

When telephoning, please ask for: Laura Webb
Direct dial 0115 914 8511
Email democraticservices@rushcliffe.gov.uk

Our reference:
Your reference:
Date: Wednesday, 27 October 2021

To all Members of the Licensing Committee

Dear Councillor

A Meeting of the Licensing Committee will be held on Thursday, 4 November 2021 at 7.00 pm in the Council Chamber, Rushcliffe Arena, Rugby Road, West Bridgford to consider the following items of business.

This meeting will be accessible and open to the public via the live stream on YouTube and viewed via the link: <https://www.youtube.com/user/RushcliffeBC>
Please be aware that until the meeting starts the live stream video will not be showing on the home page. For this reason, please keep refreshing the home page until you see the video appear.

Yours sincerely



Sanjit Sull
Monitoring Officer

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of the Meeting held on 12 October 2020 (Pages 1 - 6)
4. Gambling Act 2005 - Draft Statement of Licensing Principles 2022-2025 (Pages 7 - 40)

Report of the Director for Neighbourhoods

Membership

Chairman: Councillor G Williams
Councillors: R Adair, S Bailey, B Bansal, K Beardsall, N Begum, B Buschman, G Dickman, L Healy, L Howitt, R Mallender, D Simms, J Stockwood, J Walker and G Wheeler

Rushcliffe Borough
Council Customer
Service Centre

Fountain Court
Gordon Road
West Bridgford
Nottingham
NG2 5LN

Email:
customerservices
@rushcliffe.gov.uk

Telephone:
0115 981 9911

www.rushcliffe.gov.uk

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Monday, Tuesday and Thursday
8.30am - 5pm
Wednesday
9.30am - 5pm
Friday
8.30am - 4.30pm

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Rushcliffe Borough
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Rugby Road
West Bridgford
Nottingham
NG2 7YG





Rushcliffe
Borough Council

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MINUTES OF THE MEETING OF THE LICENSING COMMITTEE MONDAY, 12 OCTOBER 2020

Held virtually at 7.00 pm and live streamed on the
Rushcliffe Borough Council YouTube channel

PRESENT:

Councillors R Walker (Chairman), B Bansal, N Begum, B Buschman, R Butler, L Healy, L Howitt, R Mallender, J Stockwood, J Walker, J Wheeler and G Williams

OFFICERS IN ATTENDANCE:

G Carpenter
P Harris
H Tambini

Environmental Health Manager
Senior Licensing Officer
Democratic Services Manager

APOLOGIES:

Councillors S Bailey and G Dickman

1 Declarations of Interest

There were no declarations of interest.

2 Minutes of the meeting held on 13 November 2019

The minutes of the meeting held on 13 November 2019 were declared a true record and signed by the Chairman.

3 Revised Hackney Carriages and Private Hire Licensing Vehicles Policy 2020-2025

The Environmental Health Manager presented the report of the Executive Manager – Neighbourhoods, requesting the Committee to consider the Council's reviewed and updated Hackney Carriages and Private Hire Licensing Policy 2020-2025. The Committee was reminded that the Policy had been updated in November 2019, and subsequently approved by Council. It had been hoped that no further amendments would be required until the Policy's review in 2025; however, the Department of Transport had recently issued new statutory guidance, which was considered to be significant enough that the Policy required revision. The Committee was asked to approve the policy changes, to allow a one-month consultation to take place, prior to the Policy being submitted to Council for adoption on 3 December 2020.

The Senior Licensing Officer highlighted the key changes to the Policy, which included:

- New provisions relating to whistleblowing enabling Licensing officers to be confidentially informed of a safeguarding issue;

- Inclusion of information relating to the use of Common Law Police Disclosure to obtain details on an applicant if they had been arrested, bailed, not charged or suspected of being involved in an offence (previously the Notifiable Occupation Scheme);
- A new provision for the inclusion of the “Harm Test” to identify whether an applicant had currently or previously been involved in violence where harm had been caused to a child or vulnerable adult;
- Amendments to the existing requirements for all drivers to undertake a knowledge test orally/reading or other to show they could communicate with the passenger;
- Amendments to safeguarding requirements to ensure that all drivers undertook Safeguarding Vulnerable Passengers training, which could be carried out by the Council or by an approved contractor. The Council used a charity called the Blue Lamp Trust, which provided this course at no charge to the authority. Safeguarding refresher training was being delivered across Nottinghamshire. This training would be mandatory for all renewing drivers including disability awareness and training for the Hackney drivers on loading wheelchairs;
- A new provision relating to a new code of conduct when working with vulnerable passengers;
- Broadening the types of vehicles that could be licensed to include stretch limousines and other adapted vehicles;
- Amendments to the requirements in respect of “fit and proper” persons;
- A new provision relating to staff working on bookings and dispatch who would now be required to be Disclosure and Barring Services (DBS) checked if they came into contact with the public or over the phone. This was intended to reduce the risk of grooming of vulnerable persons or the sharing of sensitive information to criminals. There was also new requirements for operators to keep records of bookings;
- A new provision requiring operators to have a policy on the employment for Ex-Offenders specifically for the type of work to be undertaken; and
- The Department of Transport was requesting Councils to consider mandating the fitting of CCTV within all licensed vehicles. Currently there are only two English Councils who had mandated a CCTV system. It was intended that this proposal be included in the consultation following Committee approval and, if after that it was considered to be feasible, it would be brought before the Committee again next year.

A member of the Committee questioned how the new “Harm Test” would be

monitored and what proactive measures could be put in place to ensure compliance. The Senior Licensing Officer advised that regular DBS checks were undertaken on all drivers. Officers were also reliant on notification from the Police, and given the good relationship already in place, it was hoped that once this new provision went live in the New Year that the lines of communication would already be well established.

The Chairman sought clarification on the new provisions related to dispatching, and questioned the current levels of compliance and record keeping by operators. The Senior Licensing Officer confirmed that current processes appeared to be robust as the majority used mobile apps, which already were traceable, and the majority of operators appeared to be compliant.

A member of the Committee asked about the provision for wheelchairs in Hackney Carriages, and questioned how social distancing measures were limiting and affecting operators.

The Senior Licensing Officer confirmed that all Hackney Carriage vehicles were equipped to accommodate wheelchairs. The Council was trying to make the public more aware that taxis were available to wheelchair users. The Blue Lamp Trust also undertook free courses to help drivers learn how to use the equipment in their vehicles to ensure compliance. In respect of social distancing, the Committee was advised that the majority of taxi drivers were carrying on as usual; the main impact had been having less business after 10pm due to the earlier closing time.

The Environmental Health Manager advised that enforcing social distancing in taxis rested with the Police. Given the close relationship fostered with the Police, it was hoped that any concerns they had would be raised with officers in the first instance.

It was **RESOLVED** that the Policy be approved, to allow further consultation, and following that, it be recommended for adoption by Council on 3 December 2020.

4 **Licensing Update**

The Environmental Health Manager provided the Committee with a verbal update in respect of the impact of Covid-19 on Licensing Services since the beginning of 2020, and the Senior Licensing Officer gave a brief presentation to cover the following issues:

- A monthly breakdown of the number of licensing applications received from October 2018 to October 2020;
- A breakdown of the various types and numbers of processed applications;
- Pavement licenses; and
- Impact of Covid-19.

The Environmental Health Manager referred to the impact of Covid-19 and confirmed that this had significantly affected not just Licensing but Environmental Health Services as a whole. Since the pandemic began, 268

new regulations had come into force and that was continuing on a weekly basis as the situation changed. The impact on the service had been considerable and officers from all agencies were working hard to support businesses as best they could. The approach was always to consider enforcement action as a last resort and to engage, educate and encourage people to comply with regulations in the first instance. However, it had been necessary to take enforcement action for some instances of ASB over the summer, and by working with partner organisations the situation had been handled very effectively. A business premises in West Bridgford had also been closed, due to its failure to comply. Officers would work with that business to support it and to ensure that in the future, it could open again safely. Given the change in status today for the county to Tier 2, it was likely that this would have further ramifications for businesses. The Council was continuing to provide regular updates on its website with information and FAQs to support local residents and businesses.

A member of the Committee questioned how a new taxi company could apply to work in the city or county and the Senior Licensing Officer confirmed that anyone could approach the Council and a rigorous process was always undertaken to ensure the suitability of anyone applying to work in the taxi trade.

A member of the Committee questioned why it had taken so long to take enforcement action against the premises in West Bridgford before it was closed. The Environmental Health Manager advised that the process for closing a business was extremely complex and delegated authority for closure directions rested with the County Council. The Borough Council provided the evidence; however, it did not have the power to close a business that responsibility lay with the Director of Public Health and the Chief Executive at the County Council. A business would only be closed if it was considered that the non-compliance represented a serious and imminent risk to public health; if it did not, then other means would be used to deal with the breach.

A member of the Committee thanked officers for their hard work over the past months and sought reassurance that everything was being done to reassure residents that all due diligence was taking place and communities were safe. The Environmental Health Manager referred to the significant work being undertaken by all officers and sought to reassure the Committee that everything possible was being done to cover Covid-19 related matters. The Committee was advised that it was a concern that during this difficult time, the day-to-day work of the team was being affected, and it was a significant challenge to ensure that everything was being covered.

A member of the Committee asked if officers could seek help from other local authorities if that was required and the Environmental Health Manager advised that if a major outbreak related to one premises occurred, then additional resources would be made available.

The Chairman asked if there had been any significant increase in complaints related to noise for HMO properties and the Environmental Health Manager advised that although there was no data available to suggest any increase in complaints regarding HMOs, the number of complaints regarding noise in general had risen significantly since the spring, with more people staying at home for longer period of time.

The meeting closed at 7.51 pm.

CHAIRMAN

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Licensing Committee

Thursday, 4 November 2021

**Gambling Act 2005 - Draft Statement of Licensing Principles
2022-2025**

Report of the Executive Director - Neighbourhoods

1. Purpose of report

- 1.1. The Council's current Statement of Principles made under the Gambling Act 2005 was approved in 2018. Rushcliffe Council is a Licensing authority under the Gambling Act 2005. As a Licensing authority the Council must determine and publish its statement of principles every 3 years.
- 1.2. In determining the Policy, the Council must carry out the statutory consultation as provided by the Act. Once the revised policy has been reviewed and published it will be valid until January 2025.

2. Recommendation

It is RECOMMENDED that the Statement of Principles be endorsed and sent to Full Council for final approval.

3. Reasons for Recommendation

The Council is required to produce a Gambling Act 2005 Statement of principles upon which it will base its decisions. If approved the final policy will go forward for approval by full Council and adoption by no later than 3 January 2022.

4. Supporting Information

- 4.1. Each licensing authority is required before each successive three-year period, to prepare and publish a statement of the principles that they propose to apply in exercising their functions under the Act during that period. This document is commonly referred to as the authority's Statement of Principles.
- 4.2. There are three licensing objectives set out in the Act, as follows:
 - Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
 - Ensuring that gambling is conducted in a fair and open way;
 - Protecting children and other vulnerable people from being harmed or exploited by gambling;

- 4.3. The Statement of Licensing Policy is prescribed by central government in its guidance to Local Authorities. The policy has to comply with guidance issued by central government. The current policy is compatible with this advice and guidance.
- 4.4. The current policy, prepared in 2018, reflected the legislation and Government Guidance at that time. Since this date, there have been some minor changes to the legislation along with updated versions of the Government Guidance have been issued, the latest being in April 2021.
- 4.5. The Draft Statement of Principles has been subject to an extensive consultation with members of the trade, responsible authorities, current licence holders and Members.
- 4.6. A list of amendments and response to the consultation on the draft Statement of Principles is attached at Appendix B to this report.

5. Risks and Uncertainties

- 5.1. The Council will be at risk of legal challenge if a properly consulted and adopted Statement of Principles 2022-2025 is not in place by January 2022.

6. Implications

6.1. Financial Implications

There are no financial implications arising from this report. The cost of the service are broadly met by the fees received from licences.

6.2. Legal Implications

Our current statement expires on 3 January 2022 and it is necessary that the council adopts and publishes a revised statement of principles by this date. If the Council fails to do this, then it will be unable to fulfil its statutory duties, with possible additional financial and legal consequences arising as a result.

6.3. Equalities Implications

In its consideration of this Report and its recommendations, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty).

6.4. Section 17 of the Crime and Disorder Act 1998 Implications

One of the key licensing objectives is to prevent licensed premises from being a source of crime and disorder. The policy supports and assists with crime and disorder reduction by controlling those who manage premises open to members of the public and imposing conditions on relevant premises licences.

7. Link to Corporate Priorities

Quality of Life	Ensuring the safety of residents and supporting the reduction of crime and disorder
Efficient Services	None
Sustainable Growth	None
The Environment	None

8. Recommendations

It is RECOMMENDED that the Statement of Principles be endorsed and sent to Full Council for final approval.

For more information contact:	Geoff Carpenter Service Manager - Public Protection Tel: 0115 9148438, gcarpenter@rushcliffe.gov.uk
Background papers available for Inspection:	Report to Full Council 06 December 2018 'Statement of Licensing Policy'
List of appendices:	Appendix 1: Statement of Principles 2022-2025 Appendix 2: List of changes following consultation

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Gambling Act 2005

Draft Statement of Licensing Principles 2022 To 2025

Rushcliffe Borough Council

Version History

Version No:	Period to which policy applies:	Review date:
1	2007-09	2009
2	2010-12	2012
3	2013-16	2015
4	2016-19	2017
5	2017-19	2018
6	2019-22	2021
7	2022-25	2024

DRAFT

Statement of Gambling Policy Gambling Act 2005

Preface

Under the Gambling Act 2005, a new regime for regulating gambling and betting was introduced throughout the United Kingdom from 1 September 2007. Apart from the National Lottery and spread betting, gambling and betting will be regulated by the Gambling Commission, whose duties include licensing the operators and individuals involved in providing gambling and betting facilities.

Rushcliffe Borough Council, along with other local licensing authorities, has a duty under the Act to license premises where gambling is to take place, and to license other activities (such as registering small society lotteries). This document sets out how we intend to approach this task.

The Council has consulted various bodies and organisations upon this statement (see Appendix One). The consultation period ran from 16th August 2021 to 20th September 2021.

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1. Introduction and Scope

Introduction

- 1.1 Section 349(1) of the Gambling Act 2005 [“the Act”] imposes a statutory requirement upon Rushcliffe Borough Council as the statutory Licensing Authority [“the Authority”] to prepare a Statement of Principles [“the Statement”], and to review it every three years. However, should the need arise, the Authority may review and alter the policy within that period

Licensing Objectives

- 1.2 In exercising their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The three objectives are as follows:**

- 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.

- 1.3 The aim of the Authority in this Statement is to address the impact of licensed premises in terms of crime and disorder arising from gambling and to ensure that their location and internal layout are appropriate with a view to protecting children and vulnerable persons. The Authority is committed to partnership with all stakeholders with a view to the promotion of this aim. The Authority recognises the impact that unregulated gambling may have on its community and sustainability as a viable local economy and in delivering the gambling regime will, with regard to the principles set out in this Statement, seek to support its local economy and protect vulnerable people. In doing so it will consider each application on its own merits within the context of this Statement, the legislation and guidance and codes of practice issued by the Gambling Commission.

- 1.4 The Authority will in the statutory discharge of its functions have regard to the principles to be applied in exercising its powers:

- under Section 157 of the Act to designate in writing a body competent to advise the Authority about the protection of children from harm;
- under Section 158 of the Act to determine whether a person is an interested party in relation to a premises licence or in relation to an application for or in respect of a premises licence.

- 1.5 Subject to statutory provision, a review of this Statement will take place periodically and in any event every three years. Any revisions to the Statement will be made taking into account information collated over a period of time; the outcomes of related initiatives at central and local government level and following appropriate consultation.

This Policy takes effect on 3 January 2022 and replaces the policy previously in force.

- 1.6 Nothing in this Statement should be regarded or interpreted as any indication that any statutory requirement of gambling or other law is to be overridden.

Declaration

- 1.7 The Authority in preparation of this Statement have had due regard to;
- The Gambling Act 2005
 - The Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2006
 - Current guidance issued by the Gambling Commission and by the Secretary of State under Section 25 of the Act.
 - Responses from those consulted on the Statement, and the reviews thereof.

Consultation

- The Gambling Act requires the licensing authority to consult the following on the Licensing Authority Statement of Policy or any subsequent revision:
- In England and Wales, the chief officer of police for the Authority's area
- 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 this Act.

A full list of consultees is shown in appendix 1

2. Approval of policy

- 2.1 This Policy was approved at a meeting of the full Council on xxx 2021 and is available on the Councils website. Copies are available on request.

It should be noted that this Policy does not override the right of any person to make an application, to make representations about an application, or to apply for a review of a licence, as each case will be considered on its own merit and according to the requirements of the Act.

Local Area Profile

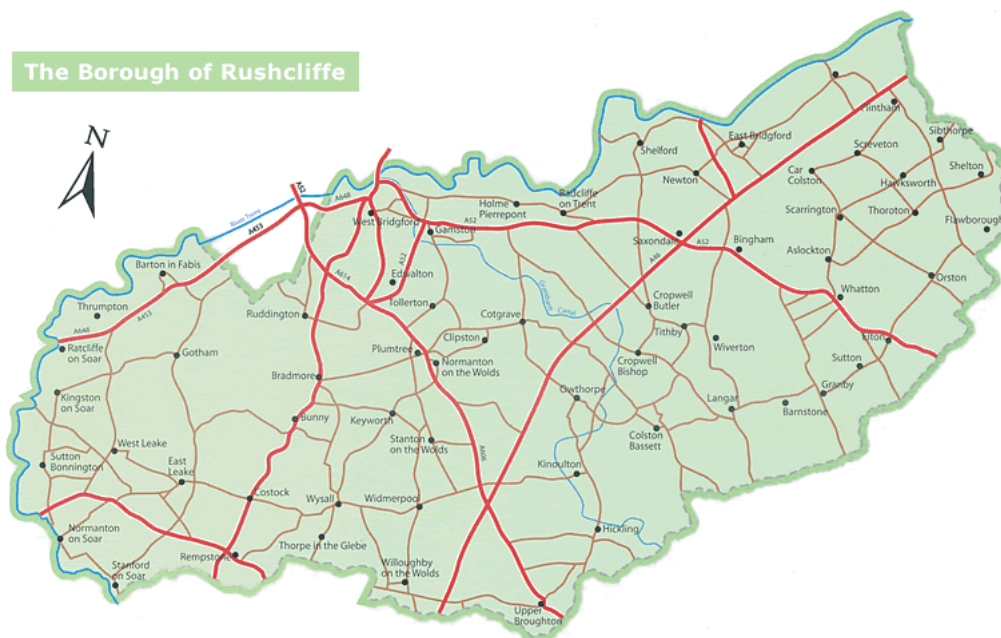
- 2.2 Rushcliffe lies immediately south of the City of Nottingham and the River Trent and extends towards Newark in the North East and Loughborough in the South West.
- The Borough is a pleasant, prosperous district, characterised by attractive villages, tree-lined suburbs, rich farmland and rolling countryside. The prosperity of Rushcliffe is closely linked to the wider economy of the Greater Nottingham area. This is recognised through good working relationships with all Nottinghamshire Councils, the County, City and Districts, partnerships with the Greater Nottingham Partnership, and at regional level, through representation on the Regional Local Government Association and Regional Assembly.
- Although parts of Rushcliffe lie close to Nottingham, the Borough has a strong identity of its own. The main centre of population is West Bridgford, where 45,509¹ of the Borough's population live. The rest of the district is largely rural, with the centres of

¹ 2011 census

population split between small towns and villages. Rushcliffe is a popular residential area, and its location adds to its attraction as a place to live. The Borough population is 111,129 it has an area of 40,924 hectares and a population density of 2.7 people per hectare. 76.7% of homes are owner occupied. 9.7% of residents are from diverse ethnic backgrounds. Rushcliffe is relatively affluent and ranks 331 out of 354 on the national index of deprivation scale, however there are small pockets of deprivation. Unemployment levels at 2.2% are lower than both the county and national averages and there are significantly more people who are self-employed than the national and county averages. The area is designated as having ‘Moderate to Low’ crime.²

A local area profile will be prepared based on local knowledge and taking into account a wide range of factors, data and information held by the licensing authority and its partners. It is anticipated that the local area profile will give operators and a better awareness of the local area and the risks, which includes both potential and actual risks. This will be available on the Councils Website.

2.3 A map showing the administrative boundaries of the borough.



Authorised activities

2.4 The Act gives licensing authorities a number of important regulatory functions in relation to gambling. Their main functions are to:

- license premises for gambling activities;
- issue provisional statements for premises
- consider notices given for the temporary use of premises for gambling;

² UK Crime Stats 2015

- grant permits for gaming and gaming machines in clubs and miners' welfare institutes;
- regulate gaming and gaming machines in alcohol licensed premises;
- grant permits to Family Entertainment Centre's for the use of certain lower stake gaming machines;
- grant permits for prize gaming;
- consider occasional use notices for betting at tracks; and
- register small societies' lotteries.

Note

Operator licences, Personal Licences and Remote Gambling are all dealt with by the Gambling Commission.

The National Lottery is now regulated by the Gambling Commission. Spread betting is regulated by the Financial Services Authority.

In carrying out its licensing functions within the framework established by this Statement, the Authority will have particular regard to:

- Maintaining a close working relationship with the responsible authorities;
- Taking necessary and appropriate steps for the protection of children and other vulnerable persons;
- The need to treat each application on its own merits taking into account the individual circumstances at each premise.

Relationship with other legislation

- 2.5 In complying with the provisions of the Gambling Act 2005, whilst the Authority recognises the requirements of legislation, this Statement is not intended to duplicate the existing legislation and regulatory orders which incur statutory obligations.
- 2.6 In particular, in making a determination in respect of any application, the Authority will not take into account irrelevant matters, such as the likelihood of the application receiving planning permission or building regulation approval. It will though, 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.

“Demand” for gaming premises

- 2.7 The Authority will not consider the demand for gaming premises when making decisions about applications for a premises licence under the Act.

Rights of applicants and third parties

- 2.8 This Statement does not override the right of any person to make an application under the Act and have that application considered on its individual merits.
- 2.9 Similarly, this Statement does not undermine the right of any third party to make representations on an application or to seek a review of a licence where provision has been made for them to do so.

Data sharing, data security

- 2.10 The Authority will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The 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 under the powers provided in the Gambling Act 2005. The Council processes all of the personal information you provide in accordance with this regulation. For further details please see our [Privacy Policy](#).

Equality

- 2.11 Rushcliffe Borough Council is committed to promoting equality and diversity. The Equality Act 2010 imposes statutory duties on the Council and our Corporate Equality Scheme demonstrates how we are meeting them and our commitment to ensuring that diversity issues are at the heart of our policy making and our service delivery.

3. Local Risk Assessments

- 3.1 The Gambling Commission's Licence Conditions and Codes of Practice (LCCP) which are effective from 31 October 2020 (available at [Online LCCP](#)), formalise the need for operators to consider local risks. Local risk assessment apply to all non-remote casino, adult gaming centre, bingo, family entertainment centre, betting and remote betting intermediary (trading room only) licences, except non-remote general betting (limited) and betting intermediary licences. This provision comes into force on 6 April 2016
- 3.2 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 their risk assessments, licenses must take into account relevant matters identified in the licensing authority statement of licensing principles.
- 3.3 Licensees must review (and update as necessary) their local risk assessments:
- a) to take account of significant changes in local circumstances, including those identified in a licensing authority's statement of licensing policy;
 - b) when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
 - c) when applying for a variation of a premises licence; and
 - d) in any case, undertake a local risk assessment when applying for a new premises licence.
- 3.4 Licensees are required to undertake a local risk assessment when applying for a new premises licence. Risk assessment must also be reviewed:
- when applying for a variation of a premises licence
 - to take account of significant changes in local circumstances, including those identified in a licensing authority's policy statement
 - when there are significant changes at a licensee's premises that may affect their mitigation of local risks.

- 3.5 The new social responsibility provision is supplemented by an ordinary code provision recommending good practice that licensees to share their risk assessment with licensing authorities when applying for a premises licence or applying for a variation to existing licensed premises, or otherwise at the request of the licensing authority. Both provisions take effect from 6 April 2016.
- 3.6 Where concerns do exist, perhaps prompted by new or existing risks, 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. This practice should reduce the occasions on which a premises review and the imposition of license conditions is required.
- 3.7 The licensing authority has an expectation that all local risk assessments will take into account the local area profile of the area

Where an area has a high proportion of people who do not have English as their first language, the Licensing Authority will expect this to be reflected in the local area risk assessment. The provision of gamble awareness literature in languages other than English should be considered.

Nottinghamshire Health Statement of Policy (Gambling)

- 3.8 The three statutory licensing objectives for gambling include protecting children and other vulnerable persons from harm and exploitation. Licensing policies are not currently required to address public health concerns and Public Health are not a responsible authority, as in the case of alcohol. However, the Gambling Commission has recognised the benefits of a public health whole population approach (February 2018). The Commission has identified specific groups of people who are particularly at risk:
- Ethnic groups
 - Youth
 - Low IQ
 - Substance abuse/misuse
 - Poor mental health.

It is estimated that there are over 370,000 problem gamblers in England. There are no local level estimates available. Gambling harm includes poor physical and mental ill-health and is associated with substance misuse problems especially alcohol and with smoking. It also contributes to debt problems, relationship breakdown and criminality.

- 3.9 There is less evidence available to support gambling SOLPs at a local level. Nationally there is a significant amount of gambling that takes place on the internet which reduces barriers to where people can gamble. Problem gambling is linked with areas of socio-economic deprivation, so identifying areas with potentially higher levels of gambling harm can therefore be informed by the alcohol licensing maps.

4. Making Representations

Who can make a representation?

- 4.1 The Gambling Act allows “responsible authorities” (identified in section 157 of the Act) and “interested parties” to make representations to applications relating to **premises licences and provisional statements**. In the case of reviews that right is also given

to the licensee. With regard to other forms of notification and permit, the right to object is restricted to specified bodies. The following section therefore only relates to representations in respect of **premises licences and provisional statements**.

4.2 Premises licences are only necessary for the types of gambling listed below and interested parties may therefore only make representations in respect of:

- Casino premises
- Bingo premises
- Betting premises (including tracks)
- Adult gaming centres
- Licensed family entertainment centres

Interested parties

4.3 Interested parties are defined as persons who **in the licensing Authority's opinion**

- Live sufficiently close to the premises to be likely to be affected by the authorised activities
- Have business interests that might be affected by the authorised activities, or
- Represent either of the above, this could include, e.g. democratically elected persons such as Councillors or members of parliament.

Policy One

4.4 **In determining if someone lives sufficiently close to the premises to be likely to be affected by the authorised activities or have business interests that are likely to be affected, the Authority may take any or all of the following into account:**

- **The proximity of their home or business to the application premises**
- **The nature of their residency (e.g. private resident, resident in home for the vulnerable etc)**
- **The nature of the business making the representation**
- **The nature of the authorised activities to be conducted on the application premises**
- **The size and capacity of the application premises**
- **The likely catchment area for the application premises**
- **The routes likely to be taken to and from the application premises**
- **The character of the area**
- **The density of the built up area**
- **The topography of the area**
- **Local area profile**
- **Mitigating measures contained within the applicant's risk assessments**

Reason: To ensure that those who are likely to be directly affected by the proposed activities can exercise their right to be heard.

- 4.5 The Authority will interpret the phrase “business interest” widely and not merely confine the phrase to meaning those engaged in trade and commerce. It may therefore include charities, churches, medical practices, schools and other establishments and institutions.
- 4.6 Similarly, a wide interpretation will be given to those categories of persons and organisations that represent residents and businesses. These may include residents and tenants’ associations, trade unions and other associations, as well as individuals whose role is to represent the interests of one or more residents or businesses such as a councillor, MP, or legal representative.
- 4.7 If an existing gambling business makes a representation that it is going to be affected by another gambling business starting up in the area, then without further evidence relating to the licensing objectives supporting the representation, the Authority would not consider this to be a relevant representation because it relates to “demand” or competition.
- 4.8 It is for the Licensing Authority to determine on a case by case basis whether or not a person making a representation is an “interested party”. The Authority may ask for evidence to identify who is being represented and show that they have given Authority for representations to be made on their behalf. In cases which are not clear-cut the benefit of the doubt will usually be exercised in favour of the person making the representation.

Form and content of representation

- 4.9 The Act places a duty on the Authority to aim to permit the use of premises for gambling in so far as the Authority thinks the application is in accordance with:
- this Policy Statement,
 - the Commission’s Guidance,
 - the Codes of Practice, and;
 - local area profile and applicants local risk assessments
 - where the application is reasonably in accordance with the licensing objectives.
- 4.10 As these are the criteria against which an application is to be assessed representations which address these issues are more likely to be accepted and given weight.
- 4.11 All representations must be made in writing and must be received by the Licensing Authority within the time limits set by the relevant regulations. For a representation to be relevant it should:
- be positively tied or linked by a causal connection to particular premises, and;
 - relate to the licensing objectives, or;
 - raise issues under this policy, the Commission’s Guidance or Codes of Practice.
- 4.12 Representations received outside the statutory period for making such representations or which otherwise does not comply with the Regulations will be invalid and will not be taken into consideration when the application is determined. In addition the Authority expects representations to be made in accordance with Policy Two.

Policy Two

4.13 A representation should indicate the following:

- (i) The name, address and a contact number for the person making the representation.
- (ii) The capacity in which the representation is made (e.g. interested party, responsible Authority, licensee) and if made as a representative should indicate who is being represented.
- (iii) The name and address of the premises in respect of which the representation is being made.
- (iv) The licensing objective(s) relevant to the representation.
- (v) Why it is felt that the application;
 - is not reasonably consistent with the licensing objectives or;
 - is not in accordance with this Policy, the Commission's Guidance or the relevant Codes of Practice or;
 - otherwise should not be granted or;
 - should only be granted subject to certain specified conditions
 - the local risk assessments are not considered suitable and sufficient; or
- (vi) Details of the evidence supporting the opinion in (v).

Reason: To ensure the representation is made by a responsible Authority or interested party and that it is relevant and directly related to the application premises.

- 4.14 A preferred form of representation is available. A copy of the form can be downloaded from the [Rushcliffe Borough Council website](#) or requested directly from the **Licensing** service. Whilst representations which are not in the preferred form or which do not fully comply with Policy Two will not automatically be rejected, they may be less likely to comply with the law relating to representations resulting in them ultimately being rejected or given little or no weight.
- 4.15 Ordinarily where representations are received the Authority will hold a hearing, however, a hearing does not have to be held where the Authority thinks that a representation is frivolous, vexatious, or will certainly not influence the Authority's determination of the matter. It is for the licensing Authority to determine whether a representation falls within these categories, however, representations which comply with Policy Two are unlikely to do so.
- 4.16 It is in the interest of those making representations that they include as much detail and evidence as possible at the time the representation is made. The Authority will determine whether a representation should be excluded as frivolous or vexatious based on the normal interpretation of the words. A representation may therefore be excluded if it obviously lacks seriousness or merit or is designed to be antagonistic. An example may be a representation received from a rival operator which is based solely on the fact that the new premises would compete with their own.

Irrelevant considerations

- 4.17 Whilst not intended to provide an exhaustive list the following matters cannot be taken into account and representations relating to them are likely to be discounted:
- Need and demand for the relevant premises
 - Issues relating to nuisance
 - Traffic congestion and parking
 - Likelihood of the premises receiving planning permission, or building regulation approval
 - Moral objections
- 4.18 Any person seeking to operate gambling premises must first have applied for or obtained an operating licence from the Gambling Commission. The Commission will therefore have made a judgement as to the applicant's suitability to operate the proposed form of gambling and therefore this issue is not relevant to the subsequent assessment of the premises licence application. The only exception is in relation to track premises licences. In this case an operator's licence is not required and the suitability of the applicant may, in appropriate cases, be taken into consideration.

Reviews

- 4.19 A premises licence may be reviewed by the licensing Authority of its own volition or following the receipt of an application for a review from a responsible Authority or interested party. Reviews cannot be delegated to an officer of the licensing Authority – the lowest level of delegation permitted is to a licensing subcommittee (licensing panel).
- 4.20 The Act provides that licensing Authorities may initiate a review in relation to a particular class of premises licence or in relation to particular premises. Officers of the Council or of a responsible authority may be involved in the initial investigations of complaints leading to a review, or may try informal mediation or dispute resolution techniques prior to a full scale review being conducted.
- 4.21 If at any time the Authority considers it necessary in their scheme of delegation they will establish a system that determines who initiates reviews, and that may include a 'filter' system to prevent unwarranted reviews from being conducted.
- 4.22 In relation to a class of premises, the Authority may review the use made of premises and, in particular, the arrangements that premises licence holders have made to comply with licence conditions. In relation to these general reviews, the Authority would most likely be acting as a result of specific concerns or complaints about particular types of premises, which would cause it to want, for example, to look at the default conditions that apply to that category of licence. In relation to particular premises, the Authority may review any matter connected to the use made of the premises if it has reason to suspect that licence conditions are not being observed, or for any other reason (such as a complaint from a third party) which gives it cause to believe that a review may be appropriate.
- 4.23 Representations and review applications will be considered by the Authority in accordance with the relevant legislation, guidance issued by the Commission, this Statement and Codes of Practice local area profile and the premises licence holders local risk assessments.

5. Licensing Objectives

Preventing gambling from being a source of Crime and Disorder

- 5.1 The Gambling Commission will play a leading role in preventing gambling from becoming a source of crime and will maintain rigorous licensing procedures that aim to prevent inappropriate people from providing facilities for gambling.
- 5.2 The Authority places considerable importance on the prevention of crime and disorder, and will fulfil its duty under section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder in its area. A high standard of control is therefore expected to be exercised over licensed premises. The Authority will not generally be concerned with the suitability of an applicant and where concerns about a person's suitability arise the Authority will bring those concerns to the attention of the Commission.
- 5.3 The Authority will, when determining applications, consider whether the grant of a premises licence will result in an increase in crime and disorder. In considering licence applications, the Authority will particularly take into account the following:
- 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, public order or policing problem if the licence is granted.
- 5.4 Where an application is received in relation to premises in an area noted for particular problems with crime, part of this determination will include consultation with the police and other relevant authorities. The Authority may then consider whether specific controls, such as a requirement for the provision of door supervisors, need to be applied in order to prevent those premises being a source of crime. In respect of betting offices the Authority will make door supervision requirement only if there is clear evidence from the history of trading at the premises that the premises cannot be adequately supervised from the counter and that door supervision is both necessary and proportionate.
- 5.5 As far as disorder is concerned, there are already powers in existing anti-social behaviour and other legislation to deal with measures designed to prevent nuisance, whether it arises as a result of noise from a building or from general disturbance once people have left a building. The Authority does not therefore intend to use the Act to deal with general nuisance issues, for example, parking problems, which can easily be dealt with using alternative powers. The Authority has no jurisdiction under the Act to deal with general nuisance issues.
- 5.6 In accordance with the Guidance, the Authority will only seek to address issues of disorder under the Act if the disorder amounts to activity which is more serious and disruptive than mere nuisance. A disturbance could be serious enough to constitute disorder if police assistance were required to deal with it. Another factor the Authority

is likely to take into account is how threatening the behaviour was to those who could see or hear it, whether those people live sufficiently close to be affected or have business interests that might be affected.

- 5.7 The Authority will consult with the police and other relevant authorities when making decisions in this regard and will give due weight to any comments made by the police or other relevant authorities

Policy Three

- 5.8 **The Authority will have particular regard to the likely impact of licensing on related crime and disorder in the district particularly when considering the location, impact, operation and management of all proposed licence applications**

Reason: Under the Crime and Disorder Act 1998 local authorities must have regard to the likely effect of the exercise of their functions on, and do all they can to prevent, crime and disorder in their area

Ensuring gambling is conducted in a Fair and Open Way

- 5.9 The Gambling Commission does not expect local authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will either be a matter for the management of the gambling business (and therefore relevant to the Operating Licence), or will be in relation to the suitability and actions of an individual (and therefore relevant to the Personal Licence).
- 5.10 Both issues will be addressed by the Commission through the operating and personal licensing regime. This is achieved by:
- operating and personal licences are issued only to those who are suitable to offer gambling facilities or work in the industry;
 - easily understandable information is made available by operators to players about, for example: the rules of the game, the probability of losing or winning, and the terms and conditions on which business is conducted;
 - the rules are fair;
 - advertising is not misleading;
 - the results of events and competitions on which commercial gambling takes place are made public; and
 - machines, equipment and software used to produce the outcome of games meet standards set by the Commission and operate as advertised.
- 5.11 Because betting track operators do not need an operating licence from the Commission, the Authority may, in certain circumstances attach conditions to a licence to ensure that the betting is conducted in a fair and open way. The authority may in these circumstances also consider the suitability of the applicant to hold a track premises licence. Such factors which the authority may take into consideration are set out below:
- References to adduce good character
 - Criminal record of the applicant
 - Previous experience of operating a track betting licence

- Any other relevant information

Protection of children and other vulnerable persons

Access to licensed premises

- 5.12 The access of children and young persons to those gambling premises which are adult only environments will not be permitted.

The Authority will consult with the Nottinghamshire Safeguarding **Children Partnership** and the Nottinghamshire Safeguarding Adults Board on any application that indicates there may be concerns over access for children or vulnerable persons. Please see link [About \(nottinghamshire.gov.uk\)](https://www.nottinghamshire.gov.uk)

5.13

- 5.14 The Authority will judge the merits of each separate application before deciding whether to impose conditions to protect children or vulnerable persons on particular categories of premises. This may include such requirements as:

- Supervision of entrances;
- Segregation of gambling areas from areas frequented by children;
- Supervision of gaming machines in non-adult gambling specific premises.
- Measures/training covering how staff would deal with unsupervised young children being on the premises
- Appropriate measures/training for staff as regards suspected truant school children on the premises.

- 5.15 The Act provides for a Code of Practice on access to casino premises by children and young persons and the Authority will work closely with the Police to ensure the appropriate enforcement of the law in these types of premises.

Vulnerable persons

- 5.16 The Authority does not seek to prohibit particular groups of adults from gambling in the same way that it seeks to prohibit children, but it will assume for regulatory purposes, that “vulnerable persons” include:

- People who gamble more than they want to;
- People who gamble beyond their means;
- People who may not be able to make an informed or balanced decision about gambling due to a mental impairment, alcohol or drugs.

The Authority will follow this guidance when considering whether, in relation to particular premises, any special considerations apply in relation to the protection of vulnerable persons.

- 5.17 The Authority encourages Applicants to offer controls that limit access by customers to gambling or further access to alcohol where the customer shows signs of inebriation.
- 5.18 Where the legislation allows, the Authority will look particularly closely at applications that are made for premises close to sensitive areas or developments, for example;
- Residential areas

- Schools and other educational establishments
- Residential hostels for vulnerable adults
- Premises licensed for alcohol or gambling

6. Premises Licences

General Principles

- 6.1 In the Act, “premises” is defined as including “any place”. Section 152 therefore prevents more than one premises licence applying to any place. But a single building could be subject to more than one premises licence, provided they are for different parts of the building and different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licence, where safeguards are in place. However, licensing authorities should pay particular attention if there are issues about sub-divisions of a single building or plot and ensure that mandatory conditions relating to access between premises are observed.

In relation to an application to split existing licensed premises thereby creating multiple premises, the Authority will expect the primary use of each premise to be the main business in accordance with the type of licence held. Any activities other than the primary use will be considered ancillary to the main business.

- 6.2 The procedure for obtaining Premises Licences is set by regulations. Should a licence be granted it will be made subject to mandatory and/or default conditions set by the Secretary of State. The Authority may choose to exclude default conditions if it thinks it appropriate and may also impose other specific conditions which are appropriate to the application. Additional conditions can only be imposed when there is evidence.
- 6.3 The Gambling Commission plays a leading role in preventing gambling from being a source of crime and will maintain rigorous licensing procedures that aim to prevent criminals from providing facilities for gambling. With the exception of applicants for track premises anyone applying to the Authority for a premises licence will have to hold an operating licence from the Commission before a licence can be issued. The Authority will not generally therefore be concerned with the suitability of an applicant. Where concerns arise about a person’s suitability, the Authority will bring those concerns to the attention of the Commission.
- 6.4 The Authority will however be concerned with issues such as the impact of the licensed premises in terms of crime and disorder and matters such as the location of the premises and their internal layout in terms of protecting children and vulnerable persons. Such issues are discussed in more detail in the paragraphs below relating to the specific types of gambling premises. See local risk assessments at section 2.

Betting Premises and Tracks

- 6.5 Betting premises relates to those premises operating off-course betting. That is other than at a track.
- 6.6 Tracks are sites where races or other sporting events take place. Betting operators may operate self-contained betting premises within track premises although they would normally only open on event days. There may be several licensed premises at any track.

- 6.7 Permitted activities include:
- off-course betting;
 - on-course betting for tracks;
 - betting by way of betting machines, and;
 - gaming machines as stipulated by regulations
- 6.8 Factors for consideration when determining the application will be:
- location, particularly in relation to vulnerable persons;
 - suitability of the premises;
 - size of premises in relation to the number of betting machines;
 - the ability of staff to monitor the use or abuse of such machines and;
 - the provision for licence holders to ensure appropriate age limits are adhered to.
- 6.9 This is not an exhaustive list and each application will be judged on its merits. Any effective measures to support the licensing objectives will be taken into account.
- 6.10 In addition to the mandatory and default conditions attached by the Secretary of State by regulations from time to time, conditions may also be applied in support of the licensing objectives. Additional conditions can only be imposed when there is evidence.
- 6.11 The Authority shall require an appropriately defined plan of the premises to accompany each application.

B2 & B3 Machines

- 6.12 In respect to nationally expressed concerns that exist in relation to the potential adverse impact of B2 (often called Fixed Odds Betting Terminals or FOBT's) and B3 machines may have on vulnerable groups of adults, The Licensing Authority will give due consideration to the need to apply conditions to betting shop premises licences including, but not limited to, setting out minimum staffing levels to ensure sufficient staff are on the premises to ensure the promotion of responsible gambling; to adequately protect players particularly those who are deemed to be vulnerable and to prevent under 18 year olds accessing gambling facilities.
- 6.13 The Licensing Authority expects B2 & B3 machines to be positioned in such a way that they can be appropriately monitored by staff particularly where those staff are positioned at a counter away from the machines. In general, the Authority is of the view that 'privacy screens' will hamper this and will expect the local area risk assessment to take this into account where applicants intend to construct such screens. Particular attention should be paid to the Gambling Commission's Social Responsibility Codes in this regard. ([LCCP 9.1.1](#)) Where an existing licensee adds 'privacy screens' a variation application will be required. the minimum stakes on a FOBT has been reduced from £100 to £2, but there are no statistics available to support that the FOBT play has reduced.
- 6.14 In relation to the licensing of tracks the Authority may require certain conditions to be imposed in support of the licensing objections and in particular, to ensure that the environment in which the betting takes place is suitable, especially in circumstances

where the track operator does not have an operating licence. Mandatory or default conditions may be attached by regulations issued by the Secretary of State.

Adult Gaming Centres (AGCs)

- 6.15 These premises must be operated by the holder of a gaming machine general operating licence from the Gambling Commission as well as a premises licence from the Authority.
- 6.16 Permitted activities include:
- the provision of gaming machines as stipulated by regulations
- 6.17 Factors for consideration when determining the application for an AGC will include:
- the location;
 - the ability of operators to minimise illegal access by under 18's to the premises.
- 6.18 This is not an exhaustive list and each application will be judged on its merits. Any effective measures to support the licensing objectives will be taken into account.
- 6.19 Conditions may be applied by the Authority in support of the licensing objectives if it is felt necessary. Mandatory or default conditions may be attached by regulations issued by the Secretary of State. No one under the age of 18 is permitted to enter an AGC.

Club Gaming Permits and Club Machine Permits

- 6.20 Club gaming permits authorise qualifying clubs to provide gaming machines as well as equal chance gaming and games of chance as prescribed in regulations.
- 6.21 Club machine permits allow the provision of higher category gaming machines.
- 6.22 Commercial clubs may in some circumstances operate with club machine permits but not club gaming permits.
- 6.23 The Authority may only refuse an application on the following grounds:
- (a) the applicant does not fulfill the requirements for a members' or 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; and in the case of (a) or (b) must refuse the permit.
- 6.24 The Authority may grant or refuse a permit, but it may not attach conditions to a permit.

Alcohol Licensed Premises

- 6.25 The Act provides an automatic entitlement to provide two gaming machines of category C or D. The premises licence holder must notify the Authority of his or her intention and pay the prescribed fee. Although the Authority has no discretion to refuse the notification, the authorisation may be removed if gaming has taken place on the premises that breaches a condition of section 282 of the Act.
- 6.26 The Authority may also issue “licensed premises gaming machine permits” to premises in this category on application for any additional number of category C and/or D machines. This would replace any automatic entitlement under section 282 of the Act.
- 6.27 The Authority must have regard to the licensing objectives and the Gambling Commission Guidance when granting these permits. Factors for consideration will include:
- location, particularly in relation to vulnerable persons;
 - suitability of the premises, size of premises in relation to the number of betting machines;
 - the ability of staff to monitor the use or abuse of such machines, and;
 - the provision for licence holders to ensure appropriate age limits are adhered to.
 - To enable the Licensing Authority to come to an appropriate decision, applicants are expected to submit a plan to show the proposed positioning of machines with their application.
- 6.28 This is not an exhaustive list and each application will be judged on its merits. Any effective measures to support the licensing objectives will be taken into account.
- 6.29 It is a condition of the automatic entitlement to make available two gaming machines (of category C or D), that any relevant provision of a code of practice under section 24 about the location and operation of a gaming machine is complied with. The Authority will take account of these provisions; the relevant codes of practice are available on the [Gambling Commissions website](#)

Family Entertainment Centres

- 6.30 There are two classes of Family Entertainment Centres (FECs) dependent upon the type of gaming machines provided on the premises:
- FECs with category C and D machines require a Premises Licence.
 - Unlicensed FECs provide only category D machines and are regulated through FEC gaming machine permits.
- 6.31 In determining the suitability of the location, consideration will be given to the following factors:
- Proximity of premises to schools and vulnerable adult centres (e.g. a centre for gambling addicts);
 - Proximity to residential areas where there may be a high concentration of families with children;
 - Town Centre or edge of Town Centre locations.

- hours of operation
- proposed operational management to regulate entry by children and vulnerable persons.

6.32 It should be noted that a permit cannot be issued in respect of a vessel or a vehicle.

6.33 An applicant must be 18 years of age or over. Relevant convictions will be taken into account, especially with respect to child protection issues.

Prize Gaming Permits

6.34 These permits cover gaming where the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming - the prize is determined by the operator before play commences.

6.35 Consideration will be given to the following factors:

- Proximity of premises to schools and vulnerable adult centres (e.g. a centre for gambling addicts);
- Proximity to residential areas where there may be a high concentration of families with children;
- Town Centre or edge of Town Centre locations.

6.36 It should be noted that a permit cannot be issued in respect of a vessel or a vehicle.

6.37 The applicant must be 18 years of age or over. Relevant convictions will be taken into account especially with respect to child protection issues

Travelling Fairs

6.38 Provided a travelling fair allows only category D gaming machines to be made available, and the facilities for gambling (whether by way of gaming machine or otherwise) amount together to no more than an ancillary amusement at the fair, then no application for a licence is required under the Act. The Authority will want to satisfy itself from time to time that gambling at a travelling fair is within the definition of section 286 of the Act. A guide for those wishing to operate gambling machines at travelling fairs is available on the Commission website.

Small Society Lotteries

6.39 Small Society lotteries are distinguished from large society lotteries by the amount of the proceeds that they generate. A lottery is small if the total value of tickets put on sale in a single lottery is £20,000 or less and the aggregate value of the tickets put on sale in a calendar year is £250,000 or less. Other lotteries are dealt with by the Gambling Commission.

6.40 Small society lotteries are required to be registered with the local Authority in the area where their principal office is located.

Temporary Use Notices

6.41 Premises which are not licensed for gambling may be used by a licensed operator for an aggregate period of 21 days in 12 months for prescribed types of gambling. In order to do so, the operator must serve a temporary use notice (or notices) on the Authority, the Commission and the Police. These are the only bodies who may object to such a notice. There are a number of statutory limits as regards Temporary Use

Notices. It is noted that it falls to the Authority to decide what constitutes a “set of premises” where Temporary Use Notices are received relating to the same building/site (see Gambling Commission’s Guidance to Licensing Authorities).

Occasional Use Notices

- 6.42 Betting on unlicensed tracks may be authorised for up to 8 days in a calendar year by the service of occasional use notices by the occupier of the track or the person responsible for the administration of the event. The Authority has very little discretion as regards these notices aside from ensuring that the statutory limit of eight days in a calendar year is not exceeded. The Authority will need to consider whether a Notice in respect of premises can be dealt with under the definition of a “Track”. It will also need to consider whether the Applicant is permitted to avail him/herself of the notice, however, there is no provision for objections to be made to this type of activity or for it to be prohibited.

No Casino Resolution

- 6.43 The Authority has **not** passed a “no Casino resolution” under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should the Authority decide in the future to pass such a resolution, it will update this Policy Statement with details of that resolution.

Bingo

- 6.44 The holder of a bingo operating licence will be able to apply for a bingo premises licence to provide any type of bingo game including cash and prize bingo. Commercial bingo halls will also require a bingo premises licence from the Authority. If the only type of bingo to be provided is prize bingo then this may be authorised by way of a permit.
- 6.45 If children are allowed to enter premises licensed for bingo, then controls must be in place to prevent them from participating in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted the Authority will expect to see 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 (over 18s) are admitted to the area where the machines are located;
 - access to the area where the machines are located is supervised;
 - 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 an area, there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.
- 6.46 The Gambling Commission has issued guidance about the need for licensing authorities take into account the suitability and layout of bingo premises. Therefore, plans should make clear what is being sought for authorisation under the bingo premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.

- 6.47 A limited number of gaming machines may also be made available at bingo licensed premises.
- 6.48 Bingo is a class of equal chance gaming and is permitted in alcohol licensed premises and in clubs provided it remains below a certain threshold as directed by the law, otherwise it will be require a bingo operating licence which will have to be obtained from the Gambling Commission.

Provisional Statements

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

7. Inspection and Enforcement

General Statement

- 7.1 The Authority will have regard to its General / Corporate Enforcement Policy, the relevant provisions of the Act, any relevant guidance and / or codes of practice when considering taking enforcement action.
- 7.2 It is the intention of the Authority to establish and maintain enforcement protocols with other enforcement agencies.

Inspections

- 7.3 The Authority will inspect gambling premises and facilities for compliance with the Act and any licence conditions through the application of a risk based inspection programme.
- 7.4 The inspection programme will in principle operate a light touch in respect of low-risk premises whilst applying greater attention to those premises which are considered to present a higher risk.
- 7.5 In addition to programmed inspections the licensing Authority will also investigate any evidence based complaints that it receives.

Policy Four

- 7.6 **The Authority will adopt a risk based assessment approach for determining the frequency of compliance inspections. The risk rating will be based broadly on the following factors:**
- **location of the premises and their impact on the surrounding area,**
 - **enforcement history of the premises,**
 - **nature of the licensed or permitted operation,**
 - **potential to have an adverse affect on the licensing objectives, and;**
 - **management record.**

Reason: To provide a targeted and cost efficient enforcement service which will encourage and improve operating practice, promote the licensing objectives,

and drive out poor practices; whilst at the same time meet accepted best practice principles of compliance inspection.

Enforcement

- 7.7 In general the Gambling Commission will take the lead on the investigation and where appropriate, the prosecution of illegal gambling. There may be occasions on which the licensing Authority is better placed to take the lead, particularly where there is illegal activity on a smaller scale confined to the Authority's area.
- 7.8 Where a licensed premise is situated in more than one administrative area then this Authority will liaise with the other Authority to determine the most appropriate course of action and who will lead any investigation or prosecution.
- 7.9 Part 15 of the Act gives "authorised persons" power of investigation and section 346 enables licensing authorities to institute criminal proceedings in respect of offences described in that section. In exercising these functions the licensing Authority will endeavour to follow the Regulators code and Hampton principles. The principles require that enforcement should be:
- **Proportionate:** regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
 - **Accountable:** regulators must be able to justify decisions, and be subject to public scrutiny;
 - **Consistent:** rules and standards must be joined up and implemented fairly;
 - **Transparent:** regulators should be open, and keep regulations simple and user friendly; and
 - **Targeted:** regulation should be focused on the problem, and minimise side effects
- 7.10 The licensing Authority will work closely with the Gambling Commission and exchange information on suspected illegal gambling and any proposed action that the Authority considers necessary.
- 7.11 The main enforcement and compliance role for the licensing Authority in terms of the Gambling Act 2005 will be to ensure compliance with the Premises Licences and other permissions which it authorises. The Gambling Commission will be the enforcement body for Operator and Personal Licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines will not be dealt with by the licensing Authority but will be notified to the Gambling Commission.
- 7.12 The Authority may institute proceedings in respect of a number of offences as identified in section 346 of the Act.
- 7.13 The Authority will avoid duplication with other regulatory regimes.

8. Glossary of terms

Many of the terms used in this statement of licensing policy are defined in the appropriate section of the Act. Section 353 identifies various terminologies and directs the reader to the relevant section of the Act, where appropriate, for a full and complete meaning of the term.

In the interests of clarity the following terms, which are used in this statement of licensing policy, are defined below.

Terminology	Definition
“the Act”	The Gambling Act 2005 (c19)
“Authority”	This refers to the “licensing Authority” as defined by section 2 of the Act
“authorised person”	An officer of a licensing Authority, and an officer of an Authority other than a licensing Authority, both of whom have been authorised for a purpose relating to premises in that Authority’s area
“authorised local Authority officer”	An officer of a licensing Authority who is an authorised person for a purpose relating to premises in that Authority’s area
“gambling commission”	An organisation established under section 20 of the Act that is responsible for regulating gambling in Great Britain
“guidance”	“Guidance to licensing authorities”, , issued by the gambling commission under section 25 of the Gambling Act 2005
“interested parties”	Defined at paragraph 2.3 of this statement of licensing principles
“mandatory condition”	A condition that must be placed on a licence by virtue of regulations
“regulations”	Refers to regulations made under the Gambling Act 2005
“responsible authorities”	Public bodies that must be notified of applications for premises licences and they also have the right to make representations in relation to those applications. They are listed in full in section 157 of the Act.

9. Appendix One – List of bodies and organisations consulted

Association of British Bookmakers

Licensing Solicitors

British Beer and Pub Association

Gambling Commission

HM Revenue and Customs

Nottinghamshire Police

Nottinghamshire Police and Crime Commissioner

Nottinghamshire Fire and Rescue

Nottinghamshire Safeguarding Children Partnership.

Nottinghamshire Safeguarding Adults Board

Parish and Town Councils

West Bridgford Local Area Forum

Rushcliffe Borough Councillors

Rushcliffe Borough Council Environmental Health Service

Rushcliffe Borough Council Development Control

Representatives of the various licences and permits for premises within the area who will be affected by this policy including premises licensed under the Gambling Act 2005 and

Licensing Act 2003.

Bingo Association

Gamcare

BACTA

Public Health England

Appendix of changes

Paragraph 1.2

Changes to the first paragraph placed in bold and wording of 'Must have regard' placed into paragraph.

Paragraph 2.1

Full Council Date to be entered.

Paragraph 2.1

GDPR statement added web link to council web page.

Paragraph 3.7

Local risk assessment Paragraph 2 added, Gambling establishments must look at the ethnic breakdown of the area and supply appropriate literature for persons where English is not the first language.

Paragraph 4.14

Change to add Licensing Service and link to web page.

Paragraph 5.12

Change of name of Nottinghamshire Safeguarding Children's Board is now Nottinghamshire Safeguarding Children's Partnership, the web link has been added.

Paragraph 6.12

Added changes to Class B2 (FOBT) and B3 Machines (B2 machines minimum stakes reduced to £2 from £100. (Betting Shops mainly and Bingo))

Paragraph 5.25

Added point 5 plan of premises showing position of machines.

Paragraph 6.39

Small Lotteries – changes to prize money in a single lottery and yearly figure

Consultation

Replies from

Nottinghamshire police (No changes asked for)

Gosschalks Solicitors on behalf of the Betting and Gaming Council.

Nottinghamshire Safeguarding Children's Partnership.

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