



*Alison Stuart
Head of Legal and
Democratic Services*

MEETING : LICENSING COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 5 SEPTEMBER 2018
TIME : 7.00 PM

PLEASE NOTE TIME AND VENUE

MEMBERS OF THE COMMITTEE

Councillor D Andrews (Chairman)
Councillors P Ballam, R Brunton, Mrs R Cheswright, K Crofton,
G Cutting, B Deering, J Jones, M McMullen, T Page, M Stevenson and
N Symonds

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DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

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AGENDA

1. Apologies

To receive apologies for absence.

2. Chairman's Announcements

3. Declarations of Interest

To receive any Members' declarations of interest.

4. Minutes - 14 March 2018 (Pages 7 - 16)

To approve the Minutes of the meeting of the Committee held on Wednesday 14 March 2018.

5. Licensing Sub-Committee - 28 March, 21 May, 8 June and 13 July 2018 (Pages 17 - 40)

To receive the Minutes of meetings of the Licensing Sub-Committee held on:

28 March 2018

21 May 2018

8 June 2018

13 July 2018

6. Statement of Principles under the Gambling Act 2005 (Pages 41 - 104)

7. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

MINUTES OF A MEETING OF THE
LICENSING COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 14 MARCH
2018, AT 7.00 PM

PRESENT: Councillor D Andrews (Chairman)
Councillors P Ballam, R Brunton,
Mrs R Cheswright, G Cutting, B Deering,
J Jones, M McMullen, T Page and
N Symonds

ALSO PRESENT:

Councillors P Ruffles

OFFICERS IN ATTENDANCE:

Simon Aley	- Interim Legal Services Manager
Jonathan Geall	- Head of Housing and Health
Peter Mannings	- Democratic Services Officer
Oliver Rawlings	- Service Manager (Licensing and Enforcement)

400 APOLOGIES

Apologies for Absence were submitted on behalf of
Councillors R Standley and J Taylor.

401 CHAIRMAN'S ANNOUNCEMENTS

The Chairman introduced and welcomed Robin Trevillion from Hertfordshire County Council (HCC) Public Health to the meeting.

402 MINUTES - 15 NOVEMBER 2017

RESOLVED – that the Minutes of the meeting held on 15 November 2017, be confirmed as a correct record and signed by the Chairman, subject to the addition of the word ‘terminals’ at the end of the 1st sentence in the 8th paragraph in Minute 252 - Licensing Activity Quarter 1 And Quarter 2 Of 2017.

403 LICENSING SUB-COMMITTEE - 27 NOVEMBER 2017

RESOLVED – that the Minutes of the Licensing Sub-Committee meetings held on 27 November 2017, be received.

404 PRESENTATION - THE IMPACT OF ALCOHOL MISUSE ON THE NHS

Robin Trevillion (Public Health – Health Protection and Resilience) at Hertfordshire County Council gave a presentation covering the impact of Alcohol Misuse on the NHS. He referred to a shift in behaviour with younger people drinking less and in particular less binge drinking. Members were advised that a more pressing issue was the significant amount of home drinking taking place.

Councillor G Cutting commented on the impact of anti-social behaviour on the health service and police. He commented on the need to address the sale of alcohol to youngsters by supermarkets and independent retailers.

Robin Trevillion stated that surveys had been distributed to doctors' surgeries and to pharmacies to get an insight into people's drinking habits. Councillor P Ballam questioned the honesty of the answers people gave when completing such surveys.

Members were advised of the £11 billion annual crime and disorder cost of dealing with alcohol related harm. The NHS faced an annual bill of £3.5 billion relating to harm resulting from alcohol consumption. Robin Trevillion commented on the health impacts of alcohol and referred to the increased risks of various conditions such as cancer.

Robin Trevillion concluded that East Herts had the lowest figure for hospital admissions for alcohol related conditions for all ages in Hertfordshire. Councillor T Page questioned why East Herts was doing so well.

Robin Trevillion emphasised that sales of alcohol as an average per person were lower than the national average in East Herts and also lower than Hertfordshire generally. East Herts also compared favourably to other similar local authority areas. He responded in detail to a wide range of questions from the Committee. Members received the presentation.

RESOLVED – that the presentation be received.

405 NIGHT TIME ECONOMY POSITION STATEMENT

The Head of Housing and Health submitted a report inviting Members to consider the draft position statement entitled 'Licensing Decision Making relating to the Night Time Economy'. The Head commented on ward Members being notified of licensing applications being made in their respective wards.

Members were advised that the position statement would make it clearer to responsible authorities how they could input into the decision making process. The Head reminded the Committee that the licensing regime was heavily governed by legislation and in particular by the four licensing objectives.

Members were also advised that the intention was to empower those who wished to make representations to the Authority on licensing matters. The Head commented on the importance of liaising with Town and Parish Councils.

Various Members referred to specific concerns they had with particular premises. The Head reminded Members that any concerns had to relate back to the four licensing objectives. The Chairman referred to the weight that could be attached to the evidence presented to the Licensing Sub-Committee.

Following comments from Councillor B Deering and the Committee Chairman regarding the website and statutory publicity, the Head advised that the Authority

was publicising applications for licensable activity and other relevant information in a number of ways in addition to what is required to meet statutory obligations. The Committee received the report.

RESOLVED – that the wording of the draft position statement be agreed and the need for public consultation be noted.

406 PROPOSED CHANGES TO EAST HERTS COUNCIL HACKNEY CARRIAGE AND PRIVATE HIRE FEES

The Head of Housing and Health submitted a report inviting Members to consider consultation responses to the revised Taxi Licensing fees and charges for the 2018/19 financial year.

The Service Manager (Licensing and Enforcement) reminded Members that East Herts Council had not varied taxi licensing fees since 2013. He referred Members to Essential Reference Paper 'B' for the current 2017/18 fees and Essential Reference Paper 'C' for the proposed 2018/19 fees.

The Service Manager confirmed to Councillor J Jones why Officers were suggesting a reduction in the fee for a new 1 year private hire application. Members were reminded that it would be unlawful to charge more than cost recovery to ensure that the Authority was not open to challenge in the form of judicial review.

The Service Manager advised that East Herts was about average in Hertfordshire in respect of the current Hackney Carriage and Private Hire Fees.

Members received the report.

RESOLVED – that (A) the proposed fees for 2018/19 be considered in the light of the consultation responses; and

(B) the schedule of taxi fees and charges for 2018/19, included in Essential Reference Paper B of the report submitted, be recommended to the Head of Strategic Finance and Property for approval.

407 PROPOSED CHANGES TO EAST HERTS COUNCIL HACKNEY CARRIAGE FARES TARIFF

The Head of Housing and Health submitted a report inviting Members to consider the proposal to change the fares tariff that might be charged by East Herts Licensed Hackney Carriages.

The Service Manager (Licensing and Enforcement) referred to table of fares and the requirement that the meter had to be used in the District. A fee less than that displayed by the meter could be charged in a Hackney Carriage. Journeys that were outside of the District could also be subject to different agreed fares between the taxi driver and a passenger.

The Service Manager referred to the statutory framework for taxi licensing and commented that the taxi trade in East Herts had been asked for an opinion regarding a potential variation to the table of fares.

The proposed 10 % increase in the flag fare would go

before Executive for a decision on 24th April 2018. The consultation on the variation to the table of fares would last for 14 days between 26 April and 10 May 2018. If thereafter, no objections were received then the new table of fares would come into effect on 11 May 2018.

Members were advised that, if during the consultation, objections were received then these would be considered by Executive on 12 June 2018. At this meeting, the final table of fares would be set to come into effect on 13 June 2018.

The Service Manager advised that the proposal would be to review the fares again six months after any variation came into force and then to instigate an annual review. This did not guarantee an increase on every occasion but ensured that the fares are reviewed regularly. Members received the report.

RESOLVED – that (A) the proposed variation to the table of fares listed in paragraph 2.8 of the report submitted and the requirement for consultation be noted; and

(B) that the proposed variation to the table of fares be recommended to the Executive for approval before the consultation commences.

408 REPORT ON LICENSING ACTIVITY QUARTER 3 OF 2017/18
FINANCIAL YEAR

The Head of Housing and Health submitted a report updating Members in relation to statistics on

processing licences, enforcement activity and implementation of the Service Plan for Quarter 3 of the 2017/18 financial year. The Service Manager (Licensing and Enforcement) provided a summary of the report and referred to Essential Reference Papers 'B' and 'C' regarding licensing data for the relevant period.

The Service Manager referred in particular, to a number of cases involving taxi drivers that were going through the appeals process with the magistrate's court and the crown court where Officers had challenged the decisions of the magistrate's court. Members were advised of the praise received for the Council's Licensing Officers from the police following the results of recent legal proceedings.

The Chairman thanked Officers for their efforts in pursuing Taxi Licensing enforcement activity. Councillor J Jones referred to most decisions regarding taxi drivers being made by the Head of Housing and Health in consultation with the Chairman of Licensing Committee. Members asked whether details of court cases could be circulated to the Licensing Committee.

The Head of Housing and Health confirmed that cases were publicised by Officers where appropriate. Officers confirmed to Councillor T Page that all Gambling establishments would be visited by Officers. The Committee received the report.

RESOLVED – that the report be received.

The meeting closed at 8.55 pm

Chairman
Date

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MINUTES OF A MEETING OF THE
LICENSING SUB-COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 28 MARCH
2018, AT 10.00 AM

PRESENT: Councillor B Deering (Chairman)
Councillors R Brunton and N Symonds

OFFICERS IN ATTENDANCE:

Peter Agbley	- Licensing Officer
Simon Aley	- Interim Legal Services Manager
Peter Mannings	- Democratic Services Officer
Fabien Simms	- Environmental Health Technical Officer
Claire Spendley	- Senior Environmental Health Officer
Paul Thomas-Jones	- Environmental Health Manager - Commercial

20 APPOINTMENT OF CHAIRMAN

It was proposed by Councillor R Brunton and seconded by Councillor N Symonds that Councillor B Deering be appointed Chairman of the Licensing Sub-Committee for the meeting.

RESOLVED – that Councillor B Deering be

appointed Chairman of the Licensing Sub-Committee for the meeting.

21 MINUTES - 27 NOVEMBER 2017

RESOLVED – that the Minutes of the meeting held on 27 November 2017 be confirmed as a correct record and signed by the Chairman.

22 APPLICATION BY JOAB ARCHER FOR A TEMPORARY EVENT NOTICE FOR THE MIXER, 6 BALDOCK STREET, WARE, HERTFORDSHIRE, SG12 9DZ

The Chairman outlined the procedure to be followed. All those present were introduced. The Licensing Officer advised that the case related to an application for Temporary Event Notices (TENS) at The Mixer, 6 Baldock Street, Ware, Herts, SG12 9DZ.

Members were advised that the dates for the proposed temporary events were 31 March and 7 April 2018. The TENS had both been contested and were for regulated entertainment and the sale of alcohol.

The Licensing Officer detailed the opening hours of the premises and advised Members that the application had been received on 9 March 2018. The closing date for representations had been 14 March 2018 and an objection had been made by Environmental Health to both notices on the grounds of public nuisance. The objection was detailed on pages 45 and 46 of the report submitted.

Members were advised that the applicant had been in

contact with Environmental Health and there had been an agreement that all Licensing conditions would be carried over from the Premises Licence and applied to both TENs.

The applicant confirmed that he did not hold regular music events at The Mixer and the premises was not a nightclub. He confirmed that The Mixer was a community establishment and he would comply with all licensing conditions.

The Environmental Health Officer confirmed that she was content that applying the licensing conditions from the premises licence to the TENs would help to prevent issues of public nuisance at both events and in future. She also highlighted that a number of complaints has been received from past events which was why environmental health had raised concerns. A local resident and interested person confirmed that music had been too loud on occasion. He referred in particular, to the summer when he would be more likely to have windows open. He confirmed, however, that he was prepared to act as a go-between with the applicant and the local community as required going forward. The applicant and Officers were given the opportunity to make closing comments.

At the conclusion of closing submissions, the Sub-Committee, the Democratic Services Officer and the Interim Legal Services Manager withdrew to allow Members to consider the evidence.

Following this the Members and Officers returned and the Chairman announced that the Sub-Committee had

listened to the comments of the Licensing Officer, the Environmental Health Officer, the applicant and a local resident and had approved the application for Temporary Event Notices (TENs). Members had been very pleased that an agreement had been reached between the applicant and Environmental Health to apply to the TENs all the licensing conditions from the Premises Licence.

RESOLVED – that for the reason now detailed, the application for Temporary Event Notices for The Mixer, 6 Baldock Street, Ware, Hertfordshire, SG12 9DZ on 31 March and 7 April 2018 be approved, subject to all the licensing conditions being carried over from the current premises licence.

The meeting closed at 10.19 am

Chairman
Date

MINUTES OF A MEETING OF THE
LICENSING SUB-COMMITTEE HELD IN THE
MEETING ROOM A AND B -
CHARRINGTONS HOUSE, BISHOP'S
STORTFORD ON MONDAY 21 MAY 2018, AT
2.15 PM

PRESENT: Councillor R Brunton (Chairman)
Councillors B Deering and J Jones

ALSO PRESENT:

Councillor G Cutting

OFFICERS IN ATTENDANCE:

Simon Aley	- Interim Legal Services Manager
Lorraine Blackburn	- Democratic Services Officer
Oliver Rawlings	- Service Manager (Licensing and Enforcement)

1 APPOINTMENT OF CHAIRMAN

It was moved by Councillor B Deering and seconded by Councillor J Jones that Councillor R Brunton be appointed Chairman for the meeting. After being put to the meeting and a vote taken, the motion was

declared CARRIED.

RESOLVED - that Councillor R Brunton be appointed Chairman for the meeting.

2 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed all to the meeting and apologised for the short delay in starting the meeting. The Chairman referred to a change in the Membership of the Sub-Committee.

3 MINUTES - 28 MARCH 2018

It was moved by Councillor J Jones and seconded by Councillor B Deering that the Minutes of the meeting held on 28 March 2018 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 28 March 2018 be confirmed as a correct record and signed by the Chairman.

4 APPLICATION FOR VARIATION OF THE PREMISES LICENCE FOR BACCHUS, ANCHOR STREET , BISHOP'S STORTFORD, CM23 3BP

The Chairman outlined the procedure to be followed. All those present were introduced. The Service Manager (Licensing and Enforcement) summarised the application adding that during the consultation period, three responses had been received, two of which had

been from local Councillors. The third response had been withdrawn.

The Solicitor for the applicant summarised the current variation request and outlined the applicant's licensing background. From the viewpoint of noise nuisance, he emphasised the fact that the premises were purpose built and currently 34 conditions were observed, in addition to the mandatory licensing conditions. He referred to comments which had been submitted about fears of noise nuisance, adding that a local club which had recently closed often had left its doors and windows open allowing noise to escape from the building.

The Solicitor assured Members that controls were in place and their wish to be able to open on a Monday evening until 2am to accommodate shift workers and air crew from Stansted Airport. He added that air crew on a Monday evening, were more mature than the client base at weekends. It was noted that Bacchus had been opening on a Monday until 2am, under TENS arrangements for the last nine Mondays and there had been no complaints from local residents or from responsible authorities.

Members referred to the discontinuance of the taxi marshalling scheme and were advised that door staff acted as Taxi Marshalls as required. The General Manager confirmed the good relationship he had with local residents and that regular meetings were held with them. Councillor B Deering suggested that some meetings might fall into decay if residents felt that their concerns were not being addressed. The General

Manager confirmed that there had been two residents who had attended the last meeting to raise unrelated issues such as residents' light bulbs. He stressed that he saw local residents regularly and that there was ample opportunity to raise concerns if they had any.

The Solicitor confirmed that in the past two years the Police had been called out on three separate occasions but this had not necessitated crime scene preservation. The General Manager stated that the Police had been called only when he felt a situation was escalating and that assistance was needed to protect the staff and public and to calm down a situation. The Sub-Committee was reminded of what conditions were currently in place in terms of addressing licensing objectives.

Councillor J Jones sought and was provided with clarification about the arrangements for smokers. The Solicitor explained that this was controlled by Door Supervisors. Councillor B Deering posed the question as to whether the applicant was prepared to offer any new conditions. The Sub-Committee was reminded that Bacchus currently observed 34 conditions in addition to the mandatory ones, that no nuisance was being caused and that this was not considered to be necessary.

A Member queried whether Bacchus might swap their current opening arrangements e.g. a Thursday for a Monday. The Solicitor suggested that if this was to limit disturbance that this might be worthy of consideration. However, the TENS had operated well for the last nine Mondays, there had been no

disturbance or complaints and there was no justification to change this.

The Sub-Committee Chairman queried how Bacchus would address concerns about noise in terms of amenity. The Solicitor confirmed that no noise escaped the building and if this did, then steps would be taken.

The Solicitor for the applicant referred to the thriving nature of the town and their wish to provide entertainment in a responsible manner and which observed licensing objectives.

At the conclusion of the closing submissions, all those in attendance withdrew from the meeting to allow the Sub-Committee to consider the evidence. The Interim Legal Services Manager and Democratic Services Officer remained in the meeting.

Following the deliberations, the applicant and his Solicitor and other attendees returned. The Chairman announced that the Sub-Committee had listened to the comments and representations by all parties, written and oral and had also noted the reported operation of the TENS notices on the last nine occasions. Additionally, the Sub-Committee also noted the very few occasions when the Police had been called over the past three years. As such, the Sub-Committee announced that it was prepared to grant the additional time on Monday nights to 2am Tuesday morning as applied for, without the need for any further conditions.

RESOLVED – that for the reasons now detailed, the application to vary the hours on a Monday evening to 2am as applied for, be granted without the need for further conditions.

The meeting closed at 3.25 pm

Chairman
Date

MINUTES OF A MEETING OF THE
 LICENSING SUB-COMMITTEE HELD IN THE
 COUNCIL CHAMBER, WALLFIELDS,
 HERTFORD ON FRIDAY 8 JUNE 2018, AT
 10.00 AM

PRESENT: Councillor J Jones (Chairman)
 Councillors G Cutting and T Page

ALSO PRESENT:

Councillors D Andrews, G McAndrew,
 P Ruffles and N Symonds

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Claire Marbutt	- Licensing Officer
Oliver Rawlings	- Service Manager (Licensing and Enforcement)
Claire Spendley	- Senior Environmental Health Officer
Paul Thomas-Jones	- Environmental Health Manager - Commercial
Brad Wheeler	- Senior Licensing and

Enforcement
Officer

5 APPOINTMENT OF CHAIRMAN

It was proposed by Councillor G Cutting and seconded by Councillor T Page that Councillor J Jones be appointed Chairman of the Licensing Sub-Committee for the meeting. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that Councillor J Jones be appointed Chairman of the Licensing Sub-Committee for the meeting.

6 APPLICATION FOR REVIEW OF THE PREMISES LICENCE FOR DECO, 16-20 PARLIAMENT SQUARE, HERTFORD, SG14 1EZ (PL0505)

The Chairman outlined the procedure to be followed. All those present were introduced.

The Service Manager (Licensing and Enforcement) summarised the application in relation to a Review of the Premises Licence for Deco, 16-20 Parliament Square, Hertford, SG14 1EZ. He sought and was provided with assurances from those in attendance that they had had an opportunity to consider the papers, some of which, had been circulated late.

The Service Manager (Licensing and Enforcement) drew the Sub-Committee's attention to two changes within the report at paragraph 3.3 (deletion of all the

words after “within this policy” and on page 41 (Monday to Wednesday 10:00 to 01:00) which should read “10:00 pm to 02:00am”

The applicants requesting the review summarised their issues of complaint which in the main, related to increased levels of music following the refurbishment of the building in February 2018 and noise nuisance from the courtyard smoking area and customers leaving the premises. One applicant complained of the verbal abuse she had received when she had raised matters with Deco management. In addition to the loud music, another applicant referred to rowdy behaviour from those queuing to get into the club, and unsupervised dispersion when the premises closed.

A Police Officer (Licensing) provided a summary of concerns regarding the operation of Deco. With the consent of all parties she showed evidence from a Police Officer’s bodycam of an incident which had occurred on 2 April 2018. The Police Officer (Licensing) stated that the footage demonstrated the need for the conditions requested by them, as a Responsible Authority.

Safe occupancy levels were discussed and it was noted that there were conflicting numbers which had been provided by Hertfordshire Fire and Rescue to Deco which needed clarification.

Councillor G Cutting sought clarification on the proposed ID scanning condition and was concerned that it did not require all attendees ID to be scanned, only the majority. The licence holder explained that it was not appropriate to scan those attending private

events. Councillor T Page referred to the issue of SIAs and the numbers deployed on entrance and exits. This was explained.

The Senior Environmental Health Officer referred to the draft conditions which were being sought to address a number of issues. She explained that residents had not complained previously but that since February 2018, amplified music had become a problem.

The Solicitor for the licence holder explained that, in the main, the issue was about amplified music. She reminded the Sub-Committee that music was deregulated up to 11pm.

The licence holder provided the historical context on the operation of the business which had changed from a cocktail bar to a bar/club in order to maintain its viability. It was noted that music was being played on all three levels, but concerns were expressed that this was not background music. The licence holder explained that a refurbishment and a new sound system had been installed in January 2018 which had caused residents to complain. He assured the Sub Committee that the club did not want to cause disturbance to its neighbours and that he would work with neighbours to address their concerns.

The licence holder provided a summary of how management had acted on the night of the incident earlier in the year, to control the situation. The licence holder's solicitor was of the view that ID scanning could not have prevented the incident. The licence holder was concerned about the request by the Police in

relation to the use of ID scanning and the possible fines which could be imposed on any breach. The consultant for Deco, with in-depth knowledge of electronic scanning expressed her concerns about the sharing of information and the need to be GDPR compliant in the light of new personal data sharing protocols.

The conditions requested by the Police and Environmental Health were debated at length and the rationale for them. The schedule submitted by the licence holder's Solicitor summarised where there was agreement to the proposed conditions and where there was not (and why). She added that the incident referred to by the Police (and shown via a bodycam) was the only incident in the last 52 weeks.

The licence holder's Solicitor stated that a meeting had been arranged with the company who had installed the music system and discussions would take place next week regarding the installation of a noise limiter. Door staff arrangements and venue capacity were discussed at length. The licence holder reiterated concerns at the request by the Police of ID scanning.. It was noted that discussions by the licence holder's consultant had taken place with the Information Commissioners Office (ICO) but there were still concerns about the absence of proper guidelines in relation to the deletion of information.

The Senior Environmental Health Officer expressed the need for the imposition of a noise limiter and that only background music is played on the ground and first floor levels.

At 11.55am, the Sub-Committee adjourned for a short break and reconvened at 12.05pm.

Members recognised the possibility of spiking drinks and concerns about taking these into the courtyard to smoke. The issue regarding the playing of music on all floors (and the incorrect assumption by the licence holder that this could be amplified music) and was a condition in a previous licence, was discussed. The Service Manager (Licensing and Enforcement) explained the steps he had taken to provide information to the licence holder.

The Council's Solicitor acknowledged that there appeared to be agreement to a number of conditions and in the interests of resolving the matter to the satisfaction of all, he suggested that the Sub-committee and Officers depart to allow all parties the opportunity of discussing issues where agreement had not been reached. This was supported.

The Sub-Committee adjourned at 12:35pm to allow all interested parties the opportunity to discuss and resolve areas of dissent. The Sub-Committee reconvened at 13:10pm. The Solicitor for the licence holder provided a summary of their discussions.

At the conclusion of the closing submissions, the Sub-Committee, Solicitor and Democratic Services Officer withdrew from the meeting to allow the Sub-Committee to consider the evidence and a summary of the discussions reached as a result of the adjournment.

Following their deliberations, the Sub-Committee returned. The Chairman announced that the Sub-Committee had listened to the comments and representations by all parties, written and oral. As such, the Sub-Committee announced that in order to address their concerns regarding the undermining of the licensing objectives that they would attach the agreed conditions to the premises licence and in addition a condition requiring ID scanning equipment to be used at the premises to scan all customers accept those attending private functions.

RESOLVED - that for the reasons now detailed, the revised conditions as detailed in the schedule now submitted, be approved.

The meeting closed at 1.50 pm

Chairman
Date

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MINUTES OF A MEETING OF THE
LICENSING SUB-COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON FRIDAY 13 JULY 2018, AT
10.00 AM

PRESENT: Councillor J Jones (Chairman)
Councillors Mrs R Cheswright and
M McMullen

ALSO PRESENT:

Councillors

OFFICERS IN ATTENDANCE:

Simon Aley	- Interim Legal Services Manager
Lorraine Blackburn	- Democratic Services Officer
Brad Wheeler	- Senior Licensing Enforcement Officer

7 APPOINTMENT OF CHAIRMAN

It was moved by Councillor M McMullen and seconded by Councillor Mrs R Cheswright that Councillor J Jones be appointed Chairman for the meeting. After being put to the meeting and a vote taken, the motion was

declared CARRIED.

RESOLVED - that Councillor J Jones be appointed Chairman for the meeting.

8 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed those present to the meeting.

9 APPLICATION FOR VARIATION OF A PREMISES LICENCE FOR THE GRAPEVINE OFF LICENCE, UNIT 1 18/20 PARLIAMENT SQUARE, HERTFORD SG14 1EX

The Chairman outlined the procedure to be followed. All those present were introduced. The Senior Licensing Enforcement Officer summarised the application and the variation requested. He explained that one objection had been received from the Police as a Responsible Authority.

The Responsible Authority summarised their main concerns in relation to three of the licensing objectives and the impact the extension might have on the night time economy and police resources. The Police representative referred Members to statistics detailed within the report, of street related offences per hour (Friday – Saturday trading nights, between January 2017 and June 2018) and those set against Sunday – Thursday for the same period.

In response to a query from Councillor Mrs R Cheswright, the Police representative explained the situation regarding drinking in public and the enforcement of regulations.

The Barrister for the applicant summarised the request for the variation and outlined the applicant's background. He explained that Mr Canbolat had operated successfully and without issue, from his current premises for more than 22 years. The Barrister acknowledged the concerns expressed by the Police on the impact the variation might have on the licensing objectives, but felt that these were generic concerns and that Mr Canbolat had operated compliantly and successfully from the premises.

The Barrister commented that licensing hours needed to be applied consistently and stated that Mr Canbolat recognised that crime and disorder was an issue in the area but was prepared to agree to a number of conditions to mitigate concerns. These were:

- The appointment of an SIA Door Supervisor.
- The appointment of two trained Members of Staff on duty between 00.00 – 02.00 am (Friday to Sunday).
- No single glass bottles of alcohol to be sold after midnight.
- No Sales of alcohol of over 5.5% ABV after midnight.
- The display of appropriate signage indicating restrictions on sales.

The Barrister stated that the off licence already had eight cameras on and around the premises and was

fitted with an alarm call system. He assured the Sub-Committee that the applicant was keen to work with the community, as he had in the past.

The Police representative explained that there was no control regarding consumption of alcohol off the premises and that the alarm system was a reactive measure. She referred to consumption of high strength beers and mini bottles of spirits which could be easily concealed. The Barrister referred to the objections submitted by the Police and how the conditions proposed would go some way to address the concerns raised. Mr Canbolat referred to the fact that another local off licence was able to sell alcohol until 1:00am.

Councillor Mrs Cheswright re-assured the applicant that Members were only considering the variation request for additional hours.

The Sub-Committee sought assurances from the applicant that he was prepared to accept the conditions already referred to. He confirmed that he was.

At the conclusion of the closing submissions, the Sub-Committee, the Democratic Services Officer and the Interim Legal Services Manager withdrew to allow Members to consider the evidence.

Following this, Members and Officers returned and the Chairman announced that the Sub-Committee had listened to the comments of the Licensing Officer, the Responsible Authority, and the applicant. Members

had noted the particular rise in crime levels after midnight but also noted the good track record of the licence holder of over 20 years. Having carefully considered all the representations received both oral and written, the Sub-Committee agreed to a variation of the premises licence subject to the following conditions:

- The appointment of an SIA Door Supervisor between the hours of 00.00 – 02.00am on Friday to Sunday mornings.
- There shall be at least two trained members of staff on duty between 00.00 – 02.00am on Friday to Sunday mornings.
- There shall be no single glass bottles of alcohol to be sold after midnight.
- There shall be no sales of alcohol of over 5.5% ABV after midnight.
- Appropriate signage indicating restrictions on sales shall be clearly displayed.

RESOLVED – that for the reasons now detailed, the application for a variation of a premises licence at The Grapevine Off Licence, Unit 1, 18/20 Parliament Square, Hertford SG14 1EX be approved, subject to the conditions listed above.

The meeting closed at 11.30 am

Chairman
Date

EAST HERTS COUNCIL

LICENSING COMMITTEE – 5 SEPTEMBER 2018

REPORT BY HEAD OF HOUSING AND HEALTH

REVIEW OF LICENSING POLICIES FOR GAMBLING LICENCES

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- To present draft revisions to the Council's Statement of Principle's under the Gambling Act 2005.

<u>RECOMMENDATIONS FOR DECISION: That</u>	
(A)	Officers commence consultation with responsible authorities, representatives of licence-holders and other persons on the proposed revisions to the Statement of Principles under the Gambling Act 2005; and
(B)	Officers report the results to the Licensing Committee on 14 November 2018.

1.0 Background

1.1 Non-remote gambling activities such as betting, prize gaming (including bingo and poker), provision of gaming machines and promotion of lotteries under the Gambling Act 2005 (the Act) is one of the major regulatory regimes under which the Council has statutory responsibilities.

1.2 The Act requires licensing authorities (district councils or unitary authorities) to publish a written policy, setting out how they intend to exercise the licensing and enforcement powers conveyed to them, the principles that they will follow, and their

expectations of licensees. The policy must be periodically reviewed, so as to ensure that they reflect the current legislation, and are relevant to the issues arising in the authority's area.

- 1.3 East Herts current Statement of Principles was last determined in January 2016 for a period of 3 years and so must be re-determined at Full Council by 31 January 2019.
- 1.4 A revised policy has been produced to take into account recent minor legislative and guidance changes and case law. The revision reflects the experiences of this and other licensing authorities and address issues which have emerged in this period. The majority of the changes are minor structural changes where addition or revised wording has been added.
- 1.5 The Committee are asked to approve consultation on the revised policy. The Act specifies a number of requirements for consultation on policy change, including lists of the categories of people who should be consulted, and the consultation on the revised policies will be carried out with regard to these requirements, and to the Government's consultation principles.
- 1.6 An 8 week consultation is proposed, in order to bring the results to the Licensing Committee on 14th November 2018 and to Full Council on 11th December 2018.
- 1.7 The final decision to adopt or revise a Gambling Statement of Principles under the Act must be made by Full Council. Following consultation, the Committee will be asked to resolve to recommend the adoption of the revised policy (with any additional revisions after considering the consultation responses) by the Council later this year.
- 1.8 The number of licences, permits and notifications issued by East Herts Council has fallen since the previous Statement of Principles was determined.

- 15 Bookmakers or betting shop (-1 on July 2015);
- 128 Alcohol premises with gaming machines (+1 on July 2015);
- 11 Registered clubs with gaming machines (-6 on July 2015);
- 75 Small society lottery registrations (-7 on July 2015);
- 0 Bingo premises (No change);
- 0 Track betting premises (No change);
- 0 Casinos (No change); and
- 0 Adult gaming centres (No change).

1.9 There have been no Licensing Sub-Committee hearings in relation to Gambling licences since the previous Statement of Principles came into effect in January 2016.

2.0 Report

2.1 There have been no significant changes in the Gambling legislation since the previous revision of the Statement of Principles so the suggested changes have been made in an attempt to make the document clearer for all stake holders and to reflect the guidance issued to Local authorities.

2.2 More emphasis has been placed on making it clear to applicants what the Licensing Authority expects to have been considered when making an application. This will not only aid the decision maker but should enable the process of being granted a licence or permit quicker and easier for applicants.

2.3 The highest volume of gambling applications received by the Licensing Authority relate to gaming machines and lotteries. As a result of this significant revisions have been made to the sections of the statement dealing with these areas.

2.4 The Local Area Profile (LAP) reference in the document is still being prepared with the assistance of Public Health and the other responsible authorities. Gambling Commission advice is that this document is kept separate from the Statement of

Principles as has been previously done and is proposed again in this revision. It is advised that a LAP should be suitable for the area it covers, for example where a Licensing Authority has large economic centres they may wish to consider a large and highly detailed LAP. Taking into account the makeup of East Herts and the low number of Gambling premises the implication is that a simple profile will be sufficient.

2.5 Operators must produce risk assessments for their premises. These should be specific to the individual premises, and should relate back to the Council's LAP. The risk assessments should be kept on site and available for inspection by officers. This has therefore been stated within the policy.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

Not applicable.

Contact Member: Councillor Graham McAndrew – Executive Member for Environment and the Public.
graham.mcandrew@eastherts.gov.uk

Contact Officer: Jonathan Geall – Head of Housing and Health, Extn: 1594. jonathan.geall@eastherts.gov.uk

Report Author: Oliver Rawlings – Service Manager (Licensing and Enforcement), Extn: 1629.
oliver.rawlings@eastherts.gov.uk

ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	Priority 1 – Improve the health and wellbeing of our communities Priority 2 – Enhance the quality of people's lives Priority 3 – Enable a flourishing local economy
Consultation:	This report is to present draft revisions to the Council's Statement of Principle's under the Gambling Act 2005 and to allow the document to be consulted upon.
Legal:	If the policy does not take into proper consideration the Gambling Act 2005 and the relevant guidance then the authority could be open to judicial review or appeals against decisions.
Financial:	There would be a cost implication to the consultation within current budget. If the authority was judicially reviewed or appeals were made based on the policy.
Human Resource:	No issues identified by report author or contact officer.
Risk Management:	No issues identified by report author or contact officer.
Health and wellbeing – issues and impacts:	One of the licensing objectives under the Gambling Act 2005 is protecting children and other vulnerable persons from being harmed or exploited by gambling. The policy has been written so that the authority can promote the objective.
Equality Impact Assessment required:	No issues identified by report author or contact officer.

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East Hertfordshire District Council

Statement of Principles under the Gambling Act 2005 - DRAFT

Policy for 2019-2022

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Introduction

The Gambling Act 2005¹ (the “Act”) was passed on 7 April 2005. The Act modernised the law on gambling and introduced a gambling regulator, the Gambling Commission. The Gambling Commission regulates the gambling industry, and the Act also gave responsibility for gambling premises licensing to Local Authorities.

The Act requires East Herts Council (the “licensing authority”) to publish a Statement of Principles that it applies when exercising its functions under the Act. The statement must be published every three years and the Licensing Authority will keep the statement under constant review and will consult statutory consultees as set out in the Act, and any other appropriate person, on any proposed new or revised Statement of Principles. The statement must then be re-published. This version of the Statement of Gambling Policy has been revised following the third 3 year review and is for the period 2016-2019.

This Statement of Principles supports East Herts Council’s priorities:

- 1. Improve the health and wellbeing of our communities;**
- 2. Enhance the quality of people’s lives; and**
- 3. Enabling a flourishing economy.**

Section 25 of the Gambling Act, Guidance to local authorities, states that;

“The (Gambling) Commission shall from time to time issue guidance as to-
(a) the manner in which local authorities are to exercise their functions under this Act,
and
(b) in particular, the principles to be applied by local authorities in exercising functions under this Act.”

The Gambling Commission states at the start of its Guidance to Licensing Authorities²:

“The aim of this Guidance is to ensure that every licensing authority has the information it needs to make effective decisions. It does not seek to impose a ‘one size fits all’ model across all licensing authorities. We recognise that every licensing authority is different

¹ The Gambling Act 2005 can be accessed via: <http://www.legislation.gov.uk/ukpga/2005/19/contents>

² The Gambling Commissions Guidance to Licensing Authorities can be accessed via: <http://www.gamblingcommission.gov.uk/for-licensing-authorities/GLA/Guidance-to-licensing-authorities.aspx>

and will have different views about how it wishes to manage gambling locally. Indeed, the Act establishes a high degree of local accountability for gambling regulation. This Guidance does not, therefore, attempt to fetter the discretion that licensing authorities have under the Act and it is not intended to replace their judgement in individual cases. Moreover, this Guidance cannot anticipate every set of circumstances that may arise and, as long as it has been understood and taken into account, licensing authorities may depart from it where they consider it would be right to do so. There should, however, be strong reasons for departing from this Guidance and these need to be clearly expressed and explained if a licensing authority is to avoid judicial review or challenge on appeal for failing to take this Guidance into account.”

This policy was drafted giving the guidance by the Gambling Commission due consideration and will broadly follow it.

The Act also requires this Authority to carry out its various licensing functions so as to be reasonably consistent with 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.
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

As required by the Guidance issued by the Gambling Commission, in carrying out its licensing functions under the Act, particularly with regard to premises licences, the Council will generally aim to permit the use of premises for gambling as long as it is considered to be:

- In accordance with any relevant code of practice issued by the Gambling Commission;
- In accordance with any relevant code of practice issued by the Gambling Commission;
- Reasonably consistent with the licensing objectives; and
- In accordance with the policy statement published by this Authority under section 349 of the Act.

This Statement of Principles will not override the right of any person to make an application, make representations about an application, or apply for a review of a

licence. Each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005. In producing this statement the Licensing Authority has had regard to the licensing objectives issued by the Gambling Commission and responses to consultation on this statement

Background to East Herts

East Herts is the largest of the 10 districts in Hertfordshire. It covers 184 square miles, around a third of the county, and offers a blend of rural and town living. The benefits of this mixture are greatly appreciated by the 144,700³ people who live in the district. The majority of the people who live in the district live in one of the five towns. Bishop's Stortford has the largest population (39,901), followed by Hertford (37,177), Ware (19,921), Sawbridgeworth (9169) and Buntingford (6,044)⁴.

Although the district is mainly comprised of farmland, five busy market towns (Bishop's Stortford, Buntingford, Hertford, Sawbridgeworth and Ware) and more than 100 villages and hamlets are scattered across the area. There are a number of residential developments in progress or being proposed which will increase the population of East Herts over the coming years. This includes the Harlow and Gilston Garden Town project which will deliver 3,000 homes by 2033, with a further 7,000 to follow. The Old River Lane project in Bishop's Stortford will create a new leisure and cultural quarter in the Town attracting visitors from further afield as well as new residents.

East Herts is regarded as an attractive rural location for those moving out from (and commuting into) London because of its excellent transport links. However, there are no direct rail links between the main towns of Hertford/Ware and Bishops Stortford. Road and bus transport connects the five main towns, supported by licensed taxis.

The people of East Herts are predominantly employed and enjoy higher than average earnings (£589.90 gross weekly pay for full-time workers compared to £518.10 for the whole of the country⁵). Unemployment is very low (1.3%⁶).

³ Mid 2015 Population Estimate, ONS

⁴

<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/wardlevelmidyearpopulationestimates/experimental>

⁵ 2013 Annual Survey of Hours and Earnings – Resident Analysis, NOMIS, ONS

⁶ April 2014, Total Claimant Count, NOMIS, ONS

House prices are among the highest in the country; in 2014 for the period April to June the average property price was £338,000⁷ while the average salary in 2013 was £31,548 compared to £31,949 in Hertfordshire.

A fifth of people are under 16 and a fifth of people are over 60. The average age in the district is 39.5⁸. Over 89% of people were born in England, 3% were born in other countries in the European Union and 4% in other countries⁹.

East Herts has a low ethnic minority population of just 4.5%. The largest ethnic minority group is Asian/Asian British at 1.9% with Indian being the highest within that group. The second largest minority group is mixed/multiple ethnic groups at 1.6%¹⁰.

Over a third of people are educated to level 4 or higher e.g. Bachelor's degree (33.5%, 36,867). However, under a fifth of the population have no qualifications (17.2%, 18,959)¹¹.

East Herts is one of the safest places to live in Hertfordshire with low levels of burglary and vehicle crime. The district has a crime rate that is well below the national average and East Herts remains the 3rd safest area out of 10 in the county when measuring all crime incidents between 1st August 2014 to 31st July 2015. For the period 2014/15 there were 6029 recorded crimes in East Herts. This is an increase in crime from the previous 2013/14 period of just 49 crimes. However when compared to crime levels from 5 years ago all crime has decreased by 1 from 6630 to 6029¹².

There are good transport links, both by road and rail between the East Herts district and London,

As at July 2018 the numbers of premises issued with licences, permits or registrations within East Herts are as follows:

- 15 Bookmakers or betting shop (-1 on July 2015);
- 128 Alcohol premises with gaming machines (+1 on July 2015);
- 11 Registered clubs with gaming machines (-6 on July 2015);
- 75 Small society lottery registrations (-7 on July 2015);
- 0 Bingo premises (No change);
- 0 Track betting premises (No change);

⁷ April 2014, Total Claimant Count, NOMIS, ONS
⁸ 2011 Census – Age Structures (KS102EW), NOMIS
⁹ 2011 Census – Country of Birth (KS204EW), NOMIS
¹⁰ Census 2011 – Ethnic Group (KS201EW), NOMIS
¹¹ Census 2011 – Qualifications and Students (KS501EW), NOMIS
¹² East Herts Strategic Assessment 2016-17

- 0 Casinos (No change); and
- 0 Adult gaming centres (No change).

Consultation

East Herts Council has conducted a public consultation on this Statement of Principles on its website before finalising and publishing.

The Gambling Act requires that the following parties are consulted by licensing authorities:

- The Chief Officer of Police.
- One or more persons who appear to the authority represent the interests of persons carrying on gambling businesses in the authority's area.
- One or more persons who appear to the authority to represent the interests of persons likely to be affected by the exercise of the authority's functions under the Gambling Act 2005.

Our consultation took place between 7th September and 2nd November 2019 and we followed, where practicable, the Government Consultation Principles (published November 2013). This document is available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/255180/Consultation-Principles-Oct-2013.pdf

The full list of comments made, and the consideration of those comments is available by request to Community Safety and Licensing, East Herts District Council, Wallfields, Pegs Lane, Hertford, SG13 8EG or community.protection@eastherts.gov.uk.

Declaration

In producing this Statement of Gambling Policy, this Licensing Authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the Guidance issued by the Gambling Commission and any responses from those consulted on the Statement.

Local Authority Functions

Under the Act, the Gambling Commission is responsible for issuing operating licences and personal licences. The council in its" capacity as a licensing authority will:

- be responsible for the licensing of premises where gambling activities are to take place by issuing premises licences
- issue provisional statements
- regulate members" clubs and miners" welfare institutes who wish to undertake certain gaming activities via issuing club gaming permits and/or club machine permits
- Issue club machine permits to commercial clubs
- grant permits for the use of certain lower stake gaming machines at unlicensed family entertainment centres
- receive notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of two or less gaming machines
- grant licensed premises gaming machine permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required
- register small society lotteries below prescribed thresholds
- issue prize gaming permits
- receive and endorse temporary use notices
- receive occasional use notices
- provide information to the Gambling Commission regarding details of licences issued
- maintain registers of the permits and licences that are issued under these functions

- exercise its powers of compliance and enforcement under the Act in partnership with the Gambling Commission and other relevant responsible authorities.

Private gaming in private dwellings and betting between inhabitants of the same premises on domestic occasions or between employees of the same employer is exempt from licensing or registration if:

- no charge is made for participating;
- only equal chance gaming takes place; and
- it does not occur in a place to which the public have access.

The Authority will not be involved in licensing remote gambling - this is dealt with by the Gambling Commission via Operator Licences. The Financial Services Authority regulates spread betting and the National Lottery Commission regulates the National Lottery.

Responsible Authorities

These are generally public bodies that must be notified of all applications and who are entitled to make representations to the council if they are relevant to the licensing objectives.

Section 157 of the Act defines those authorities as:

- the Gambling Commission
- the Police
- the Fire Service
- a competent body to advise the authority about the protection of children from harm
- the local planning authority
- Environmental Health
- HM Revenue and Customs
- A licensing authority in whose area the premises is situated (that is, the council itself and also any adjoining council where premises straddle the boundaries between the two).

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

- (i) The need for the body to be responsible for an area covering the whole of the licensing authority's area.
- (ii) The need for the body to be answerable to democratically elected persons, rather than any particular vested interested group.

This authority designates Hertfordshire Safeguarding Children Board for this purpose.

Any concerns expressed by a responsible authority about their own functions cannot be taken into account unless they are relevant to the application itself and the licensing objectives. The Licensing Authority will not take into account irrelevant representations, such as:

- there are too many gambling premises in the locality (because need for gambling facilities cannot be taken into account)
- the premises are likely to be a fire risk (because public safety is not a licensing objective)
- the location of the premises is likely to lead to traffic congestion (because this does not relate to the licensing objectives)
- the premises will cause crowds to congregate in one area causing noise and nuisance (because other powers are generally available to deal with these issues. Unlike the Licensing Act 2003, the Gambling Act does not include as a specific licensing objective regarding the prevention of public nuisance. Any nuisance associated with gambling premises should be dealt with under other relevant laws).

The contact details of all the Responsible Authorities under the Gambling Act 2005 are available via the Council's website at www.eastherts.gov.uk

Interested Parties

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

A person is an interested party if, in the opinion of the licensing authority, the person:

- a. lives sufficiently close to the premises to be likely to be affected by the authorised activities;*
- b. has business interests that might be affected by the authorised activities; or*
- c. represents persons who satisfy paragraph (a) or (b)'.*

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

- Each case will be decided on its merits. This authority will not apply a rigid rule to its decision making. The benefit of doubt will be given to the party making the representation until the doubt can be resolved.
- Interested parties include trade associations, and residents' or tenants' associations, if they represent someone who would be classed as an interested party in their own right. Councillors and MPs may also be interested parties. Elected Councillors may represent interested parties, but may not also sit on the Licensing sub-committee determining the application.
- In determining whether someone lives sufficiently close to a particular premises as to likely to be affected by the authorised activities, or has business interests likely to be affected, the Council may take account of:
 - the size of the premises;
 - the nature of the premises;
 - the nature of the authorised activities being proposed ;
 - the distance of the premises from the person making the representation;
 - the characteristics of the complainant; and
 - the potential impact of the premises.

The Council may receive representations which it considers to be frivolous or vexatious. A vexatious representation is one that is repetitive, without foundation or made for some other reason such as malice. A frivolous representation is generally one that is lacking in seriousness, or is unrelated to either the licensing objectives, the guidance issued by the Gambling Commission or this statement of principles. Decisions on whether representations are frivolous or vexatious will usually be a matter of fact, given the circumstances of the representation. In

deciding whether or not a representation is frivolous or vexatious the Licensing Authority will normally consider:

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

Any such decision will be made objectively and not on the basis of any political judgment.

Exchange of Information

Licensing authorities are required to include in their policy statement the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under section 350 of the Act with the respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.

This licensing authority will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The licensing authority will also have regard to any Guidance issued by the Gambling Commission on this matter when it is published, as well as any relevant regulations issued by the Secretary of State under the Gambling Act 2005.

The authority may from time to time exercise its" powers under section 115 of the Crime and Disorder Act 1998 to exchange data and information with the police and other partners to fulfil its" statutory objective of reducing crime in the area.

Details of applications and representations which are referred to a Licensing Sub-Committee for determination will be published in reports that are made publicly available in accordance with the Local Government Act 1972 and the Freedom of Information Act 2000. Personal details of people making representations will be disclosed to applicants and only be withheld from publication on the grounds of personal safety where the licensing authority is asked to do so.

Compliance and Enforcement

Licensing authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to begin criminal proceedings in respect of the offences specified.

This licensing authority's principles are guided by the Gambling Commission's Guidance for local authorities and it will endeavour to be:

- Proportionate: intervening only when necessary, with remedies appropriate to the risk posed, and costs identified and minimised;
- Accountable: justifying decisions, and subject to public scrutiny;
- Consistent: with joined up rules and standards implemented fairly;
- Transparent: being open, with simple and user friendly rules; and
- Targeted: to focus on the problem, and minimise side effects.

This Council has an Enforcement Policy based around the principles of consistency, transparency and proportionality set out in the Department of Trade and Industry's Enforcement Concordat and which also takes into account the Attorney General's Guidelines to Crown Prosecutors for bringing prosecutions.

This licensing authority will seek to work with other agencies in enforcing this legislation and work to create a joint protocol with all the relevant agencies to avoid duplication with other regulatory regimes as far as possible, following the Gambling Commission's guidance for licensing authorities.

This licensing authority will also, as recommended by the Gambling Commission's guidance for local authorities, adopt a risk-based inspection programme and will consider any risk models produced in conjunction with the Gambling Commission.

The main enforcement and compliance role for this licensing authority will be to ensure compliance with the premises licences and other permissions which it authorises.

The Gambling Commission will be the enforcement body for Operator and Personal Licences. Concerns about manufacture, supply or repair of gaming machines will not be dealt with by the licensing authority but will be notified to the Gambling Commission.

The authority proposes that a graduated response is taken where offences against licensing legislation are found or where licence conditions have been contravened. An isolated and minor offence may be dealt with purely by way of a written warning whilst more serious offences which have either been committed over a period of time or which jeopardise public safety may result in a referral for prosecution.

We continue to work actively with other responsible authorities in seeking compliance and enforcing licensing legislation. We share information about licence-holders and licensed premises under the Crime and Disorder Act 1998, and expect to be closely consulted when any enforcement action may be required.

As a council we have signed up to the Hertfordshire Better Business for All Partnership Charter which is a voluntary undertaking between Hertfordshire Regulatory Services and all local businesses, irrespective of size or resources. It aims to support a relationship between businesses and regulators built upon trust, understanding and a desire to improve together in terms of compliance with regulation and support of business growth

In the interests of transparency, this licensing authority's enforcement and compliance protocols and written agreements will be available upon request, from Community Safety and Licensing, East Herts Council, Wallfields, Pegs Lane, Hertford, SG13 8EQ.

Gaming Machines

Within both the gambling legislation and this document, references are made to gaming machines as being within categories A, B, C or D, or in some cases, sub-categories such as B1, B2, B3 or B4.

Gaming machines are categorised according to the nature of their operation, the maximum charge to use, and the maximum prize available, and the legislation sets out the categories and sub-categories of machines that holders of each type of premises licence or permit are entitled to make available for use.

As both machine entitlements and the values applicable to each category are prescribed in secondary legislation, and may be changed at relatively short notice, it is not considered appropriate to include this information within this document.

Persons under the age of 18 years are not permitted to use any gaming machine other than a category D machine, which are generally low-value machines located in family entertainment centres. Holders of licences and permits which allow the provision of higher-category machines in premises where children are present should take appropriate steps either to locate those machines in a segregated area with age-restricted access, or to locate the machines so that their usage can be monitored at all times – the appropriate action is dependent upon the nature of the premises and the authorisation held.

Some types of licence, permit or entitlement limit the number of gaming machines which may be made available for use in the authorised premises. The licensing authority notes the Commission's guidance on the meaning of 'available for use', including the provision that a greater number of machines may be located in the premises so long as there is a mechanism in place to disable machines and prevent the number of gaming machines which are actively available for use from exceeding the limit. Simply switching the gaming machine off at an adjacent power socket will not be acceptable to the licensing authority if a customer is able to reactivate the machine by switching it back on. Where an operator or permit-holder wishes to provide a greater number of machines on their premises than may be made available for use under the licence or permit, the onus will be on that operator or permit-holder to demonstrate to the licensing authority that they have a sufficiently robust mechanism in place to prevent a breach of the licence or permit.

All gaming machines which are made available for use in premises must adhere to the appropriate technical standards set by the Gambling Commission, including bearing the correct categorisation markings and any other signage required.

A number of premises which are not entitled to provide gaming machines (including fast-food outlets, taxi booking offices, shopping centres and transport hubs) provide other types of machines, which operate differently to gaming machines. These may include skill machines (where the likelihood of winning a prize is dependent solely on the player's skill or knowledge, and not on chance), and non-prize machines (where players play for a high-score or for amusement only, and no prize can be won as a result). Such machines fall outside of the scope of the 2005 Act, and are not subject to control by the licensing authority. However the authority will investigate complaints where it is believed that a machine purporting to be a skill game or a non-prize machine is actually a (licensable) gaming machine. In determining whether such complaints are accurate we may seek advice from machine suppliers, manufacturers, and from the Gambling Commission.

General Statement of Principles

The council recognises the wide variety of premises which will require a licence or a permit. These include casinos, betting shops, bingo halls, pubs, clubs and amusement arcades.

In carrying out its licensing functions the council will have regard to any guidance issued by the Gambling Commission from time to time.

The Council will not seek to use the Act to resolve matters more readily dealt with under other legislation.

To ensure the licensing objectives are met the council will establish a close working relationship with the police, the Gambling Commission and, where appropriate, other responsible authorities.

Where children, young persons and other vulnerable people are allowed access to premises where gambling takes place, the council may take whatever steps are considered necessary to either limit access generally or by introducing measures to prevent under-age gambling where it believes it is right to do so for the prevention of their physical, moral or psychological harm from gambling, especially where it receives representations to that effect.

Applicants seeking premises licences are encouraged to propose any prohibitions or restrictions of their own in circumstances where it is felt that the presence of children would be undesirable or inappropriate.

However, the overriding principle is that all applications and the circumstances prevailing at each premises will be considered on their own individual merits. When applying these principles the licensing authority will consider, in the light of relevant representations, whether exceptions should be made in any particular case. As with the Gambling Commission, the licensing authority will regulate gambling in the public interest.

Preventing gambling from being a source of crime and disorder

The Gambling Commission will play a leading role in preventing gambling from being a source of crime and will maintain rigorous licensing procedures that aim to prevent criminals from providing facilities for gambling.

Anyone applying to the council for a premises licence will have to hold an operating licence from the Commission before a licence can be issued. Therefore, the Council

will not generally be concerned with the suitability of an applicant and where concerns about a person's suitability arise the Council will bring those concerns to the attention of the Commission.

If an application for a licence or permit is received in relation to premises which are in an area noted for particular problems with organised crime, the council will, in consultation with the police and other relevant authorities, consider whether specific controls need to be applied to prevent those premises from being a source of crime.

There are already powers in existing anti-social behaviour and licensing legislation to deal with measures designed to prevent nuisance, whether it arises as a result of noise from a building or from general disturbance once people have left a building. The council does not intend to (and indeed, cannot) use the Act to deal with general nuisance issues, for example, parking problems, which can easily be dealt with using other powers.

Issues of disorder should only be dealt with under the Act if the disorder amounts to activity which is more serious and disruptive than mere nuisance and it can be shown that gambling is the source of that disorder. A disturbance might be serious enough to constitute disorder if police assistance was required to deal with it. Another factor which could be taken into account is how threatening the behaviour was to those who could see or hear it, and whether those people live sufficiently close to be affected or have business interests that might be affected.

When making decisions in this regard the council will give due weight to any comments made by the police.

Ensuring gambling is conducted in a fair and open way

The Gambling Commission does not generally expect local authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will either be a matter for the management of the gambling business or will relate to the suitability and actions of an individual. Both issues will be addressed by the Commission through the operating and personal licensing regime.

Because betting track operators do not need an operating licence from the Commission the council may, in certain circumstances, require conditions on a licence relating to the suitability of the environment in which betting takes place.

Protecting children and other vulnerable people from gambling

Apart from one or two limited exceptions, the intention of the Act is that children and young persons should not be allowed to gamble and should therefore be prevented from entering gambling premises which are 'adult-only' environments.

In practice, steps will generally be taken to prevent children from taking part in, or being in close proximity to, gambling especially with regard to premises situated in areas where there may be a high rate of reported truancy. There may also be restrictions on advertising so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to children. In relation to casinos only, the Gambling Commission will be issuing a code of practice about access to casino premises for children and young persons.

When considering whether to grant a premises licence or permit the council will consider whether any measures are necessary to protect children, such as the supervision of entrances, the segregation of gambling from areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises, such as pubs, clubs, betting tracks etc.

In seeking to protect vulnerable people the Council will include people who gamble more than they want to, people who gamble beyond their means, and people who may not be able to make informed or balanced decisions about gambling, perhaps due to a mental impairment, alcohol or drugs.

Children (defined in the Act as under 16s) and young persons (16-17s) may take part in private and non-commercial betting and gaming but the Act contains a number of restrictions on the circumstances in which they may participate in gambling or be on premises where gambling is taking place. An adult is defined as 18 and over. In summary:

- betting shops cannot admit anyone under 18
- bingo clubs may admit those under 18 but must have policies to ensure they do not gamble, except on category D machines
- Adult Entertainment Centres cannot admit those under 18
- Family Entertainment Centres and premises with an alcohol premises licence such as pubs) can admit under-18s, but they may not play category C machines which are restricted to those over 18
- clubs with a Club Premises Certificate can admit under-18s, but they must have policies to ensure those under 18 do not play machines other than category D machines
- tracks will be required to have policies to ensure that under 18s do not participate in gambling other than on category D machines.

The Council will always treat each case on its own individual merits and when considering whether specific measures are required to protect children and other

vulnerable people will balance its considerations against the overall principle of aiming to permit the use of premises for gambling.

In January 2018 Public Health England, the Local Government Association and the Gambling Commission wrote to Directors of Public Health in England outlining the links between Public Health and gambling; specifically that problem gambling can have an impact on physical, mental and emotional health and wellbeing. The letter suggests that local Public Health teams have a critical role to play in developing licensing authorities' Statement of Principles as they have a good understanding of health issues within a local authority area.

The Council will work with the local Director of Public Health to develop a Local Area Profile for applicants to refer to when putting together their local risk assessments.

Whilst Local Public Health Departments are not Responsible Authorities the Council will consult the Director of Public Health on premises licences applications.

Location of Premises

The licensing authority notes that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. Particular attention will be paid to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.

Local Area Profile (LAP)

A local area profile will be produced by the authority and published on our website. This will highlight areas, if any, within the District which the licensing authority, in consultation with the responsible authorities and other partner agencies (in particular, the Public Health unit of Hertfordshire County Council), considers to present higher than normal risks for the location of a gambling premises. This may be due to large levels of vulnerable persons living in a particular locality, the proximity of a school, youth centre or medical facility, a high level of deprivation, or other factors which the authority believes should be taken into consideration.

We expect operators, both when applying for new premises licences and when reviewing their existing premises, to take account of our local area profile within their own local risk assessments (described below), and to implement suitable and sufficient measures to mitigate any risks identified which may arise as a result of the opening or continuation of trade at those premises.

We will use the LAP in assessing premises licence applications and the risk assessments supplied.

Local risk assessments

Under the Commission's Licence Conditions and Codes of Practice, from April 2016 operators will be required to compile and maintain a local risk assessment for each premises they operate, and to provide copies of these assessments to the licensing authority alongside any application for a new premises licence or to vary an existing premises licence, or otherwise at the request of the authority. Risk assessments must be kept at the individual premises to which they relate all staff should be fully aware of the risk assessment and where it is kept in order that they work in accordance with any requirements, and it can easily be provided to responsible authorities should they request to see it at any reasonable time, including unannounced inspections and ad hoc visits.

We do not intend to specify a format or mandatory content for these local risk assessments, as we believe that these will be decisions for the operator to take, and will be dependent upon the location, size, and operational nature of the premises in question.

However, we would expect that operators have considered the individual circumstances of each of their premises when compiling the risk assessments – a single generic risk assessment covering every premises in an operator's estate will not be considered by the authority to be suitable nor sufficient. We would also expect operators to take full account of our local area profile when compiling their risk assessments, and to reflect this in the control measures which they will implement.

PREMISES LICENCES

General Principles

Where an individual or company proposes to offer gambling for which an operating licence is required, and which is premises based, that individual or company will need to apply for a premises licence. A premises licence is one which authorises premises (which are defined in the Act as “any place”) to be used for:-

- The operation of a casino (a “casino premises licence”)
- The provision of facilities for playing bingo (a “bingo premises licence”)
- Making Category B gaming machines available for use (an “adult gaming centre premises licence”)
- Making Category C gaming machines available for use (a “family entertainment centre premises licence”) or
- The provision of facilities for betting (a “betting premises licence”)

Premises licences will be subject to requirements in the Gambling Act 2005 and regulations, and specific mandatory and default conditions which will be detailed in regulations issued by the Secretary of State. Licensing authorities may exclude default conditions and attach others, where they find it appropriate.

Definition of “premises” - Premises is defined in the Act as “any place”. Different premises licences cannot apply in respect of single premises at different times. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Whether different parts of a building can properly be regarded as being separate premises will always be a question of fact in the circumstances. However, the Gambling Commission does not consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises.

This licensing authority attaches particular weight to the Gambling Commission’s Guidance for local authorities:

- *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 that entrances and exits from parts of a building covered by one or more licences should be separate and identifiable so that the separation of different premises is not compromised and that people do not ‘drift’ into a gambling area.*

- *licensing authorities should pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Clearly, there will be specific issues that authorities should consider before granting such applications, for example, whether children can gain access; compatibility of the two establishments; and ability to comply with the requirements of the Act. But, in addition an overriding consideration should be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.*

A licence to use premises for gambling will only be issued in relation to premises that are ready to be used for gambling: The Gambling Commission has advised that references to “the premises” are to the premises in which gambling may now take place. Thus an applicant cannot obtain a full premises licence until the premises in which it is proposed to offer the gambling are constructed. It is a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence. The Gambling Commission emphasises that requiring the building to be complete ensures that the authority can, if necessary, inspect it fully, as can other responsible authorities with inspection rights.

Plans – The Licensing Authority will expect compliance with the Gambling Act 2005 (Premises Licences and Provisional Statements) Regulation 2007 (as amended) in relation to the submission of plans with applications.

The Regulations state that plans shall contain the following information:

- 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 form 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 a part of a vessel, the location of any part of the sides of the vessel, and of any internal walls of the vessel, which are included in the premises
- the location of each point of entry to and exit from the premises, including in each case a description of the place from which entry is made or to which the exit leads.

Location - This authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, and to gambling becoming a source of crime or disorder. No areas in East Herts have

been identified as areas where gambling premises should not be located, but if this situation changes, this statement will be updated. Any such future policy will not prevent an application being made, and each application will be decided on its merits, with the onus upon the applicant showing how the concerns can be overcome.

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

- relevant to the need to make the proposed building suitable as a gambling facility
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises: and
- reasonable in all other respects.

Decisions on individual conditions will be made on a case by case basis. Where there is a need this licensing authority will consider;

- the use of door supervisors,
- supervision of adult gaming machines, and a
- appropriate signage for adult only areas.

This licensing authority will expect the licence applicant to offer their own suggestions as to way in which the licensing objectives can be met effectively.

Division of Premises

In the Act, 'premises' is defined as including "any place". Section 152 prevents more than one premises licence applying to any single place. But a single building could be subject to more than one premises licence, provided each licence is for a different and discrete part 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 businesses in large, multiple unit premises such as a pleasure park, tracks or shopping centres to obtain discrete premises licences, where appropriate safeguards are in place.

This licensing authority takes note of the Gambling Commission's guidance which states that licensing authorities should take particular care in considering applications for multiple licences within a single building, and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular the authority is aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part

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

- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not “drift” into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
- Customers should be able to participate in the activities identified on the premises licence.

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

It is also noted that an issue has arisen in some parts of the country, where operators have sought to sub-divide existing single licensed premises, and obtain further premises licences in respect of each part of the divided premises. It has been observed that this practice has been used predominantly in respect of categories of premises licences which allow the operation of a small, fixed number of high-value gaming machines – in effect, using multiple premises licences in respect of different areas of a single business to artificially increase the permitted number of category B machines that can be made available.

The licensing authority notes the Commission's guidance that “in most cases the expectation is that a single building/plot will be the subject of an application for a licence, for example, 32 High Street. But that does not mean that 32 High Street cannot be the subject of separate premises licences for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances.” When assessing whether premises can be regarded as separate, the licensing authority proposes to assess the following criteria:

- Does each premises have its own external entrance;
- Does each premises trade as a separate entity;
- Are the premises subject to separate non-domestic rateable valuations?
- Is each premises operated by different persons;
- What is the quality of separation (i.e. if dividing barriers are to be used, are they permanent, opaque, floor-to-ceiling division?);

- Is there a genuine need to establish a division between premises, or is the division aimed solely at artificially increasing the permitted number of high-value gaming machines.

If it is proposed to utilise sterile, non-gambling areas to create sub-divisions, then the licensing authority will apply the following criteria to those areas:

- Is the non-gambling area proposed as a token separation;
- Is it genuinely an area to which the public would go for purposes other than gambling;
- Is it in effect introducing artificial separation, or genuinely a functionally separate area;
- Is there in effect direct access between the divided units, or is it a place from which access can be gained to two premises.

Different configurations may be appropriate under different circumstances but the crux of the matter is whether the proposed premises are genuinely separate premises that merit their own licence with the gaming machine entitlements that brings; and are not artificially created as part of what is readily identifiable as a single premises. Poor quality or temporary divisions will not be viewed favourably.

The licensing authority notes that any premises subject to multiple discrete premises licences must be able to comply with the mandatory conditions restricting access to each licensed premises, as follows:

Premises type	Access restrictions
Adult gaming centre	No direct access from any other licensed gambling premises, or from premises with a family entertainment centre gaming machine permit, a club gaming/machine permit, or an alcohol-licensed premises gaming machine permit
Betting (other)	Access from a street or another betting premises only No direct access from any other premises used for retail sale of goods or services
Betting (track)	No direct access from licensed casino or adult gaming centre premises
Bingo	No direct access from licensed casino, adult gaming centre or betting (other) premises
Family entertainment centre	No direct access from licensed casino, adult gaming centre or betting (other) premises

In the case of some divided premises, it appears that the intended primary use of a premises licence had not been offered, with operators seeking solely to make use of any additional machine entitlement (for example, holding a bingo premises licence but not making any facilities for playing bingo available in the licensed premises). The Gambling Commission consulted on this issue in 2008, and subsequently issued a revision to the Licence Conditions and Codes of Practice affecting Bingo, Betting and Casino operating licences. Holders of these licences are now mandated to provide suitable and sufficient facilities for their primary licensable activity (e.g. provision of facilities for non-remote betting in a betting (other) licensed premises), now referred to in the Guidance as offering an appropriate licensing environment.

Tracks may be subject to one or more premises licences, provided each licence relates to a specified area of the track. This licensing authority will consider the impact of the licences on the third licensing objective and the need to ensure that entrances to each premises are distinct and that children are excluded from gambling areas where they are not permitted.

Access by Children

When considering applications for premises to which children may be admitted, in cases where the issue of a licence would authorise the provision of gaming machines of categories C or higher, the licensing authority will expect the operator to ensure that:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

These considerations will apply equally to single premises and to buildings where multiple, discrete premises licences may have effect (for example, a multi-unit shopping centre, or a mixed use development with a number of retail and leisure units).

Door Supervisors

This licensing authority will consider whether there is a need for door supervisors to meet the licensing objectives of protecting children and vulnerable persons from being harmed or exploited by gambling, and also to prevent premises becoming a source of crime. The Gambling Act 2005 has amended the Security Industry Act and door supervisors at casinos or bingo premises need not be licensed by the Security Industry Authority. However, the licensing authority strongly recommends that any door supervisors or security staff who are employed should be licensed by the SIA.

This Licensing Authority will require that premises licence holders undertake Criminal Records Bureau checks and evidence of suitable training for door supervisors, or are SIA licensed where this is possible, where this is imposed as a condition. This recognises the nature of the work which may include checking ages, searching individuals and dealing with aggressive persons. This Licensing Authority may require specific requirements for door supervisors, which are shown to be appropriate to individual premises and subject to any codes of practice.

Types of Premises Licences

Adult Gaming Centres

This licensing authority has specific regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and expects the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds cannot access the premises.

This licensing authority will expect applicants to offer their own measures to meet the licensing objectives; however appropriate measures or licence conditions may cover issues such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

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

The licensing authority will expect applicants to be able to comply with any mandatory conditions imposed on their premises licence through regulations made by the Secretary of State. The licensing authority will expect applicants to be able to comply with any default conditions similarly imposed. Applicants seeking to remove or amend default conditions must demonstrate that there will be little or no risk to the licensing objectives or the licensing authority's statement of principles by removing the default conditions.

As regards the protection of vulnerable persons, this licensing authority will consider measures such as the use of self-barring schemes, provision of information leaflets or helpline numbers for organisations such as GamCare.

(Licensed) Family Entertainment Centres

This licensing authority has specific regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

This licensing authority expects applicants to offer their own measures to meet the licensing objectives; appropriate measures / licence conditions may include:

- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.
- Measures / training for staff on how to deal with suspected truant school children on the premises.
- Staff are trained to have a full understanding of minimum age limits on participation in gambling

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

This licensing authority will, following the Gambling Commission's guidance, refer to the Commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be set out. This licensing authority will also make itself aware of any mandatory or default conditions on these premises licences, when they have been published.

Measures such as the use of self-barring schemes, provision of information leaflets or helpline numbers for organisations such as GamCare will be considered in order to protect children and vulnerable persons.

The licensing authority will expect applicants to be able to comply with any mandatory conditions imposed on their premises licence through regulations made by the Secretary of State. The licensing authority will expect applicants to be able to comply with any default conditions similarly imposed. Applicants seeking to remove or amend default conditions must demonstrate that there will be little or no risk to

the licensing objectives or the licensing authority's statement of principles by removing the default conditions.

Casinos

The authority passed a 'no casino' policy under Section 166 of the Gambling Act on 24 February 2010. This resolution remained in effect until 23 February 2013. Should the Council decide in the future to pass such a resolution again it will update this document with details of that resolution. Any such decision will be made by full council.

Bingo premises

Bingo is a class of equal chance gaming and will be permitted in alcohol licensed premises and in clubs provided it remains below a certain threshold, otherwise it will be subject to a bingo operating licence which will have to be obtained from the Gambling Commission.

The holder of a bingo operating licence may provide any type of bingo game including cash and prize bingo.

Commercial bingo halls will require a bingo premises licence from East Herts Council.

Amusement arcades providing prize bingo will require a prize gaming permit from East Herts Council.

In each of the above cases it is important that where children are allowed to enter premises licensed for bingo, in whatever form, they are not allowed to participate in any bingo game, other than on category D machines. When considering applications of this type the council will therefore take into account, among other things, the location of the games or machines, access to those areas, general supervision of the premises and the display of appropriate notices.

It is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted licensing authorities should ensure that:

- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance

- only adults are admitted to the area where the machines are located;
- access to the area where the machines are located is supervised;
- the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

We note that the Gambling Commission's Guidance states:

18.5 Licensing authorities need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. An operator may choose to vary their licence to exclude a previously licensed area of that premises, and then apply for a new premises licence, or multiple new premises licences, with the aim of creating separate premises in that area. Essentially providing multiple licensed premises within a single building or site. Before issuing additional bingo premises licences, licensing authorities need to consider whether bingo can be played at each of those new premises.

18.7 Children and young people are allowed into bingo premises; however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed. Social Responsibility (SR) code 3.2.5(3) states that 'licensees must ensure that their policies and procedures take account of the structure and layout of their gambling premises' in order to prevent underage gambling.

18.9 The gaming machines must remain within the licensed area covered by the premises licence. In the unusual circumstance that an existing bingo premises covered by one premises licence applies to vary the licence and acquire additional bingo premises licences (so that the area that was the subject of a single licence will become divided between a number of separate licensed premises) it is not permissible for all of the gaming machines to which each of the licences brings an entitlement to be grouped together within one of the licensed premises.

18.10 Equipment operated by a bingo operating licence for the purpose of playing bingo, for example what are currently known as mechanised cash bingo, electronic bingo terminal (EBTs) and video bingo terminals (VBTs), will be exempt from controls on gaming machines provided they comply with any conditions set by the Commission and, in the case of EBTs, do not hold gaming machine content.

18.11 An EBT that offers gaming machine content in addition to bingo content is considered to be a gaming machine and would count towards the total number of gaming machines or towards the offering of bingo. Any EBTs that do not offer

gaming machine content would not count towards the number of gaming machines.

The licensing authority will expect applicants to be able to comply with any mandatory conditions imposed on their premises licence through regulations made by the Secretary of State. The licensing authority will expect applicants to be able to comply with any default conditions similarly imposed. Applicants seeking to remove or amend default conditions must demonstrate that there will be little or no risk to the licensing objectives or the licensing authority's statement of principles by removing the default conditions.

Operators' attention is also drawn to section of this document concerning primary gambling activity.

Members' clubs and commercial clubs

Bingo may be provided at clubs and institutes either in accordance with a permit or providing that the limits in section 275 of the Act are complied with. These restrictions limit the aggregate stake or prizes within any seven days to £2000, and require the Commission to be notified as soon as is reasonably practicable if that limit is breached. Stakes or prizes above that limit will require a bingo operator's licence and the corresponding personal and premises licences

Betting premises

Anyone wishing to operate a betting office will require a betting premises licence from the Council. Children and young persons will not be able to enter licensed betting premises.

Betting premises may provide a limited number of gaming machines and some betting machines.

The Council recognises that certain bookmakers have a number of premises within its area. In order to ensure that any compliance issues are recognised and resolved at the earliest stage, operators are requested to give the authority a single named point of contact, who should be a senior individual, and whom the authority will contact first should any compliance queries or issues arise.

There is no evidence that the operation of betting offices has required door supervisors for the protection of the public. The Authority will make a door supervision requirement only if there is clear evidence from the history of trading

at the premises that the premises cannot be adequately supervised from the counter and that door supervision is both necessary and proportionate.

The Council has the power to restrict the number of betting machines, their nature, and the circumstances in which they are made available. It will not generally exercise this power unless there are good reasons, taking into account, among other things, the size of the premises and the level of management and supervision especially where vulnerable people are concerned.

This licensing authority will, as per the Gambling Commission's Guidance, take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the gaming machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number, nature or circumstances of betting machines an operator wants to offer

The licensing authority will expect applicants to be able to comply with any mandatory conditions imposed on their premises licence through regulations made by the Secretary of State. The licensing authority will expect applicants to be able to comply with any default conditions similarly imposed. Applicants seeking to remove or amend default conditions must demonstrate that there will be little or no risk to the licensing objectives or the licensing authority's statement of principles by removing the default conditions.

Each application will be considered on its own individual merits.

Primary Gambling Activity

Operating licences issued by the Commission provides that gaming machines may be made available for use in licensed betting premises only at times where there are also sufficient facilities for betting available.

In this respect, such facilities must include information that enables customers to access details of events on which bets can be made, make such bets, learn the outcome and collect any winnings. Where betting facilities are provided only by betting machines the number of betting machines must exceed the number of gaming machines made available for use.

The Licence Conditions and Codes of Practice (LCCP) sets out the full requirements on operators. To assist operators of betting premises the Commission has published a document setting out the indicators that are used to assess as to

whether the requirements for betting being the primary gambling activity in any particular premises are being met.

Should the licensing authority receive an application to vary a premises licence for bingo or betting in order to extend the opening hours, the authority will satisfy itself that the reason for the application is in line with the requirements on primary gambling activity. (i.e. the need for operating licence holders to ensure that there are still sufficient facilities available to participate in the gambling activity appropriate to the licence type ("the primary activity" or "the principal activity") at those premises and not replaced by the making available of gaming machines). Therefore, the applicant should be able to demonstrate that the extension of the opening hours is not designed solely to benefit from the machine entitlement and activity which is ancillary to the primary activity of the premises, namely betting or bingo.

Tracks

Only one premises licence can be issued for any particular premises at any time unless the premise is a track. A track is a site where races or other sporting events take place.

This licensing authority is aware that the Gambling Commission may provide further specific guidance as regards tracks. We have taken note of the Guidance from the Gambling Commission which highlights 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 operator licence as there may be several premises licence holders at the track which will need to hold their own operator licences.

Track operators are not required to hold an 'operator's licence' granted by the Gambling Commission. Therefore, premises licences for tracks, issued by the Council are likely to contain requirements for premises licence holders about their responsibilities in relation to the proper conduct of betting.

Although there will, primarily, be a betting premises licence for the track, there may be a number of subsidiary licences authorising other gambling activities to take place. Unlike betting offices, a betting premises licence in respect of a track does not give an automatic entitlement to use gaming machines.

In accordance with the Gambling Commission's guidance, this licensing authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are

distinct and that children are excluded from gambling areas where they are not permitted to enter.

This authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

This licensing authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures / licence conditions may cover issues such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Location of gaming machines
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare
- Staff are trained to have a full understanding of minimum age limits on participation in gambling

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

Gaming machines on tracks - The licensing authorities needs to consider the location of gaming machines at tracks, and applications for track premises licences will need to demonstrate that, where the applicant holds a pool betting operating licence and is going to use his entitlement to four gaming machines, these machines are locate in areas from which children are excluded. Children and young persons are not prohibited from playing category D gaming machines on a track.

Betting machines on track premises - This licensing authority will, in accordance with the Gambling Commission's guidance, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator

wants to offer. It will also take note of the Gambling Commission's suggestion that licensing authorities will want to consider restricting the number and location of such machines in respect of applications for track betting premises licences.

Condition on rules being displayed - In line with guidance from the Gambling Commission the Council will attach a Condition to Track Premises Licence requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. This could include printing rules in the race-card or making them available in leaflet form from the track office.

Travelling Fairs

Where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, it is a statutory requirement that the facilities for gambling are no more than an ancillary amusement at the fair. This licensing authority decides whether that requirement is met and whether the applicant falls within the statutory definition of a travelling fair.

The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.

Provisional Statements

A person may apply to the Licensing Authority for a provisional statement in respect of premises:

- they expect to be constructed
- they expect to be altered or
- they expect to acquire a right to occupy

Such applications are dealt with in the same manner as applications for premises licences. Once the premises are constructed, altered or acquired the holder of a provisional statement may apply for the necessary premises licence. The Gambling Commission's draft guidance states that "It is a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence" and that "Requiring the building to be complete ensures that the authority can inspect it fully."

Where the holder of a provisional statement applies for a premise licence, no further representations from responsible bodies or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances. In addition, the Licensing Authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- (a) which could not have been raised by objectors at the provisional licence stage; or
- (b) which in the authority's opinion reflect a change in the operator's circumstances.

This authority has noted the Gambling Commission's guidance that "A licensing authority should not take into account irrelevant matters.... One example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulations approval for the proposal."

Reviews

Responsible Bodies and Interested Parties (see definitions in Section 6) may apply to the Licensing Authority for a review of a premises licence. The Licensing Authority may reject an application if it thinks that the grounds on which the review is sought:

- do not raise an issue relevant to the principles listed below;
- are frivolous or vexatious;
- will certainly not cause the licensing authority to wish to alter, revoke or suspend the licence;
- are substantially the same as previous representations or requests for review.

The principles referred to above are:

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

Licensing authority officers may be involved in the initial investigations of complaints leading to a review, or may try informal mediation or dispute resolution before a full review is conducted. The licensing authority may review premises licences of its own volition. This may be on the grounds that a premises licence holder has not provided facilities for gambling at the premises. A referral to a Licensing Sub-Committee of a set of premises for a review will be first approved by the Head of Housing & Health.

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

This can extend to a review of a class of licences where it considers particular issues have arisen. Reviews of a class of premises will be first agreed to by the Head of Community and Customer Services in consultation with the Chair of the Licensing (Licensing Act 2003) Committee.

The purpose of a review is to determine whether the licensing authority should take any action in relation to the licence. If action is justified the licensing authority may:

- add, remove or amend a licence condition (other than a mandatory condition)
- exclude or amend a default condition imposed by regulations
- suspend the premises licence for a period not exceeding three months
- revoke the premises licence.

In determining the appropriate course of action the licensing authority must have regard to the principles set out in section 153 of the Act as well as any relevant representations.

The Gambling Commission will be a responsible authority in premises licence reviews.

It is noted that as per the Gambling Commission's guidance for local authorities "moral objections to gambling are not a valid reason to reject applications for premises licences" (except when concerning any 'no casino resolution) and also that unmet demand is not a criterion for a licensing authority. This may not be the case with respect to gaming permits.

Permits, Temporary & Occasional Use Notices

1. *Unlicensed Family Entertainment Centre gaming machine permits (Statement of Principles on Permits – Schedule 10 para 7)*

Where premises do not hold a Premises Licence but wish to provide only category D gaming machines, it may apply to the licensing authority for this permit. It should be noted that under section 238 of the Gambling Act, the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

The Act states that a licensing authority may prepare a statement of principles that they propose to consider in determining the suitability of an applicant for a permit. In preparing that statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25 of the Act.

Accordingly this licensing authority will also have regard to the licensing objectives when considering applications relating to unlicensed FEC permits.

A Family Entertainment Centre (FEC) gaming machine permit may be granted only if the Licensing Authority is satisfied that the premises will be used as an unlicensed FEC and if the Chief Officer of the Police has been consulted. No conditions may be imposed upon the grant of a permit.

Therefore the licensing authority will need to be satisfied that the applicant has a full understanding of the maximum stakes and prizes of the gambling that is permitted in unlicensed FEC's; has no relevant convictions (as detailed in Schedule 2 to the 2005 Act); and that all staff employed on the premises are provided with proper training in relation to stakes and prizes.

Unlicensed FECs, by definition, will not be subject to scrutiny by the Gambling Commission as no operating (or other) licences will be applied for and issued.

Statement of Principles

This licensing authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures or training for staff to deal with suspected truant school children on the premises, measures or training

covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on or around the premises.

This licensing authority will also expect, following Gambling Commission guidance, that applicants demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs.
- that they have no relevant convictions (those that are set out in Schedule 7 of the Act)
- and that staff are trained to have a full understanding of the maximum stakes and prizes.
- an awareness of local school holiday times and how to identify the local education office should truants be identified.

Compliance with any relevant industry Code of Practice for FECs issued by BACTA or other trade associations may be taken by the licensing authority as evidence that (apart from the criteria relating to criminal convictions) the applicant has met the above. Applicants must submit with their application two copies of plans of the premises, to a scale of 1:100, showing the exits/entrances to the premises, location of gaming machines, and the location of safety equipment such as fire extinguishers.

The licensing authority may refuse an application for renewal of a permit only on the grounds that an authorised local authority officer has been refused access to the premises without reasonable excuse, or that renewal would not be reasonably consistent with pursuit of the licensing objectives.

2. (Alcohol) Licensed premises gaming machine permits – (Schedule 13 Para 4(1))

The Act provides that premises licensed to sell alcohol for consumption on the premises, are automatically authorised to have 2 gaming machines, of categories C and/or D. These premises merely need to notify the authority. The licensing authority can remove the automatic authorisation in respect of any particular premises if:

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

If a premises wishes to have more than 2 machines, then it must apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and 'such matters as they think relevant'.

Statement of Principles

This licensing authority considers that "such matters" will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. The authority will take into account whether access by children to the premises under the Licensing Act 2003 is restricted or not.

Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff that will monitor that the machines are not being used by those under 18. Notices and signage may also be help. As regards the protection of vulnerable persons this applicants may wish to consider the provision of information leaflets or helpline numbers for organisations such as GamCare.

A plan must accompany applications indicating where, and what type, of gambling machines are to be provided. This plan may take the form of an amendment to the plan attached to the premises licence issued under the Licensing Act 2003.

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

The licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions other than these cannot be attached.

The holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

Administrative matters

Notifications for two or less machines shall be dealt with under delegated authority.

Applications for three or more machines will be referred to a Licensing Sub-Committee of Councillors.

3. Prize Gaming Permits

Prize gaming may be provided in bingo premises as a consequence of their Bingo Operating Licence. Any type of prize gaming may be provided in Adult Gaming Centres and licensed Family Entertainment Centres. Unlicensed family entertainment centres may offer equal chance prize gaming under a gaming machine permit. Prize gaming without a permit may be provided by travelling fairs, as long as none of the gambling facilities at the fair amount to more than an ancillary amusement. Children and young people may participate in equal chance gaming only.

The Licensing Authority can only grant a permit if they have consulted with chief officer of Police. Therefore, the Licensing Authority will consider the suitability of the applicant in terms of any evidence provided by the Police that would make them unsuitable to hold a prize gaming permit.

Applicants should set out the types of gaming they are intending to offer and should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations
- and that the gaming offered is within the law.

It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but that the licensing authority cannot attach conditions. The conditions in the Act are:

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

Applications may only be made by people who occupy or plan to occupy the premises, are aged 18 or over (if an individual), and no premises licence or club gaming permit under the Gambling Act 2005 may be in force.

Statement of Principles

The Gambling Act 2005 states that a Licensing Authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the licensing authority proposes to consider in determining the suitability of the applicant for a permit”.

This Licensing Authority considers that such matters will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to unequal chances prize gaming. The authority will take into account whether access by children to the premises under the Licensing Act 2003 is restricted or not.

A plan must accompany applications indicating where, and what type, of prize gaming is to be provided.

Conditions

There are mandatory conditions in the Gambling Act 2005 that the permit holder must comply with, but the Licensing Authority cannot attach conditions. The conditions in the 2005 Act are:

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

In making its decision on an application for this type of permit the Licensing Authority does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

4. Club Gaming and Club Machines Permits

Members Clubs and Miners' welfare institutes (but not commercial clubs) may apply for a Club Gaming Permit or a Clubs Gaming machines permit.

The licensing authority notes paragraphs 25.44 – 25.49 of the Commission's Guidance as to matters to take into account when determining that a club meets the statutory qualifying requirements. These include:

- the club's constitution;
- the frequency of gaming; and
- ensuring that there are more than 25 members.

The club must be conducted "wholly or mainly" for purposes other than gaming, unless the gaming is in bridge and whist clubs covered by regulations made by the Secretary of State. A members' club must be permanent in nature, not established to make commercial profit and be controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.

The Gambling Commission's guidance advises that Licensing Authorities may only refuse an application on the grounds that:

- the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- 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; or
- an objection has been lodged by the Commission or the police (Gambling Commission's draft Guidance for Local Authorities 25.18)

Club gaming permit

A club gaming permit allows the premises to provide:

- up to three machines of categories B, C or D
- equal chance gaming and
- games of chance as set out in regulations.

Club gaming machine permit

A club gaming machine permit will enable the premises to provide up to three machines of categories B, C or D.

The licensing authority will wish to be satisfied that applicants for these permits meet the statutory criteria for members' clubs contained in sections 266 and 267 of the Act. Clubs which hold a club premises certificate under the Licensing Act 2003 are entitled to benefit from a fast-track application procedure.

Conditions

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

5. Lotteries

The Gambling Act 2005 regulates almost all forms of fund-raising lotteries promoted in the UK. With the exception of the National Lottery, which is not regulated under this Act, it is illegal to promote a lottery for private or commercial gain.

While the term 'lottery' is used within the legislation, these provisions are also likely to apply to raffles, prize draws, tombola's, sweepstakes, scratch-card sales, and so on – in short, any arrangement in which a payment is made for a random chance of winning a prize. For the sake of simplicity, 'lottery' is used to define all of these.

Broadly speaking, there are two categories of lottery established under the Act –

- Licensed lotteries include those run by societies that aim to raise more than £20,000 in a single draw, or £250,000 in a calendar year, as well as any lotteries promoted by a local authority. An operating licence must be held by the promoter(s) of these lotteries.
- Exempt lotteries fall into one of four sub-categories, each with its own limits on the amounts that can be raised, the purposes for which it can be promoted, and the manner in which it must be run. These sub-categories comprise Incidental Non-Commercial Lotteries, Customer Lotteries, Private Lotteries, and Small Society Lotteries

Licensed Lotteries

The administration and enforcement of licensed lotteries is the responsibility of the Gambling Commission, although local authorities may provide information and intelligence to assist in the exercise of these functions.

Should a society registered with a licensing authority for the promotion of small society lotteries promote a lottery which causes either on the statutory limits on proceeds to be exceeded, then any subsequent lotteries promoted by that society in the current calendar year or any of the following three calendar years will be deemed to be large society lotteries, and will require the society to obtain a relevant operating licence from the Gambling Commission. The registration with the licensing authority will remain in force, but will not serve to authorise any lottery schemes during this period – it is open to the society as to whether to cancel the registration.

The Act provides a mechanism for local authorities to promote lotteries (or have lotteries promoted on their behalf) in order to raise funds for any item or service on

which they may lawfully incur expenditure. Prior to doing so, an operating licence must be obtained from the Gambling Commission. A senior council officer must also hold a personal management licence, again issued by the Commission. At the time of writing, no such licences are in place, and accordingly lotteries may not be promoted by or on behalf of the authority.

Exempt Lotteries

Of the four sub-categories of exempt lotteries, only Small Society Lotteries require registration with a local authority – no authorisation is required for the other three categories. Both the Commission and local authorities may carry out compliance checks to ensure that any exempt lotteries are carried on in accordance with the relevant legal restrictions.

Prior to registering a society, the licensing authority may consult informally with certain statutory partners, including the Gambling Commission and Hertfordshire Constabulary, in order to satisfy itself that the information given in the application for registration is correct, the applicant is a bona fide non-commercial society, an operating licence held by the society has not been refused or revoked in the preceding 5 years, and that no persons who will be connected with the promotion of lotteries for the society have been convicted of relevant offences. Where the authority cannot be so satisfied, it is open to it to refuse the application for registration, but only after the applicant has been given the opportunity to lodge representations in respect of the proposed refusal.

Registrations will remain in force indefinitely, incurring an annual fee in each year that they remain in force. Societies may request the cancellation of their registration, in writing, at any time. The licensing authority may also revoke a registration or cancel a registration for non-payment of annual fees. Revocation may only occur after the applicant has been given the opportunity to lodge representations.

Free prize draws & skill competitions

The Gambling Act 2005 does not include any measures to regulate prize draws where there is no charge to enter, nor any competition where the outcome relies significantly upon a participant's skill, judgement or knowledge. Generally, the licensing authority will not become involved in any matters relating to such schemes.

However, on some occasions, schemes that are presented as skill competitions will actually fall under the definition of lotteries or prize gaming, and would therefore need to comply with the statutory requirements. Alongside the Gambling

Commission, licensing authorities are obliged to monitor the boundaries between lotteries and skill competitions, and will provide basic advice on ensuring that any competitions are run in compliance with the relevant laws. However, the licensing authority will not offer advice or approval of individual schemes, nor will it offer in depth advice as to the legality of a particular activity. It is ultimately the responsibility of the promoter to ensure that a scheme is compliant with statutory requirements, and to seek independent confirmation of this from a legal adviser where appropriate.

This licensing authority notes the criteria set out in section 14 of the Act relating to the characteristics of a skill competition, and will expect the promoter of any such scheme to ensure that the competition includes a suitable challenge of skill, judgement or knowledge that will:

- prevent a significant proportion of people who wish to participate from doing so; or
- prevent a significant proportion of people who participate from receiving a prize.

A small society lottery is a lottery promoted on behalf of a non-commercial society as defined in Section 19 of the Gambling Act 2005. A society is non-commercial if it is established and conducted:

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

All applications for registration must be in the form specified by the Secretary of State and accompanied by supporting documentation that the Licensing Authority will need to assess the application.

This Licensing Authority, when considering an application for registration may request additional information as deemed appropriate, this may include a declaration from the governing body of the society stating:

- the application is on behalf of a genuine non-commercial lottery
- that all persons connected with the promotion of the lottery have no relevant convictions or cautions against them
- briefly explaining the purpose of the society and; the reasons for the fund raising
- confirmation of the appointment of 2 members of the Society who have the authority to sign and complete the necessary returns

- and where a society intends to employ an external lottery manager, evidence that person holds an operator's licence issued by the Gambling Commission.

The licensing authority will adopt a risk-based approach towards its enforcement responsibilities for small society lotteries. This authority considers that the following list, although not exhaustive, could affect the risk status of an operator:

- submission of late returns (returns must be submitted within three months of the date that a lottery was drawn)
- submission of incomplete or incorrect forms
- breaches of the limits for small society lotteries.

If the Authority is minded to refuse an application, the applicant will be notified in writing the reasons why it is considering refusal and the evidence on which it has based the preliminary conclusion. The applicant will be given the opportunity to provide further evidence in support of the application or to make representation regarding these matters.

6. Temporary Use Notices

Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. A Temporary Use Notice may only be granted to a person or company holding a relevant operating licence.

The licensing authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence i.e. a non-remote casino operating licence.

The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this statement the relevant regulations (SI no 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that temporary use notices may only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single overall winner. There can, however, be more than one competition with a single winner held at the individual event covered by a specific temporary use notice. The facilities may not be provided in circumstances where any person participating in the gaming does so by means of a gaming machine. Equal chance gaming is gaming which does not involve playing or staking against a bank and gives equally favourable chances to all participants. Examples of equal chance gaming include games such as backgammon, mah-jong, rummy, kalooki, dominoes, cribbage, bingo and poker.

There are a number of statutory limits as regards Temporary Use Notices. The meaning of "premises" in Part 8 of the Act is discussed in Part 7 of the Gambling Commission Guidance to Licensing Authorities and at paragraph 14.10 of the Guidance. As with "premises", the definition of a "set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place". In considering whether a place falls with the definition of a "set of premises", the licensing authority need to look at, amongst other things, the ownership/occupation and control of the premises.

This licensing authority expects to object to notices where it appears that their effect would be to permit regular gambling in place that could be described as one set of premises, as recommended in the Gambling Commission's Guidance to Licensing Authorities.

7. Occasional Use Notices

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

Administration, Exercise and Delegation of Functions

The Licensing Committee will consist of between 10 and 15 councillors, sitting at least annually to discuss this Statement of Principles, review delegated decisions and administrative matters. The Council will review this Statement of Principles at least every three years. Any changes to the Statement of Principles will include full consultation of all interested parties and responsible authorities.

Sub-committee(s) of three Councillors will determine applications where representations have been received from interested parties and responsible authorities.

The Licensing Committee may also deal with other matters not associated with the Gambling Act 2005.

Each decision of the Licensing Committee or its Sub-Committee(s) shall be accompanied with clear reasons for the decision. A summary of the decision will be posted on the Council's website as soon as possible after the decision has been confirmed, where it will form part of the statutory register required to be kept by the Council.

The Council's authorised officers will deal with all other licence/permit application where either no representation/objection(s) have been received, or where representations have been received and it is agreed by all parties that a hearing is not necessary.

Council officers will make decisions on whether representations or applications for reviews should be referred to the Licensing Committee or Sub-Committee(s) and upon whether representations are frivolous, irrelevant, vexatious or repetitious. Where representations are rejected, the person making that representation will be given written reasons.

Where appropriate the Council will seek to delegate decision making so far as possible in the interests of speed, efficiency and cost effectiveness.

The Council will seek to integrate this Statement of Principles with its various other strategies/policies, having regard to the licensing objectives and will utilise its collaborative and partnership working arrangements and networks that engage with responsible authorities, interested parties and key stakeholders. This will include taking into account the following:

- Council Enforcement Policy

- Community Strategy
- Drugs and Alcohol Strategy
- Diversity and Equality Policy

Equality & Diversity

East Herts Council is firmly committed to providing and promoting equality for all its employees and the wider community. The Council has adopted this policy to ensure equality influences the way we provide services and the employment of staff. To achieve this we will endeavour to create an environment in which there is respect for every individual and recognition that no member of the public, employee, potential employee, service user or Councillor will be discriminated against irrespective of their gender, race, ethnicity, colour, marital status, disability, age, sexuality, family responsibilities, religion, trade union involvement or political beliefs. Neither shall they be disadvantaged by conditions or requirements that cannot be shown to be justifiable for health and safety or legal reasons. This is not an exhaustive list and the Council recognises that there are other groups who may face unlawful discrimination.”

In respect of race equality the Council has adopted the McPherson’s definition of a racist incident ‘a racial incident is any incident which is perceived to be racist by the victim or any other person’.

The Council follows the Codes of Practice of the Commission for Racial Equality and Equal Opportunity Commission, and is committed to achieving the Equality Standard for local government.

We believe in the need to eliminate unlawful discrimination and to promote equality of opportunity in all that we do. We recognise the rich diversity of East Hertfordshire’s population as a strength and we aim to treat all people with dignity and respect whilst recognising the value of each individual and the positive contribution they make to the diverse community and workforce.’

Contact Point

For further information about this statement, or to discuss an actual or future application, please contact:-

Housing & Health
East Herts District Council
Wallfields
Pegs Lane
Hertford
SG13 8EQ

Telephone: 01992 531503

E-Mail: community.protection@eastherts.gov.uk