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2 July 2009

To: Chairman – Councillor RE Barrett
Vice-Chairman – Councillor R Hall
Members of the Licensing Committee – Councillors Mrs VM Barrett,
Mrs PM Bear, Mrs JM Guest, Mrs SA Hatton, Mrs EM Heazell, MB Loynes,
RB Martlew, RM Matthews, DC McCraith, Mrs CAED Murfitt, CR Nightingale,
A Riley and JF Williams

Cllr Mrs SM Ellington, Environmental Services Portfolio Holder
Cllr Mrs DP Roberts, Scrutiny & Overview Monitor
Cllrs Ms BZD Smith and Mrs HM Smith, Opposition Spokesmen

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **LICENSING COMMITTEE**, which will be held in the **SWANSLEY ROOM, GROUND FLOOR** at South Cambridgeshire Hall on **MONDAY, 13 JULY 2009** at **10.00 am**, this will be immediately be followed by an **ENVIRONMENTAL SERVICES PORTFOLIO HOLDER** meeting.

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
GJ HARLOCK
Chief Executive

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	AGENDA	PAGES
1.	APOLOGIES FOR ABSENCE To receive apologies for absence from committee members.	
2.	DECLARATIONS OF INTEREST	
3.	MINUTES OF PREVIOUS MEETING That the Chairman be authorised to sign the minutes of the meetings held on 31 March and 21 May 2009.	1 - 4
4.	DUXFORD - STREET TRADING CONSENT - RESOLUTION	5 - 6

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| 5. | BARRINGTON - REQUEST FOR DESIGNATION OF CONSENT STREETS | 7 - 8 |
| 6. | GAMBLING ACT 2005 - REVISION OF POLICY | 9 - 40 |
| | START OF PORTFOLIO HOLDER MEETING | |
| 7. | GAMBLING POLICY RECOMMENDATION
To consider the recommendation from the Licensing Committee. | |

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Licensing Committee held on
Tuesday, 31 March 2009

PRESENT:	Councillor RE Barrett – Chairman Councillor R Hall – Vice-Chairman	
Councillors:	Mrs VM Barrett Mrs JM Guest MB Loynes RM Matthews Mrs CAED Murfitt JF Williams	Mrs PM Bear Mrs EM Heazell RB Martlew DC McCraith A Riley
Officers:	Myles Bebbington Maggie Jennings Richard May Fiona McMillan	Licensing Officer Democratic Services Officer Democratic Services Manager Senior Lawyer and Deputy Monitoring Officer

Apologies for absence were received from Councillor CR Nightingale.

6. DECLARATIONS OF INTEREST

None

7. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 26 June 2008 were agreed as a correct record.

8. ESTABLISHMENT OF LICENSING APPEALS SUB-COMMITTEE

Members views were sought on clarifying the procedural arrangements in respect of the licensing appeals process and considered the information provided in the report. The majority of those present did not agree with the proposal that the Chairman or Vice-Chairman of Licensing Committee chair all appeals, nor that in their absence a Chair be appointed on the day of the hearing. In conclusion,

The Licensing Committee **AGREED**

- (a) A Licensing Appeals Sub-Committee be established to consider all appeals from the determination of the Licensing Officer where in-house procedures allow appeals;
- (b) The Sub-Committee comprise at least 3, but no more than 5 councillors from the Licensing Committee who have undertaken the appropriate training;
- (c) The Licensing Appeals Sub-Committee shall be appointed by the Democratic Services Manager in consultation with the Chairman of the Licensing Committee or the Vice-Chairman of the Licensing Committee in the absence of the Chairman;
- (d) The Chief Executive be authorised to make the necessary amendments to Table One of Part Three of the Constitution;
- (e) The Licensing Appeals Sub-Committee procedure (Appendix A), as amended at the meeting.

9. DUXFORD - APPLICATION FOR CONSENT STREET STATUS

Having considered the covering report, Members sought clarification regarding the consultation process and were informed that as the Parish Council had requested consent street status, no further consultations were required. However, once the village was subject to Consent Street Status, each application for a licence to trade would be subjected to a consultation process. Confirmation was also given that costs would be incurred by mobile food traders for processing applications for licences to serve hot food after 23:00hrs.

In conclusion, the Licensing Committee **AGREED** to the request from Duxford Parish Council for all streets in the village to be designated as Consent Streets and proceed to the next stage of the process.

10. **DESIGNATION OF CONSENT STREET FOR THE WHOLE OF SOUTH CAMBRIDGESHIRE**

Councillor Mrs CAED Murfitt drew Members' attention to reference in the report that should a district wide consent street status be applied throughout the district, it would place a statutory onus on the Council to consider applications for licences which may affect local small scale trades, eg private individuals who sell goods at the front of houses on a regular basis, together with a requirement to commence enforcement action where necessary. Councillor Mrs EM Heazell informed the Committee that she sold surplus food in aid of charity outside her property and asked whether she should declare an interest. The Senior Lawyer advised Cllr Mrs Heazell that, in these circumstances as the sales took place on her private property and not on the public highway, she was not required to declare an interest.

Issues raised during consideration of the item included:

- A licence would not be required for goods sold within the curtilage of a property
- Goods sold on the frontage of shops was exempt from the legislation provided it was in connection with the business
- Enforcement action could be taken against traders without a licence serving hot food after 11pm under the Licensing Act 2003
- Parish Councils may have misunderstood the meaning of Consent Street Status when consulted on the proposal
- It was confirmed that mobile food traders required food hygiene certificates
- A reference guide to street trading consent would be prepared for Members of the Licensing Committee. **Action: MB**

The Licensing Committee, having noted the outcome of the consultation process with Parish Councils, **AGREED**

- (a) that the Environmental Services Portfolio Holder should not seek Cabinet's approval for a district wide consent street trading scheme, and
- (b) that the current procedures for the adoption of street trading consents within the district of South Cambridgeshire be retained.

The Meeting ended at 11.02 a.m.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Licensing Committee held on
Thursday, 21 May 2009 at 5.00pm

PRESENT: Members of the Committee:

Councillors:	RE Barrett	Mrs VM Barrett
	Mrs PM Bear	Mrs JM Guest
	R Hall	Mrs SA Hatton
	Mrs EM Heazell	MB Loynes
	RM Matthews	DC McCraith
	Mrs CAED Murfitt	CR Nightingale
	A Riley	JF Williams

Officers:	Catriona Dunnett	Principal Solicitor
	Richard May	Democratic Services Manager

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. ELECTION OF CHAIRMAN OF LICENSING COMMITTEE 2009/10

Councillor Mrs CAED Murfitt was proposed by Councillor Mrs EM Heazell and seconded by Councillor JF Williams. Councillor RE Barrett was proposed by Councillor R Hall and seconded by Councillor DC McCraith. Both candidates left the room for the duration of the election. On a vote being taken it was **RESOLVED**, with six voting in favour and five against, that Councillor RE Barrett be elected Chairman of the Committee for the 2009-2010 Civic Year.

3. APPOINTMENT OF VICE-CHAIRMAN OF LICENSING COMMITTEE 2009/10

Councillor R Hall was proposed by Councillor RE Barrett and seconded by Councillor RM Matthews. Councillor Mrs CAED Murfitt was proposed by Councillor A Riley and seconded by Councillor JF Williams. Both candidates left the room for the duration of the election. On a vote being taken it was **RESOLVED**, with six voting in favour and five against, that Councillor R Hall be appointed Vice-Chairman of the Committee for the 2009-2010 Civic Year.

The Meeting ended at 5.05 p.m.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Licensing Committee 13 July 2009
AUTHOR/S: Executive Director / Corporate Manager Health & Environmental Services

**STREET TRADING CONSENT
REQUEST FOR RESOLUTION – DUXFORD VILLAGE**

Purpose

1. To seek approval of all streets in the village of Duxford to be designated Consent Streets under the Local Government (Miscellaneous Provisions) Act 1982.

Background

2. Duxford Parish Council requested that all streets in the Parish be designated as Consent Streets so that trading could be controlled. The Licensing Committee held on the 31 March 2009 agreed to this request.
3. A Notice of Intention to designate all streets in Duxford was published in the local press on 29 May 2009, with a deadline of 26 June 2009 to make representations. No objections were received.

Considerations

4. Considerations should be given as in the previous report.

Options

5. The Licensing Committee can either:
 - a. approve the request from the parish Council, or
 - b. refuse the request from the Parish Council

Implications

6. Financial	Fees and charges would form part of the application process for street traders, therefore generating revenue for the Council to recover its administration costs.
Legal	As included in the report
Staffing	There are no additional staffing implications
Risk Management	None
Equal Opportunities	None

Consultations

7. Notice was served on the Clerk to Duxford Parish Council, The Director of Transportation, Local Councillors for the Duxford Ward and the Chief Constable of Cambridgeshire Police.

8. A letter was received from the Highways Authority but the contents were not relevant to, and do not affect the proposal for Street Trading Consent in the Village of Duxford. The letter was to inform the Licensing Officer that there is a new panel dealing with such applications and inviting a representative to join it.

Effect on Strategic Aims

9.	Commitment to being a listening council, providing first class services accessible to all.
	Responding to the request from the Parish Council to introduce Street Trading Consent will enable the Council to control the types of trade operating in the village
	Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.
	Commitment to making South Cambridgeshire a place in which residents can feel proud to live.
	Commitment to assisting provision for local jobs for all.
	Commitment to providing a voice for rural life.

Conclusions/Summary

10. Once agreed by Committee any person wishing to trade on any of the streets in the Parish of Duxford, after 24 August 2009, would require to make an application for Street Trading Consent.

Recommendation

11. It is recommended that the Licensing Committee resolve to designate all streets in the village of Duxford as Consent Streets under the terms of the Local Government (Miscellaneous Provisions) Act 1982.

Background Papers: the following background papers were used in the preparation of this report: Report to Licensing Committee on 31 March 2009.

Contact Officer: Juli Stallabross – Assistant Licensing Officer
Telephone: (01954) 713024

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Licensing Committee	13 July 2009
AUTHOR/S:	Executive Director / Corporate Manager Health & Environmental Services	

REQUEST FOR DESIGNATION OF CONSENT STREETS – BARRINGTON VILLAGE**Purpose**

1. To consider a request from Barrington Parish Council for all streets in the village to be designated Consent Streets under the Local Government (Miscellaneous Provisions) Act 1982.

Background

2. A request from the Parish Council was received on 24 May 2009 to designate Barrington Consent Street Status to control street trading in the village.
3. If the request is approved, the process involves listing all the relevant streets in the village, in a Public Notice of Intention, consulting the Local member(s), Police and Highways Authorities that then allows twenty-eight days for representations. The Licensing Committee will then consider such representations and may resolve or refuse the designation request. If the decision is to confirm the designation, then the resolution will be advertised by Public Notice on two further occasions.

Considerations

4. If the village of Barrington was granted Consent Street Status, consultations would be made by the Council on any application made to trade within the village. The advantage to having Consent Street status would be that the Parish Council has an input into the consultation process and final decision. Also the trader would hold a licence and be bound by conditions set by the Licensing Authority. If a village does not have Consent Street status, any trader could lawfully trade without requiring permission or being licensed.
5. The introduction of The Licensing Act 2003 has had an effect on mobile food traders that wish to serve hot food after 11.00pm at night, as they will be classed as late night refreshment premises and therefore also require licensing under the above Act.

Options

6. The Licensing Committee can either:
 - a. approve the request from the parish Council, or
 - b. refuse the request from the Parish Council

Implications

7.	Financial	Fees and charges would form part of the application process for street traders, therefore generating revenue for the Council to recover its administration costs.
	Legal	As included in the report
	Staffing	There are no additional staffing implications
	Risk Management	None
	Equal Opportunities	None

Consultations

8. None.

Effect on Strategic Aims

9.	Commitment to being a listening council, providing first class services accessible to all.
	Responding to the request from the Parish Council to introduce Street Trading Consent will enable the Council to control the types of trade operating in the village
	Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.
	Commitment to making South Cambridgeshire a place in which residents can feel proud to live.
	Commitment to assisting provision for local jobs for all.
	Commitment to providing a voice for rural life.

Conclusions/Summary

10. The Licensing Committee are requested to consider the application for Consent Street Status for the village of Barrington.

Recommendation

11. It is recommended that the Licensing Committee agree to the request from Barrington Parish Council or all streets in the village to be designated as Consent Streets and proceed to the next stage of the process.

Background Papers: the following background papers were used in the preparation of this report: None

Contact Officer: Juli Stallabrass – Assistant Licensing Officer
Telephone: (01954) 713024

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Licensing Committee & Environmental Services Portfolio Holder	13 July 2009
AUTHOR/S:	Corporate Manager Health & Environmental Services / Licensing Officer	

REVISION TO POLICY STATEMENT OF GAMBLING ACT 2005**Purpose**

1. For the Licensing Committee to recommend to the Environmental Services Portfolio Holder that the revised Gambling Act Licensing Policy statement be issued for formal consultation.
2. This not a key decision.

Background

3. South Cambridgeshire District Council currently carries out licensing functions related to gambling under various statutes including the Licensing Act 2003 and Gambling Act 2005.
4. The Gambling Act 2005 received Royal Assent on the 7 April 2005 introducing a unified regulator for gambling in Great Britain, the Gambling Commission, and a new licensing regime for commercial gambling, which is conducted by the Commission or by the Licensing Authority, depending on the matter to be licensed.
5. The introduction of the Act gave all responsibility for granting gaming and betting permissions, to the Gambling Commission and Licensing Authorities. The Act places a range of powers and responsibilities upon the licensing authority to license gambling premises in the Council's area. These powers include the issuing of premises licences, temporary use notices and a range of other permits and permissions.
6. In May 2009 the Gambling Commission published the 3rd edition of its formal guidance to Licensing Authorities in order that existing Policy could be updated in accordance with the requirements laid down in the Gambling Act 2005 including the consultation requirements.
7. In preparing the revised Gambling Act Licensing Policy, Officers have given full regard to both the requirements of the Act itself and the guidelines issued by Local Authorities Coordinators of Regulatory Services (LACORS), the Gambling Commission and where appropriate relevant Council strategies such as Crime and Disorder.

Considerations

8. The Act states that the Licensing Authority must carry out a consultation process. The Council is required to consult with the following:
 - The Chief Officer of Police for Cambridgeshire

- Persons who appear to the Authority to represent the interests of persons carrying on Gambling businesses in the Authorities area; and
 - 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 function under this Act.
9. The Act is deliberately wide and therefore the consultation document will be forwarded to all relevant businesses with an interest i.e. William Hill, Ladbrokes etc. The Council will also consult with Parish Councils as persons who represent the interests of persons likely to be affected by Gambling Act Policy statement. In addition the Council will also consult with Gamcare, a national body primarily dealing with the victims of Gambling including gambling addicts and those persons affected by people with gambling problems and others as listed in the policy document.
10. The consultation period will run from the 17 July to the 9 October 2009.
11. As a Licensing Authority, the Council is required to follow a clearly defined procedure before issuing any policy. This includes publishing a notice of its intention to publish a formal notice in a local newspaper and on the Council's website.
12. After the consultation period, appropriate weight will be given to any views submitted by the respondents and a finalised revised copy of the Gambling Act Licensing Policy will be drawn up for final consideration and approval.
13. The final revised Policy will be forwarded in the following manner:
- On 23 October 2009 the Licensing Committee and Environmental Services Portfolio holder will consider responses and suggested amendments.
 - Cabinet on the 12 November 2009 will consider the recommendation, and make its recommendation to Council.
 - 26 November Council will consider Cabinet's recommendation for final approval and adoption.
 - January 2009; publication of Licensing Policy
 - 31 January; first appointed day.
14. The policy will then form the basis of any decision taken in respect of applications or enforcement under the Gambling Act 2005 by Officers or any Committee or sub-committee involved in licensing decisions.
15. The Policy is a document that continually develops to reflect the changing nature of the gambling industry, Government initiatives and the needs of local businesses and residents alike. The policy will remain in force for three years but may be reviewed at any time before this if required.
16. The main revisions from the previously agreed Policy include:
- (a) Categories of casinos removed.
 - (b) Alterations to number of gaming machines by type to reflect changes regarding casinos and guidance.
 - (c) Clarification of "Interested Parties" and "people living close to the premises"
 - (d) Enforcement section revised to take into account better regulation agenda.
 - (e) Sections revised to take into account legal cases and Government guidance surrounding such matters as decision making; definitions; Casinos; Bingo premises; Tracks; applications and plans.

Options

17. The Environmental Services Portfolio Holder may accept the revised policy put before her or amend where necessary before consultation/publication.

Implications

18. Financial	Consultation costs within existing budgets
Legal	As stated in the report.
Staffing	There are no staffing implications arising for this report.
Risk Management	A statement of Gambling Act Licensing Policy is a requirement of the Gambling Act 2005 and without a policy the Council may be subject to Judicial Review for failing in its responsibility to carry out a statutory duty.
Equal Opportunities	Consultation will take place with relevant groups as outlined in the Act

Consultations

19. Consultations will be carried out in accordance with the Act as detailed in the body of the report.

Effect on Strategic Aims

20.	Commitment to being a listening council, providing first class services accessible to all.
	Consultation will take place for a twelve-week period allowing relevant parties to raise any issues regarding the revised policy for consideration by the authority.
	Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.
	The policy clearly states the objectives of the relevant Act and seeks to promote the protection of vulnerable adults and children. Gamcare and Cambridgeshire Constabulary will be sent a copy of the revised policy for consideration.
	Commitment to making South Cambridgeshire a place in which residents can feel proud to live.
	The revised policy advises readers that the concerns of relevant parties will be taken into consideration in line with the Gambling Act objectives when making decisions regarding premise applications within South Cambridgeshire.
	Commitment to assisting provision for local jobs for all.
	All applications will be considered on their individual merits and consideration will be given to any relevant Government guidance issued in respect of the Gambling Act 2005.
	Commitment to providing a voice for rural life.
	A sub committee of the Licensing Committee will hear any relevant representations made against applications.

Conclusions/Summary

21. The introduction of the Gambling Act 2005 devolved more responsibilities to Local Authorities. The consultation responses will show whether the revised policy is written in a clear manner or requires amendments. The procedure for adopting the policy is following the legislative requirements.

Recommendations

22. It is recommended that the:
- (a) Licensing Committee recommend to the Environmental Services Portfolio Holder that the revised Gambling Act Licensing Policy document (attached as an **appendix** to this report) be approved for formal consultation,
 - (b) Environmental Services Portfolio Holder approve the revised Gambling Act Licensing Policy document for formal consultation.

Background Papers: Guidance issued under the Gambling Act 2005 by the Gambling Commission May 2009 3rd Edition.

Contact Officers: Myles Bebbington, Licensing Officer, Tel: (01954) 713132;
myles.bebbington@scams.gov.uk

Dale Robinson, Corporate Manager, Health & Environmental Services,
Tel: (01954) 713229

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REVISED POLICY
Gambling Act 2005

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Explanatory Note - The Gambling Act 2005 came into force from 1 September 2007. With the exception of the National Lottery and Spread betting, the Gambling Commission regulates gambling and betting. Local Authorities have a duty under the Act to licence premises where gambling takes place and to licence certain other activities such as small lotteries and gaming machines.

Summary of Some Terms Under the Gambling Act 2005

The following page is not part of the consultation process, as the definitions are defined Nationally, but there they are included in the Gambling Act Licensing Policy to assist the reader.

Casinos are defined by the Act to mean a game of chance, which is not equal chance gaming. Equal chance gaming is gaming which does not involve playing or staking against a bank, and where the chances are equally favourable to all participants.

Bingo has no statutory definition. It is to have its ordinary and natural meaning. Under the previous legislation, two types of bingo could be offered:

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

Under the 2005 Act, the distinction between these two versions of the game has been abolished for commercial operators, and the holder of a bingo operating licence is able to offer any type of bingo game, whether cash or prize. That means that premises with a bingo premises licence, or a casino premises licence (where the operator holds a bingo as well as a casino operating licence), are able to offer bingo in all its forms.

Apart from commercial bingo halls, prize bingo is traditionally a game played in arcades, especially seaside amusement arcades, or travelling funfairs. For these operators, prize bingo is now subsumed within the allowances for prize gaming in the Act. This means that adult gaming centres, both licensed and unlicensed family entertainment centres, and travelling fairs (or any premises with a prize gaming permit) are able to offer prize gaming, which includes prize bingo.

In this form of gaming, the nature of the prize must not be determined by reference to the number of people playing the game, and the nature or size of the prize must not be determined by reference to the amount paid for or raised by the gaming.

Gaming Machine is defined as a machine, which is designed or adapted for use by individuals to gamble (whether or not it can also be used for other purposes).

Most gaming machines are of the reel-based type, also known as fruit, slot or jackpot machines. According to the last major prevalence study, fourteen percent of people said they had played fruit machines in the past year.

Under the Gambling Act 2005, gaming machines fall into categories depending on limits on the stake laid down and prizes available:

Machine category	Maximum stake	Maximum prize
A	Unlimited	Unlimited
B1	£2	£4,000
B2	£100 (in multiples of £10)	£500
B3	£1	£500
B3A	£1	£500
B4	£1	£250
C	50p	£35
D*	10p/30p*	£5/£8*

Family Entertainment Centres (FEC) are premises, which are wholly or mainly used for making gaming machines available for use (such as small arcades in holiday parks, theme parks and seaside resorts) may hold a FEC Gaming Machine Permit. A permit allows any number of Category D machines, these are the lowest category of gaming machines available, and the only type that children and young people are allowed to play.

Licensing authorities are required by the Gambling Act 2005 to publish a Gambling Act policy, which they propose to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed from “time to time” and any amended parts re-consulted upon. The statement must be then re-published.

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

- The Chief Officer of Police;
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority’s area;
- 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 Gambling Act 2005.

List of persons this authority will consult with:

- Gambling Commission
- Cambridgeshire police service
- Social Services
- Gamcare and local community organisations that are known to SCDC as working with gamblers
- Parish Councils
- Faith Groups
- Citizens’ advice bureau
- Primary Care Trust
- Trade associations including; Ladbrookes, William Hills, Coral, Gala, Independent bookmakers within SCDC area and other trade representatives as may become apparent in due course.

This consultation commenced on 17 July 2009 and will end on 9 October 2009. The HM Government Code of Practice on Consultation (published July 2008) was followed during this process. The code is available at:

<http://www.berr.gov.uk/files/file47158.pdf>

Should you have any comments as regards this draft policy please send them via e-mail or letter to the following contact:

Myles Bebbington
Licensing Officer, South Cambridgeshire District Council, Cambourne Business Park, Cambourne, Cambridgeshire, CB23 6EA.

licensing@scambs.gov.uk

It should be noted that this policy 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, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

3. Declaration

In producing the draft policy, this licensing authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the Guidance to Licensing Authorities issued by the Gambling Commission, and will consider any responses from those consulted on the policy.

4. Responsible Authorities

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:

- the need for the body to be responsible for an area covering the whole of the licensing authority's area; and
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

In accordance with the suggestion in the Gambling Commission's Guidance to Licensing Authorities, this authority designates the Local Safeguarding Children Board for this purpose.

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

- Licensing Authority
- The Gambling Commission
- The Chief of Police for Cambridgeshire
- The Cambridgeshire Fire and Rescue Authority
- South Cambridgeshire Planning Authority
- South Cambridgeshire Health and Environmental Services
- County Council Children's Services (Safeguarding and Standards Unit)
- HM Revenue and Customs
- Any other person prescribed in regulations to be prescribed by the Secretary of State.

5. Interested parties

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

"For the purposes of this part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person-

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

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

Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision-making. It will consider the examples of considerations provided in the Gambling Commission's Guidance to Licensing Authorities. It will also consider the Gambling Commission's Guidance that *"has business interests"* should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.

Section 158 of the Act defines interested parties. To accept a representation from an interested party, the licensing authority must take the view that the person:

- (a) lives sufficiently close to the premises to be likely to be affected by the authorised activities
- (b) has business interest that might be affected by the authorised activities
- (c) represents persons in either of these two groups.

Interested parties can be persons who are democratically elected such as councillors and MP's. No specific evidence of being asked to represent an interested person will be required as long as the councillor / MP represents the ward likely to be affected. Likewise, parish councils likely to be affected will be considered to be interested parties. Other than these however, this authority will generally require written evidence that a person/body (e.g. an advocate / relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

If individuals wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the Licensing Committee dealing with the licence application. If there are any doubts then please contact the licensing section at South Cambridgeshire District Council, Cambourne Business Park, Cambourne, Cambridgeshire CB23 6EA.

The following gives further advice on how licensing authorities determine whether someone is an interested party.

People living close to the premises Licensing Authorities may take into account the following when determining what "*sufficiently close to the premises*" means (in each case);

- Size of premises
- Nature of the premises
- The distance of the premises from the location of the person making the representation
- The potential impact of the premises (number of customers, routes likely to be taken by those visiting the establishment); and
- The nature of the complainant. This is not the personal characteristics of the complainant but the interests of the complainant, which may be relevant to the distance from the premises. For example, it could be reasonable for an authority to conclude that "*sufficiently close to be likely to be affected*" could have a different meaning for (a) a private resident (b) a residential school for children with truanting problems and (c) residential hostel for vulnerable adults.

Nature and scope of business interests that could be affected

It could be argued that any gambling business could be affected by another gambling business expanding into any part of Great Britain. But that is unlikely to be enough to satisfy the test of being "*a person with business interests that might be affected by the premises under consideration.*" For example, an operator in a particular sector (be it casino, bingo, betting, etc) should not be able to lodge representations on every application put by a rival operator anywhere in the country, simply because they are in competition within the same gambling sector. The

licensing authority should be satisfied that the relevant business is likely to be affected. In this respect, licensing authorities may bear in mind that the 'demand test' from the 1963 and 1968 Acts is not continued in the 2005 Act.

Factors that are likely to be relevant include:

- The size of the premises
- The 'catchments' area of the premises (that is, how far people travel to visit the premises)
- Whether the person making the representation has business interest in that catchment area that might be affected.

People representing those in the above categories

Examples of people that may fall within the categories above include:

- Democratically elected representatives such as local councillors and MPs
- Bodies such as trade associations
- trade unions
- residents' and tenant's associations

Circumstances may arise where the authority needs to satisfy itself in a case by case basis and possibly request written evidence that a person does represent interested parties. For example, a school head or governor might act in representing the interests of pupils or parents and a community group might represent vulnerable people living near to the proposed premises.

Licensing authorities may have regard to anything an interested party says about their status to make representations.

6. Exchange of Information

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

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 Data Protection Act 1998 will not be contravened. The licensing authority will also have regard to any Guidance issued by the Gambling Commission on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

Should any protocols be established as regards information exchange with other bodies then they will be made available at www.scambs.gov.uk.

7. Enforcement

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

This licensing authority will operate to the Health and Environmental Services enforcement policy, which is considered consistent within the Gambling Commission guidance and the Regulators Compliance Code.

As per the Gambling Commission's Guidance to Licensing Authorities this licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

This licensing authority will adopt and implemented a risk-based inspection programme, based on;

- The licensing objectives
- Relevant codes of practice
- Guidance issued by the Gambling Commission, in particular at Part 36
- The principles set out in this policy

The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 is to ensure compliance with the premises licences and other permissions, which it authorises. The Gambling Commission is the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines are not dealt with by the licensing authority but should be notified to the Gambling Commission.

This licensing authority also keeps itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.

Bearing in mind the principle of transparency, this licensing authority's enforcement schedule is available upon request to the licensing department at South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or via our website www.scambs.gov.uk. At present there is no schedule on risk -based inspections in relation to gambling premise. If such a policy is developed this will be made available on www.scambs.gov.uk.

8. Licensing authority functions

Licensing authorities are required under the Act to:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing *Premises Licences*
- Issue *Provisional Statements*
- Regulate *members' clubs* and *miners' welfare institutes* who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- Issue *Club Machine Permits* to *Commercial Clubs*
- Grant permits for the use of certain lower stake gaming machines at *unlicensed Family Entertainment Centres*
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines
- Issue *Licensed Premises Gaming Machine Permits* for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines
- Register *small society lotteries* below prescribed thresholds

- Issue *Prize Gaming Permits*
- Receive and Endorse *Temporary Use Notices*
- Receive *Occasional Use Notices*
- Provide information to the Gambling Commission regarding details of licences issued (see section above on 'information exchange')
- Maintain registers of the permits and licences that are issued under these functions and make available such registers at any reasonable time to the public who may request copies of the entries. The Authority is entitled to make a charge for copies.

Hearings

In dealing with applications members of the Licensing Committee will act in accordance with South Cambridgeshire District councils constitution but in particular in making decisions on applications, Members of the Committee will;

- Act fairly and openly approach each application with an open mind
- Carefully weigh up all the material considerations
- Avoid undue contact with interested parties
- Ensure that reasons for decisions are clearly stated.

All hearings in respect of the Gambling Act 2005 will be heard by Licensing Act 2003 Committee or its sub-committees, where there is a conflict of interest by a member/s, if the interest is prejudicial then this Authority will follow the guidelines laid out in the Procedural Guidance for members and officers in Planning and Licensing – supplemental to the Code of Conduct Guidance adopted by the Council on 25th April 2002, Section 51 of the Local Government Act 2000.

It should be noted that licensing authorities are not to be involved in licensing remote gambling at all, which is regulated by the Gambling Commission via operating licences.

9. Delegation Table

Matter to be dealt with	Full Council	Licensing Committee or Licensing Sub-Committee	Officers
Final approval of three year licensing policy	X		
Policy not to permit casinos	X		
Fee setting (when appropriate)		Portfolio Holder	
Application for premises licence		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not	Where no representations received/representations

		withdrawn	have been withdrawn
Application for a transfer of licence		Where representations have been received from the Commission or a Responsible Authority	Where no representations received from the Commission or a Responsible Authority
Application for a provision statement		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Review of Premises Licence		X	
Application for club gaming/club machine permits		Where objections have been made (and not withdrawn)	Where no objections made/objections have been withdrawn
Cancellation of club gaming/club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

PART B PREMISES LICENCES: CONSIDERATION OF APPLICATIONS

1. General Principles

Premises licences are subject to the requirements set-out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

(i) Decision-making

This licensing authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it:

- 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 Gambling Act 2005 policy

It is appreciated that as per the Gambling Commission's Guidance to Licensing Authorities "*moral objections to gambling are not a valid reason to reject applications for premises licences*" (except as regards any 'no casino resolution') and also that unmet demand is not a criterion for a licensing authority.

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

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

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

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating.
- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not "drift" into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
- Customers should be able to participate in the activity named on the premises licence.

The Guidance also gives a list of factors, which the licensing authority should be aware of, which may include:

- Do the premises have a separate registration for business rates?
- Is the premises' neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?

- Can the premises only be accessed from any other gambling premises?

This authority will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

The Gambling Commission's relevant access provisions for each premises type are reproduced below:

Government Guidance para 7.25:

Casinos

- The principal access entrance to the premises must be from a street (as defined at 7.23 of the Guidance)
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence

Adult Gaming Centre

- No customer must be able to access the premises directly from any other licensed gambling premises

Betting Shops

- Access must be from a street (as per para 7.23 Guidance to Licensing Authorities) or from another premises with a betting premises licence
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

Tracks

- No customer should be able to access the premises directly from:
 - a casino
 - an adult gaming centre

Bingo Premises

- No customer must be able to access the premise directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track

Family Entertainment Centre

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

- a casino
- an adult gaming centre
- a betting premises, other than a track

Part 7 of the Gambling Commission's Guidance to Licensing Authorities contains further guidance on this issue, which this authority will also take into account in its decision-making.

(iii) Premises "ready for gambling"

The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.

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

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

Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

More detailed examples of the circumstances in which such a licence may be granted can be found at paragraphs 7.59-7.66 of the Guidance.

(iv) Location - This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision-making. As per the Gambling Commission's Guidance to Licensing Authorities, this authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this policy will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

This Authority has identified no such areas.

(v) Planning:

The Gambling Commission Guidance to Licensing Authorities states:

7.59 – *"In determining applications the licensing authority has a duty to take into consideration all relevant matters and not to take into consideration any irrelevant matters, i.e. those not related to*

gambling and the licensing objectives. One example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal.”

This authority will not take into account irrelevant matters as per the above guidance. In addition this authority notes the following excerpt from the Guidance:

7.66 – “When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have or comply with the necessary planning or building consents. Those matters should be dealt with under relevant planning control and building regulation powers, and not form part of the consideration for the premises licence. Section 210 of the 2005 Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.”

(vi) Duplication with other regulatory regimes - This licensing authority seeks 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 permission or building regulations approval, in its consideration of it. It will though, listen to, and consider carefully, any concerns about conditions, which cannot be met by licensees due to planning restrictions, should such a situation arise.

When dealing with a premises licence application for finished buildings, this authority will not take into account whether those buildings have to comply with the necessary planning or buildings consents. Fire or health and safety risks will not be taken into account, as these matters are dealt with under relevant planning control, buildings and other regulations and must not form part of the consideration for the premises licence.

Licensing objectives - Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this licensing authority has considered the Gambling Commission’s Guidance to Licensing Authorities and some comments are made below.

Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime – This licensing authority is aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. This licensing authority is aware of the distinction between disorder and nuisance and will consider factors (for example whether police assistance was required and how threatening the behaviour was to those who could see it) so as to make that distinction.

Ensuring that gambling is conducted in a fair and open way - This licensing authority has noted that the Gambling Commission states that it generally does not expect licensing authorities to be concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences. There is however, more of a role with regard to tracks which is explained in more detail in the 'tracks' section– see page 19.

Protecting children and other vulnerable persons from being harmed or exploited by gambling - This licensing authority has noted the Gambling Commission's Guidance that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children). The licensing authority will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

This licensing authority is also aware of the Gambling Commission Codes of Practice as regards this licensing objective, in relation to specific premises.

As regards the term “*vulnerable persons*” it is noted that the Gambling Commission does not seek to offer a definition but states that “*it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gambling beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.*” This licensing authority will consider this licensing objective on a case-by-case basis.

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

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

Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures this licensing authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. This licensing authority will also expect the licence applicant to offer his/her own suggestions as to way in which the licensing objectives can be met effectively.

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

This authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

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

through a designated entrance;

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

These considerations will apply to premises including buildings where multiple premises licences are applicable.

This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will consider the impact upon the third licensing objective 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.

It is noted that there are conditions, which the licensing authority cannot attach to premises licences, which are:

- any condition on the premises licence, which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated; and
- conditions in relation to stakes, fees, winning or prizes.

Door Supervisors - The Gambling Commission advises in its Guidance to Licensing Authorities that if a licensing authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require that the entrances to the premises are controlled by a door supervisor, and is entitled to impose a premises licence to this effect.

Where it is decided that supervision of entrances/machines is appropriate for particular cases, a consideration of whether these need to be Security Industry Authority (SIA) licensed or not will be necessary. It will not be automatically assumed that they need to be licensed, as the statutory requirements for different types of premises vary (as per the Guidance, Part 33).

2. Adult Gaming Centres

This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

This licensing authority may consider measures to meet the licensing objectives 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-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

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

3. (Licensed) Family Entertainment Centres:

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

This licensing authority may consider measures to meet the licensing objectives such as:

- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.
- Measures / training for staff on how to deal with suspected truant school children on the premises

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

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

4. Casinos

This licensing authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should this licensing authority decide in the future to pass such a resolution, it will update this policy with details of that resolution. Any such decision will be made by the Full Council.

5. Bingo premises

This licensing authority notes that the Gambling Commission's Guidance states:

18.4 Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas.

This authority also notes the Guidance at paragraph 18.5 regarding the unusual circumstances in which the splitting of a pre-existing premises into two adjacent premises might be permitted, and in particular that it is not permissible to locate sixteen category B3 gaming machines in one of the resulting premises, as the gaming machine entitlement for that premises would be exceeded.

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.

6. Betting premises

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 betting 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.

7. Tracks

This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

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

This licensing authority may consider measures to meet the licensing objectives 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-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare

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

Gaming machines - Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.

Betting machines - This licensing authority will, as per Part 6 of 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 proposes to offer.

Applications and plans

The Gambling Act (s51) requires applicants to submit plans of the premises with their application, in order to ensure that the licensing authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for the licensing authority to plan future premises inspection activity. (See Guidance to Licensing Authorities, para 20.28).

Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations. (See Guidance to Licensing Authorities, para 20.29).

Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises (See Guidance to Licensing Authorities, para 20.31).

In the rare cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases betting facilities may be better provided through occasional use notices where the boundary premises do not need to be defined.
(See Guidance to Licensing Authorities, para 20.32).

This authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting areas subject to the "five times rule" (commonly known as betting rings) must be indicated on the plan. (See Guidance to Licensing Authorities, para 20.33).

8. Travelling Fairs

South Cambridgeshire District Council is responsible for deciding whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

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

It is noted that the 27-day statutory maximum for the land being used as a fair applies on a per calendar year basis, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This licensing authority will work with its neighbouring authorities to ensure that land, which crosses our boundaries, is monitored so that the statutory limits are not exceeded.

9. Provisional Statements

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

S204 of the Gambling Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:

- (a) expects to be constructed;
- (b) expects to be altered; or
- (c) expects to acquire a right to occupy.

The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The licensing authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage, or
- they reflect a change in the applicant's circumstances.

In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional statement stage;
- which in the authority's opinion reflect a change in the operator's circumstances; or
- where the premises has not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this licensing

authority notes that it can discuss any concerns it has with the applicant before making a decision.

10. Reviews:

Interested parties or responsible authorities can make requests for a review of a premises licence; however, it is for the licensing authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the matters listed below;

- 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 Gambling Act 2005 policy

The request for the review will also be subject to the consideration by the authority as to whether the request is frivolous, vexatious, or whether it will certainly not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

The licensing authority can also initiate a review of a particular premises licence, or a particular class of premises licence on the basis of any reason, which it thinks is appropriate.

Once a valid application for a review has been received by the licensing authority, representations can be made by responsible authorities and interested parties during a 28 day period. This period begins 7 days after the application was received by the licensing authority, which will publish notice of the application within 7 days of receipt.

The licensing authority must carry out the review as soon as possible after the 28-day period for making representations has passed.

The purpose of the review will be to determine whether the licensing authority should take any action in relation to the licence. If action is justified, the options open to the licensing authority are:-

- (a) add, remove or amend a licence condition imposed by the licensing authority;
- (b) exclude a default condition imposed by the Secretary of State or Scottish Ministers (e.g. opening hours) or remove or amend such an exclusion;
- (c) suspend the premises licence for a period not exceeding three months; and
- (d) revoke the premises licence.

In determining what action, if any, should be taken following a review, the licensing authority must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.

In particular, the licensing authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.

Once the review has been completed, the licensing authority must, as soon as possible, notify its decision to:

- the licence holder

- the applicant for review (if any)
- the Commission
- any person who made representations
- the chief officer of police or chief constable; and
- Her Majesty's Commissioners for Revenue and Customs

PART C **Permits / Temporary & Occasional Use Notice**

1. Unlicensed Family Entertainment Centre gaming machine permits (Policy on Permits - Schedule 10 paragraph 7)

Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (Section 238).

The Gambling Act 2005 states that a licensing authority may prepare a policy that they propose to consider in determining the suitability of an applicant for a permit and in preparing this policy, 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. The Gambling Commission's Guidance to Licensing Authorities also states: "*In their three year licensing policy, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits, licensing authorities will want to give weight to child protection issues.*" (24.6)

Guidance also states: "*...An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application. Licensing authorities might wish to consider asking applications to demonstrate:*

- *a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;*
- *that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act; and*
- *that staff are trained to have a full understanding of the maximum stakes and prizes.* (24.7)

It should be noted that a licensing authority cannot attach conditions to this type of permit.

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 / training for staff as regards suspected truant school children on the premises, measures / training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises. This licensing authority will also expect, as per 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 the applicant has 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.

2. (Alcohol) Licensed premises gaming machine permits - (Schedule 13 paragraph 4(1))

Automatic entitlement: 2 machines

There is provision in the Act for premises licensed to sell alcohol for consumption on the premises to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the licensing authority.

The licensing authority can remove the automatic authorisation in respect of any particular premises if:

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

Permit: 3 or more machines

If a premises wishes to have more than 2 machines, then it needs to 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.*"

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 harmed 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. 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 who will monitor that the machines are not being used by those under 18. Notices and signage may also be help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

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

It should be noted that 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.

It should also be noted that 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.

3. Prize Gaming Permits

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

This licensing authority has prepared a Gambling Act Policy, which is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations;
- that the gaming offered is within the law
- Clear policies that outline the steps to be taken to protect children from harm.

In making its decision on an application for this permit the licensing authority does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance. (Gambling Act 2005, Schedule 14 paragraph 8(3)).

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

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

4. Club Gaming and Club Machines Permits

Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Clubs Gaming machines permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set out in forthcoming regulations. A Club Gaming machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).

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

The Commission Guidance also notes that *"licensing authorities may only refuse an application on the grounds that:*

- (a) *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;

- (b) the applicant's premises are used wholly or mainly by children and/or young persons;*
- (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;*
- (d) a permit held by the applicant has been cancelled in the previous ten years; or*
- (e) an objection has been lodged by the Commission or the police.*

There is also a 'fast-track' procedure available under the Act for premises, which hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). As the Gambling Commission's Guidance to Licensing Authorities states: "*Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which an authority can refuse a permit are reduced.*" and "*The grounds on which an application under the process may be refused are:*

- (a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;*
- (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming;*
or
- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."*

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

5. Temporary Use Notices

Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.

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

The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this policy the relevant regulations (SI no 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities or equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.

There are a number of statutory limits as regards Temporary Use Notices. The meaning of "*premises*" in Part 8 of the Act is discussed in Part 7 of the Gambling Commission Guidance to Licensing Authorities. As with "*premises*", the definition of "*a set of premises*" will be a question of fact in the particular circumstances of each notice that is given. In the Act "*premises*" is defined as including "*any place*".

In considering whether a place falls within the definition of "*a set of premises*", the licensing authority needs to look at, amongst other things, the ownership/occupation and control of the premises.

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

6. Occasional Use Notices:

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

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