



MEETING : LICENSING COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 18 JUNE 2025
TIME : 7.00 PM

PLEASE NOTE TIME AND VENUE

MEMBERS OF THE COMMITTEE

Councillor Maura Connolly (Chair)
Councillors S Bull, N Cox, T Deffley, G Hill, A Holt, S Marlow, G McAndrew,
C Redfern, V Smith and R Townsend

Substitutes

Conservative Group:	Councillors I Devonshire and A Parsad-Wyatt
Labour Group:	Councillor D Willcocks
Liberal Democrat Group:	Councillor M Adams
Green Group:	Councillors J Dunlop, G Williams and D Woollcombe
Independent Group:	Councillor T Smith

(Note: Substitution arrangements must be notified by the absent Member to Democratic Services 24 hours before the meeting)

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- 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.

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AGENDA

1. Appointment of Vice-Chair for 2025/26

2. Apologies

To receive apologies for absence.

3. Minutes - 19 March 2025 (Pages 5 - 11)

To approve the Minutes of the meeting of the Committee held on 19 March 2025.

4. Chair's Announcements

5. Declarations of Interest

To receive any Members' declarations of interest.

6. Review of licensing activity for Quarter 4 of 2024-25 financial year (Pages 12 - 22)

7. Annual report on Licensing Activity for 2024-25 financial year (Pages 23 - 32)

8. Consideration of Draft Statement of Gambling Principles (Pages 33 - 88)

9. 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 19 MARCH
2025, AT 7.00 PM

PRESENT: Councillor M Connolly (Chair)
Councillors S Bull, N Cox, T Deffley, G Hill,
S Marlow, C Redfern, V Smith, R Townsend
and J Wyllie

OFFICERS IN ATTENDANCE:

Michele Aves	- Committee Support Officer
Erica Gant	- Licensing Enforcement Officer
Oliver Rawlings	- Service Manager – Licensing and Enforcement
Paul Thomas-Jones	- Service Manager – Environmental Health

395 APOLOGIES

An apology for absence was submitted from Councillor Dunlop.

396 MINUTES - 22 OCTOBER 2024

It was moved by Councillor Bull and seconded by Councillor Deffley that the Minutes of the meeting held on 22 October 2024 be confirmed as a correct record and signed by the Chair. After being put to the meeting and a vote taken the motion was declared CARRIED. It was

noted that Councillors Cox and Wyllie abstained from the vote.

RESOLVED – that the Minutes of the meeting held on 22 October 2024 be confirmed as a correct record and signed by the Chair.

397 CHAIR'S ANNOUNCEMENTS

The Chair welcomed all to the meeting, and reminded participants to use their microphones when speaking so that they could be heard on the webcast.

398 DECLARATIONS OF INTEREST

There were no declarations of interest.

399 ENVIRONMENTAL HEALTH REGULATED AND LICENCED ACTIVITIES PERFORMANCE UPDATE

The Service Manager (Environmental Health) introduced the report which gave an update on the activities of the Environmental Health Department - including the progress of the Food Standards Agency (FSA) action plan.

The Service Manager (Environmental Health) referred to page 15 of the report which gave a summary of the licences issued by Environmental Health. He said that the overall number had remained static, but that there had been a rise in the number of skin piercing licences and a drop in the number of food premises licences.

The Service Manager (Environmental Health) said that of the 21 actions within the FSA plan, 12 were now completed, 6 were on track for completion within the target time, 2 remained delayed and the 1 missed action was now achieved. He said that the amount of work done was hard to put into context, but only 19 of the 229 new business which required inspection were outstanding. He

added that category A, B and C premises inspections were up to date, with category D inspections down from 200 to 16 – which would be completed by the summer, ahead of target.

The Chair thanked the Service Manager (Environmental Health) for the report.

Councillor Deffley referred to paragraph 4.4 of the report, and asked if the use of temporary contractors was more expensive.

The Service Manager (Environmental Health) said that the use of temporary contractors was more expensive, but the vacancies within Environmental Health had offset most of these costs. He said that the use of temporary staff had been agreed by Leadership Team and the retention and recruitment of staff was being looked at.

The Chair said that there had been good progress made, and asked how much time was spent by Environmental Health investigating complaints made by members of the public.

The Service Manager (Environmental Health) said that with regards to food premises complaints there was an ebb and flow, with premises broadly compliant and of no risk to the public. He said that more time was spent completing proactive inspections.

It was moved by Councillor Cox and seconded by Councillor Bull that the recommendations, as detailed, be approved. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that (A) the performance of Environmental Health with regards to regulated and licenced activities pertaining to food premises be considered and scrutinised and any comments

passed on to the Executive Member for Wellbeing for consideration; and

(B)that the performance of other activities regulated and licenced activities by Environmental Health be considered and that any comments be passed on to the Executive Member for Wellbeing for consideration.

400 REVIEW OF LICENSING ACTIVITY FOR QUARTERS 1, 2, AND 3 OF 2024-25 FINANCIAL YEAR

The Service Manager (Licensing and Enforcement) introduced the report and apologised for the typing error at paragraph 2.2. He clarified that the data was drawn from quarters 1, 2 and 3 of the year covering 1 April 2024 – 31 December 2024.

The Service Manager (Licensing and Enforcement) said that there were 3 vacant posts within the Licensing Department from quarter 1 until quarter 3. He said that due to these vacancies work during this period had been concentrated on statutory duties, but as per paragraph 3.18 all performance indicators had been met.

The Service Manager (Licensing and Enforcement) said that as requested by Members, details of complaints, split into 4 categories, were included within the report. He referred to Appendix A which gave performance data for the period and drew Members attention to the table as seen on page 49 of the report, adding that the total number of premises licences had increased from last year, and that the number of Hackney Carriages had dropped to 180 (which was 30 below the limit of 210).

The Service Manager (Licensing and Enforcement) said that the drop in Hackney Carriage licences was due to people leaving the trade, and that the Licensing Department were about to commence a round of

licensing applications to see if there was interest in applicants licensing new vehicles. He said that vehicles would be scored on merit, with higher scores (and therefore a precedence for plates) awarded to vehicles which were wheelchair accessible, fully electric, and newer and greener.

The Chair thanked the Service Manager (Licensing and Enforcement) for the report.

Councillor Deffley asked if the vehicles which scored more highly were more expensive, and if this could therefore exclude some applicants.

The Service Manager (Licensing and Enforcement) said that the scheme was promoted and intended to be competitive, with the best vehicles making up the fleet.

Councillor Townsend said that the application process found the best vehicles and did not look at driver suitability. He asked for further information about driver suitability.

The Service Manager (Licensing and Enforcement) said that drivers were licenced under a separate process where their suitability was checked. He said that a licenced vehicle owner did not have to be a driver.

Councillor Smith said that the complaint detail within the report was both interesting and useful.

The Chair agreed with Councillor Smith, adding that it was also interesting to see which other agencies the Licensing Department dealt with. She referred to paragraph 3.7 of the report and said that the department's enforcement work was much appreciated as this was of real concern for residents. She asked if work was done towards having good relationships with licence holders.

The Service Manager (Licensing and Enforcement) said that enforcement was always the last option, with the emphasis being on compliance.

Councillor Townsend asked if as the department was now fully staffed, there was any schedule for dealing with the backlog of pavement licenses.

The Service Manager (Licensing and Enforcement) said that the team had been tasked with contacting all premises which had pavement furniture, with priority to be given with those who were affecting accessibility. He said that the scheme and fees for pavement licence non-compliance had now been set up, with work to start with regards to this from April 2025.

It was moved by Councillor Wyllie and seconded by Councillor Hill that the recommendations, as detailed, be approved. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that a) the Licensing activity from the first, second and third quarters of the 2024-25 financial year be reviewed and commented on.

401 URGENT BUSINESS

There were no urgent items.

The meeting closed at 7.20 pm

Chairman

Date

Agenda Item 6

East Herts Council Report

Licensing Committee

Date of Meeting: 18 June 2025

Report by: Jonathan Geall - Head of Housing & Health

Report title: Review of licensing activity for Quarter 4 of 2024-25 financial year

Ward(s) affected: All

Summary – Quarterly reports are presented to Licensing Committee to ensure the supervision of key areas of regulation and allow the members to review the evidence to ensure the council is fulfilling its responsibilities.

RECOMMENDATIONS FOR Licensing Committee:

- (a) That members review and comment on the Licensing activity from the fourth quarter of the 2024-25 financial year (01 January 2025 – 31 March 2025)**

1.0 Proposal(s)

- 1.1 That the report is considered by members of the Licensing Committee.

2.0 Background

- 2.1 The council's Licensing and Enforcement Team covers Hackney Carriage and Private Hire licensing, alcohol, entertainment and late-night refreshment licensing and notices, along with more infrequent applications relating to, among other things, scrap metal dealing, pavement licensing, street trading and gambling.
- 2.2 This report presents data from the fourth quarter of the 2024 - 2025 financial year (01 January 2025 – 31 March 2025) on processing and enforcement, delegated decisions, and on Licensing Sub Committee involvement on licences, notices, and

permits and applications including:

- alcohol, entertainment, and late-night refreshment licences under the Licensing Act 2003;
- gaming under the Gambling Act 2005;
- taxi drivers, vehicle proprietors and operators under the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847.

3.0 Reason(s)

Complaints handling

- 3.1 Members have previously requested that details be provided in relation to any trends in the types of complaints received.

Licensing Act

- During Q4 there was one complaint relating to an incident of indecent exposure at a licensed venue in Hertford. Enforcement attended the premises and spoke to the premises license holder and gave advice on how to deal with safeguarding issues.

- 3.2 It is worth bearing in mind that enforcement of licensing conditions is not a statutory matter, it is a discretionary function for individual councils to choose to provide should they wish. To date, the council has chosen to have a licensing enforcement function. It is the council's part time licensing enforcement officers along with the support of the senior licensing and enforcement officer who have been undertaking increased out of hours observations in the evenings and at weekends, including into the early hours of Sunday mornings, to address the increase in complaints. Out of hours working allows officers to witness any issues and reach a conclusion regarding the validity of a complaint.

Hackney carriage and private hire

- 3.3 The enforcement team's work involves ensuring that all documentation for taxi drivers and vehicles is received, therefore ensuring licenses are valid. The enforcement team ensures that people with expired documents are suspended until they produce the required proofs.
- 3.4 Licensing Enforcement now check all the Vehicle Condition Certificates and MOT documentation to ensure that our vehicle inspection standards are being continually met. This is to ensure authorised garages are working in line with the Councils vehicle standards.
- 3.5 In Q4, no Licensing Record Points (LRP) were issued. This is the scheme which was implemented to aid in a stepped approach to compliance relating to licensed drivers, vehicles, and operators.
- 3.6 In Q4, fourteen complaints were received in relation to private hire and hackney carriage licences, these related to:
- Careless driving. Both drivers involved were spoken to and given words of advice.
 - A driver refusing to allow a passenger to pay using a card machine.
 - Damaged or faulty rooflights, which have all now been replaced.
 - Issues around Bishop's Stortford Train Station with continued complaints from a driver licensed to another

authority over issues such as raised lettering on number plates. We have spoken with all drivers concerned and resolved the issues.

Street trading and pavement licenses

3.7 In Q4 three complaints were received regarding street trading.

- Illegal street trading of meat products from an unlicensed van. The owner was spoken with and now has the correct licence in place.
- Burger van was trading without a licence in layby of A10. Visited and spoken with the owner who now has the correct licence in place.
- Ice cream van being parked too close to secondary school in Bishop's Stortford. Vendor was spoken to and reminded of the rules regarding proximity to school locations and warned to apply for Street Trading Licence.

3.8 Two complaints were received regarding pavement licenses in Q4.

- Both complaints related to furniture being stored on the highway when not in use.

Charity collections

3.9 No complaints were received in Q4.

Performance monitoring

3.10 The figures for the quarterly performance indicators for licensing for Q1, Q2 and Q3 are detailed in the table below.

Performance indicator – cumulative (reported quarterly) within the	2023/2024 target	Q4 2024-25 performance
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year unless otherwise stated		
Percentage of valid personal licences processed within 2 weeks	90%	95%
Percentage of valid temporary event notices processed within 72 hours	90%	98%
Percentage of applications for new and variation of premises licences processed within 2 calendar months (from date of validation to date of determination)	90%	100%
Percentage of driver's licences issued within 30 working days of validation	90%	100%

3.11 Performance data for Q4 can be found at **Appendix A**.

4.0 Options

4.1 To not provide the members of the Licensing Committee with quarterly reports. This option has been dismissed at previous meetings as it would not allow members to oversee this area of regulation.

5.0 Risks

5.1 None identified by author.

6.0 Implications/Consultations

Community Safety

Proper scrutiny of the work of the Licensing & Enforcement team helps to ensure that policies and procedures promote community safety.

Data Protection

None

Equalities

None

Environmental Sustainability

None

Financial

None as any work either carried out or proposed will be possible within existing budgets.

Health and Safety

Some parts of the regulatory regimes covered in this report contribute to health & safety by ensuring standards are maintained.

Human Resources

None

Human Rights

None

Legal

None

Specific Wards

None

7.0 Background papers, appendices and other relevant material

- 7.1 **Appendix A** – Performance data from 01 January 2025 – 31 March 2025. Including figures for applications and granted licences, notices, and other permissions.

Contact Member

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for Planning & Growth

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Report Author

Gina Winn - Licensing Enforcement Officer

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Q4 2024-25 Data: 01 January 2025 – 31 March 2025

Licensing Act 2003

Premises Licence Applications	Q4
Change of designated premises supervisor	22
New	0
Transfer of premises licence	5
Variation	1
Minor Variation	3
Review	1
Interim Authority notice	0
Suspended	0

Club Premises Certificates Applications	Q4
New	0
Variation	0
Minor Variation	0
Transfer of premises licence	0
Interim Authority notice	0
Review	0
Cancelled/surrendered	0
Suspended	0

Personal Alcohol Licences Applications	Q4
New	15
Refused	0

Temporary Event Notices (TENs)	Q4
TENs received	145
Objections (Police or Environmental Health)	0
Granted (with conditions)	0
Refused (counter notice issued)	0

GAMBLING ACT 2005

New Applications	Q4
Small Society Lotteries	36
Notification of Gaming Machines	2
Betting Premises Licence (Betting shops)	0
Club Machine Permits	1
Licensed Premises Gaming Machine Permit	1

CHARITY COLLECTIONS

New Applications	Q4
Street Collections	8
House To House	3

These figures do not include direct debit collections or those charities with a national dispensation to collect who simply notify us of their intention to collect in East Herts.

DISTRIBUTION OF FREE LITERATURE

	Q4
Currently issued	0
New applications	0

TAXIS

Dual Drivers (Hackney Carriage and Private Hire)	Q4
New	6
Renewed	31

Private Hire Drivers	Q4
New	11
Renewed	3

Private Hire Operators	Q4
New	5
Renewed	0

Hackney Carriage Vehicles	Q4
Renewed	55
Change of vehicle	16
New	0

Private Hire Vehicles	Q4
Renewed	10
New	5
Change of vehicle	2

	Q4
Courtesy vehicles*	7

*vehicles temporarily replacing those damaged in accidents.

PAVEMENT LICENCES

	Q4
New Applications	12
Refused	0
Renewal	5
Invalid	1

STREET TRADING

	Q4
New Applications	19
Renewal	7
Invalid	6

TOTALS NUMBERS OF LICENCES

Type of Licence	End of year 21/22	End of year 22/23	End of year 23/24	End of year 24/25
Personal Alcohol Licences	2162	2256	2318	2355
Premises Licence	637	636	653	670
Club Premises Certificates	35	34	34	34
Dual Drivers (able to drive both Private Hire and Hackney Carriage vehicles)	246	209	219	220
Hackney Carriage Vehicles	199	200	196	180
Private Hire Vehicles	48	58	67	68
Private Hire Drivers	47	52	59	57
Private Hire Operators	27	30	36	42
Betting Premises Licence	14	13	13	13
Pavement Licences	11	8	9	16

East Herts Council Report

Licensing Committee

Date of Meeting: 18th June 2025

Report by: Oliver Rawlings (Service Manager - Licensing & Enforcement)

Report title: Review of annual licensing activity in the financial year 2024-25

Ward(s) affected: All

Summary – Annual reports are presented to Licensing Committee to ensure oversight of key areas of regulation and allow the authority to evidence that it is fulfilling its responsibilities.

RECOMMENDATIONS FOR Licensing Committee:

- (a) That Members review and comment on the Licensing activity in the financial year 2024-25**

1.0 Proposal(s)

- 1.1 That the report is received by members of the Licensing Committee.

2.0 Background

- 2.1 The council's Licensing and Enforcement Team covers licensing of taxi drivers and operators, licensed premises and temporary events notices, along with more infrequent applications relating to, among other things, scrap metal dealing and gambling.
- 2.2 This report presents data for the last financial year on processing and enforcement, delegated decisions and Licensing Sub Committee involvement, on licences, notices, and permits, and applications including:
- alcohol, entertainment, and late night refreshment licences under the Licensing Act 2003;

- gaming under the Gambling Act 2005;
- taxi drivers, vehicle proprietors and operators.

3.0 Reason(s)

3.1 During the last financial year, 140 actions were undertaken which are divided between visits, inspections, and investigations. These have been analysed further and are presented in descending order for 2023/24. The previous two years' information is provided in the table for comparison.

Type	2021/2 2 totals	2022/2 3 totals	2023/2 4 totals	2024/2 5 totals
Licensing Act 2003 visits to check statutory notices displayed following receipt of an application	35	32	47	55
Licensing Act 2003 premises visits (routine visits)	8	16	20	30
Licensing Act 2003 investigations (following complaints)	10	21	19	17
Licensing Act 2003 invoice visits	0	2	0	0
Taxi inspections (routine)	75	13	27	34
Taxi investigations (following complaint)	15	30	21	22
Street trading visits & inspections (routine)	0	3	6	0
Street trading investigations (following complaint)	0	2	0	3
Pavement licences visits/inspections/complaints	3	6	5	11
Gambling Act 2006 visits/inspections/complaints	0	0	0	0
Charity collection visits/inspections/complaints	0	0	0	0

Total actions	143	119	140	172
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- 3.2 All complaints have been fully investigated and have resulted in the appropriate action being taken in line with Policy.
- 3.3 The number of taxi inspections was increased due to having two Licensing Enforcement Officers in post. This is linked to work being done to ensure that the garages authorised to inspect licensed vehicles are maintaining the required standards.
- 3.4 No points were issued under Licensing Record Points (LRP) scheme for taxis in this financial year.
- 3.5 The figures for the performance indicators for Licensing activity in 2024/2025 are detailed in the table below and compared with that of 2022/2023 and 2023/24.

Performance indicator – cumulative within the year unless otherwise stated	Targets	2022/2023	2023/2024	2024/2025
Percentage of valid personal licences processed within 2 weeks96%	85%	100%	90%	96%
Percentage of valid temporary event notices processed within 72 hours	90%	96%	95%	98%
Percentage of applications for new and variation of premises licences processed within 2 calendar months (from date	99%	100%	100%	100%

of validation to issue date)				
Percentage of driver's licences issued within 30 working days of validation	95%	99%	96%	100%

- 3.6 During the 2024/25 financial year, eight hearings were arranged to decide applications which received representations or objections.
- 3.7 Two hearings were cancelled at short notice when applicants decided to withdraw their applications and one further application was invalidated a few day before the hearing was due to take place.

Premises and date of hearing	Location	Type of application	Resolved
The Old Bell (08/04/2024)	Sawbridgeworth	Variation of Premises Licence	Granted with offered conditions
Dog & Whistle Festival (19/06/2024)	Brickendon Lane, Brickendon	New Premises Licence (time limited)	Cancelled (Withdrawn)
TBB Events Ltd (25/06/2024)	Links Business Centre, Bishop's Stortford	New Premises Licence	Cancelled (Withdrawn)
Hertfordshire Oktoberfest (11/07/2024)	Hartham Common, Hertford	Variation of Premises Licence	Granted with conditions
Dog & Whistle Festival (10/07/2024)	Hillside Farm, Pepper Hill, Great Amwell	Temporary Event Notice (TEN) x 5	Postponed
Dog & Whistle Festival (17/07/2024)	Hillside Farm, Pepper Hill, Great Amwell	Temporary Event Notice (TEN) x 5	Granted

Premises and date of hearing	Location	Type of application	Resolved
Ware Express (22/07/2024)	High Street, Ware	Temporary Event notice (TEN)	Counter notice issued
Dirtyes (15/10/2024)	Fore Street, Hertford	Review (Police application)	Application invalidated prior to hearing

3.8 More detailed performance data and year-on-year comparison figures can be found in **Appendix A**.

6.0 Implications/Consultations

Community Safety

All decisions are taken and matters considered in line with the prevailing legislation and guidance which, arguably, is primarily concerned with maintaining and promoting community safety.

Data Protection

None arising directly from this report.

Equalities

None arising directly from this report.

Environmental Sustainability

None arising directly from this report.

Financial

None arising directly from this report.

Health and Safety

None arising directly from this report.

Human Resources

None arising directly from this report.

Human Rights

None arising directly from this report.

Legal

None arising directly from this report.

Specific Wards

None arising directly from this report.

7.0 Background papers, appendices and other relevant material

- 7.1 **Appendix A** – Performance data from 1 April 2024 to 31 March 2025. Year-on-Year comparison figures for applications and granted licences, notices, and other permissions.

Contact Member

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Contact Officer

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Report Author

Oliver Rawlings (Service Manager - Licensing & Enforcement)

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Licensing Act 2003

Premises Licence Applications	21/22	22/23	23/24	24/25
Change of designated premises supervisor	80	81	84	81
New	23	36	26	24
Transfer of premises licence	12	27	22	22
Variation	17	14	13	4
Minor Variation	16	9	9	17
Review	2	0	1	2
Interim Authority notice	0	0	0	0
Suspended	0	0	0	0

Club Premises Certificates Applications	21/22	22/23	23/24	24/25
New	0	0	1	0
Variation	0	0	0	0
Minor Variation	0	0	0	0
Transfer of premises licence	0	0	0	0
Interim Authority notice	0	0	0	0
Review	0	0	0	0
Cancelled/surrendered	0	0	0	0
Suspended	0	0	0	0

Personal Alcohol Licences Applications	21/22	22/23	23/24	24/25
New	84	73	69	70
Refused	0	0	0	0

Temporary Event Notices (TENs)	21/22	22/23	23/24	24/25
TENs received	465	688	747	702
Objections (Police or Environmental Health)	1	0	0	2
Refused	1	0	0	1

GAMBLING ACT 2005

New Applications	21/22	22/23	23/24	24/25
Small Society Lotteries	66	84	83	86
Notification of Gaming Machines	0	2	4	7
Betting Premises Licence (Betting shops)	1	1	1	0
Club Machine Permits	0	0	0	1
Licensed Premises Gaming Machine Permit	0	0	0	2

CHARITY COLLECTIONS

New Applications	21/22	22/23	23/24	24/25
Street Collections	28	48	42	42
House To House	15	16	14	15

These figures do not include direct debit collections or those charities with a national dispensation to collect who simply notify us of their intention to collect in East Herts.

DISTRIBUTION OF FREE LITERATURE

	21/22	22/23	23/24	24/25
Currently issued	3	5	5	6
New applications	10	7	4	9

TAXIS

Dual Drivers (Hackney Carriage and Private Hire)	21/22	22/23	23/24	24/25
New	14	6	19	15
Renewed	61	118	13	57

Private Hire Drivers	21/22	22/23	23/24	24/25
New	28	12	54	32
Renewed	10	13	2	8

Private Hire Operators	21/22	22/23	23/24	24/25
New	13	5	10	11
Renewed	10	0	2	0

Hackney Carriage Vehicles	21/22	22/23	23/24	24/25
New	42	10	16	7
Renewed	175	131	173	174
Change of vehicle	47	14	61	46

Private Hire Vehicles	21/22	22/23	23/24	24/25
New	24	18	33	33
Renewed	28	27	43	41
Change of vehicle	6	6	11	7

	21/22	22/23	23/24	24/25
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Courtesy vehicles*	15	25	13	21
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*vehicles temporarily replacing those damaged in accidents.

LICENSING RECORD POINTS ISSUED

	20/21	21/22	22/23	23/24	24/25
Points issued	25	25	30**	18	0
Number of drivers issued points	5	5	4	4	0
Percentage of licence holders issued points*	1.5%	1.2%	1.5%	1.4%	0

* Based on 321 drivers in 20/21, 293 drivers in 21/22, 261 drivers in 22/23 & 278 drivers in 23/24.

** 9 of the 30 Licensing Record Points were withdrawn following an appeal.

PAVEMENT LICENCES

	21/22	22/23	23/24	24/25
New Applications	15	9	12	32
Renewal	2	0	1	2
Refused	1	0	0	1
Invalid	3	1	2	3
Withdrawn	0	0	0	1
Surrendered	0	0	0	1

STREET TRADING

	21/22	22/23	23/24	24/25
New Applications	80	30	26	25

TOTALS NUMBERS OF LICENCES

Type of Licence	End of year 21/22	End of year 22/23	End of year 23/24	End of year 24/25
Personal Alcohol Licences	2162	2256	2318	2355
Premises Licence	637	636	653	670
Club Premises Certificates	35	34	34	34
Dual Drivers (able to drive both Private Hire and Hackney Carriage vehicles)	246	209	219	220
Hackney Carriage Vehicles	199	200	196	180
Private Hire Vehicles	48	58	67	68
Private Hire Drivers	47	52	59	57
Private Hire Operators	27	30	36	42
Betting Premises Licence	14	13	13	13
Pavement Licences	11	8	9	16

East Herts Council Report

Licensing Committee

Date of Meeting: 18 June 2025

Report by: Jonathan Geall – Head of Housing and Health

Report title: Consideration of the revised draft Statement of Gambling Principles 2025-28

Ward(s) affected: All

Summary – The Gambling Act 2005 requires each local authority to adopt and publish a Statement of Gambling Principles at least every three years. The purpose of the Policy is to set out the principles the local authority will apply when carrying out its licensing functions under the Act.

RECOMMENDATIONS FOR Licensing Committee:

- (a) That, prior to public consultation, members review and comment on the draft Statement of Gambling Principles for consideration of the Executive Member for Planning & Growth**

1.0 Proposal(s)

- 1.1 That the draft document is considered by members of the Licensing Committee.

2.0 Background

- 2.1 Regulation of 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 a regulatory regime under which the council has statutory responsibilities.

- 2.2 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.
- 2.3 Historically and currently East Herts District has low numbers of licences and authorisations issued under the Act and low numbers of complaints.
- 2.4 To give the context for East Herts, the following table sets out the current licences held in comparison with three years ago.

Type of Licence	Issued in 2018	Issued in 2021	Issued in 2025
Adult Gaming Centre	0	0	0
Betting Shop	15	15	13
Bingo	0	0	0
Club Gaming Permit	0	0	2
Club Machine Permit	11	9	6
Gaming Machines (up to 2 machines)	113	119	124
Gaming Machines (3 or more machines)	15	11	11
Small Society Lotteries	75	47	75
Track Betting	0	0	0
Totals	229	201	231

- 2.5 Once the draft statement of principles has been before Executive on 08 July 2025 a final draft will be approved for consultation. A four-week consultation will then commence.

3.0 Reason(s)

- 3.1 As the Licensing Authority, East Herts Council is required to have a Statement of Gambling Principles and revise this at least

every three years.

- 3.2 The Statement is an important document which sets out the principles the council will apply when carrying out its licensing function.
- 3.3 Since the last statement was adopted there have been no substantive changes to either the law or guidance in relation to the areas of Gambling which the authority is responsible for. As a result, there are no substantive changes proposed to the existing statement.
- 3.4 The existing Statement of Gambling Principles can be found here: <https://www.eastherts.gov.uk/licences-and-registration/gambling-policy-guidance-and-fees>
- 3.5 The proposed revision of the Statement of Gambling Principles is attached at **Appendix A**.

4.0 Options

- 4.1 To make suggestions to the Executive Member for Planning & Growth for amendments to the draft document before consultation commences.
- 4.2 Endorse the draft version of the document to the Executive Member for Planning & Growth for consultation.

5.0 Risks

- 5.1 None identified by author.

6.0 Implications/Consultations

Community Safety

Proper scrutiny of the work of the Licensing & Enforcement team helps to ensure that policies and procedures promote community safety.

Data Protection

None

Equalities

None

Environmental Sustainability

None

Financial

None as any work either carried out or proposed will be possible within existing budgets.

Health and Safety

Some parts of the regulatory regimes covered in this report contribute to health & safety by ensuring standards are maintained.

Human Resources

None

Human Rights

None

Legal

None

Specific Wards

None

7.0 Background papers, appendices, and other relevant material

7.1 Appendix A – Draft Statement of Gambling Principles 2025-28

Contact Member

Councillor Vicky Glover-Ward, Executive Member
for Planning & Growth

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East Hertfordshire District Council

Statement of Principles under the Gambling Act 2005

2025-2028

Published TBC

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1.0 Preface

- 1.1 Under the Gambling Act 2005, a new regime for regulating gambling and betting was introduced throughout the United Kingdom from 1 September 2007. Apart from spread betting, gambling and betting (including the National Lottery) are regulated by the Gambling Commission, whose duties include licensing the operators and individuals involved in providing gambling and betting facilities.
- 1.2 East Herts Council, along with other local licensing authorities, has a duty under the Act to license premises where gambling takes place, and to licence certain other activities (such as registering small society lotteries). This document sets out how we intend to approach this task.
- 1.3 The Gambling Act requires that the following parties are consulted by licensing authorities:
 - the chief officer of Police for the authority's area
 - one or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area
 - one or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act.
- 1.4 Our consultation took place between XX/XX/2025 and XX/XX/2025, and we followed the guidance on Consultation principles issued by the Cabinet Office.
- 1.5 Where either the relevant guidance or the legislation are amended this authority will seek to revise this document as swiftly as possible to ensure consistency.

2.0 Introduction

- 2.1 The Gambling Act 2005¹ (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.
- 2.2 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 is kept under constant review. Consultation is required before changes to the Statement of Principles can be made. The statement must then be re-published.
- 2.3 This statement of principles supports East Herts Council’s corporate plan which has 4 key themes:
- 1. *Listening, open and transparent;***
 - 2. *Environmentally focused;***
 - 3. *Acting with the community; and***
 - 4. *Fair and inclusive.***
- 2.4 Our vision for licensing is to support responsible premises and to encourage the development of a diverse and varied licensed offering across the District.
- 2.5 As long as premises management strive to act responsibly; run safe, well managed venues and facilities; and work together with the local community, they can make a positive contribution toward providing entertainment and satisfaction.
- 2.6 Of course, negative impacts can occur if good management practices are not followed. We recognise that gambling related harm does negatively impact upon both public health and well-being.
- 2.7 Our policy, therefore, seeks to provide a necessary balance between providing a platform upon which responsible business operators may contribute towards a thriving economy while ensuring that the quality of life of those who use gambling facilities and live and work in the District is protected and enhanced through the licensing system. We believe these aims are achievable if all parties concerned work together.
- 2.8 This policy was drafted giving the guidance by the Gambling Commission² due consideration and will broadly follow it.
- 2.9 The Act requires this Authority to carry out its various licensing functions to be reasonably consistent with the following three licensing objectives:
- 1. Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.**

¹ The Gambling Act 2005 can be accessed via: [Gambling Act 2005](#)

² The Gambling Commission’s guidance for licensing authorities can be accessed via: [GC-guidance-to-licensing-authorities](#)

2. Ensuring that gambling is conducted in a fair and open way.

3. Protecting children and other vulnerable persons from being harmed or exploited by gambling.

2.10 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;
- Reasonably consistent with the licensing objectives; and
- In accordance with the Policy statement published by this Authority under section 349 of the Act.

2.11 **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, the guidance issued by the Gambling Commission and any responses to the consultation on this statement.**

3.0 Authorised activities

- 3.1 'Gambling' is defined in the Act as gaming, betting, or taking part in a lottery:
- **'gaming'** means playing a game of chance for a prize
 - **'betting'** means making or accepting a bet on the outcome of a race, competition, or any other event; the likelihood of anything occurring or not occurring; or whether anything is true or not true
 - a **'lottery'** is where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process which relies wholly on chance.
- 3.2 Private gaming in private dwellings and on domestic occasions is exempt from licensing or registration providing that no charge is made for participating. Domestic betting between inhabitants of the same premises or between employees of the same employer is also exempt.; Private gaming can potentially take place on commercial premises in very specific circumstances, and where the public have access, but organisers are advised to seek advice before organising events of this nature.
- 3.3 Non-commercial gaming and betting (where no parts of the proceeds are for private gain) may be subject to certain exemptions. Further advice should be sought from the council's licensing team where appropriate.

4.0 Statement of Principles

- 4.1 This Statement of Principles is intended to meet the council's obligations under section 349 of the Act. In carrying out its' functions in relation to premises licences and temporary use notices, 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 Codes of Practice issued by the Gambling Commission
 - in accordance with any Guidance issued by the Gambling Commission. All references to the guidance refer to the Gambling Commission's Guidance to Licensing Authorities (published April 2021 and updated April 2023)
 - reasonably consistent with the licensing objectives
 - in accordance with this Statement of Principles.

5.0 Types of Licences and Permissions

- 5.1 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.

6.0 The Gambling Commission

- 6.1 The Gambling Commission regulates gambling in the public interest. It does so by keeping crime out of gambling; by ensuring that gambling is conducted in a fair and open way; and by protecting children and vulnerable people. The Commission provides support and advice to the government about the way gambling is carried out, the effects of gambling, and the regulation of gambling generally.
- 6.2 The Commission has issued guidance under section 25 of the Act about the way a Licensing Authority should exercise its licensing functions under the Act and, in particular, the principles to be applied.
- 6.3 The Commission will issue Codes of Practice under section 24 about the way in which facilities for gambling are provided, which may include provisions about the advertising of gambling facilities.
- 6.4 The Gambling Commission can be contacted at:

Gambling Commission
4th Floor
Victoria Square House
Birmingham
B2 4BP
Website: [Gambling Commission](#)

7.0 General Statement of Principles

- 7.1 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.
- 7.2 In carrying out its licensing functions the council will have regard to any guidance issued by the Gambling Commission.
- 7.3 The council will not seek to use the Act to resolve matters more readily dealt with under other legislation.
- 7.4 To ensure the licensing objectives are met the council will try to establish a close working relationship with the Police, the Gambling Commission and, where appropriate, other responsible authorities.
- 7.5 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.
- 7.6 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.
- 7.7 However, the overriding principle is that all applications and the circumstances prevailing at each premise 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 case. As with the Gambling Commission, the licensing authority will regulate gambling in the public interest.

8.0 Preventing gambling from being a source of crime and disorder

- 8.1 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.
- 8.2 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, with the only exception being applications for track premises licences. 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.

- 8.3 If an application for a licence or permit is received in relation to premises which are in an area noted for 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.
- 8.4 There are already powers in existing anti-social behaviour and licensing legislation to deal with measures designed to prevent nuisance, whether it arises because 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.
- 8.5 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 considered 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.
- 8.6 When making decisions in this regard the council will give due weight to any comments made by the Police.

9.0 Ensuring gambling is conducted in a fair and open way

- 9.1 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.
- 9.2 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.

10.0 Protecting children and other vulnerable people from gambling

- 10.1 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.
- 10.2 In practice, steps will generally be taken to prevent children from taking part in, or being near, gambling especially with regard to premises situated in areas where there may be a high rate of reported truancy. There may 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.

- 10.3 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.
- 10.4 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.
- 10.5 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, except on category D machines.
- 10.6 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.
- 10.7 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 suggested that local Public Health teams have a critical role to play in developing statements of principles as they have a good understanding of health issues within a local authority area.
- 10.8 Although Local Public Health Departments are not Responsible Authorities the licensing authority will seek advice from the local Public Health team in order to assess applications and this statement of principles. This approach will be taken to assist the licensing authority in exercising its own functions as a responsible authority, and reflects the comments made in the guidance.

11.0 Background to East Herts

- 11.1 East Herts is the largest of the 10 districts in Hertfordshire. It covers about 480 square miles, around a third of the Hertfordshire, and offers a blend of rural and town living. The benefits of this mixture are greatly appreciated by the approximately 150,000 people who live in the District.
- 11.2 The District has Broxbourne to the South, Welwyn and Hatfield and Stevenage to the West and North Hertfordshire as its Northern boundary. To the East, the District borders on the county of Essex.
- 11.3 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. The majority of the people who live in the district live in one of the five towns. Bishop's Stortford has the largest population, followed by Hertford, Ware, Sawbridgeworth and Buntingford.
- 11.4 East Herts is regarded as an attractive rural location for those moving out from (and commuting into) London because of its excellent transport links.
- 11.5 Unemployment in East Herts is low at 2.8% compared to the national average of 3.8%. The people of East Herts are predominantly employed and enjoy higher than average earnings of £919.10 gross weekly pay for full-time workers compared to the £729.80 average for the whole of the country³.
- 11.6 The 2021 Census showed 23.4% of people are aged 19 or under and 24.2 of people are aged over 60. East Herts has the lowest population density of all the Districts in Hertfordshire.
- 11.7 87.0% of usual residents of East Hertfordshire in March 2021 were born in England. This compares to 80.0% in Hertfordshire, 83.1% in East of England and 80.3% in England.
- 11.8 Over a third of people are educated to NVQ level 4 or higher e.g. Bachelor's degree (38.6%, 46,724). However, under a fifth of the population have no qualifications (13.8%, 16,756).
- 11.9 As at May 2025 the numbers of premises issued with licences, permits or registrations within East Herts are as follows:
- 13 Bookmakers or betting shop (decrease of 2 on 2021);
 - 135 Alcohol premises with gaming machines (increase of 2 on 2021);

³ [nomis official labour market statistics website - Labour Market Profile - East Hertfordshire](#)

- 6 Registered clubs with gaming machines (decrease of 3 on 2021);
- 2 Club Gaming permits (increase of 1 on 2021);
- 73 Small society lottery registrations (increase of 26 on 2021);
- 0 Family Entertainment Centres (no change);
- 0 Bingo premises (no change);
- 0 Track betting premises (no change);
- 0 Casinos (no change); and
- 0 Adult Gaming Centres (no change).

12.0 Local Authority Functions

12.1 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.

12.2 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.
- 12.3 Private gaming can potentially take place on commercial premises in very specific circumstances, and where the public have access, but organisers are advised to seek advice before organising events of this nature.
- 12.4 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.

13.0 Responsible Authorities

- 13.1 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.
- 13.2 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 any adjoining council where premises straddle the boundaries between the two).
- 13.3 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 vested interested group.
- 13.4 This authority designates Hertfordshire Safeguarding Children Partnership (HCSP)⁴ for this purpose.
- 13.5 The Licensing Authority will not consider irrelevant representations, such as:

⁴ <https://www.hertfhertfordshire-Safeguarding-Children-Partnership>

- 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 and there is other primary legislation regarding fire risk)
- 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, the prevention of public nuisance. Any nuisance associated with gambling premises should be dealt with under other relevant laws).

13.6 Any concerns expressed by a responsible authority cannot be considered unless they are relevant to the application itself and the licensing objectives.

13.7 Each representation will, however, be considered on its own merits and careful consideration will be given to any concerns raised by a responsible authority and where a representation is ultimately considered irrelevant the responsible authority will be given the reasons for reaching this decision.

14.0 Public health and well-being

14.1 Although Local Public Health Departments are not responsible authorities the Licensing Authority will seek advice from the local Public Health team to assess applications and its statement of principles. This approach will be taken to assist the Licensing Authority in exercising its own functions under various pieces of legislation.

14.2 East Herts has decided to try to understand and, where appropriate, incorporate Public Health and well-being concerns within its policies and its decision-making process.

14.3 East Herts Council's Environmental Health, Licensing and Community Safety teams already work closely together, including the Public Health officers. The alignment of these different service areas has highlighted synergies, which, with appropriate policies and partnership support, could see significant benefits for residents.

14.4 East Herts Council has taken the decision, with the full understanding and knowledge of the Guidance and relevant legislation, to engage with Public Health as a consideration in its decision making process. As a result, where a relevant representation is made regarding the undermining of the 'Protecting children and other vulnerable people from gambling' objective, and that representation relates to Public Health and well-being, and is supported by

evidence, that representation will be considered during the decision making process.

- 14.5 This includes considering information about the impact of gambling upon wider Public Health issues, such as the impacts on families where a parent is a problem gambler, and not just immediate impacts on that individual. The purpose of this is not to attempt to make Public Health the fourth licensing objective, rather using a wider definition of the licensing objective to help address evidence based gambling related harms within our communities.
- 14.6 While recognising that evidence based gambling related harms are a key concern, the Licensing Authority also recognises that gambling is just one component of the of the issues with which the licensing regime can address. The Licensing Authority will approach any Public Health representation within the wide framework of the regime and not exclusively on health and well-being considerations.

15.0 Interested parties

- 15.1 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:
- 15.2 *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).*
- 15.3 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 authority 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.

- 15.4 The licensing authority will not consider representations that are frivolous or vexatious, or which relate to demand or need for gambling facilities. Decisions on whether representations are frivolous or vexatious will be made by officers objectively and not based on any political judgement. Where representations are rejected, the person making that representation will be given a written reason. A report will be made to the Licensing Sub-Committee determining the application (if appropriate), indicating the general grounds of the representation and the reason it was rejected.
- 15.5 A vexatious representation is generally taken to be one which is repetitive, without foundation or made for some other reason such as malice. A frivolous representation is generally taken to be one that is lacking in seriousness, or is unrelated to the licensing objectives, the guidance issued by the Gambling Commission or this statement of licensing policy.
- 15.6 In deciding whether 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.
- 15.7 Interested parties should appreciate that moral objections to gambling, or the need for gambling premises, are not valid reasons to reject applications for premises licences.
- 15.8 Representations must be made in writing (which includes electronically) and must:
- indicate the name and address of the person or organisation making the representation.
 - indicate the premises to which the representation relates.
 - indicate the proximity of the premises to the person making the representation. A sketch map or plan may be helpful to show this.
 - clearly set out the reasons for making the representation. Reference to a specific licensing objective may be helpful.

16.0 Exchange of Information

- 16.1 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 respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.
- 16.2 The principle that this licensing authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the General Data Protection Regulations and the Data Protection Act 2018 will not be contravened. The licensing authority will have regard to Guidance issued by the Gambling Commission to Local Authorities, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.
- 16.3 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.
- 16.4 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.

17.0 Compliance and Enforcement

- 17.1 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.
- 17.2 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.

- 17.3 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.
- 17.4 This Licensing Authority will, 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.
- 17.5 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.
- 17.6 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.
- 17.7 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.
- 17.8 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.
- 17.9 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.
- 17.10 The authority's approach to the carrying out of premises licence reviews is set out later in this document.

18.0 Gaming Machines

- 18.1 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 B45.
- 18.2 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.

- 18.3 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.
- 18.4 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.
- 18.5 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.
- 18.6 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.
- 18.7 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.

19.0 Local Area Profile (LAP)

- 19.1 As of 6 April 2016, it is a mandatory condition for holders of operating licences to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and have policies, procedures and control measures to mitigate those risks.
- 19.2 We expect operators, both when applying for new premises licences and when reviewing their existing premises, to take account of the local area 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.
- 19.3 It is not a requirement for the Licensing Authority to complete a Local Area Profile. Although the council has not completed a Local Area Profile we encourage operators to contact the licensing authority to consider and identify potential areas of mutual concern affecting their business in a way that aims to permit gambling without presenting risks to the licensing objectives, as required by the Gambling Act.

20.0 Local risk assessments

- 20.1 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.
- 20.2 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.

Premises licences –

21.0 Definition of “premises”

- 21.1 Premises are 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.
- 21.2 This Licensing Authority attaches particular weight to the Gambling Commission’s Guidance for local authorities:
- the third licensing objective seeks to protect children from being harmed or exploited by gambling and premises should be configured so that children are prohibited from participating in gambling, such that they are not invited to participate in, have accidental access to, or closely observe gambling.
 - 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. The council would expect the plan of the premises to clearly denote entrances and exits.
 - customers should be able to participate in the activity named on the premises licence.
- 21.3 The Licensing Authority will take account of the following factors when considering whether premises are separate:
- do the premises have a separate registration for business rates?
 - is the neighbouring premises owned by the same person or by someone else?
 - can each of the premises be accessed from the street or a public passageway?
 - can the premises only be accessed from any other gambling premises?

22.0 Access restrictions

- 22.1 The Licensing Authority notes that any premises subject to multiple 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

Premises Type	Access restrictions
	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

- 22.2 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.
- 22.3 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.

23.0 Provisional Statements

- 23.1 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.
- 23.2 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.
- 23.3 Where the holder of a provisional statement applies for a premise licence, no further representations from responsible bodies or interested parties can be considered 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.
- (c) where the premises has not been constructed in accordance with the plan and information submitted with the provisional statement application. In accordance with the guidance, there must be substantial changes to the plan for such a decision to be made, and each decision will consider the merits of the individual application. The council will discuss any concerns of this nature with the applicants before making a decision.

24.0 Buildings to be complete

- 24.1 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 point 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.

25.0 Plan

- 25.1 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.
- 25.2 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.

26.0 Location

- 26.1 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.
- 26.2 Should any specific policy be decided upon as regards areas where gambling premises should not be located, this document will be updated. It should be noted that any such policy would not preclude any application being made and each application would be decided on its merits, with the onus upon the applicant to show how the concerns can be overcome. Reference would be made to the local area risk assessment prepared by the operator.

27.0 Conditions

- 27.1 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.
- 27.2 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
 - appropriate signage for adult only areas.
- 27.3 This Licensing Authority will expect the licence applicant to offer their own conditions, where appropriate, to ensure the licensing objectives can be met effectively.
- 27.4 The Licensing Authority will expect applicants to be able to comply with any mandatory and default conditions imposed on their premises licence through regulations made by the Secretary of State. 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.
- 27.5 It is noted that there are conditions which the licensing authority cannot attach to premises licences:
- any condition on the premises licence which makes it impossible to comply with an operating licence condition.
 - conditions relating to gaming machine categories, numbers, or method of operation.
 - conditions which provide that membership of a club or body be required.
 - conditions in relation to stakes, fees, winning or prizes.

28.0 Duplication with other regulatory regimes

- 28.1 This authority will seek to avoid any duplication with other statutory/regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be awarded planning or building consent, in its consideration of it. This authority will though listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.
- 28.2 Under section 210 of the Act the Licensing Authority is not entitled to have regard to whether a proposal by the applicant is likely to be permitted in accordance with the law relating to planning or building. The licensing authority will however consider relevant representations from the local Planning Authority about the effect of the grant of a premises licence on an existing planning permission where this relates to the licensing objectives, a Commission code of practice, or this statement of principles.

29.0 Access by Children

- 29.1 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 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.
- 29.2 These considerations will apply equally to single premises and to buildings where multiple, separate 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).

30.0 Door Supervisors

- 30.1 This Licensing Authority will consider whether there is a need for door supervisors to ensure the operation of any premises upholds the licensing objectives.
- 30.2 There is no evidence that the operation of betting offices has required door supervisors for the protection of the public. The Licensing 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.
- 30.3 The Gambling Act 2005 amended the Security Industry Act and door supervisors at casinos or bingo premises need **not** be licensed by the Security Industry Authority (SIA). However, the Licensing Authority strongly recommends that any door supervisors or security staff who are employed should be licensed by the SIA.
- 30.4 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

31.0 Adult Gaming Centres

- 31.1 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.
- 31.2 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 GamCare⁶.
- 31.3 This list is not mandatory, nor exhaustive, and is merely indicative of example measures.
- 31.4 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.

⁶ <https://www.gamcare.org.uk/>

32.0 (Licensed) Family Entertainment Centres

- 32.1 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.
- 32.2 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.
- 32.3 This list is not mandatory, nor exhaustive, and is merely indicative of example measures.
- 32.4 Measures such as the use of self-barring schemes, provision of information leaflets or helpline numbers for organisations such as GamCare will be considered to protect children and vulnerable persons.

33.0 Casinos

- 33.1 Under the Act, licensing authorities in England and Wales have the role of issuing premises licenses for casinos and monitoring those licenses.
- 33.2 New casino premises licenses issued under the Act will fall into one of two categories namely large casino premises licence or small casino premises licence. These are subject to separate regulations, involving a two-stage application process.
- 33.3 At the time of publication of this document this District is not an area chosen for a new casino and no applications have been received. If the Council decides in the future to adopt a 'no casino' policy under section 166 of the Gambling Act 2005 it will update this document with details of that resolution.

34.0 Bingo premises

- 34.1 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.
- 34.2 The holder of a bingo operating licence may provide any type of bingo game including cash and prize bingo.
- 34.3 Commercial bingo halls will require a bingo premises licence from East Herts Council.
- 34.4 Amusement arcades providing prize bingo will require a prize gaming permit from East Herts Council.
- 34.5 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, and they are only allowed to game on category D machines. When considering applications of this type the council will therefore consider, 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.
- 34.6 Where category C or above machines are available in premises to which children are admitted the Licensing Authority will seek to ensure that:
- all such machines are 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.

34.7 The Licensing Authority notes 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.*

34.8 Operators' attention is drawn to paragraphs 18.25 – 18.32 of the Gambling Commission Guidance which relate to primary gambling activity and the location of gaming machines.

35.0 Bingo in clubs and alcohol-licensed premises

35.1 Bingo may be provided on alcohol-licensed premises and in members' clubs and miners' welfare 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.

36.0 Betting premises

- 36.1 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.
- 36.2 Betting premises may provide a limited number of gaming machines and some betting machines.
- 36.3 The authority recognises that certain bookmakers have several premises within its area. 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.
- 36.4 The Licensing Authority 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, considering, among other things, the size of the premises and the level of management and supervision especially where vulnerable people are concerned.
- 36.5 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

37.0 Primary Gambling Activity

- 37.1 Operating licences issued by the Commission provides that gaming machines may be made available for use in licensed betting premises in combination with the named activity on the operating licence.
- 37.2 The Licensing Authority must be satisfied that the premises applying for a premises licence to permit betting, or a premises which is already licensed to provide betting, is or will operate in a manner which a customer would reasonably expect to recognise as a premises licensed for the purposes of providing facilities for betting. In this respect, the authority would expect 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.

- 37.3 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 premises are being met.
- 37.4 Should the Licensing Authority receive an application to vary a premises licence for bingo or betting 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.

38.0 Tracks

- 38.1 Only one premises licence can be issued for any premises at any time unless the premises are a 'track'. A track is a site where races or other sporting events take place.
- 38.2 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. Indeed, track operators will have an important role to play, for example in ensuring that betting areas are properly administered and supervised.
- 38.3 Although there will, primarily, be a betting premises licence for the track, there may be several subsidiary licences authorising other gambling activities to take place on specific parts of the premises. Unlike betting offices, a betting premises licence in respect of a track does not give an automatic entitlement to use gaming machines.
- 38.4 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.
- 38.5 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.

38.6 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

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

39.0 Gaming machines on tracks

39.1 The Licensing Authority 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 have four gaming machines, these machines are in areas from which children are excluded. Children and young persons are not prohibited from playing category D gaming machines at a track.

40.0 Betting machines on track premises

40.1 Licensing authorities have a power under the Gambling Act 2005 to restrict the number of betting machines, their nature, and the circumstances in which they are made available, by attaching a licence condition to a betting premises licence.

40.2 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.

41.0 Condition on rules being displayed

41.1 It is a mandatory condition of premises licence that clear and accessible information about the terms on which a bet may be placed must be displayed at betting premises, including tracks. The licensing authority will adopt the approach in line with guidance from the Gambling Commission that it may be

disproportionate and unnecessary to display betting rules at each distinct betting location. The Licensing Authority will expect betting rules to be accessible to all customers, regardless of which area of the track they are in, and the track premises licence holder should make necessary arrangements to ensure to achieve this aim. This could include displaying rules at various parts of the track if certain areas are restricted to specific customers, or that other measures are taken to ensure that they are made available to the public, such as being printed in the race-card or made available in leaflet form from the track office.

42.0 Travelling Fairs

- 42.1 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.

43.0 Reviews

- 43.1 Responsible Authorities and Interested Parties may apply to the Licensing Authority for a review of a premises licence.
- 43.2 However, it is for the Licensing Authority to decide whether to accept any application for review of a licence, after considering whether the application is:
- frivolous, vexatious, will certainly not cause this authority to wish to alter/revoke/suspend the licence, or substantially the same as previous representations or requests for review;
 - 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 principles.
- 43.3 In the interest of fairness, Responsible Authorities (including the licensing authority) are encouraged to give an early warning of concerns about problems identified at premises concerned and of the need for improvement, although it is recognised this is not always practicable or desirable. It is expected that a failure to respond to such warnings would lead to a decision to apply for a review.
- 43.4 Any enforcement action taken by the Licensing Authority, including considering a review, will be undertaken in accordance with any internal policies in place at that time. 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 objectives;
 - 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.
- 43.5 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.
- 43.6 The Licensing Authority may review premises licences of its own volition based on any reason which it thinks is appropriate. 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 Director for Communities.
- 43.7 This can extend to a review of a class of licences where it considers issues have arisen. Reviews of a class of premises will be first agreed to by the Director for Communities in consultation with the Executive Member for Planning & Growth.

- 43.8 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.
- 43.9 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.
- 43.10 The Gambling Commission will be a responsible authority in premises licence reviews.
- 43.11 The Licensing Authority must have reasonable grounds to take action to amend, refuse, suspend or revoke a licence. In every case, an evidentiary basis for the review will need to be laid before the Licensing Authority.
- 43.12 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 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

44.0 Unlicensed Family Entertainment Centre (FEC) gaming machine permits

- 44.1 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.
- 44.2 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.
- 44.3 Accordingly this Licensing Authority will also have regard to the licensing objectives when considering applications relating to unlicensed FEC permits.
- 44.4 An unlicensed FEC gaming machine permit cannot be granted unless the Chief Officer of Police has been consulted, and no conditions may be imposed upon the grant of a permit. Therefore, the Licensing Authority will wish to be satisfied as to the applicant's suitability before granting a permit. 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.
- 44.5 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.
- 44.6 This licensing authority will 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.
- 44.7 Compliance with any relevant industry Code of Practice for FECs issued by BACTA⁷ 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.
- 44.8 Applicants must submit with their application with a plan 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.
- 44.9 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.

45.0 (Alcohol) Licensed premises gaming machine permits

- 45.1 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 and the notification process is prescribed under the Gambling Act.
- 45.2 Under section 284 the licensing authority can remove the automatic authorisation in respect of any 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 (for example the gaming machines have been made available in a way that does not comply with the requirements on the location and operation of gambling machines);
 - the premises are mainly used for gaming; or
 - an offence under the Gambling Act has been committed on the premises.
- 45.3 Should it be necessary to issue a section 284 order, the licence-holder will be given at least twenty-one days' notice of the intention to make the order and consider any representations which might be made. The authority will hold a hearing if the licensee requests.
- 45.4 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*'.
- 45.5 Statement of Principles

⁷ <https://bacta.org.uk/>

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 consider whether access by children to the premises under the Licensing Act 2003 is restricted or not.

- 45.6 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 be of help. As regards the protection of vulnerable persons applicants may wish to consider the provision of information leaflets or helpline numbers for organisations such as GamCare.
- 45.7 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.
- 45.8 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 application for a new premises licence.
- 45.9 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.
- 45.10 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.
- 45.11 Administrative matters
Notifications for two or less machines shall be dealt with by the officers of the licensing authority under delegated authority.
- 45.12 Applications for three or more machines will be referred to a Licensing Sub-Committee.

46.0 Prize Gaming Permits

- 46.1 Prize gaming may be provided in bingo premises because 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.
- 46.2 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.

- 46.3 In making its decision on an application for this permit the Licensing Authority does not need to have regard to the licensing objectives, but may wish to do so, but must have regard to any Gambling Commission guidance.
- 46.4 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.
- 46.5 It should be noted that there are conditions in the Gambling Act 2005 with which the permit holder must comply, but that the Licensing Authority cannot attach conditions to a permit.
- 46.6 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.
- 46.7 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*”.
- 46.8 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.
- 46.9 A plan must accompany applications indicating where, and what type, of prize gaming is to be provided.

47.0 Club Gaming and Club Machines Permits

- 47.1 Members Clubs and Miners’ welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Clubs Gaming machines permit.
- 47.2 The Licensing Authority notes paragraphs 25.44 – 25.49 of the Commission’s Guidance as to matters to consider 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.
- 47.3 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.
- 47.4 The Licensing Authority 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.
- 47.5 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.
- 47.6 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.
- 47.7 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.
- 47.8 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.

48.0 Lotteries

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

- 48.2 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.
- 48.3 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 way it must be run. These sub-categories comprise Incidental Non-Commercial Lotteries, Customer Lotteries, Private Lotteries, and Small Society Lotteries
- 48.4 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.
- 48.5 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.
- 48.6 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.
- 48.7 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.
- 48.8 However, on some occasions, schemes that are presented as skill competitions will 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.

- 48.9 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.
- 48.10 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.
- 48.11 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.
- 48.12 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.
- 48.13 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.

48.14 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.

49.0 Temporary Use Notices

- 49.1 Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. A Temporary Use Notice may only be granted to a person or company holding a relevant operating licence.
- 49.2 The Licensing Authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence i.e. a non-remote casino operating licence.
- 49.3 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.
- 49.4 There are several 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 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.
- 49.5 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.

50.0 Occasional Use Notices

- 50.1 The Licensing Authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. 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.

51.0 Administration, Exercise and Delegation of Functions

- 51.1 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 with Interested Parties and Responsible Authorities.
- 51.2 Sub-Committee(s) of three Councillors will determine applications where valid representations have been received.
- 51.3 The Licensing Committee will also deal with other matters not associated with the Gambling Act 2005.
- 51.4 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.
- 51.5 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.
- 51.6 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.
- 51.7 Where appropriate the Council will seek to delegate decision making so far as possible in the interests of speed, efficiency, and cost effectiveness.
- 51.8 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.

52.0 Contact Point

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

Licensing & Enforcement Team
East Herts Council
Wallfields, Pegs Lane
Hertford, Hertfordshire
SG13 8EQ

Telephone: 01992 531503

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

Appendix 1 - Consultation

The consultation on this Statement of Gambling Principles was open to the public and has been widely publicised. Anyone who wanted to make comment was welcome to do so during the 4 week consultation. Below is a list of individuals, organisations and / or representatives directly consulted in the preparation of the Statement of Principles. The list is not exhaustive but gives a good indication of the scope of the consultation exercise.

- The responsible authorities designated under the Act
- Holders of licences, permission, notices, etc. issued by the Licensing Authority under the Gambling Act
- Solicitors and agents that have previously submitted applications
- Gambling Commission
- East Herts Councillors
- Town Councils
- Parish Councils
- Community Voice
- Hertfordshire County Council
- Neighbouring Local Authorities
- Chamber of Commerce
- Local Community Safety Partnership
- Hertfordshire Environmental Forum
- Hertfordshire Local Enterprise Partnership (LEP)
- Bishop's Stortford Business Improvement District (BID)
- Federation of Small Businesses
- Spectrum Drug & Alcohol Services
- East Herts Licensed Taxi Trade
- Community Safety Partnership (CSP)
- Safety Advisory Group (SAG)
- Hertfordshire Safeguarding Children Partnership
- Local planning authority
- Environmental Health
- HM Revenue & Customs
- Hertfordshire Modern Slavery Partnership Coordinator, Shiva Foundation
- Gambling support services both locally and nationally