



**Somerset
Council**

GAMBLING POLICY STATEMENT OF PRINCIPLES

Organisation	Somerset Council
Title	Gambling Policy – Statement of Principles
Author	Licensing
Owner	Licensing
Primary Legislation	Gambling Act 2005

Responsible	Licensing
Accountable	Licensing
Consulted	Public
Informed	Responsible Authorities

Version History

Revision Date	Author	Version	Description of Revision
20/10/2022	Richard Nokes	1	New policy created
26/01/2023	Richard Nokes	2	District leads approved policy

Document Notification

Approval	Name	Date
Consultation	Licensing & Regulatory Committee	15 th June 2023

Issued by:

Issued Date:

	Contacts	5
	District Map and Summary	6
1.0	Gambling Policy Statement of Principles	7
1.1	Licensing Objectives	7
1.2	Introduction	7
1.3	Types of Licence	8
1.4	Licensable premises & Permits	8
1.5	Licensing Authority Functions	9
1.6	General Principles	10
1.7	Responsible Authorities	12
1.8	Licensing Authority as Responsible Authority	12
1.9	Information Exchange	13
1.10	Licensing Register	14
2.0	Legislation & Other Policies	14
2.1	Legislation	14
2.2	Relationship with Planning Policies	14
2.3	Gambling Prevalence and Social Responsibility	15
2.4	Local Strategies and policies	16
2.5	Integrating Strategies	16
3.0	Decision Making	17
3.1	Licensing and Regulatory Committee	17
3.2	Allocation of decision-making responsibilities	17
3.3	Provisional Statements	17
3.4	Licensing Reviews	18
4.0	General Principles – Premises Licences	19
4.1	Applications	19
4.2	Assessment of need	19
4.3	Location	19
4.4	Plans	20
4.5	Local Risk Assessments	20
4.6	Significant Changes to operators' premises	21
4.7	Conditions	24
4.8	Door Supervisors	24
4.9	Material amendments to the premises	25
4.10	Representations – Licence applications	25
4.11	Enforcement	26
4.12	Premises Inspections	27
5.0	Gambling Permits	28
5.1	Unlicensed Family Entertainment Centres (uFEC)	28
5.2	Alcohol Licensed Premises – Gaming machine Permits	31
5.3	Prize Gaming Permits	32
5.4	Club Machine Permits and Club Gaming Permits	33
5.5	Gaming in Alcohol Licensed Premises	35
5.6	Temporary Use Notices (TUN)	36
5.7	Occasional Use Notices (OUN)	37
6.0	Premises Licences	38
6.1	Definition of Premises	38
6.2	Casinos	43
6.3	Adult Gaming Centres (AGC)	44
6.4	Family Entertainment Centres	44

6.5	Bingo Premises	45
6.6	Betting Premises	46
6.7	Tracks	47
6.8	Betting and Gaming Machines on Tracks	48
6.9	Self-Contained Betting Offices on Tracks	49
6.10	Vehicles and Vessels	49
6.11	Travelling Fairs	49
7.0	General Points About Gaming Machines	50
8.0	Small Society Lotteries	51
9.0	Licensing Objectives	53
9.1	Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime	53
9.2	Ensuring that gambling is conducted in a fair and open way	54
9.3	Protecting children and other vulnerable persons from being harmed or exploited by gambling	54
9.3.1	Children and Young Persons Access to Licensed Premises	54
9.3.2	Vulnerable persons	55
9.3.3	Advisory body for the Protection of Children from Harm	56
10.0	Complaints about Licensed Premises	56
11.0	Further Information	56
Appendix A	Glossary of Terminology	57
Appendix B	Delegation of Functions	59
Appendix C	Responsible Authority Contact Details	61
Appendix D	List of Consultees	62
Appendix E	Interested Parties	63
Appendix F	Child Sexual Exploitation and Trafficking	65

Contacts, links, and useful websites

If you wish to make comments on this Gambling Policy, or if you want further information regarding the Gambling Act 2005 please contact: -

Somerset Licensing Team

Telephone: 0300 123 2224

Email: licensing.mendip@somerset.gov.uk; licensing.sedgemoor@somerset.gov.uk; licensing.south@somerset.gov.uk; licensing.west@somerset.gov.uk

The Gambling Act 2005 can be viewed at: -

[Gambling Act 2005 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2005/19)

The Mandatory and Default Conditions for premises: -

[The Gambling Act 2005 \(Mandatory and Default Conditions\) \(England and Wales\) Regulations 2007 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2005/19/regulations/2007/1)

The Gambling Commission: -

[Gambling Commission website - Gambling Commission](https://www.gamblingcommission.gov.uk)

The Licence Conditions and Codes of Practice: -

[Licence Conditions and Codes of Practice - Gambling Commission](https://www.gamblingcommission.gov.uk/licence-conditions-and-codes-of-practice)

The Gambling Act 2005 (Premises licences and provisional statements) regulations 2007: -

[The Gambling Act 2005 \(Premises Licences and Provisional Statements\) Regulations 2007 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2005/19/regulations/2007/1)

Gambling Commission Guidance to Licensing Authorities: -

[Guidance to Licensing Authorities \(6th Edition – April 2021\)](https://www.gamblingcommission.gov.uk/guidance-to-licensing-authorities)

Somerset Council Corporate Enforcement Policy: -

[Enforcement Policy \(somerset.gov.uk\)](https://www.somerset.gov.uk/enforcement-policy)

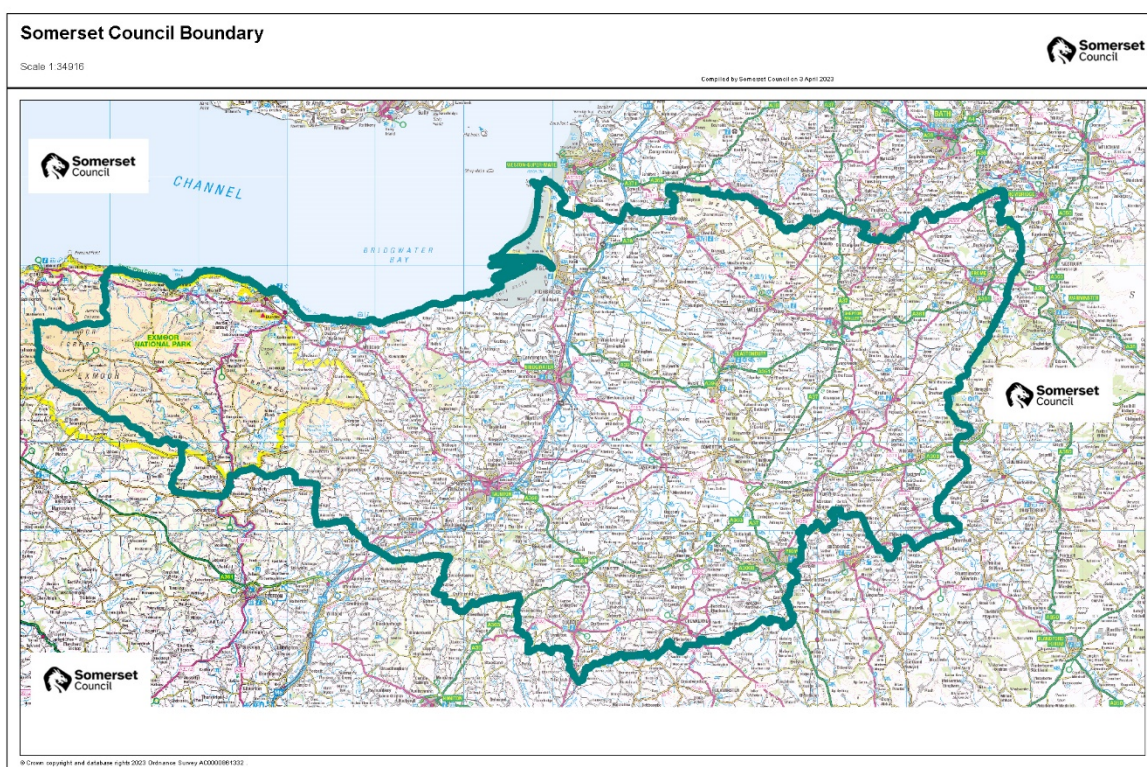
Somerset Council's Public Health

<https://www.somerset.gov.uk/social-care-and-health/public-health/>

District Map and Summary

Somerset Council covers the administrative area of Somerset, formerly served by four district councils – Mendip, Sedgemoor, South Somerset and Somerset West and Taunton and Somerset County Council - and is one of largest unitary authorities in the UK. Somerset Council serves 572,000 residents; covers 3,500 square kilometers; has a 5,000-strong workforce; 110 elected members and a gross budget of £1bn.

Consequently, there is considerable variation demographically within the district when considering matters of policy. Because of its sheer size, Somerset Council has many different and diverse communities, neighbourhoods and economies from low carbon electricity generation at Hinkley Point C and Gravity, to world-leading aerospace industry, alongside small market towns, food and farming industries and National Parks. Noted for its stunning rural countryside ranging from rolling hills, Levels and Moors to coastal resorts, it is also well served by strategic transport links. Alongside neighbouring North Somerset and Bath and North East Somerset, these three unitary councils serve the historic county of Somerset.



Issued by:

Issued Date:

1.0 GAMBLING POLICY - STATEMENT OF PRINCIPLES

1.1 LICENSING OBJECTIVES

Section 153 of the [Gambling Act 2005](#) requires that the Licensing Authority carry out its various licensing functions having regard to the following three licensing objectives:

- 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.

In discharging its responsibilities under the Act (S.153) and in making decisions in relation to premises licences and temporary use notices the Licensing Authority will aim to permit the use of premises for gambling in so far as it thinks that its use will be:

- In accordance with any relevant code of practice issued by the Gambling Commission.
- In accordance with this Licensing Authority's Statement of Licensing Policy.

The Licensing Authority particularly notes the Gambling Commission's latest [Guidance to Licensing Authorities](#) (from now on referred to as the Gambling Commission's Guidance).

The Licensing Authority recognises the potential impact of gambling on the community within the district and will seek to address the needs of residents to ensure a safe and healthy environment in which to live and work, together with safe and well-run entertainment premises that will benefit the local economy.

1.2 INTRODUCTION

The Gambling Act 2005 ('the Act') also provides scope for the Gambling Commission (the Commission) to set an overall direction at national level, while leaving licensing authorities in the lead locally, with appropriate support from the Commission. The [guidance](#) to which licensing authorities must have regard, is an important part of those arrangements.

The Commission has issued [Guidance to Licensing Authorities](#) in accordance with Section 25 of the 2005 Act about the manner in which licensing authorities exercise their licensing functions under the Act and, in particular, the principles to be applied.

The Commission will also issue [Codes of Practice under Section 24](#) about the way in which facilities for gambling is provided, which may also include provisions about the advertising of gambling facilities.

Somerset Council is the Licensing Authority in accordance with the Act and is responsible for granting premises licences in Somerset in respect of:

Issued by:

Issued Date:

- Casino premises.
- Bingo premises.
- Betting premises, including tracks.
- Adult Gaming Centres and
- Family Entertainment Centres (and permits to unlicensed Family Entertainment Centres)

Section 349 of the Act requires the Licensing Authority to publish a 'Statement of Licensing Policy' that sets out the principles the authority will generally apply to promote the licensing objectives when making decisions on applications made under the Act. This is commonly known as a Policy statement.

This Gambling Policy- Statement of Principles has, therefore, been prepared having regard to the provisions of the [Gambling Act 2005 Guidance to Licensing Authorities](#) issued by the Gambling Commission and responses received in response to the consultation process.

It is intended to be a discussion document leading to the adoption by Somerset Licensing Authority of a formal Statement of Licensing Policy after giving due regard to any responses from those consulted on the draft policy statement. The policy will come into effect on the date of adoption by the Licensing Authority and will be reviewed as necessary and at least every three years from the date of adoption.

This policy may be subject to further review changes as a result of any Gambling Review.

Should you have comments regarding this Statement of Policy please email – licensing.mendip@somerset.gov.uk; licensing.sedgemoor@somerset.gov.uk; licensing.south@somerset.gov.uk; or licensing.west@somerset.gov.uk

1.3 TYPES OF LICENCE

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

- Premises Licences.
- Temporary Use Notices (TUN).
- Occasional Use Notices (OUN).
- Permits as required under the Act.
- Registrations as required under the Act.

1.4 LICENSABLE PREMISES AND PERMITS

This policy 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 (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.

The Licensing Authority is not responsible for online (remote) gambling which is regulated by the Gambling Commission.

In the Somerset Licensing Authority district, the type of gambling premises licences includes:

- Adult Gaming Centres (AGC).
- Bingo Premises.
- Betting Premises.
- Licensed Family Entertainment Centres (FEC).
- Unlicensed Family Entertainment Centres (uFEC).
- Racecourses (Tracks).

1.5 LICENSING AUTHORITY FUNCTIONS

Licensing authorities are required under the Act 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) for the use of two or less 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 there are more than two machines.
- Register small society lotteries below prescribed thresholds.
- Issue Prize Gaming Permits.
- Receive and endorse Temporary Use Notices.
- Receive Occasional Use Notices.
- Provide information to the Gambling Commission regarding details of licences issued (see section 1.9 on Information Exchange).
- Maintain registers of the permits and licences that are issued under these functions.

1.6 GENERAL PRINCIPLES

Nothing in this Gambling Policy will:

- Undermine the rights of any person to apply under the Act for a variety of permissions and have the application considered on its individual merits, or
- Override the right of any person to make representations on any application or seek a review of a licence or permit where they are permitted to do so under the Act.

In exercising their functions under the Act, the Licensing Authority shall aim to permit the use of premises for gambling in so far as the authority think it -

- In accordance with any code of practice under section 24 of the Act.
- In accordance with any guidance issued by the Commission under section 25 of the Act.
- Reasonably consistently with the licensing objectives, and
- In accordance with the statement published by the authority under section 349 of the Act.

In accordance with the Act, premises licenses are subject to [The Gambling Act 2005 \(Mandatory and Default Conditions\) \(England and Wales\) Regulations 2007](#) which are usually sufficient to ensure that operation is reasonably consistent with the licensing objectives.

Additional Licence Conditions will only be considered where evidence suggests that they are needed to meet the requirements of the licensing objectives and any conditions applied will not be overly onerous and will be proportionate to the scale of the application and the 'risks' involved. Conditions will generally be considered unnecessary if they are already adequately covered by other legislation.

All applicants for premises licences will be required to set out how they will ensure operation is reasonably consistent with the Licensing Objectives, as specified in section 1.1 above, and what measures they intend to employ to ensure compliance with them.

When determining an application to grant a premises licence or whether to review a premises licence, regard will be taken regarding the proximity of the premises to schools, vulnerable adult centres, or to residential areas with a high concentration of families with children. The proximity of premises etc. taken into consideration will vary depending upon the size and scope of the gambling premises concerned. Each case will, however, be determined on its merits. Therefore, if an applicant can effectively demonstrate how they might overcome licensing objective concerns, this will be taken into account. Further information regarding the requirement for local risk assessments is provided below.

When considering any conditions to be attached to licences, the Licensing Authority will primarily focus on the direct impact of the activities taking place at licensed premises on members of the public living, working or engaged in other activity in the area concerned.

In determining an application, the Licensing Authority may not have regard to the expected demand for the facilities which it is proposed to provide.

In this respect, the Licensing Authority recognises that, apart from the licensing function, there are a number of other mechanisms available for addressing issues of unruly behaviour that can occur away from licensed premises, including:

- Planning controls.
- Ongoing measures to create a safe and clean environment in these areas in partnership with local businesses, transport operators and other Licensing Authority Departments.
- Regular liaison with the Police on law enforcement issues regarding disorder and anti-social behaviour.
- The power of the Police, other responsible authorities or a local resident or business to seek a review of the licence.

Objectors will be required to relate their objection to one or more of the Licensing Objectives, as specified in section 1.1 above, before the Licensing Authority will be able to consider it.

The Licensing Authority, in undertaking its licensing function, will have due regard to the need to eliminate unlawful discrimination and to promote equality.

In considering applications and in making any decisions, the Licensing Authority will take into account the Human Rights Act 1998, in particular:

- Article 1, Protocol 1 - peaceful enjoyment of possessions.
- Article 6 - right to a fair hearing.
- Article 8 - respect for private and family life.
- Article 10 - right to freedom of expression.

GamCare is the leading provider of information, advice, and support for anyone affected by problem gambling. They operate the National Gambling Helpline, provide treatment for problem gamblers and their families, create awareness about responsible gambling and treatment, and encourage an effective approach to responsible gambling within the gambling industry. GamCare have developed the 'Safer Gambling Standard'; a voluntary process which comprises of an independent audit assessment of an operator's player protection measures and social responsibility standards, policy, and practice. The Licensing Authority will encourage operators to demonstrate they are part of the [Safer Gambling Standard scheme](#).

The Licensing Authority will also encourage operators who are members of British Amusements and Catering Trade Association (BACTA), the trade association for the amusement and gaming industry in the UK, on account of their having to abide by [BACTA's Social Responsibility Charter and Code of Practice](#).

1.7 RESPONSIBLE AUTHORITIES

Under Section 157 of the [Gambling Act 2005](#) Responsible Authorities are defined as:

- A licensing authority in England and Wales in whose area the premises are wholly or partly situated.
- The Gambling Commission.
- The chief officer of police for a police area in which the premises are wholly or partly situated.
- The fire and rescue authority for an area in which the premises are wholly or partly situated.
- The local planning authority, in accordance with Part I of the Town and Country Planning Act 1990 (c. 8), for an area in which the premises are wholly or partly situated.
- An authority which has functions by virtue of an enactment in respect of minimising or preventing the risk of pollution of the environment or of harm to human health in an area in which the premises are wholly or partly situated.
- A body which is designated in writing for the purposes of this paragraph, by the licensing authority for an area in which the premises are wholly or partly situated, as competent to advise the authority about the protection of children from harm.
- Her Majesty's Commissioners of Customs and Excise.
- Any other person prescribed for the purposes of this section by regulations made by the Secretary of State.

The Licensing Authority will notify all Responsible Authorities of on-line applications and these bodies will be entitled to make representations to the Licensing Authority in relation to applications for, and in relation to, Premises Licences. For postal applications the applicant is responsible for notifying Responsible Authorities.

1.8 LICENSING AUTHORITY AS A RESPONSIBLE AUTHORITY

There is no requirement under the Act for responsible authorities to make representations about applications for the grant of premises licences or to take any other steps in respect of different licensing processes. The Licensing Authority will therefore determine when it considers it appropriate to act in its capacity as a Responsible Authority based on the individual circumstances of each situation and in accordance with its duties under the [Gambling Act 2005](#).

The Licensing Authority would not normally expect to act as a Responsible Authority on behalf of other parties (for example, local residents, local councillors or community groups) although there are occasions where the authority may decide to do so. Such parties can make relevant representations to the Licensing Authority in their own right, and the Licensing Authority considers it reasonable to expect them to make representations themselves where they are reasonably able to do so. However, if these parties have failed to take action and the Licensing Authority is aware of relevant grounds to make a representation, it may choose to act in its capacity as Responsible Authority.

The Licensing Authority will normally expect that other responsible authorities should intervene where the basis for the intervention falls within the remit of that other Responsible Authority.

Section 157 of the [Gambling Act 2005](#) enables Licensing Authorities to act as responsible authorities.

In cases where the Licensing Authority is also acting as Responsible Authority in relation to the same process, it is important to achieve a separation of responsibilities within the authority to ensure procedural fairness and eliminate conflicts of interest. In such cases licensing determinations will be made by the licensing committee or sub-committee comprising elected members of the authority (although they are advised by a licensing officer). Therefore, a separation is achieved by allocating distinct functions (i.e., those of Licensing Authority and Responsible Authority) to different officials within the authority.

In these cases, the Licensing Authority where possible will allocate the different responsibilities to different licensing officers or other officers within the local authority to ensure a proper separation of responsibilities. The officer advising the licensing committee (i.e., the authority acting in its capacity as the Licensing Authority) will be a different individual to the officer who is acting for the Responsible Authority. The officer acting for the Responsible Authority should not be involved in the licensing decision process and should not discuss the merits of the case with those involved in making the determination by the Licensing Authority.

Communication between these officers in relation to the case should remain professional and consistent with communication with other responsible authorities.

1.9 INFORMATION EXCHANGE

The Licensing Authority is required to include in their Gambling Policy the procedure to be applied in exercising the functions under Sections 29 and 30 of the [Gambling Act 2005](#) in respect to the exchange of information with the Gambling Commission. The functions under S.350 of the [Gambling Act 2005](#) with respect to the exchange of information with persons and bodies are listed in Schedule 6 to the Act.

The Licensing Authority will apply the provisions of the [Gambling Act 2005](#) in its exchange of information, which includes the provision that the [General Data Protection Regulations 2018](#) will not be contravened and any Guidance issued by the Gambling Commission or the Secretary of State under the powers provided in the Act.

The Licensing Authority will work closely with the Gambling Commission, Avon and Somerset Police and with Responsible Authorities where there is a need to exchange information on specific premises. Should any protocols be established in respect to the exchange of information with other bodies then they will be made available.

The privacy of those making representations will be respected, but it may be necessary for the identity of those making representations to be passed on to

Responsible Authorities and the Gambling Commission for the purpose of determining licensing applications or in any subsequent appeal that may be made.

Contact details of those persons making representations and the details of the representations will be made available to applicants to allow for negotiation and, in the event of a hearing being held, will form part of a public document. Anyone making representations or applying for the review of a premises licence will be informed that their details will be disclosed.

1.10 LICENSING REGISTER

This Licensing Authority will maintain a Licensing Register of all premises licences and permits issued and information will be made available by contacting licensing.mendip@somerset.gov.uk; licensing.sedgemoor@somerset.gov.uk; licensing.south@somerset.gov.uk; or licensing.west@somerset.gov.uk

2.0 LEGISLATION & OTHER POLICIES

2.1 LEGISLATION

In undertaking its licensing function under the [Gambling Act 2005](#), the Licensing Authority is also bound by other legislation, including:

- Section 17 of the [Crime and Disorder Act 1998 \(legislation.gov.uk\)](#)
- [Human Rights Act 1998 \(legislation.gov.uk\)](#)
- [Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](#)
- [Environmental Protection Act 1990 \(legislation.gov.uk\)](#)
- [Anti-social Behaviour Act 2003 \(legislation.gov.uk\)](#)
- [Anti-social Behaviour, Crime and Policing Act 2014 \(legislation.gov.uk\)](#).
- [Equality Act 2010 \(legislation.gov.uk\)](#)
- [Children Act 2004 \(legislation.gov.uk\)](#)
- [Data Protection Act 2018 \(legislation.gov.uk\)](#) However, the policy is not intended to duplicate existing legislation and regulation regimes that already place obligations on employers and operators.

2.2 RELATIONSHIP WITH PLANNING POLICIES

When determining an application, regard cannot, under the terms of the [Gambling Act 2005](#), be given to planning or building control permissions and/or any planning restrictions.

Unmet demand is not a criterion that will be taken into consideration when determining an application for a premises licence under the [Gambling Act 2005](#).

The issue of a Provisional Grant of a premises licence is a separate and distinct process to the granting of Planning Permission. Planning and Building Control permissions will have to be sought and approved before any development takes place. The existence of a planning permission or building regulation approval for a premises or activity associated with gambling shall not be taken into account by the Licensing Authority in determining a Premises Licence application. Similarly, the

existence of a gambling licence shall not prejudice the consideration of any planning or building regulation application related to a gambling activity or premises.

When dealing with a new premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have to comply with the necessary planning or building consents. Nor should fire or health and safety risks be taken into account.

Section 210 of the [Gambling Act 2005](#) prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally, the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.

The Licensing Authority recognises that licensing applications should not be seen as a re-run of the planning application process and there will be a clear separation of the planning and licensing regimes to avoid duplication and inefficiency.

A general 'dislike of gambling' is no reason for rejection of a Premises Licence application.

2.3 GAMBLING PREVALENCE AND SOCIAL RESPONSIBILITY

Gambling related harm is defined as any type of repetitive gambling that disrupts or damages a person, family, or recreational pursuits. It can have many and varied impact, including on an individual's physical and mental health, relationships, housing and finances and affect a wide range of people, such as families, colleagues and wider local communities (for example, where problem gambling is associated with crime or homelessness) and society as a whole (in terms of the costs that may be created by problem gambling). Evidence suggests that certain groups are more vulnerable to problem gambling including children and young people, people with mental health issues, certain minority ethnic groups, the unemployed, homeless people, those with low intellectual functioning, people with financially constrained circumstances and those living in deprived areas. Harms may include financial hardship, relationship breakdown, domestic violence, mental health problems and suicidal thoughts.

Gambling Operators must comply with the Gambling Commission's [Licence Conditions and Codes of Practice - Gambling Commission](#) (LCCP). The Social Responsibility Code 3 requires gambling operators to have and put into effect policies and procedures to promote socially responsible gambling and these should reduce the risk of, and seek to identify, problem gambling.

The requirements on gambling premises under the social responsibility code are based upon key areas:

- Provision of information on gambling responsibly – for example, the availability of time or monetary limits for players and information on where to get help and advice about gambling.
- Customer interaction – licensees are required to have policies and procedures in place governing customer interaction where there are concerns that a

customer is displaying signs of problem gambling. These will include staff training and the types of behaviour that may trigger an intervention or where staff may consider refusing services to customers.

- Layout of the premises - operators must ensure that the layout of a gambling premises supports the effective supervision of the premises.
- Self-exclusion – licensees must have procedures for self-exclusion that ensure that individuals who wish to self-exclude from gambling are prevented from participating in gambling. In addition to operating their own self-exclusion schemes all licensees must offer the facility for customers to self-exclude on a multi-operator basis, meaning that an individual who self-excludes from one operator should be able to self-exclude from all operators offering the same type of gambling in the same locality. Trade bodies for different sectors of the gambling industry have led on the development of multi-operator self-exclusion arrangements for each sector.

Any marketing communications for gambling must be socially responsible, with particular regard to the need to protect children, young persons, and other vulnerable persons from being harmed or exploited. Licensees are required to comply with the Social Responsibility Code 5 of the [Licence Conditions and Codes of Practice - Gambling Commission](#) (LCCP).

2.4 LOCAL STRATEGIES AND POLICIES

Where appropriate, the Licensing Authority will take into account local strategies and policies. These will include: -

- Sustainable Community Strategy.
- Somerset Health & Well-Being Plan.
- Somerset Climate and Ecological Commitment.

2.5 INTEGRATING STRATEGIES

There are many stakeholders involved in the leisure industry and many are involved in the promotion of the licensing objectives. A number of stakeholders' plans and strategies deal with matters related to the licensing function. Where this is the case the Licensing Authority will aim, as far as possible, to coordinate them.

Where appropriate, the Licensing Authority will also have regard to:

- Local crime prevention strategies.
- The needs of the local tourist economy.
- The employment situation in the area and the need for new investment and employment where appropriate.
- The needs of the local community.
- The duty on Public Authorities to eliminate unlawful discrimination.
- The policy on cumulative impact.

3.0 DECISION MAKING

3.1 LICENSING AND REGULATORY COMMITTEE

Somerset Council's Constitution contains the Terms of Reference for the Licensing and Regulatory Committee and the Licensing Sub-Committee, along with the Committee Procedural Rules for the Sub-Committee Hearings.

3.2 ALLOCATION OF DECISION-MAKING RESPONSIBILITIES

The Licensing Authority will be involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them.

Appreciating the need to provide a speedy, efficient, and cost-effective service to all parties involved in the licensing process, the Committee has delegated certain decisions and functions and has established a Sub-Committee to deal with them.

Many of the decisions and functions will be purely administrative in nature and the grant of non-contentious applications, including for example, those licences and permits where no representations have been made, will be delegated to Licensing Officers.

The Table shown at Appendix B sets out the agreed delegation of decisions and functions to Licensing Committee, Sub-Committee and Officers.

This form of delegation is without prejudice to Officers referring an application to a Sub-Committee, or a Sub-Committee to Full Committee, or Committee to Full Licensing Authority, if considered appropriate in the circumstances of any particular case.

3.3 PROVISIONAL STATEMENTS

The Licensing Authority will have regard to the [Gambling Act 2005, 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.

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

- First, whether the premises ought to be permitted to be used for gambling.
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

The Licensing Authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence and will have regard to the detailed examples of the circumstances in which such a licence may be granted set out in the [Gambling Act 2005](#), [Guidance to Licensing Authorities](#).

3.4 LICENSING REVIEWS

The Licensing Authority will carry out a review of a premises licence where it has received a formal application for review in accordance with the Act that is relevant to one or more of the Licensing Objectives.

Due consideration will be given to all relevant representations unless they fit the following:

- the grounds are frivolous,
- the grounds are vexatious,
- the grounds are irrelevant,
- the grounds will not cause the Licensing Authority to revoke or suspend a licence or to remove, amend or attach conditions on the Premises Licence,
- the grounds are substantially the same as the grounds cited in a previous application relating to the same premises or
- the grounds are substantially the same as representations made at the time the application for a Premises Licence was considered.

An 'Interested Party' or a 'Responsible Authority' can make an application to the Licensing Authority at any time, requesting that the Licensing Authority review a licence that it has granted; the Licensing Authority may also initiate a review of a licence in exceptional circumstances.

Should the Authority receive an application requesting the review of a licence, the Licensing Authority will make a determination as to whether or not the review is to be carried out. In making this determination the Licensing Authority will consider whether the request for the review is relevant to the matters listed below:

(This list is indicative and is not exhaustive):

- Representations which are inconsistent with Section 153 of the [Gambling Act 2005](#)
- Representations that are inconsistent with any guidance or Codes of Practice issued by the Gambling Commission [Licence Conditions and Codes of Practice - Gambling Commission](#) (LCCP).
- Representations which relate to an objection to gambling activity generally for instance, on moral grounds.
- Representations in relation to the demand or unmet demand for Gambling Premises.
- Whether the request for review is frivolous, vexatious, or repetitious.
- In accordance with Somerset Licensing Authority's 'Statement of Principles'
- Representations in relation to planning matters.
- Public Safety Issues.
- Traffic Congestion issues.

Should the Licensing Authority determine that an application for a licence review, (which has been duly submitted by an 'Interested Party' or a 'Responsible Authority'), is valid or should the Licensing Authority decide to initiate a licence review of its own volition; then that licence review will be undertaken and progressed to conclusion, in accordance with the requirements of the Act, any guidance or codes of practice issued by the Gambling Commission and this Statement of Policy.

4.0 GENERAL PRINCIPLES – PREMISES LICENCES

4.1 APPLICATIONS

An application for a premises licence can only be made by a person who a) holds an operator's licence granted by the Gambling Commission authorising him/her to carry out the activity specified within the application or b) has made an application for an operator's licence which has yet to be determined. A premises licence will, therefore, only be granted when evidence is obtained of the granting of an operator's licence.

4.2 ASSESSMENT OF NEED

- The absence of unmet demand is not a criterion for a licensing authority in considering an application for a premises licence under the [Gambling Act 2005](#). Each application must be considered on its merits without regard to demand.

4.3 LOCATION

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 are relevant to its decision-making. Particular attention will be given to the protection of children and vulnerable persons from being harmed or exploited by gambling in addition to issues of crime and disorder.

The Licensing Authority will have regard to any further guidance as regards areas where gambling premises should ideally not be located although the existence of any policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

In determining whether a premises location is suitable for the grant of a licence regard will be given to the following factors:

- The proximity of the premises to any school, centre or establishment for the education, training, or care of young and/or vulnerable persons.
- The proximity of the premises to leisure centres used for sporting and similar activities by young and/or vulnerable persons.
- The proximity of the premises to any community, ecclesiastical, welfare, health or similar establishments used specifically, or to a large extent, by young and /or vulnerable persons.
- The proximity of any other area or location where young and / or vulnerable persons could congregate.
- The proximity of the premises to any youth club or similar establishment

Where gambling premises are located in sensitive areas (for example, near schools), the Licensing Authority will consider imposing restrictions on advertising gambling facilities on such premises where it is felt relevant and reasonably consistent with the Licensing Objectives.

4.4 PLANS

[The Gambling Act 2005 \(Premises Licences and Provisional Statements\) Regulations 2007 \(legislation.gov.uk\)](#) state that a plan to accompany an application for a Premises Licence must show:

- 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 building 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 in order to ensure that the Licensing Authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The information will also be used to plan future premises inspection activity. The plan should be scaled (1:100).

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](#).

4.5 LOCAL RISK ASSESSMENTS

The current [Licence Conditions and Codes of Practice - Gambling Commission](#) requires under Social responsibility (SR) code 10 licensed operators to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and to have policies, procedures and control measures in place to mitigate those risks. In undertaking their risk assessments, they must take into account relevant matters referred to in this policy document.

Operators are, therefore, required to undertake a local risk assessment on application for a new premises licence. Furthermore, all licensed premises-based operators must also have a risk assessment in place. The risk assessments must also be updated:

- 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).

Significant changes in local circumstances

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. The various stages of development regarding the HPC site during the years ahead is the obvious example of a risk to be assessed. Other examples affecting the immediate vicinity of a premises, however, 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 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, 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.

4.6 SIGNIFICANT CHANGES TO AN OPERATOR'S PREMISES

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.

The [Licence Conditions and Codes of Practice - Gambling Commission](#) Social responsibility code provision is supplemented by a further code that requires operators to share these risk assessments with Licensing Authorities on new applications, variations or otherwise at the request of the Licensing Authority.

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 – these could for example, include the Glastonbury Festival, The Royal Bath and West Show and Bridgwater Fair in addition to the annual Carnivals.
- The relationship with and expectations of any Local Community Networks (LCNs).

The Licensing Authority requires a copy of the up-to-date local risk assessment to be kept on the premises and available for inspection on request by an Officer of the Licensing Authority. Local risk assessments should be regularly reviewed, at least on an annual basis.

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)).

There is no mandatory requirement for a Licensing Authority to undertake a specific Local Area Profile and this authority has decided not to do so at the time of producing this policy statement.

This decision will, however, be reviewed should it be felt by the Licensing Authority that potential or actual risks identified within the County deem its production necessary. Applicants and existing operators should, therefore, take their own steps to identify risks by, for example, consulting with any relevant Responsible Authorities and liaising with other gambling operators in the area where necessary.

The Licensing Authority request that there is a single named contact for each gambling premises. For example, for larger businesses this could be an Area Manager.

4.7 CONDITIONS

Conditions will be applied to licences that are proportionate and appropriate to the business, organisation or individual concerned. The Licensing Authority will principally draw upon the advice issued by the Gambling Commission and attach conditions relative to the given circumstances of each individual case.

[The Gambling Act 2005 \(Mandatory and Default Conditions\) \(England and Wales\) Regulations 2007](#) are often sufficient to ensure an application is reasonably consistent with the Licensing Objectives in relation to the specific premises in question.

Any conditions attached to a Premises Licence will take into account any mandatory and default conditions, 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.
- Reasonable in all other respects.

The Licensing Authority will not attach conditions to premises licences which:

- Are impossible to comply with as an operating licence condition.
- Relate to gaming machine categories, numbers, or method of operation.
- Provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated).
- Are in relation to stakes, fees, winning or prizes.

The Licensing Authority will expect the applicant to offer his/her own suggestions as to the way in which the Licensing Objectives can be achieved. The Licensing Authority may, however, exclude a suggested condition and substitute it with one that is either more or less restrictive. In this instance the Licensing Authority will give clear and cogent reasons for so doing.

Conditions attached to the premises licences will, so far as possible, reflect local crime prevention strategies. For example, the provision of closed- circuit television cameras may be appropriate in certain premises.

4.8 DOOR SUPERVISORS

Where premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then the entrances to the premises will be controlled by a suitably qualified and regulated door supervisor (SIA registered) and attach such conditions as may be appropriate to the premises licence.

4.9 MATERIAL AMENDMENTS TO THE PREMISES

The Authority will have regard to the principles as set out in s.153 of the [Gambling Act 2005](#) in determining variation applications. However, applications will be carefully scrutinised to ensure the Licensing Objectives are not undermined.

Facilities for gambling must only be offered in a manner which provides for appropriate supervision of those facilities by staff at all times and any typical gaming machines arrangements will be considered a material change regardless of the category of machine.

The Licensing Authority will require a full premises licence variation application where premises are intending to use privacy screening and/or installing a booth to any machines. The Licensing Authority will expect any application proposing the use of customer privacy screens/ 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.

4.10 REPRESENTATIONS - LICENSING APPLICATIONS

Only Responsible Authorities and Interested Parties may make representations. Where there are representations, the Licensing Authority will encourage negotiation between the objector and the applicant as to the possible use of conditions on the licence. Further information may be found in Appendix E.

Where there are representations, the Licensing Authority will determine whether or not they will be admissible and will consider carefully whether the representations are relevant. Relevant representations must:

- Be related to the three Licensing Objectives.
- Raise issues under the Gambling Statement of Principles.
- Raise issues under the Gambling Commission Guidance.
- Raise issues under the Gambling Commission's Codes of Practice.

Representations are not relevant where for example they can be addressed by other legislation, such as noise nuisance.

Before a decision is made as to whether it is relevant or not, the Licensing Authority will consider:

- Who is making the representation and whether there is a history of making representations that are not relevant.
- Whether or not it raises a relevant issue.
- Whether it raises issues specifically to do with premises that are the subject of the application.

The Licensing Authority strongly recommends that representations are submitted by e-mail to the relevant area licensing address at the earliest opportunity prior to the end of the prescribed consultation period: - licensing.mendip@somerset.gov.uk; licensing.sedgemoor@somerset.gov.uk; licensing.south@somerset.gov.uk; or licensing.west@somerset.gov.uk

4.11 ENFORCEMENT

The Licensing Authority has adopted an Enforcement Policy available to view on the Council's web site: [Corporate Enforcement Policy](#)

Enforcement action will be: -

- Targeted toward those premises presenting the highest risk.
- Proportional to the nature and seriousness of the risk those premises present.
- Consistent, so that the Licensing Authority takes similar approaches in similar situations.
- Transparent, so those who are subject to enforcement action know what to expect; and
- Accountable, so that the Licensing Authority and its officers take responsibility for their actions.

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 compliance with the specific requirements of the Act and any licence conditions. It will also monitor the County for unlicensed activities that may or may not require authorisation.

The Licensing Authority has established protocols with the Fire Authority, Police, and Trading Standards on enforcement issues to ensure an efficient deployment of officers. Where official warnings are given prior to any decision to prosecute for an offence, the Licensing Authority shall ensure that these enforcement authorities are informed of these warnings and the result of any action taken.

In order to ensure compliance with the law and licensing conditions, the Licensing Authority will also carry out whenever possible unscheduled 'non routine' inspections. After each visit, the Premises Licence Holder shall be notified of any concerns and be given an opportunity to rectify any issues.

The Licensing Authority recognises that most Licence Holders seek to comply with the law and any enforcement action will normally follow a graduated approach and in the first instance will include education and support. Where licence holders continue to flout the law or act irresponsibly firm action will be taken.

The Licensing Authority may seek to meet with the licence holder working closely with them and relevant Responsible Authorities in implementing a Premises Improvement Plan where appropriate.

Where the premises does not comply with an agreed Improvement Plan and continues to breach the licensing laws and/or licence conditions, the Responsible Authority or Licensing Authority can consider further sanctions, either by way of a review, formal caution or prosecution.

In any event, the Licensing Authority will have regard to the Regulators' Compliance Code (www.gov.uk/government/publications/regulators-code) and the Enforcement Concordat together with the Council's own [Corporate Enforcement Policy](#) as referred to above.

Any decision to instigate legal proceedings will take account of the criteria set down in the Code of Crown Prosecution and Attorney General Guidelines.

4.12 PREMISES INSPECTIONS

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 will 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 etc.
- 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 in the [Premises assessments toolkit and Primary Authority agreements - Gambling Commission](#).

During proactive or pre-planned visits, the Licensing Enforcement 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.

The Licensing Authority's compliance and enforcement functions will be guided by

- [Guidance to licensing authorities \(gamblingcommission.gov.uk\)](http://gamblingcommission.gov.uk)
- Regulators' Compliance Code (www.gov.uk/government/publications/regulators-code)
- [Better regulation framework - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Local regulation: Primary Authority - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

In line with the Gambling Commission's Guidance the Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as reasonably possible.

5.0 GAMBLING PERMITS

5.1 UNLICENSED FAMILY ENTERTAINMENT CENTRE (UFEC) GAMING MACHINE PERMITS

Where an operator does not hold a Premises Licence but wishes to provide gaming machines, it may apply to the Licensing Authority for this permit. The operator does not require a licence from the Gambling Commission in order to apply for a permit.

The term '**unlicensed family entertainment centre**' (uFEC) is one defined in the Act and refers to a premises which provides category D gaming machines along with various other amusements, such as computer games and penny-pushers. The premises is 'unlicensed' in that it does not require a premises licence but does require a permit to be able to provide its category D gaming machines. It should not be confused with a 'licensed family entertainment centre' which does require a premises licence because it contains both category C and D gaming machines. Information on gaming machines can be found on the Gambling Commission website - <https://www.gamblingcommission.gov.uk/licensees-and-businesses/guide/gaming-machine-categories>

uFECs will be most commonly located at seaside resorts, in airports and at motorway style service centres, and will cater for families, including unaccompanied children and young persons.

The marketing of these premises is often targeted towards under 18's and therefore, may be a child's first experience of gambling. Prizes range from 2 pence to £5 notes

or sometimes soft toys and more commonly prize redemption tickets which can be accumulated and exchanged for a higher value prize.

An application for a permit may be granted only if the Licensing Authority is satisfied that the premises will be used as an unlicensed Family Entertainment Centre (uFEC), and if the Chief Officer of Police has been consulted on the application. Responsible 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 a family entertainment centre (for example, Schedule 7 offences under the [Gambling Act 2005](#)) and the suitability of the premises in relation to their location and issues about disorder.

Under Section 238 of the Act, uFECs are premises which are "wholly or mainly" used for making gaming machines available. In accordance with the Act, we will, therefore, not allow a permit to be granted for an entire shopping centre or leisure centre, for example. We will also expect gaming machines to be situated in clearly defined areas within multi-purpose premises such as, for example, Motorway Service areas. It would not, therefore, be appropriate to site a gaming machine within a row of multi-purpose machines such as vending machines and/or ATM machines with no clearly defined area of separation.

In view of the above, the operator will be required to provide a detailed plan of the premises on application/ renewal of an uFEC. If the uFEC area is within a multi-purpose premises, the plan must specify the area subject to the permit application. It is recommended that plans are scaled to 1:100.

A local area risk assessment will be required for the whole premises/ building if an uFEC is situated immediately adjacent to an area covered by a gambling premises licence in accordance with the Act (for example an AGC).

The Licensing Authority will issue permits for uFECs in accordance with the following principles:

- The Licensing Objectives.
- Any Responsible regulations or Codes of Practice.
- Any guidance issued by the Gambling Commission.
- The principles set out in this 'Statement of Policy'.

Applicants will also be required to demonstrate to the Licensing Authority:

- That the applicant has a full understanding of the maximum stakes and prizes of the gambling that is permissible in an unlicensed Family Entertainment Centre.
- That staff are suitably trained and have a full understanding of the maximum stakes and prizes permissible in an unlicensed Family Entertainment Centre.
- That the applicant has no convictions, which may have been identified as 'Relevant Convictions' for the purposes of the Act.
- The Licensing Authority will expect the applicant to show that they have policies and procedures in place to protect children from harm. Harm in this context is

not limited to harm from gambling but includes wider child protection considerations.

- Appropriate measures/training for staff as regards suspected truant school children on the premises.
- Appropriate measures/training for staff as regards unsupervised very young children being on the premises and children causing perceived problems on/or around the premises.

Operators must notify the Licensing Authority of any material changes as soon as practically possible.

The Licensing Authority will require the following supporting documents to be served with all uFEC permit applications:

- Proof of age - a certified copy or sight of an original birth certificate, a photo style driving licence, or passport – all applicants for these permits must be aged 18 or over.
- Proof that the applicant has the right to occupy the premises – acceptable evidence would be a copy of any lease, a copy of the property's deeds or a similar document.
- A standard disclosure and barring service check for the Responsible person issued within the previous month. This will be used to check that the applicant has no Responsible convictions as defined in Schedule 7 of the Act.
- Evidence that the machines to be provided are or were supplied by a legitimate gambling machine supplier or manufacturer who holds a valid gaming machine technical operating licence issued by the Gambling Commission.
- A suitable and sufficient gambling local risk assessments where the uFEC is located adjacent to an AGC.
- A suitable and sufficient safeguarding policy.

A plan of the premises (1:100 scaled) for which the permit is sought showing the following items:

- The boundary of the building with any external or internal walls, entrances and exits to the building and any internal doorways.
- Where any category D gaming machines are positioned and the particular type of machines to be provided (e.g., slot machines, penny-falls, cranes).
- The positioning and types of any other amusement machines on the premises.
- The location of any fixed or semi-fixed counters, booths, or offices on the premises whereby staff monitor the customer floor area.
- The location of any ATM/cash machines or change machines.
- The location of any fixed or temporary structures such as columns or pillars.
- The location and height of any stages in the premises; any steps, stairs, lifts, balconies, or lifts in the premises.
- The location of any public toilets in the building.

The Licensing Authority encourages applicants for uFEC Permits to consider adopting the British Amusement Catering Trade Association (BACTA) Voluntary Code of Practice for Amusement with Prizes Machines in Family Entertainment Centres - [SOCIAL RESPONSIBILITY - Bacta](#). This Code of Practice promotes

Issued by:

Issued Date:

awareness of social-responsibility and acknowledges that proactive specific and appropriate commitment will be given to educating children and young persons, thereby minimising the potential for harm.

The Licensing Authority can grant or refuse an application for an uFEC permit. An application for renewal of a permit may be refused 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 the pursuit of the Licensing Objectives. Exceptional regard shall be given to the duty to protect children and other vulnerable persons from being harmed or exploited by gambling.

However, the Authority cannot attach conditions to a permit.

5.2 ALCOHOL LICENSED PREMISES - GAMING MACHINE PERMITS

There is an automatic entitlement to provide a maximum of 2 Category C and/or D gaming machines, on premises that are licensed under the [Licensing Act 2003](#), for the sale and consumption of alcohol on the premises. This is subject only to the proviso that the premises licence holder must serve notice of intention (notification) upon the Licensing Authority in respect of those machines.

The Licensing Authority can remove the 'Licensing Act 2003 Automatic Entitlement' in respect of any particular premises if:

- The provision of the machines is not reasonably consistent with the pursuit of the Licensing Objectives.
- The licensee has breached the requirements of the Act.
- An offence under the Act has been committed on the premises.
- The premises are mainly used for gaming.

The premises must comply with the Code of Practice for gaming machines in clubs and premises with an alcohol licence issued by the Gambling Commission available here [Pubs and clubs toolkit - Gambling Commission](#)

All gaming machines situated on the premises must be located in a place within the premises so that their use can be supervised, either by staff whose duties include such supervision (including bar or floor staff) or by other means such as CCTV.

The provision of gaming machines, on premises licensed for the sale and consumption of alcohol, in excess of the automatic two machine entitlement, can only be authorised by way of an Alcohol Licensed Premises Gaming Machine Permit issued by the Licensing Authority.

In considering any application for a permit to authorise the provision of more than two gaming machines on premises licensed under the Licensing Act 2003 for the sale and consumption of alcohol, the Licensing Authority will have regard to the following:

- The requirements of the Act.
- The Licensing Objectives.
- Any guidance issued by the Gambling Commission.
- Any Code of Practice issued by the Gambling Commission [Pubs and clubs toolkit - Gambling Commission](#)
- The principles within this ‘Statement of Principles’.
- Any other matters that the Licensing Authority considers relevant.

The matters that the Licensing Authority considers relevant will include but are not exclusive to:

- Any consultation it considers Responsible by the Police and the Safeguarding Children Board.
- Any relevant policies.
- The percentage of gross turnover the gaming machines contribute to total gross turnover of the premises, and this should not be significant.
- The confidence the Licensing Authority has in the management of the premises.

In granting a permit the Licensing Authority can prescribe a different number of machines to that which was applied for and can prescribe the particular category of machine(s) that may be permitted. However, the Licensing Authority cannot attach conditions to a permit. The number of machines will be clearly stated on each permit.

Applicants should be aware that only those premises which have a ‘bar’ (servery) at which alcohol is sold for consumption on the premises will be eligible for a machine in the bar area of the premises. This means that premises such as restaurants, which do not have a bar for serving drinks or can only sell alcoholic drinks as an ancillary to food will not automatically qualify for two machines.

5.3 PRIZE GAMING PERMITS

Prize gaming is where the prize paid is not pre- determined on the number of players or amounts paid for playing, for example prize bingo in a seaside arcade (uFEC).

[Part 27: Prize gaming and prize gaming permits - Gambling Commission](#)

Prize Gaming Permits must be obtained when there is no premises licence in place to allow prize gaming. A permit is not applicable where a premises licence is in force (casino, bingo hall, AGC, FEC).

In considering any application for a prize gaming permit the Licensing Authority will have regard to the following:

- The type of gaming that the applicant is intending to provide.
- The requirements of the Act.
- The Licensing Objectives.
- Any guidance issued by the Gambling Commission.
- Any statutory and mandatory conditions.
- The principles within this ‘Statement of Principles.’

The Licensing Authority will expect the applicant to demonstrate that they understand the limits applicable to ‘stakes and prizes’ that are set out in [The](#)

[Gambling Act 2005 \(Limits on Prize Gaming\) Regulations 2009](#) and that they are able to understand and ensure that the gaming to be provided is within the law. There are statutory conditions in the Act which the permit holder must comply with, and the Licensing Authority cannot impose any additional conditions to the grant of a permit.

The Licensing Authority will require the following information when exercising its function to determine the suitability of an applicant for a Prize Gaming Permit:

- A 1:100 scaled plan of the premises (or if not 1:100 the plan must be clear and legible in all material respects) showing the boundary of the permitted area.
- Policies and procedures in place to protect children from harm. Harm in this case is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits; however, they may include appropriate measures such as training; covering how staff would deal with unsupervised very young children being on the premises, children causing perceived problems on or around the premises or suspected truant school children on the premises. Such training should be documented, signed and dated by staff to prove that training has been undertaken and understood.
- Evidence that staff are aware of the limits to stakes and prizes as set out in the Regulations and that the gaming is offered within the law.
- Numbers of staff employed.
- Any other policies or procedures in place to protect children from harm.

Where the Licensing Authority intends to refuse the application for a permit, it will notify the applicant of its intention to refuse it stating the reasons and offering the applicant an opportunity to make representations orally or in writing or both.

5.4 CLUB MACHINE PERMITS AND CLUB GAMING PERMITS

Member's Clubs (but not Commercial Clubs) may apply for a Club Gaming Permit or a Club Gaming machines permit. Commercial Clubs can only apply for a Club Machine Permit.

A Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B3A or B4, C or D), equal chance gaming and games of chance as set out in regulations. This is in addition to the exempt gaming authorised under S.269 of the Act.

Alternatively, a member's club (but not commercial clubs) can apply for a Club Gaming Machine Permit will enable the premises to provide only gaming machines (3 machines of categories B3A or B4, C or D).

Commercial clubs are not permitted to provide non-machine gaming (other than exempt gaming under section 269 of the Act) which means that they should only apply for a Club Gaming Machine Permit. However, they are not able to site category B3A gaming machines offering lottery games in their club.

NOTE: This maximum entitlement of three machines will include any machines

provided by virtue of the [Licensing Act 2003](#) entitlement; it is not in addition to that entitlement.

Gambling Commission Guidance states: 'Members clubs must have at least 25 members and be established and conducted 'wholly or mainly' for purposes other than gaming unless the gaming is permitted by separate regulations. The Secretary of State has made regulation and these cover bridge and whist clubs, which replicates the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.

The Licensing Authority must be satisfied that the premises meets the requirements of a members' club and may grant the permit provided the majority of members are over 18.

The Licensing Authority will take steps to ensure that a club is a bonafide club within the terms set out in the Act and with this in mind reserve the right to request or require sight of evidence that confirms the status of the club. The Licensing Authority may request evidence any of the follow factors for consideration in its decision-making.

- Evidence of committee members and evidence of their election by club members?
- Minutes of previous meetings (where appropriate)?
- Are there annual club accounts available for more than one year?
- Is the primary activity of the club something other than gaming?
- Does the club have a constitution, and can it provide evidence that the constitution was approved by members of the club?
- Are the club's profits retained solely for the benefit of the club's members?
- Are there 25 or more members?
- Do guest arrangements link each guest to a member?
- Is the 48-hour rule being applied for membership and being granted admission being adhered to (for member clubs)
- How is the club advertised and listed in directories and on the internet?
- Are children permitted in the club?
- Submission of a plan of the premises for which the permit is sought i.e., premises, boundaries, machine position, etc.

The Licensing Authority may only refuse an application for a 'Club Gaming Permit' or a 'Club Machine Permit' on the grounds that:

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

- An objection to the grant of a permit has been lodged by the Gambling Commission or the Police.

The Licensing Authority is aware that there is a fast-track procedure for the issue of a permit to premises which hold a club premises certificate granted under the [Licensing Act 2003](#). Under this fast-track procedure there is no opportunity for objections to be made by the Gambling Commission or the Police.

The 'fast track' process afforded to an applicant under the Licensing Act 2003 does not provide any statutory right to the issue of a permit and the Licensing Authority may resolve to refuse the grant of a 'fast track' application on the following grounds:

- That the club is established primarily for gaming, other than gaming prescribed under Schedule 12 of the Act, that section relating to 'Club Gaming Permits' and 'Club Machine Permits'.
- That in addition to the prescribed gaming to be provided under the permit, the applicant provides facilities for other gaming on the same premises.
- That a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

No child shall be permitted to use a Category B or C gaming machines on the premises and that the holder of the Premises Licence must comply with any code of practice relevant to the location and operation of gaming machines. [Section C - Gaming machines in clubs and premises with an alcohol licence](#).

Information on permits can be found on the Gambling Commission website - [Permits - Gambling Commission](#).

5.5 GAMING IN ALCOHOL LICENSED PREMISES

The Licensing Authority recognises that low level (exempt) gaming (e.g., bingo, poker and race nights) may take place in alcohol licensed premises. Exempt gaming being equal chance gaming that should be ancillary to the purposes of the premises. Further information can be found here: [Exempt gaming in pubs - Gambling Commission](#) and [Section B - Equal chance gaming in clubs and premises with an alcohol licence](#).

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 [Section B - Equal chance gaming in clubs and premises with an alcohol licence](#) and advice issued by the Gambling Commission. High turnover bingo (where stakes and prizes exceed £2,000 in any 7-day period will require a Bingo Operating Licence from the Gambling Commission.

Where the Licensing Authority is suspicious that a licensee or club exceeds the prescribed limits, the Licensing Authority will inform the Gambling Commission accordingly.

No child shall be permitted to use a Category C gaming machines on the premises and that the holder of the Premises Licence must comply with any code of practice

Responsible to the location and operation of gaming machines. [Section C - Gaming machines in clubs and premises with an alcohol licence - Gambling Commission](#)

Gaming in alcohol-licensed premises should therefore be supervised by the person in day-to-day management control of the premises (a person authorised by the Designated Premises Supervisor (DPS)). All gaming should comply with the Codes of Practice issued by the Gambling Commission. [Section C - Gaming machines in clubs and premises with an alcohol licence](#).

As there is likely to be limited regulatory scrutiny of gaming provided in these premises, the Premises Licence holder is considered fully responsible and must be aware of and adopt these Codes of Practice together with any subsequent guidance issued by the Gambling Commission and to ensure that all gaming in such premises is suitably managed.

Further information on Poker and gaming can be found here - <https://www.gamblingcommission.gov.uk/authorities/guide/page/section-b-equal-chance-gaming-in-clubs-and-premises-with-an-alcohol-licence>

Poker and race night toolkit - <https://www.gamblingcommission.gov.uk/authorities/guide/poker-toolkit>

5.6 TEMPORARY USE NOTICES (TUN)

A TUN authorises gambling at a premises that does not otherwise have a gambling premises licence. For example, a poker tournament held at a conference venue.

There are a number of statutory limits as regards Temporary Use notices. The limits are set out in section 218 of 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 purposes for which a temporary use notice may be used are restricted by regulations, to the provision of facilities for equal chance gaming only, which must be provided by means other than 'machine gaming'.

'Equal Chance Gaming' is gaming where the participants are taking part in a gambling competition which is intended to produce a single, overall winner. An example of this would be a poker competition.

The reference to a 'set of premises' prevents one large premises from having a Temporary Use Notice in effect for more than 21 days in a 12-month period by giving notification in relation to different parts of the premises and re-setting the clock. The Licensing Authority will decide what constitutes a 'set of premises' where Temporary Use Notices are received relating to the same building/site.

In considering whether a place falls within the definition of a 'set of premises' the Licensing Authority will look at the ownership/occupation and control of the premises

and the Licensing Authority will consider whether different units are in fact different 'sets of premises'. An example would be a large exhibition centre with different exhibition halls. This would be considered properly as one premises and would not be granted a temporary use notice for each of its exhibition halls.

In considering whether to object to a Temporary Use Notice the Licensing Authority will have particular regard to this Gambling Policy and any guidance issued by the Gambling Commission, with regard to the nature and definition of a 'premises' or a 'place'.

The Licensing Authority may object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises. Should the Licensing Authority consider that 'Temporary Use Notices' are being employed at premises, (or for discreet parts of premises), to the extent where 'regular gambling' is thereby being provided within a given building or at a given place; then Licensing Authority may object to the notice(s).

The Licensing Authority and other bodies to which the notice is copied may give notice of objection, but they must have regard to the Licensing Objectives and where there are such objections, they must give a notice of objection to the person who gave the TUN, such notice will be copied to the Licensing Authority.

The Licensing Authority shall give a counter-notice where it appears that the effect of the TUN would be to permit gambling on a set of premises for more than 21 days.

The event organiser must have an Operator Licence from the Commission and the gambling proposed must be the same as that permitted by the licence.

5.7 OCCASIONAL USE NOTICES

An Occasional Use Notice permits gambling at a premises that would not otherwise have a gambling premises licence. An example would be to permit betting at a sporting event (such as a Point-to-Point meeting). Although the track need not be a permanent fixture, land used temporarily as a track providing races or sporting events may qualify. The Licensing Authority will, however, consider what constitutes a 'track' on a case-by-case basis and will ensure that the statutory limit of 8 days in a calendar year is not exceeded.

With regard to 'Occasional Use Notices' (OUN's) the Licensing Authority will ensure the following:

- That the statutory limit of 8 days in a calendar year is not exceeded.
- That the subject premises can reasonable and effectively be defined as a 'track'.
- That the applicant is permitted to avail himself/herself of the notice.

The Licensing Authority will maintain a register of all such Notices.

Further information on OUN's may be found on the Gambling Commission website: [Occasional use notices \(OUNs\) - Gambling Commission](#)

6.0 PREMISES LICENCES

6.1 DEFINITION OF "PREMISES"

The Licensing Authority will have regard to the definition of 'premises' as set out in the Section 152 of the [Gambling Act 2005](#) to include 'any place'. The intention of Section 152 is to prevent more than one gambling premises licence applying to any place.

A single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track, or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. Particular attention will be given to the sub-division of a single building or plot to ensure that mandatory conditions relating to access between premises are observed.

The Licensing Authority will have regard to the Gambling Commission's [Gambling Act 2005 \(the Act\)](#), [Guidance to Local Authorities](#) that states 'In most cases the expectation is that a single building / plot will be the subject of an application for a licence, for example, 32 High Street. But that does not mean 32 High Street cannot be the subject of separate premises licences for the basement and ground floor if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer. However, the Commission does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises.'

The Licensing Authority will have regard to the clarification of guidance issued by the Gambling Commission in respect to any premises granted multiple licences. These premises may be inspected to reconsider the separation control measures put in place; any material changes noted since the granting of the application and the relevance of all these factors having regard to the promotion of the licensing objectives, in particular to the protection of children and vulnerable persons from being harmed or exploited from gambling.

The Licensing Authority takes particular note of the Gambling Commission's [Gambling Act 2005 \(the Act\)](#), [Guidance to Licensing Authorities](#) which states that Licensing Authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

The third licensing objective seeks to protect children from being harmed by gambling. In practice, that means not only preventing them from taking part in gambling but also preventing them from being in close proximity to gambling.

Therefore, premises should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating.

Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised, and people do not **'drift'** into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.

There should be tangible and evident separation between premises. Adequate separation may be obtained by means of screening, walls, clear signage, PIR alarms etc.

Customers should be able to participate in the activity named on the premises licence in accordance with Social Responsibility Code 9 of the [Licence Conditions and Codes of Practice - Gambling Commission](#).

The Licensing Authority may consider the following questions as relevant factors to in its decision-making, depending on all the circumstances of the case:

- Do the premises have a separate registration for business rates?
- Is the premises' neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?
- Has a risk assessment identified and adequately controlled risks?

[The Gambling Act 2005 \(Mandatory and Default Conditions\) \(England and Wales\) Regulations 2007 \(legislation.gov.uk\)](#) restrict access to different types of licensed gambling premises. In considering proposals to divide a building into different premises, the Licensing Authority will have to be satisfied that proposals to divide buildings are compatible with the mandatory conditions which relate to access between premises.

Casinos

- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons.
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence.

Adult Gaming Centre (AGC)

- No customer must be able to access the premises directly from any other licensed gambling premises or one with a permit (such as an unlicensed family entertainment centre (uFEC)).

Betting Shops

- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

Tracks

No customer should be able to access the premises directly from:

- A Casino.
- An Adult Gaming Centre.

Bingo Premises

No customer must be able to access the premises directly from:

- A Casino.
- An Adult Gaming Centre.
- A Betting premises, other than a track.

Family Entertainment Centre (FEC)

No customer must be able to access the premises directly from:

- A Casino.
- An Adult Gaming Centre.
- A Betting premises, other than a track.

The Commission [Gambling Act 2005, Guidance to Local Authorities](#) at paragraph 7.22 states “There is no definition of ‘direct access’ in the Act or Regulations, but Licensing authorities may consider that there should be an area separating the premises concerned, for example a street or café, which the public go to for purposes other than gambling, for there to be no direct access.”

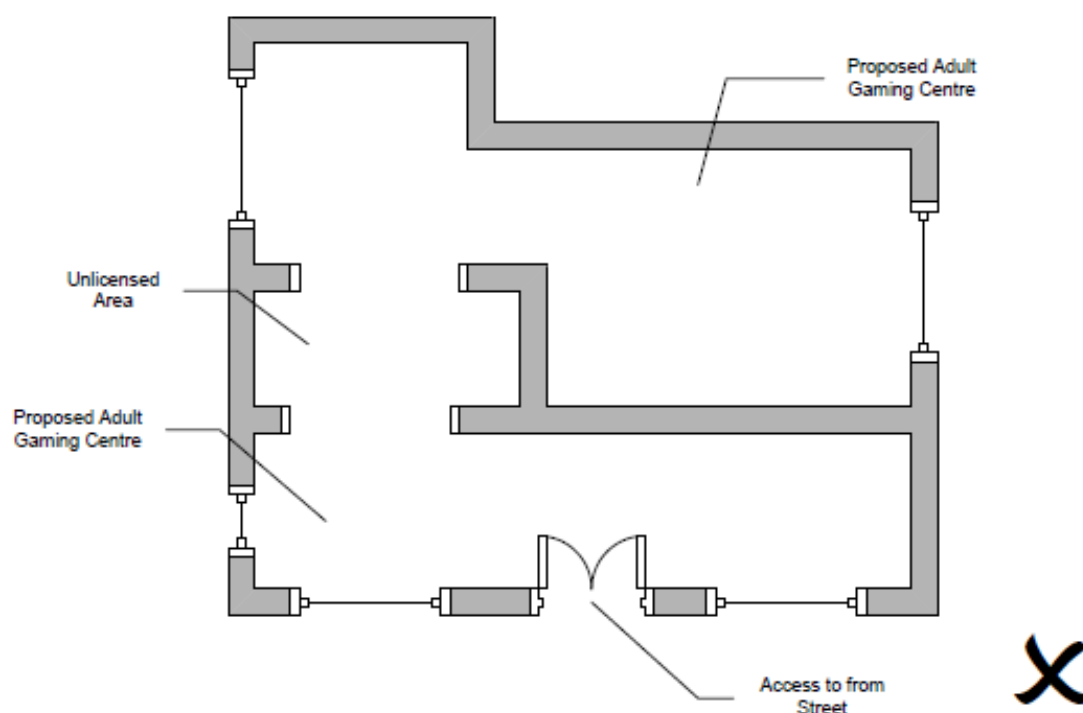
To ensure that advice given to applicants regarding the division between AGCs and FECs or uFECs in amusement arcades is consistent, the following standards are recommended:

- All partitions shall be permanently fixed.
- Partitions shall be opaque.
- No part of any partition shall be formed from any part of a gaming machine or any other type of machine.
- Partitions shall be a minimum height of 1.75 metres (5 foot 9 inches).
- Partitions shall be a maximum height of 0.15 metres (6 inches) from the floor.

The Licensing Authority does not consider that provisions which prohibit direct access between licensed premises are satisfied where licensed premises are separated by an area created artificially within a building principally for members of the public attending the licensed premises, irrespective of whether this area is unlicensed or provides non-gambling facilities, for example refreshments or ATMs.

Applications to place two licensed 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.

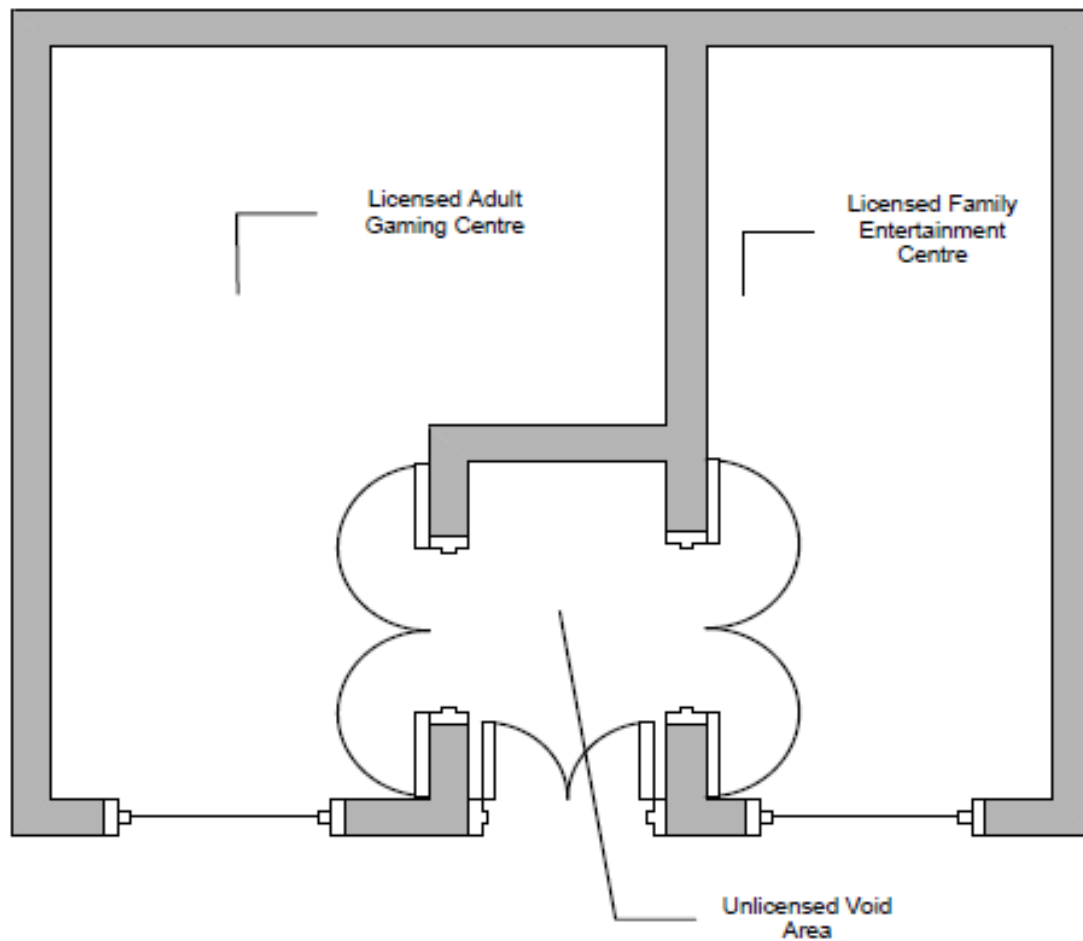
Figure 1



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.

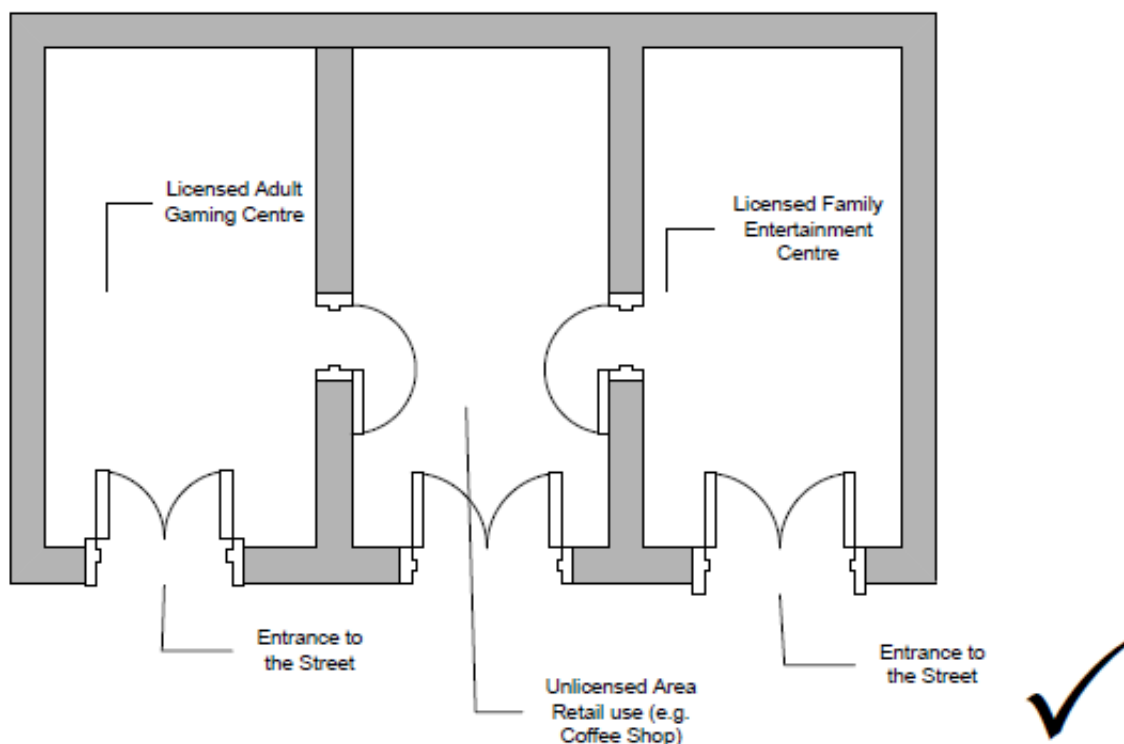
The size of the unlicensed area is matter for each application, but the Licensing Authority will not consider this configuration if the foyer is not of sufficient size to be a useable space.

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 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 also take into account in its 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.

6.2 CASINOS

This Authority cannot currently grant a Casino Premises Licence under section 175 of the 2005 Act. However, if this changes the Licensing Authority recognises that applicants may either apply for a full Casino Premises Licence or alternatively a Provisional Statement. Applicants for full Premises Licences however must:

- (a) hold or have applied for an Operating Licence; or
- (b) have the right to occupy the premises.

S166 of the Act states that a Licensing Authority may resolve not to issue casino premises licences. There is no resolution to prohibit casinos in Somerset at present. However, the Licensing Authority reserves the right to review this situation and may, at some time in the future, resolve not to permit casinos or, if licensed casinos are already operating, resolve not to permit any additional casinos.

Should the Licensing Authority choose to make such a resolution, this will be a resolution of Full Licensing Authority following considered debate, and the reasons for making the resolution will be given. This position will be reviewed every three years.

6.3 ADULT GAMING CENTRES (AGC)

The Licensing Authority is responsible for the issue of premises licences for all Adult Gaming Centres are able to offer higher stakes gaming machines and are restricted to over-18s.

Further information on machine categories can be found here -

<https://www.gamblingcommission.gov.uk/licensees-and-businesses/guide/gaming-machine-categories>.

In respect of Adult Gaming Centres, the Licensing Authority will have specific regard to the Licensing objective which seeks to protect children and vulnerable persons from being harmed or exploited by gambling. The applicant will be expected to satisfy the Licensing Authority that there will be sufficient measures and procedures in place, to ensure that persons under 18 years of age do not have access to the premises.

The Licensing Authority will expect applicants to offer their own measures and must be included in the local risk assessment to meet the Licensing Objectives. However appropriate measures and/or licence conditions may cover issues such as:
(This list is indicative only and is not exhaustive)

- Proof of age schemes.
- Closed Circuit Television Systems.
- Supervision of entrances and machine areas.
- Physical separation of areas.
- Location of entry.
- Appropriate notices and signage.
- Self-exclusion schemes and the display of information regarding self-exclusion schemes.
- Provision of information leaflets and helpline numbers for organisations such as 'GamCare'.
- Identify local risks, such as proximity to schools or in an area with a high crime rate.

In determining an application for a licensed Adult Gaming Centre, the Licensing Authority will have regard to any guidance issued by the Gambling Commission and any mandatory or default conditions deemed to have a positive effect.

6.4 FAMILY ENTERTAINMENT CENTRES (FEC)

The Licensing Authority is responsible for the issue of premises licences for all Family Entertainment Centres. These permit gaming machines of up to category C to be provided.

Further information on machine categories can be found here -

<https://www.gamblingcommission.gov.uk/licensees-and-businesses/guide/gaming-machine-categories>

In respect of FECs, the Licensing Authority will have specific regard to the licensing objective which seeks to protect children and vulnerable persons from being harmed or exploited by gambling. The applicant will be expected to satisfy the Licensing Authority that there will be sufficient measures and procedures in place, to ensure that persons under 18 years of age do not have access to the 'adult only' gaming machine areas on the premises.

The Licensing Authority will expect applicants to offer their own measures and must be included in the local risk assessment to meet the Licensing Objectives. However, appropriate measures and/or licence conditions may cover issues such as:
(This list is indicative only and is not exhaustive)

- Proof of age schemes.
- Closed Circuit Television Systems.
- Supervision of entrances and machine areas.
- Physical separation of areas.
- Location of entry.
- Appropriate notices and signage.
- Self-exclusion schemes.
- Measures/training for staff on how to deal with suspected truant school children on the premises.
- Provision of information leaflets and helpline numbers for organisations such as Gamcare.
- Identify local risks, such as proximity to schools or in an area with a high crime rate.

In determining an application for a licensed Family Entertainment Centre, the Licensing Authority will have regard to any guidance issued by the Gambling Commission and any mandatory or default conditions deemed to have a positive effect. Licensing Authority will have particular regard to any guidance or direction on how the separation and/or delineation of the 'adult only' machine areas of the premises should be achieved. Please refer to section 6.1 for more information regarding separation of premises.

6.5 BINGO PREMISES LICENCES

The Licensing Authority is responsible for the issue of premises licences for all bingo premises. Typically, these are a bingo hall or club but can also be similar to an AGC on the high street.

Further information on machine categories can be found here -

<https://www.gamblingcommission.gov.uk/licensees-and-businesses/guide/gaming-machine-categories>

The Licensing Authority considers that if persons under 18 years of age are allowed to enter premises licensed for bingo, it is important that they do not participate in gambling, other than on category D machines. Where category C or above machines are available on premises to which persons under 18 years of age have access, the Licensing Authority will require that:

- All such machines are located in an area of the premises separated from the remainder of the premises by a physical barrier, which is effective to prevent access other than through a designated entrance.
- Only adults are admitted to the area where the machines are located.
- Access to the area where the machines are located is 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.
- At the entrance to and inside any such area there are notices prominently displayed, indicating that access to the area is prohibited to persons under 18.
- No under 18s may play bingo on this premises' must be displayed at each entrance to the bingo premises.

The Licensing Authority will expect applicants to offer their own measures and must be included in the local risk assessment to meet the Licensing Objectives. However, appropriate measures and/or licence conditions may cover issues such as: *(this list is indicative only and is not exhaustive)*

- Proof of age schemes.
- Closed Circuit Television Systems.
- Supervision of entrances and machine areas.
- Physical separation of areas.
- Location of entry.
- Appropriate notices and signage.
- Specific opening hours.
- Self-exclusion schemes.
- Provision of information leaflets and helpline numbers for organisations such as GamCare.
- Identify local risks, such as proximity to schools.

In determining any application for a Bingo Premises Licence, the Licensing Authority will have regard to any guidance issued by the Gambling Commission with regard to the suitability and general layout and appearance of Bingo Premises (Social Responsibility Code 9 of the [Licence Conditions and Codes of Practice - Gambling Commission](#)).

6.6 BETTING PREMISES LICENCES

The Licensing Authority is responsible for the issue of premises licences for all betting establishments, including casinos, licensed betting offices and tracks. It is illegal for persons under 18 years of age to enter licensed betting premises and bet, but they may gain entry to tracks.

A betting premises licence gives the holder the entitlement to up to 4 Cat B2 Machines (also known as Fixed Odds Betting Terminals (FOBTs)).

Further information on machine categories can be found here - <https://www.gamblingcommission.gov.uk/licensees-and-businesses/guide/gaming-machine-categories>

Section 169 of the Act gives the Licensing Authority the power to apply conditions in specific circumstances, in such cases the Licensing Authority will have regard to 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 persons under 18.
- years of age or vulnerable persons.

The Licensing Authority expects applicants to offer their own measures and must be included in the local risk assessment to meet the Licensing Objectives. However appropriate measures and/or licence conditions may cover issues such as:

(This list is indicative only and is not exhaustive)

- Proof of age schemes.
- Closed Circuit Television Systems, (CCTV).
- Supervision of entrances and machine areas.
- Physical separation of areas.
- Location of entry.
- Appropriate notices and signage.
- Specific opening hours.
- Self-exclusion schemes.
- Measures / training for staff on how to deal with suspected underage access and play on the premises.
- Provision of information leaflets and helpline numbers for organisations such as GamCare.
- Identify local risks, such as proximity to an area with a high crime rate or high deprivation.

In determining any application for a Betting Premises Licence, the Licensing Authority will have regard to any guidance issued by the Gambling Commission with regard to the suitability and general layout and appearance of Betting Premises (Social Responsibility Code 9 of the [Licence Conditions and Codes of Practice - Gambling Commission](#)).

6.7 TRACKS

The Licensing Authority is aware that the Gambling Commission may provide further specific guidance as regards tracks and recognise that 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 'Operators' Licence as there may be several premises licence holders at the track who will need to hold their own operator licences.

As children and young persons will be permitted to enter track areas where facilities for betting are provided e.g., dog racing and/or horse racing, the Licensing 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 shall also expect applicants to offer their own measures to meet the Licensing Objectives, however, appropriate measures may cover issues such as:

(This list is indicative only and is not exhaustive)

- Proof of Age schemes.
- CCTV.
- Door supervisors.
- Supervision of entrances/exits/machine areas.
- Physical separation of areas.
- Notices / signage.
- Specific Opening Hours.
- Location of entry and gaming machines.

The Licensing Authority will consider on its own merit applications for venues such as athletics tracks or sports stadium for track betting licences to cover the whole track.

Applicants will be required to:

- Provide a detailed plan of the grounds indicating where the betting is to take place and the location of the racetrack.
- In the case of dog tracks and horse racecourses, indicate the location of any fixed and mobile pool betting facilities operated by the Tote or track operator as well as any other proposed gambling facilities.
- Evidence measures taken to ensure the third Licensing Objective will be complied with.
- Indicate what arrangements are being proposed for the administration of the betting. (The Gambling Commission and Licensing Authority recommend that betting takes place in areas reserved for, and identified as being for, that purpose).
- Areas of the track that will be used by on course operators (bookmakers) visiting the track on race days shall be defined.
- Any temporary structures erected on the track for providing facilities for betting shall be defined.
- Location of any gaming machines (if any) shall be defined.

Plans should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.

The Licensing Authority recommends an applicant consults with the Gambling Commission and the Licensing Authority prior to submission of their application.

6.8 BETTING AND GAMING MACHINES ON TRACKS

With regard to gaming machines on tracks, the Licensing Authority will consider carefully the location of any adult gaming machines at tracks to ensure that these machines are in areas which children are excluded, though it is recognised that children and young persons are not prohibited from playing Category D machines on a track.

The Licensing Authority recognises the potential space for such machines may be considerable, bringing with it significant problems in relation to the proliferation of such machines. It is the responsibility of the track operator to ensure compliance with

the law in preventing children from using these machines. It is for this reason the Licensing Authority may consider restricting the number and location of machines, however, each application will be considered on its own merit.

6.9 SELF-CONTAINED BETTING OFFICES ON TRACKS

In general, the rules that apply to betting premises away from tracks will apply to self-contained betting premises on tracks and the Licensing Authority will consider future guidance from the Gambling Commission about how such premises should be delineated, both to make it clear to the public that they are entering a 'betting office' and to prevent the entry of children and young persons. Applicants are recommended to consider the Gambling Commission's view that it would be preferable for all self-contained premises operated by off course betting operators on track to be the subjects of separate premises licences; this would thus ensure that there was clarity between the respective responsibilities of the track operator and the off course-betting operator running a self-contained unit on the premises.

On advice from the Gambling Commission, the Licensing Authority may attach a condition to track premises licences requiring the track operator to ensure that the rules of betting 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. The Licensing Authority would welcome other suitable methods.

6.10 VESSELS AND VEHICLES

Licences may be granted for passenger vessels. However, not all forms of permits are available to vessels. Vehicles may not be the subject of a Premises Licence and therefore all forms of commercial betting and gaming will be unlawful in a vehicle.

The Licensing Authority will have jurisdiction over gambling conducted on vessels on all inland waterways, at permanent moorings and on all aircraft on the ground or in domestic air space.

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.

6.11 TRAVELLING FAIRS

Travelling fairs do not require any permit to provide gaming machines but must comply with the legal requirements as to the way the machines operate. They may provide an unlimited number of Category D gaming machines and/or equal chance prize gaming machines, provided that the facilities for gambling amount to no more than an ancillary amusement at the fair.

A given area of land may, by statute, only be used on 27 days per calendar year for the purposes of accommodating a fair. The statutory maximum of 27 days calendar

use, applies to the land on which the fairs are held, and that use is cumulative, regardless of whether it is the same fair or a procession of different travelling fairs. The Licensing Authority may monitor fairs, (whether travelling or otherwise), which provide category D gaming machines or equal chance prize gaming machines within Somerset, to ensure that the provision of gambling is ancillary to the amusement provided at the fair and to ensure that the statutory limits upon the annual use of the land are not exceeded.

7.0 GENERAL POINTS REGARDING GAMING MACHINES

Gaming machines are made available through a variety of permissions established by the granting of premises licences and permits. There are different categories of machine (the category will determine the level of stakes and prizes), and the number permitted to be made available for play by each operator is controlled by the licence or permit in question. For example, the allowance for an Adult Gaming Centre will differ from a Bingo premises. The Licensing Authority undertakes regular inspections of premises where licences and/or permits are in place to ensure that these requirements are complied with.

Further information on machine categories can be found here - <https://www.gamblingcommission.gov.uk/licensees-and-businesses/guide/gaming-machine-categories>

In view of the above, regardless of the permission involved, operators must:

- Clearly display the classification (e.g., Category D) of each machine on the machine itself.
- Undertake consultation with the Licensing Authority in advance of applying screening and/or erection of booths to category B machines within licensed premises.
- Ensure that gaming machines situated in premises licensed to sell/ supply alcohol (authorised by way of notification of automatic entitlement and/or permit) are made available strictly in accordance with the Gambling Commission's code of practice with regards to gaming machines in alcohol-licensed premises.

The Licensing Authority will expect the holder of a Permit or Premises Licence to comply with the Codes of Practice issued by the Commission on the location of, and access to, such machines by children and young persons. [Section C - Gaming machines in clubs and premises with an alcohol licence](#).

The Licensing Authority recognises concerns about unlawfully sited gaming machines because they are:

- Provided in prohibited places such as takeaways and taxi offices.
- Provided without a Responsible permit.
- Provided from an unregistered supplier and/or are uncategorised.
- Known to have links with organised crime.

In circumstances where illegal machines are being provided, the following actions may be taken by the Licensing Authority:

- Initial enforcement, visit and verbal/written warning issued to remove the machines.
- Removal of the gaming machines in partnership with the Commission/ Police.

There are a variety of reasons why the provision of gaming machines may be illegal, and operators are advised to seek the advice of the Licensing Authority or the Gambling Commission before making them available. Where the Licensing Authority is uncertain of whether or not a machine is a gaming machine as defined under the Act, it will seek the advice of the Gambling Commission.

Where the Licensing Authority has concerns about the manufacture, supply, or repair of a gaming machine it will bring this to the attention of the Gambling Commission.

8.0 SMALL SOCIETY LOTTERIES

Under the [Gambling Act 2005](#) a lottery is unlawful unless it runs under an operating licence (a large lottery) or is an exempt lottery. The Licensing Authority will register and administer small society lotteries as defined under the Act. Promoting or facilitating a lottery will fall into two categories.

Licensed lotteries (requiring an operating licence from the Gambling Commission)

Exempt lotteries (including small society lotteries registered with Somerset Licensing Authority)

Exempt lotteries are defined as:

- Small society lotteries.
- Incidental non-commercial lotteries.
- Private lotteries.
- Work lotteries.
- Residents' lotteries.
- Customer lotteries.

Advice regarding the definitions of the above exempt lotteries is available from the Gambling Commission guidance and the website - [Types of lottery you can run without a licence - Gambling Commission](#)

Organisers of raffles or lotteries MUST follow the legislation contained with the [Gambling Act 2005](#) to ensure that the arrangements for lottery are legal to avoid an offence being committed. The Licensing Authority recommends those seeking to run lotteries take their own legal advice on which type of lottery category they fall within.

Applicants for small society lottery registrations must apply to the Licensing Authority in the area where their principal office is located. Where the Licensing Authority believes that the Society's principal office is situated in another area it will inform the Society as soon as possible and where possible, will inform the other Licensing Authority.

The Licensing Authority will ask applicants to set out the purposes for which the Society is established and will ask the promoter to declare that they represent a bona fide non-commercial society and have no relevant convictions. The Licensing Authority may seek further information from the Society if not provided.

The Licensing Authority may refuse an application for registration if in their opinion:

- The applicant is not a non-commercial society.
- A person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence; or
- Information provided in or with the application for registration is false or misleading.

The Licensing Authority will refuse applications for registration if in the previous five years, either an Operating Licence held by the applicant for registration has been revoked, or an application for an Operating Licence made by the applicant for registration has been refused. Where the Licensing Authority is uncertain as to whether or not an application has been refused, it will contact the Gambling Commission to seek advice.

Where the Licensing Authority intends to refuse registration of a Society, it will give the Society an opportunity to make representations and will inform the Society of the reasons why it is minded to refuse registration and supply evidence on which it has reached that preliminary conclusion.

The Licensing Authority may revoke the registered status of a society if it thinks that they would have been obliged or permitted to refuse an application for registration if it were being made anew. No revocations will take place unless the Society has been given the opportunity to make representations. The Licensing Authority will inform the Society of the reasons why it is minded to revoke the registration and will provide an outline of the evidence on which it has reached that preliminary conclusion.

Where the annual fee is not paid by the due date the Licensing Authority will cancel the small society registration. The onus is firmly placed on the Society to ensure they pay the annual fee by the due date.

Where a Society employs an external lottery manager, it will need to satisfy itself that that person holds an Operator's Licence issued by the Gambling Commission. The Licensing Authority will expect this to be verified in writing by the Society.

The Licensing Authority requires all registered small society lottery operators to maintain written records of any unsold and returned tickets for a period of one year from the date of the lottery draw.

The Licensing Authority is permitted to inspect the records of the lottery for any purpose related to the lottery. It is likely to do so where:

- The Society has failed to complete the statement of return correctly on two or more occasions.

- The Society fails to submit a statement of return for a lottery the society has held within 3 months of the draw taking place.

The Licensing Authority will keep a Public Register of all applications to register a small society for lottery purposes.

The Licensing Authority will accept return information by an electronically scanned return sent by e-mail.

9.0 LICENSING OBJECTIVES

9.1 PREVENTING GAMBLING FROM BEING A SOURCE OF CRIME OR DISORDER, BEING ASSOCIATED WITH CRIME OR DISORDER, OR BEING USED TO SUPPORT CRIME

The Licensing Authority will, when determining applications, consider whether the grant of a premises licence will result in an increase in crime and disorder arising from gambling activities. This will include measures to be undertaken in order to prevent money laundering activities taking place.

The Gambling Commission, in its draft guidance for local authorities, has noted that “disorder is intended to mean activity that is more serious and disruptive than mere nuisance. Factors to consider in determining whether a disturbance was serious enough to constitute disorder would include whether police assistance was required and how threatening the behaviour was to those who could see or hear it.” The Licensing Authority agrees with this statement.

Applicants are encouraged to discuss the crime prevention procedures in their premises with the Licensing Authority and/or the Avon & Somerset Constabulary before making a formal application.

In considering licence applications, the Licensing 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.
- The likelihood of any violence, public order, or policing problem if the licence is granted.
- The premises local risk assessment..

Where evidence is submitted that an area has known high levels of organised crime the Licensing Authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. The Licensing Authority is aware of the distinction between disorder and nuisance and will consider factors such as whether Police assistance was required.

The Licensing Authority recognises that disorder may be focused on premises and therefore expects an applicant to demonstrate an understanding of possible crime and disorder and to take such controls as are necessary to prevent it. Examples may include thought given to the way that gambling is conducted on the premises, company policy on prevention of crime and disorder, siting of large pay out machines and the provision of door supervisors.

9.2 ENSURING THAT GAMBLING IS CONDUCTED IN A FAIR AND OPEN WAY

Generally, the Commission would not expect Licensing Authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be a matter for either 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 the responsibility of the Gambling Commission.

All gambling should be fair in the way it is played with transparent rules such that players know what to expect. Examples may include easily understandable information being made available on the rules and probability of winning/losing, ensuring the rules are fair and that advertising is not misleading. The Licensing Authority encourages that where written rules are provided that they are of a font size not less than 11 and in a format accessible to all.

9.3 PROTECTING CHILDREN AND OTHER VULNERABLE PERSONS FROM BEING HARMED OR EXPLOITED BY GAMBLING

9.3.1 CHILD AND YOUNG PERSONS ACCESS TO GAMBLING LICENSED PREMISES

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

The Licensing Authority will seek to limit the advertising for premises so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to children.

We expect all 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 F for further information.

The Licensing Authority will consult with the Local Safeguarding Children Board on any application that indicates there may be concerns over access for children or vulnerable persons.

Where premises are subject to age-restrictions and there are procedures in place to conduct age verification checks, these checks will be taken into account when considering the licence.

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

(This list is indicative only and is not exhaustive)

- Supervision of entrances.
- Segregation of gambling areas from areas frequented by children.
- Supervision of gaming machines in non-adult gambling specific premises.
- Staff training.
- Company policies for protecting children and vulnerable persons.
- Careful consideration of the siting of cash machines.
- Additional requirements to provide supervision at entrances.
- Steps taken to segregate gambling from non-gambling areas frequented by children.
- Supervision of gaming machines in non-adult gambling specific premises in order to prevent children or vulnerable young persons from being harmed or exploited by gambling.
- Appropriate signage.
- Location of machines.
- Numbers of staff on duty.

These measures will be particularly relevant in mixed use premises and on tracks where children have freedom of movement in betting areas on race days.

The Licensing Authority expects that operators would have identified the risks and mitigations in their premises risk assessments.

9.3.2 VULNERABLE PERSONS

The Licensing 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' includes:

- 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 due to alcohol or drug addiction and
- People whose disability limits a person's ability to understand the consequences of gambling.

The Licensing Authority notes the Gambling Commission's guidance to protect children and other vulnerable persons from being harmed or exploited by gambling.

The Licensing Authority will expect to see evidence that measures have been put into place to protect this group of people during any inspections it may carry out.

9.3.3 ADVISORY BODY FOR THE PROTECTION OF CHILDREN FROM HARM

Somerset Council as the Licensing Authority designates Somerset Council's Children's Social Care as the competent authority to provide advice on the protection of children from harm.

Somerset Children's Social Care, which includes an out of hours emergency duty service, operates throughout the county of Somerset and has the specialist knowledge and expertise to fulfil this role.

Please see Appendix F

10.0 COMPLAINTS ABOUT LICENSED PREMISES

The Licensing Authority will investigate complaints about the operation of licensed premises regarding matters relating to the licensing objectives for which it has responsibility. For all customer complaints about the gambling products, complainants must raise the complaint directly with the licensee or business concerned to seek a local resolution. If they are not satisfied, they should contact the Gambling Commission.

Where an interested party has made valid representations about licensed premises, or a valid application for a licence to be reviewed, the Licensing Authority may initially recommend a conciliation meeting to address and clarify the issues of concern.

This process will not override the right of any interested party to ask that the Licensing Committee consider their valid objections, or for any licence holder to decline to participate in a conciliation meeting.

11.0 FURTHER INFORMATION

Further information about [Gambling Act 2005](#), this Gambling Policy Statement of Principles and about the application process, including application forms and guidance notes can be obtained from:

Somerset Council, Licensing Department, County Hall, The Crescent, Taunton, Somerset TA1 4DY.

Tel: 0300 123 2224 Website: <https://www.somerset.gov.uk/business-economy-and-licences/>

E-mail: licensing.mendip@somerset.gov.uk; licensing.sedgemoor@somerset.gov.uk; licensing.south@somerset.gov.uk; licensing.west@somerset.gov.uk

Gambling Commission, Victoria Square House, Victoria Square, Birmingham B2 4BP

Tel: 0121 230 6666 Website: www.gamblingcommission.gov.uk

APPENDIX A

GLOSSARY OF TERMINOLOGY

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

Licensing Objectives:	As defined in section 1.1.
Licensing Authority:	Means Somerset Licensing Authority.
County:	Means the area of Somerset administered by Somerset Licensing Authority – see map in introduction.
Licences:	As defined in section 1.4.
Applications:	Means applications for Licences or Permits defined in section 1.4
Notifications:	Means notifications of Temporary Use Notices (TUN) and Occasional Use Notices (OUN).
Act:	Means the Gambling Act 2005
Regulations:	Means Regulations made under the Gambling Act 2005
Premises: moveable	Means any place and includes a vehicle, vessel, or structure (in accordance with the Gambling Act 2005).
Code of Practice:	Means any relevant code of practice under section 24 of the Gambling Act 2005).
Mandatory Condition:	Means any specified condition provided by regulations to be attached to a licence. The Gambling Act 2005 (Mandatory and Default Conditions) (England and Wales) Regulations 2007
Default Condition:	Means a specified condition provided by regulations to be attached to a licence (unless disapplied by the Licensing Authority). The Gambling Act 2005 (Mandatory and Default Conditions) (England and Wales) Regulations 2007
Responsible Authority:	For the purposes of the Gambling Act 2005 , the following are responsible authorities in relation to premises: <ul style="list-style-type: none"> • The Licensing Authority (Somerset Council) • The Gambling Commission • Avon & Somerset Constabulary • Devon & Somerset Fire & Rescue Service • Planning Somerset Council • Planning Exmoor National Park Authority • Environmental Protection Somerset Council

Issued by:

Issued Date:

- Somerset Local Safeguarding Children Board, Somerset Licensing Authority
- HM Revenue and Customs

Interested Party:

For the purposes of the [Gambling Act 2005](#), a person is an interested party in relation to a premises licence if, in the opinion of the Licensing Authority which issues the licence or to which the application is made, the person see Appendix E for further details.

When considering whether a person is an interested party, each case will be judged on its merits taking into consideration the Responsible circumstances, including those contained in the Gambling Commission's [Guidance to Licensing Authorities](#)

Operator Licence:

is a licence issued to the operator by the Gambling Commission

Personal Licence:

is a licence issued to individuals by the Gambling Commission

DRAFT

APPENDIX B

TABLE OF DELEGATIONS OF LICENSING FUNCTIONS

MATTER TO BE DEALT WITH	FULL COMMITTEE	SUB-COMMITTEE	OFFICERS
Three-year licensing policy	Yes		
Policy not to permit casinos	Yes		
Fee Setting - when appropriate	Yes		
Application for premises licences		If a relevant representation is made and not withdrawn	If no relevant representation
Application for a variation to a licence		If a relevant representation is made and not withdrawn	If no relevant representation
Application for a transfer of a licence		If a relevant representation is made and not withdrawn	If no relevant representation
Application for a provisional statement		If a relevant representation is made and not withdrawn	If no relevant representation
Review of a premises licence		Yes	
Application for club gaming /club machine permits		If a relevant representation is made and not withdrawn	If no relevant representation
Cancellation of club gaming/ club machine permits		If a relevant representation is made and not withdrawn	If no relevant representation
Applications for other permits		If a relevant representation is made and not withdrawn	If no relevant representation
Cancellation of licensed premises gaming machine permits		If a relevant representation is made and not withdrawn	If no relevant representation
Consideration of temporary use notice		If a relevant representation is made and not withdrawn	If no relevant representation
Decision to give a counter notice to a temporary use notice		If a relevant representation is made and not withdrawn	If no relevant representation
Determination as to whether			All cases

Issued by:

Issued Date:

a person is an Interested Party			
Determination as to whether representations are relevant			All cases
Determination as to whether a representation is frivolous, vexatious, or repetitive			All cases

DRAFT

Issued by:

Issued Date:

APPENDIX C

CONTACT DETAILS FOR RESPONSIBLE AUTHORITIES

The Licensing Authority	Licensing Department County Hall The Crescent Taunton Somerset TA1 4DY
The Gambling Commission	Fourth Floor Victoria Square House Victoria Square Birmingham B2 4BP
Avon & Somerset Constabulary	Licensing Bureau PO Box 3259 Bristol BS2 2EJ
Devon & Somerset Fire & Rescue Service	Devon & Somerset Fire & Rescue Service Yeovil Group HQ The Fire Station Reckleford Yeovil BA20 1JF
Somerset Children's Social Care	Somerset Direct Childrens and Young Persons Team PO Box 618 Taunton Somerset TA1 3WF
HM Customs & Excise	HM Revenue & Customs National Registration Unit Portcullis House 21 India Street Glasgow G2 4PZ
Exmoor National Park Authority Planning	Exmoor National Park Authority Exmoor House Dulverton Somerset TA22 9HL

Issued by:

Issued Date:

APPENDIX D

LIST OF CONSULTEES

- Elected Members, Somerset Council
- Town and Parish Councils in 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
- Somerset Chamber of Commerce
- Gamcare
- Gamblers Anonymous
- GambleAware
- Mencap
- NSPCC
- CAB
- 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.

APPENDIX E

INTERESTED PARTIES

Interested Parties' can make representations to the Licensing Authority, in respect of an application for a 'Premises Licence', or in respect of an application for a 'Provisional Statement', submitted to the Licensing Authority by an applicant, under the Act.

Interested parties can also initiate, (or make representation in respect of), a review of a Premises Licence, the detail of which is outlined under the heading of 'Reviews'.

The Act states that a person is an 'Interested Party', if in the opinion of the Licensing Authority, that person:

- Lives sufficiently close to the premises to be likely to be affected by the authorised activities
- Has business interests that might be affected by the authorised activities, or
- Represents persons who satisfy the criteria at paragraph a) or b)
- These persons include trade associations, trade unions, and residents' and tenants' associations. However, the Licensing Authority will not generally view these bodies as interested parties, unless they have a member who satisfies the criteria in paragraphs a) or b) above; and they have written Authority of representation

'Interested Parties' can also be persons who are democratically elected, such as Councillors, (including Town Councillors), and Members of Parliament. In such circumstances, no specific evidence of being 'asked' to represent an interested person will be required, provided the Responsible Elected Member represents the ward or town likely to be affected.

Individuals who wish to approach Councillors to represent their views may do so. In the case where a Councillor represents an interested party, in order to avoid conflict of interests, that Councillor shall not be part of the Licensing Committee dealing with the licence application. If there are any doubts, Councillors will be asked to contact the Licensing Authority's Legal team to gain further advice.

Likewise, parish/town councils likely to be affected will be considered to be interested parties.

Other than these, however, this Authority will generally require written evidence that a person/body (e.g., an advocate/relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons confirming their wish to be represented will be sufficient.

The Licensing Authority will firstly determine whether or not a person is an interested party and secondly whether or not their representation is relevant. Representations by such persons that do not relate to the Licensing Objectives but focus on demand and competition will not be considered as relevant.

Issued by:

Issued Date:

The Licensing Authority will take into account the following factors when interpreting 'sufficiently close':

- Size of the premises
- Nature of the premises
- Distance of the premises from the location of the person making the representation
- Potential impact of the premises, i.e., number of customers, routes likely to be taken by those visiting the establishment
- Circumstances of the complainant, i.e., interests of the complainant that may be relevant to the distance from the premises

The Licensing Authority recognises 'sufficiently close to be likely to be affected' could have a different meaning for, for instance, a private resident, a residential school for children with behavioural or other problems and a residential hostel for vulnerable adults and will therefore deal with each representation on its own merit.

Persons with business interests that could be affected

The Licensing Authority will decide upon representations from those persons with business interests on an individual basis and would require to be satisfied that the Responsible business is likely to be affected and shall not take into account representations put forward by a rival operator, anywhere in the country, simply because they are in competition within the same gambling sector. The following factors will therefore be relevant:

- Size of the premises
- The 'catchment' area of the premises (i.e., how far people travel to visit)
- Whether the person making the representation has business interests in that catchment area that might be affected
- Whether or not the representation is purely based on 'competition' as the Licensing Authority does not consider this to be a relevant representation

APPENDIX F

CHILD SEXUAL EXPLOITATION & TRAFFICKING OF CHILDREN & YOUNG PEOPLE

This Licensing Authority 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 Somerset can be found at: -

<http://www.somerset.gov.uk/childrens-services/safeguarding-children/report-a-child-at-risk/>

<https://www.somerset.gov.uk/care-and-support-for-adults/report-an-adult-at-risk/>

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 Somerset Council Child Protection Unit. (Tel: 0300 123 2224).

DRAFT

Issued by:

Issued Date: