded planning or building consent in its consideration of it. This Licensing Authority will listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.

The previous requirement that the grant of certain gambling permissions

should take account of whether there was unfulfilled demand is no longer of relevance. Therefore, each application will be considered on its merits without regard to demand ([part 6.37 of the Gambling Commission's Guidance document](#)).

The Licensing Authority will consider each case on its merits and any determination will depend largely on the type of gambling that is proposed for the premises.

- 11.8 Premises licences which are granted by the Council must be reasonably consistent with the licensing objectives. With regard to these objectives, this Licensing Authority has considered the [Gambling Commission's Guidance to Local authorities](#).

## **12 Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime**

- 12.1 The Council places considerable importance on the prevention of crime and disorder and will fulfil its duty under [s.17 of the Crime and Disorder Act 1998](#) to do all it reasonably can to prevent crime and disorder in the area. A high standard of control is therefore expected to be exercised over licensed premises.
- 12.2 The Licensing Authority will, when determining applications, consider whether the grant of a Premises Licence will result in an increase in crime and disorder.
- 12.3 Applicants are encouraged to discuss the crime prevention procedures in their premises with the Council's Licensing Officers and Avon and Somerset Constabulary before making a formal application.
- 12.4 In considering licence applications, the Local Authority will particularly take into account the following:
- The location of the premises
  - The design and layout of the premises
  - The training given to staff in crime prevention measures appropriate to those premises
  - Physical security features installed in the premises. This may include matters such as the position of cash registers or the standard of CCTV that is installed
  - Where premises are subject to age restrictions, the procedures in place to conduct age verification checks
  - The likelihood of any violence or public disorder, or policing problems if the licence is granted.

## **13 Ensuring that gambling is conducted in a fair and open way**

- 13.1 The Gambling Commission does not expect Licensing Authorities to become concerned with ensuring that gambling is conducted in a fair and open way. This will be a matter for the management of the gambling business, and therefore subject to the operating licence, or will be in relation to the suitability and actions of an individual and therefore subject to the personal licence, both of which are issued by the Gambling Commission.

## **14 Protecting children and other vulnerable persons from being harmed or exploited by gambling**

- 14.1 Apart from one or two limited exceptions, the intention of the Act is that children and young persons must not be allowed to gamble and must therefore be prevented from entering gambling premises which are “adult only” environments.
- 14.2 In practice, steps will generally be taken to prevent children from taking part in, or being in close proximity to, gambling or being attracted to take part in gambling, such as may be caused by advertising.
- 14.3 The Licensing Authority will pay particular attention to [the Code of Practice issued by the Gambling Commission as regards this licensing objective in relation to specific premises](#). The Code provides that licensees must:
- Put into place policies and practices for the prevention of underage gambling and monitor these.
  - Conduct test purchasing or take part in collective test purchasing programmes, as a means of providing reasonable assurance that they have effective policies and procedures to prevent underage gambling and must provide their test purchase results to the Gambling Commission, in such a form or manner as the Commission may from time to time specify.
  - A staff member must check the age of customers who appear to be under the age of 25 and refuse entry to those who cannot provide satisfactory documentation as to their age.
  - Take action to remove from the premises any person who is underage.
  - Ensure that any under aged persons accompanying adults are not permitted entry.
  - Ensure that gambling is not promoted in such a way as to appeal to children and young persons, i.e., by being linked to youth culture.
- 14.4 The Act does not define the term “vulnerable people”, but the local authority considers that this group includes people who gamble more than they want to, people who gamble beyond their means, and people who may not be able to make informed or balanced decisions about gambling, perhaps due to a learning disability, mental health issues, alcohol or drugs.
- 14.5 The Licensing Authority expect Operators to have a safeguarding policy in relation to children and vulnerable adults. All staff will be expected to undertake training regarding:



- Vulnerability risk factors
- How to identify safeguarding issues.
- How to report and record concerns.

Please refer to Appendix C for further information.

## 15 Licence Conditions

15.1 There are three types of conditions that may be attached to premises licences:

- [Mandatory – Conditions prescribed in regulations which are made by the Secretary of State and must be attached](#)
- [Default - Conditions prescribed in regulations which are made by the Secretary of State which will be attached unless specifically excluded by the local authority](#)
- Conditions imposed by the Licensing Authority

15.2 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
- enforceable; and
- reasonable in all other respects

15.3 Decisions upon individual conditions will be made on a case-by-case basis, although there will be a number of control measures this Licensing Authority will consider utilising should there be a perceived need. There are specific comments made in this regard under each of the licence types below. The Licensing Authority will also expect the licence applicant to offer their own suggestions as to ways in which the licensing objectives can be met effectively.

15.4 It is noted that there are conditions which the Licensing Authority cannot attach to premises licences. These are:

- Any condition on the premises licence 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 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, winnings, or prizes.

15.5 An application for a premises licence can only be made by a person who either holds an operating licence authorising him to carry on the activity in respect of which a premises licence is sought, OR who has made an application for an operating licence, which has not yet been determined. A premises licence will

not be granted until such time that evidence is provided that the applicant holds an operating licence issued by the Gambling Commission.

- 15.6 The Licensing Authority would expect an application for the grant, transfer, or variation of a licence to be accompanied by a written statement demonstrating how the licensing objectives would not be undermined by the operation of the premises where appropriate and relevant. The level of detail should be proportionate to the scale and nature of the application made.
- 15.7 [The Gambling Act 2005 \(Premises Licences and Provisional Statements\) Regulations 2007](#) state that any application for the grant, transfer or variation of a licence must also be accompanied by a plan showing:
- The extent of the boundary or perimeter of the premises.
  - Where the premises include, or consist of, one or more buildings, the location of any external or internal walls of each such building.
  - Where the premises forms part of a building, the location of any external or internal walls of the building which are included in the premises.
  - Where the premises are a vessel or part of a vessel, the location of any external or internal walls of the vessel which are included in the premises.
  - The location of each point of entry to and exit from the premises, including in each case a description of the place from which entry is made or to which exit leads.
  - [The Gambling Act 2005](#) requires applicants to submit plans of the premises with their application to ensure that the Licensing Authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The information will also be used to plan future premises inspection activity. The plan should be drawn to scale.

If plans change in any material respect in the opinion of the Licensing Authority during the lifetime of the licence, the applicant will be in breach of their licence and would either need to make a fresh application under [Section 159](#) or to seek an amendment to the licence under [Section 187 of the Gambling Act 2005](#).

- 15.8 Definitions of “Responsible Authorities” and “Interested Parties” who are able to make representations under this Act can be found in the Glossary of Terms on pages 3-4 of this document.
- 15.9 This Licensing Authority, in determining whether to grant a premises licence, will not have regard to the expected demand for the facilities which it is proposed to provide.
- 15.10 Conditions attached to Premises Licences will, so far as possible, reflect local crime prevention strategies. For example, CCTV may be appropriate in certain premises.

## **16 Door Supervision**

- 16.1 Whilst considering whether or not to impose a condition relating to door supervision, the Licensing Authority will take account of the content of [Section 178 Gambling Act 2005](#) and have regard to [Statutory Guidance](#). Accordingly, conditions will not impose the same or similar duties as other legislation and will only be imposed if it appears to the Licensing Authority that it is necessary and/or appropriate to impose a responsibility to guard the premises against unauthorised access or occupation, or against the outbreak of disorder, or against damage.
- 16.2 This Licensing Authority considers that it is good practice, where not already required by [Section 178 of the Act](#), for door supervisors working at licensed premises to be licenced by the Security Industry Authority (SIA). This is in recognition of the nature of the work in terms of potential underage customers, searching individuals and dealing with potentially aggressive persons, etc. However, each case will be determined on its merits. Guidance on the requirement for door supervision at licenced premises can be found in [part 33 of the Gambling Commission's Guidance to Licensing Authorities](#).

## 17 Provisional Statements

- 17.1 The Licensing Authority will have regard to the [Gambling Commissions Guidance to Licensing Authorities](#) that a licence to use premises for gambling should only be issued in relation to premises where the licensing authority can be satisfied that the premises are going to be **ready to be used for gambling** in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.
- 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 should be made instead.
- 17.2 An applicant may apply for a provisional statement in respect of any premises expected to be constructed, altered, or acquired.
- 17.3 Applications will be dealt with in a similar manner to applications for Premises Licences.
- 17.4 In terms of representations about premises licence applications following 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. 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:
- a) Which could not have been raised by objectors at the provisional licence stage; or
  - b) Which, in the Authority's opinion, reflect a change in the operator's circumstances.

## 17.5 Multiple activity premises – layout and access

The Licensing Authority will not have regard to whether or not a proposal by the applicant is likely to be permitted in accordance with planning legislation or building regulation.

With the exception of bingo clubs, tracks on race-days, and licensed or unlicensed FECs, children will not be permitted to enter licensed gambling premises. Therefore, businesses will need to consider carefully how they wish to configure their buildings if they are seeking to develop multi-purpose sites.

The Licensing Authority will take particular care in considering applications for multiple premises licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular, the following:

- The third licensing objective seeks to protect children from being harmed or exploited by gambling. In practice this means not only preventing them from taking part in gambling, but also prevents 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.

In determining whether two or more proposed premises are truly separate, the Licensing Authority will consider factors which could assist them in making their decision, including:

- Is a separate registration for business rates in place for the premises?
- 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?

Where a building consists of a number of areas which hold separate premises licences, each individual licence (with the exception of tracks) must not exceed its permitted gaming machine entitlement.

Please refer to section 11.4 of this Statement for further information on the access provisions for buildings covered by one or more licences.

The proper application of [Section 152 of the Act](#) means that different premises licenses cannot apply in respect of single premises at different times. There is no temporal element to a premises licence. Therefore, premises could not, for example, be licensed as a bingo club on week days and a betting shop at weekends (see [Social Responsibility Code 9](#) regarding external presentation of the premises).

#### 17.6 Single and combined licences

Only one premises licence may be issued for any particular premises at any time although, in some circumstances, the licence may authorise more than one type of gambling. For example, a bingo licence will also authorise the provision of gaming machines.

## PART C: PREMISES LICENCES - SPECIFIC

### 18 Best Practice

#### 18.1 Risk assessment sharing

Premises license holders are advised to observe and follow all recognised best practice initiatives. These include undertaking regular risk assessments and self-checks, underage sale checks by third parties, identifying people who may have gambling issues, and the steps to protect vulnerable people from harm. The Authority also encourages the sharing of any information gathered as a result.

- 18.2 [Social Responsibility Code 10](#), of the [Gambling Commission's Licence Conditions and Codes of Practice](#), states that licensees must assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in the licensing authority's statement of licensing policy. Licensees must review and update their local risk assessments as necessary and share those risk assessments with the Authority when applying for a premises licence, on application for a variation, or on request.

Where concerns do exist, a Licensing Authority may request that the licensee share a copy of its own risk assessment which will set out the measures the licensee has in place to address specific concerns.

The Council expects operators to take into account the following as a minimum when developing their own risk assessments. These include, but are not limited to:

- 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.
- Whether the premises is in an area subject to high levels of crime and/or disorder.
- Local risk assessments should show how vulnerable people, including people with gambling dependencies, are protected.
- Assessing staffing levels when local schools or colleges close and students begin to vacate the grounds.
- Proximity of gambling machines to the entrance door.
- Age verification policies including 'Think 25'.
- Consideration of line of sight from the counter to gambling machines.

Operators must also update their Local Risk Assessment:

- When a subsequent application for a variation of a premises licence is made.
- To take account of significant changes in local circumstances (see below) and
- When there are significant changes at an operator's premises that may affect their mitigation of local risks (see below).

The following lists some examples of what the Licensing Authority considers to be significant changes occurring in the local area. The list is not exhaustive, and each premises will be considered on its own merits. Operators must consider whether or not any change in the locality of their premises is one that may be considered significant:

- Any substantial building development or conversion of existing premises in the local area which may increase or decrease the number of visitors. Examples affecting the immediate vicinity of a premises will include where new offices, supermarkets and hotels are either built nearby or developed from existing buildings.
- New pay day loan establishment or pawn brokers shops.
- The building of new educational establishments or any significant changes to an existing facility such as, for example, the expansion of a local college.
- New gambling premises.
- New premises licensed to sell or supply alcohol.
- The building of new premises which will be used for delivering services to vulnerable groups. Examples will include, but are not limited to, homeless hostels, mental health care facilities, and addiction rehabilitation centres.
- The building of new premises/creation of areas that are likely to attract children. For example, sports and leisure facilities, youth centres, play areas, toy shops, and cinemas.

- Changes are made to the provision and location of public transport in the local area, such as a bus stop which is used by children to attend school is moved to a location in proximity to gambling premises.
- The local area is identified as a crime hotspot by the police and/or Licensing Authority

From time-to-time operators will undertake to refresh the premises' layout and décor, which is unlikely to prompt a review of the risk assessment for that premises. However, where there is a significant change at the premises that may affect the mitigation of local risks, then an operator must review its risk assessment and if necessary, update it, taking into account the change and how it may affect one or more of the licensing objectives.

The following lists some examples of what the Licensing Authority considers to be significant changes in local circumstances. As above, the list is not exhaustive, and each premises will be considered on its own merits. Operators must consider whether or not any change at their premises is one that may be considered significant:

- Any building work or refurbishment where gambling facilities are relocated within the premises.
- The premises licence has been transferred to a new operator whose policies and procedures differ from those of the previous licence holder.
- The entrance or entrances to the premises are changed. This will include changes in access from one area in a premises to another (e.g., from an Adult Gaming Centre to/from a Family Entertainment Centre (FEC) and/or unlicensed uFEC).
- New gambling facilities are made available on the premises which were not provided previously. For example, handheld gaming devices for customers, Self-Service Betting Terminals, or the provision of a different category of gaming machine.
- The operator makes an application for a licence to undertake activities at that premises in accordance with other legislation. For example, this may include an application for the sale/supply of alcohol, the provision of regulated entertainment and/or the provision of late-night refreshment ([Licensing Act 2003](#)).
- Any change to the operator's internal policies which as a result requires additional or changes to existing control measures; and/or staff will require retraining on those policy changes.

In view of the above, the Licensing Authority requires that both new applicants and existing operators (licensees) develop a good understanding of the area in which they operate or propose to operate. A local risk assessment must include the location of all of the following in relation to the site of the premises:

- Schools.
- Colleges.
- Other educational establishments (if applicable).



- Play areas.
- Youth centres.
- Leisure centres.
- Banks.
- Cash machine/ATMs.
- Alcohol licensed premises.
- Takeaway/fast food establishments.
- Other gambling licensed premises.
- Pay day loan/pawn shops.
- Homeless hostels.
- Rehabilitation centres.
- Hospital/ mental health services.
- Places of worship.
- The footfall in the local area, for example, does it predominately comprise residents, workers, or visitors.
- Whether it is a family orientated area, popular with children and young people.
- Transport links and parking facilities.
- The ethnicity, age, economic make-up of the local community.
- Significant presence of young children.
- High crime/unemployment area.
- Alcohol or drug support facility nearby.

The local risk assessment must show how the operator mitigates the risk of each of the above should one or more be in the vicinity of the premises. For example, the level of staffing required may vary according to the proximity of schools, colleges, alcohol licensed premises and their respective opening hours.

It is important that an operator not only identifies the risks within the immediate proximity of the premises but also takes into account the impact of risks identified for the wider area locally. Similarly, one-off events held on a regular basis within the area will need to be factored into the local risk assessment. We will, therefore, expect risk to be assessed should the premises be affected by a temporary increase in the number of people situated in the immediate area.

Operators will also be expected to include reference to:

- Local statistics regarding crime and disorder, including anti-social behaviour.
- Whether or not the premises is situated within an area of deprivation.
- Any nearby residential areas occupied by a high concentration of families with children.
- Any large events that take place regularly near the premises.
- The relationship with and expectations of any local community engagement groups such as any Local Community Networks (LCN's) or similar.



Operators must also note that a local risk assessment will apply to the whole premises/building if an unlicensed Family Entertainment Centre (uFEC subject to a permit) is situated immediately adjacent to an area covered by a premises licence (such as an Adult Gaming Centre (AGC)).

Premises risk assessments must be kept on the premises and be readily available for inspection.

Local staff must be familiar with their own premises risk assessment and receive appropriate training to ensure its implementation.

## 19 Adult Gaming Centres

19.1 Adult Gaming Centres (AGCs) are a new category of premises introduced by [section 237 of the Act](#). No one under the age of 18 is permitted to enter an AGC and the persons operating an AGC must hold a gaming machines general operating licence from the Gambling Commission and must seek a premises licence from the Licensing Authority. They will be able to make category B3, B4, C and D gaming machines available to their customers. Information relating to machine provisions by premises and gaming machine categories and entitlements can be found in Appendix's A and B of the [Gambling Commission's Guidance to Licensing Authorities](#).

19.2 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 that there will be sufficient measures to ensure that under 18-year-olds do not have access to the premises. Appropriate licence conditions may cover issues such as:

- Proof of age schemes
- CCTV
- Supervision of entrances/machine areas
- Clearly defined physical separation of areas
- Location of entry
- Notices/signage
- 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 for example.

19.3 As regards the protection of vulnerable persons, the Licensing Authority will consider measures such as the use of self-exclusion schemes and provision of information leaflets/helpline numbers for organisations such as GamCare, whose website can be found at [www.gamcare.org.uk](http://www.gamcare.org.uk), Gamblers Anonymous,

National Debtline, local Citizens Advice Bureau, and independent advice agencies.

## 20 (Licenced) Family Entertainment Centres

- 20.1 Under [section 238 of the Act](#) two classes of family entertainment centre (FEC) are created. Licensed FECs provide category C and D machines and require a premises licence. Unlicensed FECs provide category D machines only and are regulated through FEC gaming machine permits. Information relating to machine provisions by premises and gaming machine categories and entitlements can be found in Appendix's A and B of the [Gambling Commission's Guidance to Licensing Authorities](#).
- 20.2 Children and young persons are permitted to enter an FEC and may play on the category D machines. They are not permitted to play on the category C machines and there must be a clear segregation between the two types of machines, so that children do not have access to category C machines. Applicants will be expected to show that there will be no access to children for any age restricted gaming machines.
- 20.3 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 Licensing Authority that there will be sufficient measures to ensure that under 18-year-olds do not have access to the adult only gaming machine areas. Appropriate licence conditions may cover issues such as:
- Proof of age schemes
  - CCTV
  - Supervision of entrances/machine areas
  - Clearly defined physical separation of areas
  - Location of entry
  - Notices/signage
  - 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 exhaustive and is merely for example.

- 20.4 With regard to the protection of vulnerable persons, this Licensing Authority will consider measures such as the use of self-exclusion schemes and provision of information leaflets/helpline numbers for organisations such as GamCare, whose website can be found at [www.gamcare.org.uk](http://www.gamcare.org.uk), Gamblers Anonymous, National Debtline, local Citizens Advice Bureau, and independent advice agencies.

## 21 Casinos

- 21.1 A Licensing Authority area is enabled to grant a premises licence for a casino where the Secretary of State has made such provision under [Section 175 of the Gambling Act 2005](#) applying to the particular authority. Bath and North East Somerset Council has been allocated the authority to issue one small casino licence. In the event that there are a number of Operator's who will seek the right to run the casino, the local authority will run a competition in line with the Act and regulations issued under it, following the [Code of Practice as issued by the Gambling Commission and the Secretary of State](#). The Gambling Commission has issued [guidance to licensing authorities regarding the process for issuing casino premises licences](#), which the local authority will follow.
- 21.2 Casino games offer the chance for multiple participants to take part in a game competing against the house, or back at different odds to their fellow players. Casinos can also provide equal chance gaming and gaming machines; information relating to machine provisions by premises and gaming machine categories and entitlements can be found in Appendix's A and B of the [Gambling Commission's Guidance to Licensing Authorities](#).
- 21.3 The Gambling Commission has provided [Guidance for Local Authorities](#) and [Licence Conditions and Codes of Practice](#), which are specific to casino licences. Further information from the Gambling Commission relating to casinos can be found here: <https://www.gamblingcommission.gov.uk/licensees-and-businesses/sectors/sector/casino>.
- 21.4 With regard to casino operation and the protection of vulnerable persons, the Licensing Authority encourages the use of self-exclusion schemes, comprehensive customer interaction records, and the free provision of information leaflets and helpline numbers for organisations such as GamCare, whose website can be found at [www.gamcare.org.uk](http://www.gamcare.org.uk), Gamblers Anonymous, National Debtline, local Citizens Advice Bureau, and independent advice agencies.
- 21.5 The Licensing Authority will pay particular attention to [the Code of Practice issued by the Gambling Commission as regards this licensing objective in relation to casinos](#). The Code provides that licensees must:
- Put into place policies and practices for the prevention of underage gambling and monitor these.
  - Designate one or more supervisors for each casino entrance
  - Conduct test purchasing or take part in collective test purchasing programmes as a means of providing reasonable assurance that they have effective policies and procedures to prevent underage gambling and must provide their test purchase results to the Commission, in such a form or manner as the Commission may from time to time specify.
  - A staff member must check the age of customers who appear to be under the age of 25 and refuse entry to those who cannot provide satisfactory documentation as to their age.

- Take action to remove from the premises any person who is underage.
- Ensure that any under aged persons accompanying adults are not permitted entry.
- Ensure that gambling is not promoted in such a way as to appeal to children and young persons, i.e., by being linked to youth culture.

## 22 Bingo Premises

22.1 Bingo is not given a statutory definition in the Act other than that it means any version of the game irrespective of by what name it is described. It is to have its ordinary and natural meaning. Two types of bingo are commonly understood:

- Cash bingo, where the stakes paid make up the cash prizes that are won; and
- Prize bingo, where various forms of prizes are won, not directly related to the stakes paid.

22.2 Bingo premises can make category B3, B4, C and D gaming machines available to their customers. Information relating to machine provisions by premises and gaming machine categories and entitlements can be found in Appendix's A and B of the [Gambling Commission's Guidance to Licensing Authorities](#).

Where age restricted machines are available in premises to which children are admitted, the licensee must ensure that:

- all such machines are located in an area of the premises separate 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; 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.
- access to the area where the machines are located is adequately 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.

22.3 Where bingo is permitted in alcohol-licensed premises, this must be low turnover bingo only and applicants are expected to comply with any [Codes of Practice and advice issued by the Gambling Commission](#). High turnover bingo will require a Bingo Operating Licence. High turnover bingo occurs when aggregate stakes or prizes in any 7-day period exceed £2,000.

- 22.4 The Licensing Authority will take into account any new Guidance issued by the Gambling Commission in relation to the suitability and layout of bingo premises

## 23 Betting Premises

- 23.1 Betting premises are where off-course betting takes place, i.e., betting that takes place other than at a Track, in what is currently known as a licensed betting office. Under the Act, Licensing Authorities are responsible for issuing and monitoring Premises Licences for all betting premises. Children and young persons will not be able to enter premises with a betting Premises Licence, although special rules apply to Tracks.
- 23.2 The holder of a betting Premises Licence may make available for use up to four gaming machines of category B, C, or D. Regulations state that category B machines at betting premises are restricted to sub-category B2, B3 and B4 machines. Information relating to machine provisions by premises and gaming machine categories and entitlements can be found in Appendix's A and B of the [Gambling Commission's Guidance to Licensing Authorities](#).
- 23.3 The holder of a betting Premises Licence may make available for use Self-Service Betting Terminals (SSBTs). Section 181 of the Act contains an express power for licensing authorities to restrict the number of SSBTs, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence.
- 23.4 When considering whether to impose a condition to restrict the number of betting machines in particular premises the Licensing Authority, amongst other things, will take into account the following:
- the size of the premises,
  - the number of counter positions available for person-to-person transactions,
  - the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable persons. Applicants will be expected to show that there will be no access for children to such machines and that all adult gaming machines are within sight of staff, who will monitor that the machines are not being used by those under 18.
- 23.5 It is a mandatory condition that any ATM (cash) machine made available for use in a licenced betting premises shall be located in a place that requires any customer who wishes to use it to leave any gaming machine or betting machine in order to do so.
- 23.6 Where premises are intending to use privacy screening and/or booting for any machines, and the Council considers this a material change to the layout of the premises, the Council will require a full premises licence variation application. It is a matter for the Council to determine whether a material change would occur, and a common-sense approach will be adopted.

The Council will expect any proposal for the use of privacy screening/booths to clearly identify how these areas can be adequately supervised including an updated local risk assessment to evidence that any risks presented have been recognised and mitigated. The local risk assessment must also be updated to reflect any new risks identified. Upon review of this information, the Council will determine whether a full premises licence variation is required.

## **24 Tracks**

- 24.1 Tracks are sites (including horse racecourses and dog tracks) where races or other sporting events take place. Betting is a major gambling activity on Tracks, both in the form of pool betting (often known as the totalisator or tote) and also general betting, often known as “fixed odds” betting.
- 24.2 Tracks are different from other premises in that there may be more than one premises licence in effect and that the Track operator may not be required to hold an operator licence as there may be several premises licence holders at the Track, each of whom will need to hold their own operator licences.
- 24.3 There may be some specific considerations with regard to the protection of children and vulnerable persons from being harmed or exploited by gambling by way of track betting and this Authority would expect the premises licence applicants 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. Therefore, applicants will be expected to show that there will be no access for children to such facilities and that all adult gaming machines are within sight of the bar, and/or in the sight of staff, who will monitor that the machines are not being used by those under 18.
- 24.4 Appropriate licence conditions may be:
- Proof of age schemes
  - CCTV
  - Supervision of entrances/machine areas
  - Physical separation of areas
  - Location of entry
  - Notices/signage
  - Specific opening hours
  - The location of gaming machines
  - Measures for training staff
  - Self-exclusion schemes
  - Provision of information leaflets/helpline numbers for organisations such as Gamcare

This list is not exhaustive and is merely for example.



- 24.5 As regards the protection of vulnerable persons, the Licensing Authority will consider measures such as the use of self-exclusion schemes and the provision of information leaflets/helpline numbers for organisations such as GamCare, whose website can be found at [www.gamcare.org.uk](http://www.gamcare.org.uk), Gamblers Anonymous, National Debtline, local Citizens Advice Bureau, and independent advice agencies.
- 24.6 A betting Premises Licence in respect of a Track does not give any automatic entitlement to use gaming machines. However, by virtue of [Section 172\(9\) of the Act](#), if the Track operator who holds the premises licence also holds a pool betting operating licence, then up to four gaming machines may be sited on the Track (of categories B2 to D). Information relating to machine provisions by premises and gaming machine categories and entitlements can be found in Appendix's A and B of the [Gambling Commission's Guidance to Licensing Authorities](#). The Commission recommends that Track premises licence holders familiarise themselves with the social responsibility policies of betting operators who will be offering betting facilities on their tracks.
- 24.7 The Licensing Authority will take into account any Guidance related to where gaming machines can be located on tracks and any special considerations that should apply, e.g., the supervision of such machines and preventing children from playing with them.
- 24.8 Licensing Authorities have a power under the Act to restrict the number of betting machines, and the nature and circumstances in which they are made available, by attaching a licence condition to a betting premises licence. The Licensing Authority will take into account the size of the premises and the ability of staff to monitor the use of machines by vulnerable people when determining the number of machines permitted. The potential space for such machines at a Track may be considerable, bringing with it significant problems in relation to the proliferation of such machines, the ability of Track staff to supervise them if they are scattered around the Track, and the ability of the Track operator to comply with the law and prevent children betting on the machine. This Licensing Authority will therefore consider restricting the number and location of betting machines where necessary and appropriate.
- 24.9 This Licensing Authority considers that it would be preferable for all self-contained premises operated by off-course betting operators on Track to be the subject of separate Premises Licences. This would ensure that there is clarity between the respective responsibilities of the Track operator and the off-course betting operator running a self-contained unit on the premises.
- 24.10 Betting track operators do not need a separate licence from the Commission so the local authority may, in certain circumstances, consider whether the premises licence may need to contain conditions to ensure that the environment in which betting takes place is suitable.
- 24.11 The Licensing Authority will consider attaching a condition to Track premises licences requiring the Track operator to ensure that the rules are prominently

displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race-card or made available in leaflet form from the Track office.

## **25 Travelling Fairs**

- 25.1 A travelling fair is defined as comprising wholly or principally for the provision of amusements and is provided by persons who travel from place to place and is held at a place which has been used for the provision of fairs on no more than 27 days per calendar year. The Licensing Authority will consider whether the applicant falls within the statutory definition of a travelling fair and will work with its neighbouring Authorities to ensure that land, which may cross local authority boundaries, is monitored so that the statutory limits are not exceeded.
- 25.2 Category D gaming machines and equal chance gaming may be provided without a permit provided that the facilities for gambling amount to no more than an ancillary amusement at the fair. Information relating to machine provisions by premises and gaming machine categories and entitlements can be found in Appendix's A and B of the [Gambling Commission's Guidance to Licensing Authorities](#).

## **26 Small Society and Local Authority Lotteries**

- 26.1 Promoting or facilitating a lottery falls within 2 categories:
1. Licenced Lotteries – requiring an Operating Licence from the Gambling Commission
  2. Exempt Lotteries – including:
    - Incidental Lotteries
    - Private Society Lotteries
    - Work Lotteries
    - Residents Lotteries
    - Customer Lotteries
    - Small Society Lotteries

Guidance notes relating to each type of exempt lottery are available from the Gambling Commission: <https://www.gamblingcommission.gov.uk/public-and-players/guide/page/types-of-lottery-you-can-run-without-a-licence>

### **Small Society Lotteries**

- 26.2 Small Society Lotteries must be registered with the Licensing Authority in the area where the Society's principal office is located. All other exempt lotteries do not require a licence or registration, but the organisers must follow the [legislation contained within the Act](#) to ensure the arrangements for the lottery are legal and to avoid an offence being committed.



26.3 Small Society Lotteries must be organised by non-commercial societies which are:

- For charitable purposes
- For the purpose of enabling participation in, or of supporting, sport, athletics, or a cultural activity; or
- For any other non-commercial purpose other than private gain

and the proceeds of any such lottery must be devoted for those purposes.

26.4 Where the annual fee for a Small Society Lottery is not paid by the due date, the registration will lapse. This is subject to the discretion of the Licensing Manager. If a registration lapses, the Society will be required to reapply for their Small Society Lottery registration to avoid unlawful gambling.

26.5 Returns for Small Society Lotteries must be submitted no later than 3 months after the date on which the lottery draw was held. Subject to the discretion of the licensing manager, recurrent failure to submit returns within the prescribed timeframe will result in cancellation of the registration.

26.6 An application may be refused on the following grounds:

- An operating licence held by an applicant for registration has been revoked or an application for an operating licence made by the applicant has been refused within the last five years
- The Society in question cannot be deemed to be non-commercial
- A person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence
- Information provided in or with the application for registration is found to be false or misleading

26.7 Registrations run for an unlimited period unless cancelled or revoked, providing that the required annual fee is paid on time.

26.8 The Gambling Commission has issued [guidance on the rules and requirements for Small Society Lotteries](#).

## **27 Exempt Gaming (Alcohol Licensed Premises)**

27.1 Exempt gaming is equal chance gaming generally permissible in any club or alcohol licensed premises. Such gaming should be ancillary to the purposes of the premises. This provision is automatically available to all such premises but is subject to [statutory stakes and prize limits determined by the Secretary of State](#).

27.2 Equal chance gaming is gaming that does not involve staking against a bank and the chances of winning are equally favourable to all participants. It includes games such as backgammon, mahjong, rummy, kalooki, dominoes, cribbage, bingo, and poker.

- 27.3 The Secretary of State has set both daily and weekly prize limits for exempt gaming. Different, higher stakes and prizes are allowed for exempt gaming in clubs than in alcohol-licensed premises. [Please refer to Appendix C of the Gambling Commission's Guidance to Licensing Authorities for more information on these limits.](#)
- 27.4 Exempt gaming should be supervised by a nominated gaming supervisor and comply with any [code of practice issued by the Commission under Section 24 of the Act.](#)
- 27.5 A fee may not be levied for participation in the equal chance gaming offered by a club or alcohol-licensed premises under the exempt gaming rules. A compulsory charge, such as charging for a meal, may constitute a participation fee, depending on the particular circumstances.
- 27.6 In order to qualify as exempt gaming, clubs and alcohol-licensed premises may not charge a rake on games or levy or deduct an amount from stakes or winnings.
- 27.7 Members' clubs may only be established wholly or mainly for the purposes of the provision of facilities for gaming if the gaming is of a prescribed kind. The Secretary of State has decided that bridge and whist should be the only prescribed kinds of gaming. So long as it does not provide facilities for other types of non-machine gaming, a bridge or whist club may apply for a club gaming permit. If gaming is the principal reason for attendance at a club (other than a dedicated whist or bridge club), then it is not exempt gaming under [Section 269 of the Gambling Act 2005](#). This would include poker clubs and the like, established primarily for the purpose of providing poker or other gaming. Such clubs require Operating and Premises Licences.

## **28 Bingo in Clubs and Alcohol Licensed Premises**

- 28.1 Bingo is a class of equal chance gaming permitted on alcohol-licensed premises, and in clubs and miners' welfare institutes, under the allowances for exempt gaming in [Part 12 of the Act](#). There are regulations setting controls on this form of gaming to ensure that it remains a low stakes and prizes activity.
- 28.2 In addition, new rules are laid down in the Act about the playing of bingo specifically in alcohol-licensed premises, clubs, and miners' welfare institutes (see above). Where the level of bingo played in these premises reaches a certain threshold, it will no longer be authorised by these rules and a bingo operating licence will have to be obtained from the Commission for future bingo games. The aim of these provisions is to prevent bingo becoming a predominant commercial activity on such non-gambling premises.
- 28.3 If the bingo played during any seven-day period exceeds the limit of £2000 set by the Gambling Commission (either in money taken or prizes awarded), all further games of bingo played on those premises for the next 12 months will require an Operating Licence in order to be legal.

This only applies to future games which are over the threshold set by the Gambling Commission. If, after a single incidence of 'high turnover' bingo, all further games are below the threshold, no Operating Licence is needed. There is a legal duty on the licensee or club to inform the Commission if they offer high turnover bingo in any seven-day period. That allows the Commission to monitor the bingo activity on the premises and discuss with the relevant licensee or club the need to obtain a bingo Operating Licence, if required.

28.4 If it comes to the attention of the Licensing Authority that alcohol-licensed premises, or clubs, or institutes, are playing bingo during the course of a week which involves significant stakes and prizes that makes it possible that the threshold limit in seven days is being exceeded, the Licensing Authority will inform the Gambling Commission. To help clubs and institutes to comply with the full range of statutory requirements for gaming, the Commission has developed a statutory code of practice which is [available on the Commission website](#).

## PART D: Permits, Temporary and Occasional Use Notices

### 29 Gaming Permits - General

- 29.1 The Act does not allow applications for new gaming machine permits from premises where children will have free access to such machines. In view of this, and in order to promote the licensing objectives, this Licensing Authority will therefore not accept any applications for new gaming machine permits, or applications for the renewal of existing gaming machine permits from existing gaming machine permit holders, in relation to such places.
- 29.2 The Licensing Authority reserves the right to refuse applications where the licensing objectives are likely to be undermined.

### 30 Unlicensed Family Entertainment Centre (FEC) Gaming Machine Permits

- 30.1 Where a premises does not hold a Premises Licence but wishes to provide gaming machines, it may apply to the Licensing Authority for a permit. 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 ([Section 238 of the Act](#)).
- 30.2 An FEC can form part of larger premises provided it is separate and identifiable. An unlicensed FEC is only entitled to make category D machines available, for which there is no minimum age for players. Information relating to machine provisions by premises and gaming machine categories and entitlements can be found in Appendix's A and B of the [Gambling Commission's Guidance to Licensing Authorities](#). If an unlicensed FEC forms part of a larger premises, there should be no access for children to areas where adult gaming machines are present, and all adult gaming machines should be within sight of staff who will monitor that the machines are not being used by those under 18.
- 30.3 In exercising its functions in respect of FEC permits, the Licensing Authority need not, but may, have regard to the licensing objectives and must have regard to any [Guidance issued by the Gambling Commission under the Act](#).
- 30.4 A Licensing Authority can grant or refuse an application for a permit but cannot add conditions. However, the Authority will consider the following matters in determining the suitability of an applicant for a permit:
- 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.

- 30.5 Applicants will be expected to show that there are policies and procedures in place to protect children from harm e.g., appropriate measures and staff training in:
- Suspected truant school children on the premises
  - Unsupervised young children on the premises
  - Children causing problems in or around premises
- 30.6 Applicants will be required to demonstrate that they have no relevant convictions as set out in [Schedule 7 of the Act](#).
- 30.7 The Licensing Authority will only grant a permit if it is satisfied that the premises will be used as an unlicensed FEC, and if the Chief Officer of Police has been consulted on the application. Relevant considerations to take into account would be the applicant's suitability, such as any convictions that they may have that would make them unsuitable to operate an FEC, and the suitability of the premises in relation to their location and issues about disorder.
- 30.8 The Act provides that Licensing Authorities may adopt a statement of principles with respect to determining the suitability of an applicant (this should not be confused with this Statement of Principles, which is concerned with licensing overall). This Licensing Authority has not currently adopted such a statement of principles. Should it decide to do so, it will be made available from the Licensing Services upon request.
- 30.9 With regard to renewals of these permits, a Licensing Authority may refuse an application for renewal of a permit only on the grounds that an authorised Local Authority officer has been refused access to the premises without reasonable excuse, or that renewal would not be reasonably consistent with pursuit of the licensing objectives.

## **31 Alcohol Licensed Premises - Gaming Machine Permits**

- 31.1 Premises licensed to sell alcohol, and which contain a bar where alcohol is served without a requirement that it be served only with food, are automatically entitled to have two gaming machines of categories C or D. Information relating to machine provisions by premises and gaming machine categories and entitlements can be found in Appendix's A and B of the [Gambling Commission's Guidance to Licensing Authorities](#). Such premises must notify the licensing authority of its intention to take up its entitlement by completing the requisite application form and pay the prescribed fee. The applicant must also comply with any relevant [Code of Practice issued by the Gambling Commission](#) under [Section 282 of the Act](#).
- 31.2 The Licensing Authority may 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 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 Gambling 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 Act has been committed on the premises.

31.3 If a licensed premises wishes to have more than 2 machines, then a permit is required.

31.4 The Licensing Authority must consider an application based upon the licensing objectives and any Guidance issued by the Gambling Commission issued under [Section 25 of the Act](#).

31.5 The Licensing Authority may also consider such matters as it thinks relevant. Such matters may be considered on a case-by-case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and the Authority will expect the applicant to satisfy it that there will be sufficient measures to ensure that under 18-year-olds do not have access to adult only gaming machines.

31.6 Applicants will be expected to show that there will be no access for children to such machines and that all adult gaming machines are within sight of the bar, and/or in the sight of staff, who will monitor that the machines are not being used by those under 18. Such measures may include notices and signage. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare, whose website can be found at [www.gamcare.org.uk](http://www.gamcare.org.uk), Gamblers Anonymous, National Debtline, Citizen's Advice Bureau, and independent advice agencies.

31.7 The Licensing Authority may decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. No other conditions can be attached.

31.8 The holder of a permit must comply with any [Code of Practice issued by the Gambling Commission](#) about the location and operation of the machines.

31.9 It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would need to be applied for and dealt with as an FEC or Adult Gaming Centre Premises Licence.

## **32 Prize Gaming and Prize Gaming Permits**

- 32.1 Gaming is prize gaming if the prize is not affected by the number of people playing or the amount paid for or raised by the gaming. Certain prize gaming requires a permit and other prize gaming may be offered without a permit.
- 32.2 In making its decision on an application for a permit the Licensing Authority does not need to, but may, have regard to the licensing objectives, but must have regard to any [Gambling Commission Guidance](#).
- 32.3 [There are conditions in the Act with which the permit holder must comply](#), but the Licensing Authority cannot attach conditions of its own. The conditions set out in the 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 in 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.

### **33 Club Gaming and Club Machines Permits**

- 33.1 Members Clubs and Miners' Welfare Institutes, but not Commercial Clubs (see the [Gambling Commission's guidance on Members Clubs and Commercial Clubs](#)), may apply for a Club Gaming Permit.
- 33.2 The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C, or D), equal chance gaming, and games of chance in accordance with Regulations under the Act (currently pontoon and chemin de fer).
- 33.3 A Club Gaming Machine Permit will enable Members Clubs and Miners' Welfare Institutions to provide three machines of categories B3A, B4, C or D. Commercial Clubs may apply for a Club Gaming Machine Permit which will enable the premises to provide three machines of categories B4, C or D.

Information relating to machine provisions by premises and gaming machine categories and entitlements can be found in Appendix's A and B of the [Gambling Commission's Guidance to Licensing Authorities](#).

Members clubs must:

- have at least 25 members
- be established and conducted 'wholly or mainly' for purposes other than gaming, unless the gaming is permitted by separate regulations (currently bridge and whist)



- be permanent in nature
- not established to make commercial profit; and
- be controlled by its members equally.

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

33.4 The Licensing Authority will need to satisfy itself that the premises meet the requirements of a members' club and may grant the permit if the majority of members are over 18. Where children and young persons are allowed on the premises, applicants will be expected to show that there will be no access for children to adult gaming machines, and the machines are within sight of the bar, and/or in the sight of staff, who will monitor that the machines are not being used by those under 18.

33.5 The Licensing Authority may only refuse an application on the grounds that:

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

33.6 There is also a 'fast-track' procedure available for premises which hold a Club Premises Certificate under the [Licensing Act 2003 \(Schedule 12 Paragraph 10 of the Act\)](#).

33.7 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.

33.8 The grounds on which an application under the process may be refused are:

- that the club is established primarily for gaming, other than gaming of a prescribed kind (currently bridge and whist)
- 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.

## **34 Temporary Use Notices**

34.1 A Temporary Use Notice may only be given by the holder of an operator's licence. They 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.

34.2 [There are a number of statutory limits as regard Temporary Use Notices](#). These are set out in the Act as:

- A set of premises may not be the subject of Temporary Use notification for more than 21 days in a period of 12 months.
- A set of premises may be the subject of more than one temporary use notice in a period of 12 months, provided that the aggregate of the periods for which the notices have effect does not exceed 21 days.

The definition of “a set of premises” will be a question of fact in the particular circumstances of each notice given.

34.3 The Gambling Commission have issued guidance relating to Temporary Use Notices which can be found in [Part 14 of the Gambling Commission's Guidance to Licensing Authorities](#)

34.4 A set of premises will be the subject of a temporary use notice if any part of the premises is the subject of a notice. Operators therefore cannot extend the limits on temporary use notices in respect of large premises by giving separate notices for different parts of the premises. Premises that might be suitable for a temporary use notice would include hotels, conference centres and sporting venues.

## **35 Occasional Use Notices**

35.1 Where betting takes place on a track on eight days or less in a calendar year, betting may be permitted by an [Occasional Use Notice](#) without the need for a full Premises Licence.

35.2 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. The Licensing Authority will need to consider the definition of a ‘Track’ and whether the applicant is permitted to avail themselves of the notice.

35.3 Further information on OUN's, including the definition of what constitutes a track, can be found in [Part 15 of the Gambling Commission's Guidance to Local Authorities](#).

## **PART E: Decision Making, Reviews and Complaints**

### **36 Licensing Committee Terms of Reference**

36.1 The Committee's Terms of Reference will be set out in the Council's Constitution. The Terms of Reference have been guided by Regulations issued under the Act.

## 37 Allocation of Decision-Making Responsibilities

- 37.1 These responsibilities will be set out in the Council's Constitution. The table in Appendix B indicates how the delegation of functions is allocated.

## 38 Complaints in respect of Licensed Premises

- 38.1 The Council will investigate complaints against licensed premises with regard to the licensing objectives. In the first instance, complainants are encouraged to raise the complaint directly with the licence holder or business concerned to seek a local resolution.
- 38.2 Where an interested party has made either a valid representation about licensed premises or a valid application for a licence to be reviewed, the Council may initially arrange a conciliation meeting to address and clarify the issues of concern.
- 38.3 This process will not override the right of any interested party to ask that the Licensing Sub-Committee consider their valid objections or for any licence holder to decline to participate in a conciliation meeting.
- 38.4 When dealing with a complaint about a licensed premises, the Licensing Authority will have due regard to the [Public Protection and Health Improvement Service Enforcement Policy](#).
- 38.5 This section applies only to complaints against licensed premises which relate to the licensing objectives. The Council will not become involved in any gaming disputes.

## 39 Reviews

- 39.1 Requests for a review of a Premises Licence are made in accordance with [section 197 of the Act](#) and can be made by interested parties or responsible authorities. It is, however, 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, as well as consideration as to whether the request is frivolous, vexatious, or will not cause this authority to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

A request for a review will be deemed relevant if it is:

- in accordance with any relevant [code of practice issued by the Gambling Commission](#)
- In accordance with any relevant [guidance issued by the Gambling Commission](#)
- Reasonably consistent with the licensing objectives; and
- In accordance with the Authority's statement of Gambling Policy.

39.2 Representations may include, but are not limited to, issues relating to the following use of licensed premises:

1. for the sale and distribution of class A drugs and/or the laundering of the proceeds of drug crime
2. for the sale and distribution of illegal firearms
3. for prostitution or the sale of unlawful pornography
4. as a base for organised crime activity
5. for the organisation of racist, homophobic, or sexual attacks or abuse
6. for the sale of smuggled tobacco or goods
7. for the sale of stolen goods
8. where children and/or vulnerable persons may be put at risk.

39.3 Due consideration will be given to all relevant representations unless they fall within the following categories:

- The grounds are vexatious
- The grounds are frivolous
- They would not influence the Authority's determination of the application.

39.4 The Licensing Authority may also initiate a review of a licence on the basis of any reason which it thinks is appropriate.

## **40 Further Information**

40.1 Further information about the Act, this Statement of Licensing Policy or the application process can be obtained from:

Licensing Services  
Bath & North East Somerset Council  
Lewis House  
Manvers Street  
Bath  
BA1 1JG

Tel: 01225 477531

Email: [licensing@bathnes.gov.uk](mailto:licensing@bathnes.gov.uk)

Website: <https://www.bathnes.gov.uk/gambling-and-lotteries>

Information is also available from:

The Home Office

<http://www.homeoffice.gov.uk/>

Gambling Commission  
Victoria Square House  
Victoria Square  
Birmingham  
B2 4BP

Tel: 0121 230 6500

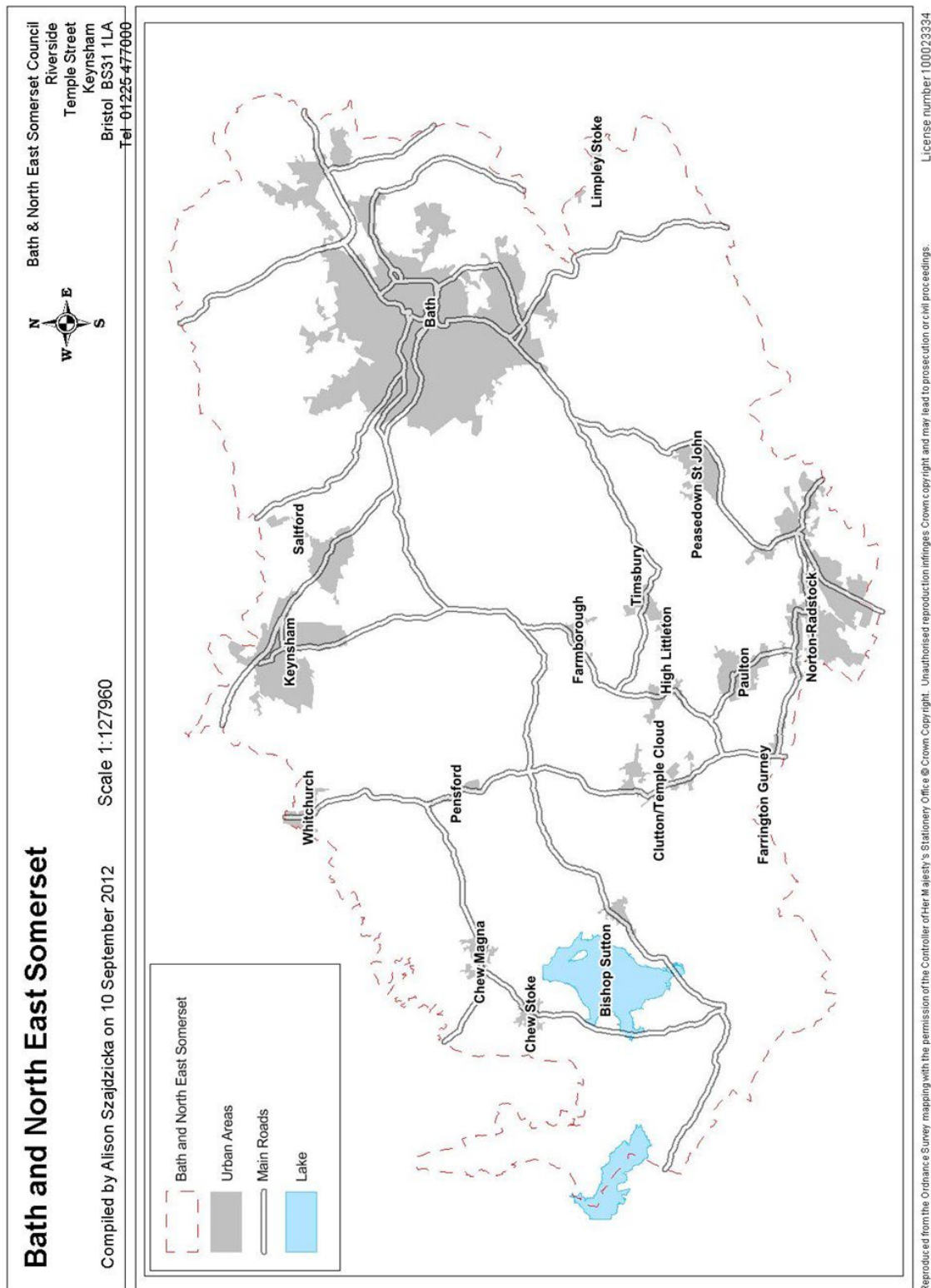
Website: [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

The Gambling Act 2005 can be viewed online at:

<https://www.legislation.gov.uk/ukpga/2005/19/contents>

Gamcare: [www.gamcare.org.uk](http://www.gamcare.org.uk)

## APPENDIX A: Map of Bath and North East Somerset



## APPENDIX B: Table of Delegations of Licensing Functions

Matter to be dealt with	Full Council	Licensing Committee	Sub Committee	Officers
Three-year licensing policy	X			
Policy not to permit casinos	X			
Fee Setting - when appropriate				X
Application for premises licences			Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a variation to a licence			Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a licence			Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement			Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn

<b>Matter to be dealt with</b>	<b>Full Council</b>	<b>Licensing Committee</b>	<b>Sub Committee</b>	<b>Officers</b>
Review of a premises licence			X	
Application for club gaming/club machine permits			Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Cancellation of club gaming/club machine permits			X	
Applications for other permits				X
Cancellation of licensed premises gaming machine permits				X
Consideration of temporary use notice				X
Decision to give a counter notice to a temporary use notice			X	
Consideration of an Occasional Use Notice				X
Designation of "authorised person".				X
Exchange of information between various persons/bodies listed in the Act				X
Decision to initiate criminal proceedings.				X

<b>Matter to be dealt with</b>	<b>Full Council</b>	<b>Licensing Committee</b>	<b>Sub Committee</b>	<b>Officers</b>
Power to make Orders disapplying exempt gaming and the automatic entitlement to gaming machines in relation to specified premises.				X
Functions relating to the registration and regulation of small society lotteries.				X
To appoint an advisory panel		X		
Stage 1 of an application for a casino licence			X	
Stage 2 of an application for a casino licence		X		
Consideration of vexatious/frivolous/repetitive representations.				X



## APPENDIX C: Child Sexual Exploitation & Trafficking of Children & Young People

This Licensing Authority and the wider Council is helping to tackle child sexual exploitation and trafficking by working together with key partners.

Through agencies working together and sharing information, we aim to identify and prevent sexual exploitation, disrupt the activities of perpetrators, protect children and young people, and prosecute perpetrators of sexual exploitation. Sharing information with Police and Child Protection services helps to protect young people from harm. Safeguarding children and young people is everyone's responsibility.

Child sexual exploitation and trafficking is a crime that can affect any child, anytime, anywhere – regardless of their social or ethnic background.

Sexual exploitation of children and young people involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive something, e.g., food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, etc. as a result of them performing, and/or another or others performing on them, sexual activities. Violence, coercion, and intimidation are commonly involved in such exploitative relationships.

Child sexual exploitation involves perpetrators grooming youngsters and using their powers to sexually abuse them. Sexual exploitation of children and young people can take many forms, whether it occurs through a seemingly 'consensual' relationship with an older boyfriend, or a young person having sex in return for attention, gifts, alcohol, or cigarettes.

### How gambling premises licence and permit holders and their employees can help tackle child sexual exploitation

Gambling establishment licence and permit holders and their employees are in a good position to help identify victims of sexual exploitation because, through the operation of certain gambling activities, licence and permit holders and their employees regularly come into contact with children, young and vulnerable people. This means that licence and permit holders and their employees are in an ideal position to help protect young and vulnerable people.

In particular, licence and permit holders and their employees should ask themselves the following questions when they see young and vulnerable people in their gambling premises:

Do any of your customers appear to be under 18 years old?

Are they with a much older person and appear to be in a relationship?

Do you think that they are under the influence of alcohol or drugs?

Are children/young people being brought regularly to your premises by older people?  
If so, ask yourself why?

Operators should have in place appropriate safeguarding measures and should seek appropriate advice where necessary to ensure that they are aware of both national and local issues, best practice and/ or priorities.

Further information on reporting child/adult abuse in Bath and North East Somerset can be found at:

<https://beta.bathnes.gov.uk/report-concern-about-child>

<https://beta.bathnes.gov.uk/tell-us-about-adult-being-abused-or-neglected>

If you have reason to suspect that a child is being abused or at risk of abuse it is your responsibility to report your concerns to and share information with the Police (Tel: 101) and BANES Community Safety and Safeguarding Partnership ([BanesBCSSP@bathnes.gov.uk](mailto:BanesBCSSP@bathnes.gov.uk))

## APPENDIX D: List of Consultees

- Elected Members, Bath and North East Somerset Council
- Town and Parish Councils in Bath and North East Somerset
- All licensed gambling operators
- Holders of Family Entertainment permits
- Association of British Bookmakers (ABB)
- British Amusement Catering Trade Association (BACTA)
- The Bingo Association
- The Lotteries Council
- Bath Chamber of Commerce
- GamCare
- Gamblers Anonymous
- GambleAware
- Mencap
- NSPCC
- Citizens Advice
- Director of Public Health
- Members of the public who will be affected by this policy

Note: This list is not intended to be exclusive. Comments and observations will be welcome from anyone who will be affected by this policy.