

Nottingham City Council

Statement of Gambling Policy

2022-2025



Nottingham

City Council

STATEMENT OF GAMBLING POLICY

Gambling Act 2005

(Published – enter date published)

Preface

Nottingham City Council is the Licensing Authority under The Gambling Act 2005, (the Act), responsible for regulating gambling and betting premises within the City of Nottingham.

Apart from the National Lottery and spread betting, gambling and betting are regulated by the Gambling Commission, whose duties include licensing the operators and individuals involved in providing gambling and betting facilities.

Nottingham City Council, along with other local licensing authorities, has a duty under the Act to license premises where gambling is take place, and has the power to authorise, permit or register certain other activities (such as small society lotteries, gaming machines etc).

This document sets out how we intend to approach this task.

Our Vision

To promote Nottingham as a safe and healthy environment in which responsible operators provide lawful and responsible facilities for the enjoyment of the City's residents and visitors

This Statement of Gambling Policy will promote the three licensing objectives:

- prevention of gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime
- ensuring that gambling is conducted in a fair and open way
- protecting children and other vulnerable persons from being harmed or exploited by gambling

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1 Introduction

Nottingham City Council is a Licensing Authority for the purpose of the Gambling Act 2005. Section 349 of the Act requires all licensing authorities to prepare and publish a statement of the principles that they propose to apply in exercising their functions under the Act during the three year period to which the policy applies. The licensing policy statement will last for a maximum of three years, but can be reviewed and revised by the authority at any time.

The City is situated in the County of Nottinghamshire, which contains 8 District Councils in total. The City Council administers an area of 7465 hectares and had a population at mid-2019 of 332,900 with an average age of 34.5 years, comprising 28.7% of the total population of Nottinghamshire. In terms of area it is the one of the smallest Councils in the County, but by far the most populous.

Nottingham is at the centre of the Greater Nottingham area which comprises the City of Nottingham and the immediate surrounding districts of Broxtowe, Gedling, Rushcliffe and the Hucknall area of the district of Ashfield. 87.6% of Greater Nottingham's population lives in the Nottingham Urban Area but just 46.3% of its population lives within the City of Nottingham.

The City Council's area is primarily urban with a central core area that contains the main retail offer for the City within an area of 231 hectares. Within the core many developments are underway to develop inner-city and student housing; the 2019 mid year estimates identified a population of 27,200 in the City Centre with an average age of 26.3.

Nottingham is the regional centre for culture and leisure in the East Midlands. It has a vibrant city centre, a flourishing multi-cultural artistic scene, major sporting and entertainment venues, theatres, cinemas and a range of local community facilities and events.

As a major provider itself, the City Council welcomes the diversity of leisure and entertainment opportunities available in Nottingham and recognises that the licensed leisure and entertainment industry has a major role to play in helping to keep Nottingham the success that it is. Businesses licensed by the Authority provide social and community spaces, facilities for residents and corporate groups and is a vital support infrastructure for related sectors such as retail and tourism. However, the Authority also recognises the problems that can be caused if licensed activities are not properly managed and premises well run. The Nottingham City Centre Time and Place Plan references leisure as a key contributor to the City Centre economy offering customers a varied choice of activities and services and provides insight into city development prospects.

The map on page 3 identifies the City boundaries and the Ward Boundaries within. The City has no Wards that are wholly or mainly industrial; the following areas are noted as being primarily residential areas: Aspley, Clifton

East, St Ann's, Mapperley, Sherwood, Leen Valley, Basford, Meadows, Wollaton West and Radford.

There are a number of key factors that are relevant to the operation of the gambling regime in Nottingham. In terms of deprivation the City as a whole was ranked 11th out of 317 local authorities based on the 2019 Index of Multiple Deprivation. Nine City wards (Aspley, Bestwood, Bilborough, Bulwell, Clifton East, Dales, Hyson Green and Arboretum, Meadows and St Ann's) rank in the 10% most deprived wards nationally.²

Of the people in Nottingham who were aged 16 to 64 the employment rate was 70.9% between January and December 2020 compared with an average for England of 75.7%.³ Employment rates include people who were furloughed from the jobs during the coronavirus pandemic. The pandemic also caused a large reduction in Nottingham's term time student population which will cause a temporary increase in the City's employment rate as the number of economically inactive people in the survey is reduced as a result.

According to the 2011 Census, 20.7 per cent of the resident population in the City aged 16 or over were school pupils or full-time students. This compared with 8.2 per cent of the population in England.

The above information shows that the City has a high level of potentially vulnerable people and a local economy that requires careful support and nurture to maintain the City's position as a regional centre. The City Council recognises the impact that unregulated gambling may have on its community and sustainability as a viable local economy and in delivering the gambling regime will, with regard to the principles set out in this Policy, seek to support its local economy and protect vulnerable people and in doing so will consider each application on its own merits within the context of this Statement, the legislation and guidance and codes of practice issued by the Gambling Commission.

² Index of deprivation <https://www.nottinghaminsight.org.uk/d/a8YpGIy>

³ Source (ONS Annual Population Survey January –December 2020)

Ward Boundaries



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- Key
- Wards
 - Ward Labels
 - City Boundary

Description
Ward Boundaries Nottingham City Council



2 The Licensing Objectives

- 2.1 In exercising certain functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:
- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
 - Ensuring that gambling is conducted in a fair and open way
 - Protecting children and other vulnerable persons from being harmed or exploited by gambling
- 2.2 In the case of premises licences, disorder is intended to mean activity that is more serious and disruptive than mere nuisance. Guidance on the Licensing Objectives is available on the Gambling Commission's website at: www.gamblingcommission.gov.uk.

3 Consultation on the Policy

- 3.1 The City Council has consulted widely over this Statement of Gambling Policy which sets out the Principles to which the Authority will have regard when undertaking its duties under the Gambling Act 2005. The Gambling Act requires that the following parties are consulted by Licensing Authorities:
- The Chief Officer of Police
 - One or more persons who appear to the authority 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
- 3.2 The Authority consulted the persons/organisations listed in appendix 1. Our consultation took place between ****and **, inclusive**. A full list of responses is available via the Authority's website at www.nottinghamcity.gov.uk
- 3.3 This Statement of Policy was approved at a meeting of the Full Council on **(enter date of full council meeting)** and published via our website on **(enter date published)**. Copies were also placed in the public libraries of the area as well as being available at the offices of the Licensing Service, Central Police Station, Byron House, Maid Marian Way, Nottingham, NG1 6HS and Loxley House reception, Station Street, Nottingham, NG2 3NG

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

The Licensing Officer, Central Police Station, Byron House, Maid Marian Way, Nottingham, NG1 6HS
e-mail: general.licensing@nottinghamcity.gov.uk

- 3.4 This Statement complies with the requirements of Part 6 of the Gambling Commissions “Guidance to Licensing Authorities April 2021 (updated in part May 2021). Applicants for licence and other permissions, Interested Parties and Responsible Authorities are encouraged to read the Statement and have regard to the principles the City Council will apply in its role as Licensing Authority under the Gambling Act 2005.

4 The Functions of the Licensing Authority

- 4.1 The Act gives licensing authorities a number of important regulatory functions in relation to gambling. Their main functions are to:
- license premises for gambling activities;
 - consider notices given for the temporary use of premises for gambling;
 - grant permits for gaming and gaming machines in clubs and miners’ welfare institutes;
 - regulate gaming and gaming machines in alcohol licensed premises;
 - grant permits to family entertainment centres for the use of certain lower stake gaming machines;
 - grant permits for prize gaming;
 - consider occasional use notices for betting at tracks; and
 - register small societies’ lotteries.

Spread betting is regulated by The Financial Services Authority.

The National Lottery, Remote Gambling, Operator Licences and Personal Licences are dealt with by the Gambling Commission.

- 4.2 When considering applications for premises licences the Licensing Authority will aim to permit the use of premises for gambling as set out in section 153 of the Act. Nothing in this Statement should be regarded or interpreted as any indication that any statutory requirement of gambling or other law is to be overridden.

5 Statement of Principles

- 5.1 The Authority recognises the wide variety of premises which will require a licence or a permit. In carrying out its licensing functions under the Act the Authority will have regard to the guidance and codes of practice issued by the Gambling Commission and to the Statement of Gambling Principles set out below.
- 5.2 The Authority will not seek to use the Act to resolve matters more readily dealt with under other legislation and will seek to avoid the duplication of other legislation.
- 5.3 The guidance issued to licensing authorities is not intended to replace the judgment of a licensing authority in an individual case. Moreover, this guidance cannot anticipate every set of circumstances that may arise and, except in relation to Part 8 of the Act (premises licences), as long as it has been understood and taken into account, licensing authorities may depart from it where they consider it would be right to do so. However, where the Authority chooses to depart from the guidance it will give its reasons for doing so.
- 5.4 To ensure the licensing objectives are met the Authority will establish a close working relationship with relevant enforcement agencies, the Gambling Commission and, where appropriate, other responsible authorities.
- 5.5 Applicants and Licensees are required by the Gambling Commission's Licence Conditions and Codes of Practice to consider local risks and formulate risk assessments which should be shared with the Authority and where appropriate, translated into conditions and controls.
- 5.6 When children and other vulnerable people are allowed access to premises where gambling takes place, the Authority will take whatever steps it considers necessary to either limit access or introduce measures to prevent under age gambling where it believes it is right to do so for the prevention of their physical and/or psychological harm. Weight will be given to valid representations to that effect.
- 5.7 Applicants seeking premises licences are encouraged to put forward appropriate, realistic and achievable prohibitions, restrictions or conditions of their own in circumstances where it is felt that the presence of children would be undesirable or inappropriate having regard to the type, nature and operational proposals of the licensable activity.
- 5.8 However, the overriding principle is that all applications and the circumstances prevailing at each premises will be considered on their own individual merits.

Local Risk Assessments

- 5.9 The Gambling Commission's Licence Conditions and Codes of Practice (LCCP) which were revised and published 31 October 2020, formalise the need for operators to consider local risks. Local risk assessments apply to all non-remote casino, adult gaming centre, bingo, family entertainment centre, betting and remote betting intermediary (trading room only) licences, except non-remote general betting (limited) and betting intermediary licences. This provision has been in force since 6 April 2016
- 5.10 Licensees must assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in the licensing authority's statement of licensing policy.
- 5.11 Licensees must undertake a local risk assessment when applying for a new premises licence and then review (and update as necessary) their local risk assessments:
- to take account of significant changes in local circumstances, including those identified in a licensing authority's statement of licensing policy;
 - when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
 - when applying for a variation of a premises licence;
- 5.12 The social responsibility provision is supplemented by an ordinary code provision that requires licensees to share their risk assessment with licensing authorities when applying for a premises licence or applying for a variation to existing licensed premises, or otherwise at the request of the licensing authority.
- 5.13 Best practice would be for the licensee to retain a copy of the Local Risk Assessment on site for use if and when inspections are carried out by the Licensing Authority and/or any other responsible authority.
- 5.14 Where concerns do exist, perhaps prompted by new or existing risks, a licensing authority may request that the licensee share a copy of its risk assessment which will set out the measures the licensee has in place to address specific concerns. This practice should reduce the occasions on which a premises review and the imposition of license conditions is required.
- 5.15 The licensing authority have an expectation that all local risk assessments will take into account the local social profile of the area.

Preventing Gambling from Being a Source of Crime and Disorder, being associated with crime and disorder or being used to support crime

- 5.16 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 inappropriate people from providing facilities for gambling.
- 5.17 The Authority will not generally be concerned with the suitability of an applicant and where concerns about a person's suitability arise the Authority will bring those concerns to the attention of the Commission.
- 5.18 Disorder in the context of the gambling regime is intended to mean activity that is more serious and disruptive than mere nuisance. Factors that will be considered by the Authority in determining whether a disturbance was serious enough to constitute disorder would include whether police assistance was required and how threatening the behaviour was to those who could see or hear it. There are already powers in other legislation designed to prevent or minimise nuisance, whether it arises as a result of noise from premises or from general disturbance in the area of licensed premises as people arrive or leave the premises. The Authority does not intend to use the gambling regime to deal with general nuisance issues such as parking problems, noise in the street or noise breakout from premises which can be dealt with using alternative powers.
- 5.19 **Policy One**

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

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

Ensuring Gambling is Conducted in a Fair and Open Way

- 5.20 The Gambling Commission does not expect licensing 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. However where the Authority becomes aware of matters that lead it to believe that this Objective is not being promoted in accordance with the aims of the regime it will notify the Commission.

5.21 Because track operators may not require an operating licence from the Commission the Authority may attach conditions to the Premises Licence in appropriate cases which ensure that the environment in which betting takes place is suitable. The Authority may in these circumstances also consider the suitability of the applicant to hold a track premises licence.

Protecting Children and other vulnerable persons from being harmed or exploited by Gambling

5.22 The Authority will expect applicants 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,
- appropriate measures / training covering how staff would deal with unsupervised children being on the premises, or children causing perceived problems on / around the premises.

5.23 With limited exceptions the intention of the Act is that children and young persons should not be allowed to gamble and should therefore be prevented from entering gambling premises which are 'adult-only' environments in order to protect them from being 'harmed' or exploited by gambling.

5.24 The Authority encourages applicants for premises licences to offer controls that will promote this Objective. Examples may include 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 and betting tracks.

5.25 The Authority expects to see the effective management and supervision of gaming machines in licensed family entertainment centres. The same consideration applies to tracks where children will be permitted in the betting areas on race-days.

5.26 In appropriate cases the Authority will take steps to prevent children from taking part in, or being in close proximity to, gambling especially with regard to premises situated in areas where there may be a high rate of reported truancy, in premises likely to be attractive to children and young people and near to schools, colleges and facilities and activities provided for, or aimed at, children and young people.

5.27 The Authority may impose restrictions on advertising so that gambling products advertised on licensed premises are not aimed at children or

advertised in such a way that makes them particularly attractive to children and young people.

- 5.28 A gaming machine in licensed premises which is of a category that children are not permitted to play on must be clearly labelled as such and the machine adequately supervised at all times the premises are open to the public. Areas to which access is limited by age must be clearly demarcated and effectively supervised to ensure underage persons do not enter.
- 5.29 In seeking to protect vulnerable people the Authority will apply its consideration of the application to 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.
- 5.30 The Authority encourages applicants to offer controls that limit access by customers to gambling or further access to alcohol where the customer shows signs of inebriation.
- 5.31 The Authority will always treat each case on its individual merits. When considering whether specific measures are required to protect children and other vulnerable people, the Authority will balance these considerations against the overall principle of aiming to permit the use of premises for gambling, where that principle applies.
- 5.32 The Authority will pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). In particular the Authority will consider whether children can gain access; the compatibility of the two establishments; and the ability to comply with the requirements of the Act. In addition an overriding consideration will be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.
- 5.33 Where the legislation allows the Authority will look particularly closely at applications that are made for premises:
- close to sensitive areas or developments
 - residential areas
 - schools and other educational establishments
 - residential hostels for vulnerable adults
 - premises licensed for alcohol or gambling

6 Responsible Authorities

- 6.1 Responsible Authorities have a role to play in both authorising and regulating the various forms of gambling activity permitted by the Act. In accordance with the Gambling Commission's Guidance for Local Authorities (the "Guidance") this Authority has designated the Local Safeguarding Children Partnership for Nottingham City Council as the responsible authority to advise on child protection issues because of its status in law to take action in respect of the protection of children from harm.
- 6.2 The names and contact details of the Responsible Authorities recognised by the Authority for the purpose of the Gambling Act 2005 are available on the website www.nottinghamcity.gov.uk
- 6.3 Through the inclusion of a wide range of responsible authorities the Act aims to achieve a regime where all relevant regulatory bodies and organisations are made aware of the applications for gambling premises licences or other permissions. The Guidance recognises that in many instances comments that responsible authorities make will be relevant to the licensing authority's determination. Equally, in some cases, representations may not relate to matters that lead to the licensing authority refusing a premises licence. However, the wide dissemination of applications allows responsible authorities to take action under their own legislation and enforcement powers, even if there is no direct role for them in the gambling licence process. The Gambling Act contains no obligation on responsible authorities to respond to applications for premises licences if they do not wish to do so. The Authority therefore encourages Responsible Authorities to make representation on applications where they consider it necessary but to work within the spirit of the Act and to agree reasonable, achievable and proportionate conditions in appropriate cases.
- 6.4 The Licensing Authority will seek to avoid duplication of other powers when inspecting or enforcing under the Gambling regime and encourages the Responsible Authorities to do likewise.

7 Interested parties

- 7.1 Interested parties have limited rights to make representations in relation to gambling activities. They may only make representations in relation to applications for premises licences and provisional statements, and may apply for a review of an existing licence. Interested parties are defined as persons who **in the licensing authority's opinion:**
- Live sufficiently close to the premises to be likely to be affected by the authorised activities
 - Have business interests that might be affected by the authorised activities, or

- Represent either of the above.
- 7.2 A wide interpretation will be given to those categories of persons and organisations that represent residents and businesses. These may include residents and tenants associations, trade unions and other associations, as well as individuals whose role is to represent the interests of one or more residents or businesses such as a councillor, MP or legal representative.
- 7.3 This Authority will require the person/body representing an interested party to show that they have been approached to do so by an individual who can be classed as an Interested Party in their own right, for example one who lives sufficiently close to the premises to be likely to be affected by the activities being applied for. A letter accompanying the representation from the individual to the nominated representative requesting that the representation be made on their behalf, will normally be sufficient.
- 7.4 Similarly the Authority will interpret the phrase “business interest” widely and not merely confine the phrase to meaning those engaged in trade and commerce. It may therefore include charities, churches, medical practices, schools and other establishments and institutions.
- 7.5 In determining what ‘sufficiently close’ means the Authority may take any or all of the matters below into account as appear relevant to it to ensure that those who are likely to be directly affected by the proposed activities can exercise their right to be heard:
- the size and capacity of the application premises
 - the proximity of their home or business to the application premises
 - the nature of the complainant
 - the nature of their residency (e.g. private resident, resident in home for the vulnerable etc)
 - the potential impact of the premises
 - the likely catchment area of the premises
 - whether the person making the representation has business interests in the catchment area that might be affected
 - the nature of the authorised activities to be conducted on the application premises
 - the routes likely to be taken to and from the application premises
 - the character of the area
 - the density of the built up area
 - the topography of the area
- 7.6 If an existing gambling business makes a representation purely on the basis that it is going to be affected by another gambling business starting up in the area, the Council would not consider this to be a

relevant on the basis that it relates to ‘demand’ or competition. Policy 2 below gives further advice about the matters that representations should address,

8 Local Standards Relevant to Specific Types of Gambling Matters

8.1 Gambling may be authorised in various ways dependant on the nature of the gambling activity involved. In general either a premises licence or permit will be needed though certain activities may be authorised by way of mere notification. The involvement of responsible authorities, interested parties and the degree of control and discretion available to the Licensing Authority varies dependant upon the type of authorisation necessary. This section addresses the local standards applicable to the various types of authorisation.

Premises Licences and Provisional Statements

8.2 Premises licences are only necessary for the following types of gambling:

- Betting premises (including tracks)
- Casino premises
- Bingo premises
- Adult gaming centres
- Licensed family entertainment centres (i.e. one which operates machines with a £100 maximum prize)

8.3 The Gambling Act allows “responsible authorities” (identified in section 157 of the Act) and “interested parties” to make representations to applications relating to premises licences and provisional statements. In the case of reviews that right is also given to the licensee. With regard to other forms of notification and permit, the right to object is restricted to specified bodies.

8.4 A person may make an application for a provisional statement in respect of premises which he expects to be altered or constructed or which he expects to acquire the right to occupy. The provisions set out below apply to provisional statements as they apply in relation to premises licences especially as the Licensing Authority is under a duty to disregard any representations that could have been made in relation to the provisional statement when considering the subsequent premises licence application.

Applications

8.5 The Act places a duty on the Authority to aim to permit the use of premises for gambling in so far as the Authority thinks the application is in accordance with:

- the Codes of Practice,

- the Commission’s Guidance,
- this Policy Statement, and;
- where the application is reasonably in accordance with the licensing objectives.

As these are the criteria against which an application is to be assessed representations which address these issues are more likely to be accepted and given weight.

- 8.6 This policy statement 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.
- 8.7 Forms and notices relevant to activities within the Authority’s remit are available from the Licensing Service at www.nottinghamcity.gov.uk
- 8.8 Licences will only be issued in accordance with the Act. Premises licences are transferable to someone else holding a valid Operating Licence. The Act provides that licensing authorities may attach conditions to Premises Licences. Guidance has been issued by the Commission that suggests what conditions might be considered in relation to each type of Licence.
- 8.9 When considering applications for premises licences the Authority will not take into consideration either the expected ‘demand’ for facilities or the likelihood of planning permission or building regulations approval being granted. Except in the case of a Provisional Statement or an application to allow a track to be used for betting where other persons will provide the betting facilities, applicants for a premises licence will need to show to the satisfaction of the Authority that they have a right to occupy the premises concerned; hold a valid Operating Licence from the Commission or have applied for an Operating Licence and meet such other criteria set out in law. The Premises Licence can be only issued once the Operating Licence is issued. In the case of a Provisional Statement where the applicant does not currently have a right to occupy the application premises, the Authority will require written confirmation that the applicant may reasonably expect to acquire that right within a reasonable time.
- 8.10 In relation to an application to split existing licensed premises thereby creating multiple sites, the Licensing Authority will expect the primary use of each area to be the main business in accordance with the type of licence held. Any activities other than the primary use will be considered ancillary to the main business.
- 8.11 The Commission’s Licence Conditions and Codes of Practice formalise the need for operators to consider local risks. The Social responsibility Code also requires licensees 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. Such risk assessments must be reviewed and updated on a regular basis. Licensees must also share their risk assessments with the Licensing Authority when applying for a new premises licence or variation of their existing licence, or upon request.. In undertaking these risk assessments operators should have regard to relevant matters identified in this Statement of Policy (eg those at paragraph 5.25 and section 9) and also at any local area profiles which the Authority may compile and publish on it's website.

Representations

- 8.12 Representations (objections) to applications or requests for a review should be based on the licensing objectives of the Gambling Act which are set out at the start of the Statement.
- 8.13 Representations received outside the statutory period for making such representations or which otherwise does not comply with the Regulations will be invalid and will not be taken into consideration when the application is determined. In addition the Authority expects representations to be made in accordance with Policy Two below:

Policy Two

A representation should indicate the following:

- (i) the name, address and a contact number for the person making the representation.**
- (ii) the capacity in which the representation is made (i.e. interested party, responsible authority) and if made as a representative should indicate who is being represented.**
- (iii) the name and address of the premises in respect of which the representation is being made.**
- (iv) the licensing objective(s) relevant to the representation.**
- (v) why it is felt that the application, for one or more of the following reasons;**
 - is not reasonably consistent with the licensing objectives or;**
 - is not in accordance with this Policy, the Commission's Guidance or the relevant Code's of Practice or;**
 - otherwise should not be granted or;**
 - should only be granted subject to certain specified conditions**
- (vi) details of the evidence supporting the opinion in (v).**

Whilst representations which are not in the preferred form or which do not fully comply with Policy Two will not automatically be rejected, they

may be less likely to comply with the law relating to representations resulting in them ultimately being rejected or given little or no weight.

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

- 8.14 It is in the interest of those making representations that they include as much detail and evidence as possible at the time the representation is made. The Authority will determine whether a representation should be excluded as frivolous or vexatious based on the normal interpretation of the words. A representation may therefore be excluded if it obviously lacks seriousness or merit, or is designed to be antagonistic. An example may be a representation received from a rival operator which is based solely on the fact that the new premises would compete with their own.
- 8.15 Ordinarily where representations are received the Authority will hold a hearing. However, a hearing does not have to be held where the Authority thinks that a representation is frivolous, vexatious, or will certainly not influence the authority's determination of the matter. It is for the licensing authority to determine whether a representation falls within these categories, however, representations which comply with Policy Two are unlikely to do so.

Review

- 8.16 A premises licence may be reviewed by the licensing authority of its own volition or following the receipt of an application for a review from a responsible authority or interested party. Reviews cannot be delegated to an officer of the licensing authority – the lowest level of delegation permitted is to a licensing sub-committee (licensing panel).
- 8.17 The Act provides that licensing authorities may initiate a review of either a particular class of premises licence or a particular premises if it has reason to suspect that licence conditions are not being observed, or for any other reason (such as a complaint from a third party) which gives it cause to believe that a review may be appropriate. Officers of the Council or of a responsible authority may be involved in the initial investigations of complaints leading to a review, or may try informal mediation or dispute resolution techniques prior to a full scale review being conducted.
- 8.18 Representations and review applications will be considered by the Authority in accordance with the relevant legislation, guidance issued by the Commission, this Statement of Principles and Codes of Practice.

Vessels and vehicles

- 8.19 The Act allows pleasure boats to apply for a premises licence. As with multi-purpose buildings the part of the vessel where gambling takes place will be licensed and the usual restrictions on access for children will apply. The Act applies in relation to a vessel which is not permanently moored or berthed as if it were premises situated in a place where it is usually moored or berthed. In relation to vessels that may be moored or berthed in more than one Authority's administrative area this Authority will make arrangements as necessary with those other Authorities that are involved to agree who will receive and determine the application.
- 8.20 Vehicles (trains, road vehicles, aircraft, sea planes and amphibious vehicles other than a hovercraft) may not be the subject of a premises licence and therefore all forms of commercial betting and gaming will be unlawful in a vehicle in Great Britain. Certain allowances are made for private and non-commercial gaming or betting to take place in a vehicle, but these are subject to a number of stringent requirements. These ensure that at no point can the gambling become a commercial activity and are dealt with by the Gambling Commission.

Conditions

- 8.21 The Act provides that conditions may be attached to premises licences in a number of ways:
- automatically by the Act;
 - through regulations made by the Secretary of State;
 - by the Commission through operating and personal licences; or
 - by licensing authorities.
- 8.22 Conditions may be general in nature and attached to all licences or all licences of a particular class, or they may be specific to a particular licence.
- 8.23 The Authority will not normally interfere with default conditions which apply by reason of regulations unless an applicant can demonstrate that alternative controls will be operated by him that achieve the same or similar effect or where the Authority is of the opinion that a more stringent condition should be imposed. In both case the Authority will give notice of its reasons for departing from the default conditions to the applicants and all parties making representation on the matter.
- 8.24 The Authority will not generally impose conditions that limit the use of premises for gambling unless it is considered necessary as a result of the requirement to act in accordance with the codes of practice, Gambling Commission's guidance, this Statement of Policy or in a way that is reasonably consistent with the licensing objectives.

8.25 Conditions imposed by the Authority will be proportionate to the circumstances they are intended to address and:

- relevant to the need to make the premises suitable as a gambling facility;
- directly relevant 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.

8.26 The Authority will not consider imposing conditions:

- which make it impossible to comply with an operating licence condition imposed by the Gambling Commission.
- relating to gaming machine categories or method of operation.
- which specify that membership of a club or other body is required.
- in relation to stakes, fees, winnings or prizes.

Duplication with other statutory or regulatory regimes will be avoided as far as possible. Each application will be determined on its own merits.

9 **Local Standards Relevant to Specific Types of Premises Licence**

Betting

9.1 The Act contains a single class of licence for betting though there are different types of premises within this class which require licensing.

9.2 Licensable activities include:

- off-course betting;
- on-course betting for tracks (see below);
- betting by way of betting machines, and;
- up to four class B2, B3, B4, C or D category gaming machines

9.3 Factors for consideration by the Authority when determining the application will be:

- location, particularly in relation to vulnerable persons;
- suitability of the premises;
- size of premises in relation to the number of betting machines;
- the ability of staff to monitor the use or abuse of machines and;
- the provision for licence holders to ensure appropriate age limits are adhered to.

- 9.4 This is not an exhaustive list and each application will be judged on its merits. Any effective measures offered by the applicant to support the licensing objectives will be taken into account.
- 9.5 Conditions may be applied by the Authority in support of the licensing objectives if it is felt necessary and such licences are subject to mandatory and default conditions applied by regulations issued by the Secretary of State.

Tracks

- 9.6 **General Matters Relevant to Tracks** - In addition to the Racecourse which is used both for horse racing and for dog racing the City has a number of premises that may apply for a premises licence to operate as a 'Track' for the purposes of the Gambling Act.
- 9.7 Tracks may be subject to one or more premises licence provided each licence relates to a specified area of the track. The 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) in the determination of premises licence applications for Tracks 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.
- 9.8 Track operators are not required to hold an operators licence granted by the Gambling Commission unless they are operating gambling activities themselves. Therefore premises licences for tracks issued by the Authority are likely to contain requirements for premises licence holders relevant to their responsibilities in relation to the proper conduct of betting. The Authority recognises that Track operators will have an important role to play in the regulation of gambling activities expect that they will take proactive action appropriate to that role. For example in ensuring that betting areas are properly administered and supervised.
- 9.9 The 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.
- 9.10 Applicants are encouraged to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions imposed by the Authority may cover issues such as:
- Proof of age schemes
 - CCTV
 - Supervision of entrances / machine areas
 - Physical separation of areas

- Location of entrances
- Notices / signage
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare

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

- 9.11 **Gaming Machines used on Tracks** - Guidance from the Gambling Commission addresses where such machines may be located on Tracks and any special considerations that should apply in relation, for example, to supervision of the machines and preventing children from playing them. The Authority notes the Commission's Guidance that licensing authorities therefore need to consider the location of gaming machines at tracks, and applications for track premises licences will need to demonstrate that, where the applicant holds a pool betting operating licence and is going to use his entitlement to four gaming machines, these machines are located in areas from which children are excluded. Children and young persons are not prohibited from playing category D gaming machines on a track.
- 9.12 **Betting Premises on tracks** - A Track may hold a betting premises licence allowing betting to take place within defined areas, there may also be a number of subsidiary licences authorising other gambling activities to take place including off-course betting. Unlike betting offices (bookmakers), a betting premises licence in respect of a track does not give an automatic entitlement to use gaming machines. Pool betting may also take place on certain types of Tracks and the appropriate operating licence to enable this will be required before a premises licence authorising this activity may be determined by the Authority.
- 9.13 In line with the Commission's Guidance the Authority will expect operators of self-contained units on Tracks to seek an ordinary betting premises licence to ensure that there is clarity between the respective responsibilities of the track operator and the off-course betting operator running a self-contained unit on the premises.
- 9.14 **Betting machines on Tracks** - The Authority will take into account the size of the premises and the ability of staff to monitor the use of these machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer. It will also take note of the Gambling Commission's suggestion that licensing authorities will want to consider restricting the number and location of such machines in respect of applications for Track Betting Premises Licences.

- 9.15 When considering whether to exercise its power to restrict the number of betting machines at a track the Council will consider the circumstances of each individual application and, among other things will consider the potential space for the number of machines requested, the ability of track staff to supervise the machines especially if they are scattered around the site, and the ability of the track operator to prevent children and young persons and vulnerable people betting on the machines.
- 9.16 ***Applications and plans for Tracks*** - Regulations set out specific requirements for applications for premises licences. In accordance with the Gambling Commission's suggestion that, to ensure the Authority gains a proper understanding of what it is being asked to licence the premises licence application pack for a Track includes the information that is required which includes detailed plans for the racetrack itself and the area(s) that will be used for temporary "on-course" betting facilities (often known as the "betting ring") and in the case of dog tracks and horse racecourses, fixed and mobile pool betting facilities operated by the Tote or track operator, as well as any other proposed gambling facilities. Plans should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence. It would be helpful to the Authority and the Responsible Authorities if the plans were marked using a colour-coded scheme or at a minimum by use of a key to denote the use of those areas shown.

Casinos

- 9.17 The City Council did not exercise its right under s175 of the Act to make an expression of interest to the Casino Advisory Panel for one of the small, large or regional casinos enabled by the Government in 2005. Six existing operators were entitled to and were granted Converted Casino Licences under the Act and can continue to operate throughout the City.
- 9.18 In 2006 the Licensing Authority passed a resolution under section 166 of the Act not to issue any new casino premises licences for its administrative area. This was reviewed and retained in 2009, 2012 and 2019 and the resolution has again been reviewed and subsequently renewed by the Authority during the review of this Statement of Policy. A copy of the most recent resolution and matters to which regard was had when making it is included at appendix 2 of this policy.
- 9.19 The Act and regulations attach a number of conditions automatically to a casino licence according to the gambling activities permitted to take place on the premises and the controls that are required by way of codes of practice which are, in effect, industry standards. See other parts of this Statement for the Authority's general approach to other conditions that it may impose.

- 9.20 The Gambling Commission's code of practice deals with matters including access to casino premises by children and young persons, the giving of credit and the ban on gambling taking place on Christmas Day. In particular the code specifies that no one under the age of 18 is allowed to enter certain casino premises and entrances to the casino gambling area would be required to be properly supervised.
- 9.21 Casino premises licences will be monitored by the Authority so far as the Act, the guidance, and the codes of practice allow. Such licences are also subject to the review process but the 'no casino' resolution is not a factor that can be taken into account by the Authority in calling for a review.

Bingo

- 9.22 Bingo is a class of equal chance gaming and is permitted in alcohol licensed premises and in clubs provided it remains below a certain prescribed threshold. If the only type of bingo to be provided is prize bingo then this may be authorised by way of a permit – see the section on prize gaming permits later in this Statement of Policy. Other types of Bingo will require a bingo operating licence from the Gambling Commission and in addition a premises licence from this Authority.
- 9.23 **Access by Children** - A limited number of gaming machines may also be made available at bingo licensed premises. If children are allowed to enter premises licensed for bingo it is important that that they do not participate in gambling, other than on category D machines. Mandatory Conditions apply in such circumstances to ensure that children cannot gain access to other types of gaming machines.
- 9.24 **Suitability and Layout of Bingo Premises** - The Gambling Commission has issued guidance about the need for licensing authorities take into account the suitability and layout of bingo premises. Therefore plans should make clear what is being sought for authorisation under the bingo premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence. It would be helpful to the Authority and the Responsible Authorities if the plans were marked using a colour-coded scheme or at a minimum by use of a key to denote the use of those areas shown.

Adult Gaming Centres

- 9.25 These premises must be operated by the holder of a gaming machine general operating licence from the Gambling Commission as well as a premises licence from the Authority.
- 9.26 Permitted activities include:
- A prescribed number of Category B gaming machines
 - unlimited category C and D machines.

The Category B machines are limited to B3 and B4

9.27 Factors for consideration by the Authority when determining the application for an Adult Gaming Centre will include:

- the location;
- the ability of operators to minimise illegal access to the premises by under 18's

This is not an exhaustive list and each application will be judged on its merits. Any effective measures to support the licensing objectives will be taken into account.

9.28 Conditions may be applied by the Authority in support of the licensing objectives if it is felt necessary. In addition to the mandatory and default conditions attached by regulations issued by the Secretary of State. No one under the age of 18 is permitted to enter an Adult Gaming Centre.

9.29 The Authority will have specific regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant for an Adult Gaming Centre to satisfy the authority that there will be sufficient measures to control access to and participation in gambling by such persons, for example to meet the third licensing objective.

9.30 The Authority will also expect applicants to offer their own measures to meet the licensing objectives however appropriate measures / licence conditions imposed by the Authority 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
- change machines
- self-barring schemes
- provision of information leaflets/helpline numbers for organisations such as GamCare.

This list is neither mandatory nor exhaustive and is merely indicative of example measures.

Licensed Family Entertainment Centres

9.31 There are two classes of Family Entertainment Centres (FECs) dependent upon the type of gaming machines provided on the premises:

- FECs with category C and D machines require a Premises Licence.
- Unlicensed FECs provide only category D machines and are regulated through FEC gaming machine permits (see below)

9.32 In determining the suitability of the location, consideration will be given to the following factors:

- proximity of premises to schools and vulnerable adult centres (e.g. a centre for gambling addicts);
- proximity to residential areas where there may be a high concentration of families with children;
- whether the premises have a town centre or edge of town centre location.

9.33 The Authority will have specific regard to the third licensing objective (the need to protect children and vulnerable persons from harm or being exploited by gambling) and will expect the applicant to satisfy the Authority in this respect (i.e. that there will be sufficient measures to ensure that persons under 18 years of age do not have access to the adult only gaming machine areas).

9.34 Conditions may be applied by the Authority in support of the licensing objectives if it is felt necessary in addition to the mandatory and default conditions attached by regulations issued by the Secretary of State. Applicants are encouraged to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions imposed by the Authority may cover issues such as:

- 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

This list is neither mandatory nor exhaustive and is merely indicative of example measures.

10 **Notifications**

Temporary use notices

- 10.1 Premises which are not licensed for gambling may be used by a licensed operator for an aggregate period of 21 days in a period of 12 months for prescribed types of gambling. In order to do so the operator must serve a temporary use notice (or notices) on the Licensing Authority, the Commission and the Police. These are the only bodies who may object to such a notice. In such circumstances a hearing may be held and the Licensing Authority may prevent the notice from taking effect or limit the activities or impose conditions.

Occasional Use Notices

- 10.2 Betting on unlicensed tracks may also be authorised for up to 8 days in a calendar year by the service of occasional use notices by the occupier of the track or the person responsible for the administration of the event. As long as the notice relates to a track and does not exceed the 8 day limit then there is no provision for objections to be made to this type of activity or for it to be prohibited.

11 PERMITS AND REGISTRATIONS

Gaming machines - General

- 11.1 Permits are generally required for the use of gaming machines on premises which do not require a premises licence under this Act. Applications for permits are not required to be notified to the public in the same way as applications for premises licences and the right to make representations is limited to certain specified responsible authorities. In exercising its duties in relation to these functions the Licensing Authority is not under a duty to aim to permit the use of premises for gambling and need not in all cases have regard to the licensing objectives.
- 11.2 A gaming machine can cover all types of gambling activity which can take place on a machine, including betting on 'virtual' events. Legislation prescribes the number and category of gaming machines that are permitted in each type of licensed gambling premises. Subject to the provisions of the Act however, gaming machines can also be made available in a variety of other premises, including:
- Family entertainment centres
 - Clubs
 - Pubs and other alcohol licensed premises
 - Travelling fairs
- 11.3 A machine is not a gaming machine if the winning of a prize is determined purely by the player's skill. However, any element of 'chance' imparted by the action of the machine would cause it to be deemed a gaming machine.

11.4 The Authority encourages permit and premises licence holders to apply relevant codes of practice which may be introduced by the amusement industry from time to time, to their operations.

Gaming machines in premises licensed to sell alcohol

11.5 The Act provides for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. However to rely on this automatic entitlement the person who holds the Premises licence under the Licensing Act 2003 must formally notify the Licensing Authority and pay the prescribed fee. Failure to do so means that the gambling is unauthorised and the premises user or any person who makes the machine available for use commits an offence. A suitable form of notification is available from the Licensing Service. The 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 in breach of the automatic entitlement provisions contained in S282 of the Act;
- the premises are mainly used for gaming; or
- an offence under the Gambling Act has been committed on the premises .

11.6 If a premises wishes to have more than 2 machines it needs to apply to for a licensed premises gaming machine permit. In determining such an application regard will be had to the licensing objectives and any guidance issued by the Gambling Commission. In particular the Authority will expect the applicant to satisfy it 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. Suitable notices and signage may also be support the applicant's commitment. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare are available, clearly positioned and maintained at or near to gaming machines.

11.7 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 or a Family Entertainment Centre (either licensed or unlicensed) dependant upon the classification of the machines intended to be used.

11.8 It should be noted that the Authority can decide to grant the application for a licensed premises gaming machine permit with a smaller number

of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

- 11.9 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.

Club Gaming Permits and Club Machine Permits

- 11.10 These permits are required where members clubs and Miner's Welfare Institutes wish to offer higher stakes gaming and higher category gaming machines than allowed under automatic entitlement. The number of machines is limited by regulation.

- 11.11 Club gaming permits authorise qualifying clubs to provide gaming machines as well as equal chance gaming and games of chance as prescribed in regulations.

- 11.12 Club machine permits allow the provision of gaming machines where the premises licence holder wishes to offer higher stakes gaming machines than allowed under automatic entitlement but is either a commercial club or does not wish to offer higher stakes gaming. The number of machines is limited by regulation.

- 11.13 Commercial clubs may in some circumstances operate with club machine permits but not club gaming permits.

- 11.14 The Authority may only refuse an application on the following grounds:

- a) the applicant does not fulfill the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- b) the applicant's premises are used wholly or mainly by children and / or young persons;
- c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- d) a permit held by the applicant has been cancelled in the previous ten years; or
- e) an objection has been lodged by the Commission or the police;

and in the case of (a) or (b) must refuse the permit.

The authority may grant or refuse a permit, but it may not attach conditions to a permit.

Prize Gaming Permits

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

11.16 Consideration will be given to the following factors:

- Proximity of premises to schools and vulnerable adult centres (e.g. a centre for gambling addicts);
- Proximity to residential areas where there may be a high concentration of families with children;
- Whether the premises are in a town centre or edge of town centre location.

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

11.17 The application process for such permits is for Licensing Authority to determine, however, the applicant must be 18 years of age or over. The Council has a prescribed form which it requires applicants to use and which is available from the Licensing Office or online at www.nottinghamcity.gov.uk. Regard will be had to any unspent "Relevant Convictions" (defined by Schedule 7 of the Act) which may be revealed. In addition the Safeguarding Children Partnership and Police will also be consulted on the application. The Authority has determined that regard will be had to the licensing objectives when determining such applications notwithstanding the Authority's wide discretion when considering such matters.

Unlicensed Family Entertainment Centres (also known as Unlicensed FECs /Family Entertainment Centre Gaming Machine Permits)

11.18 Where premises do not hold a premises licence but wish to provide gaming machines, the occupier or user may apply to the Authority for a FEC Gaming Machine Permit. The applicant must show that the premises will be wholly or mainly used for making gaming machines available for use and may only offer category D machines.

11.19 An application for a permit may only be granted if the Authority is satisfied that the premises will be used as an unlicensed FEC, and if the Police have been consulted on the application. The application process for such permits is for Licensing Authority to determine, however, the applicant must be 18 years of age or over.

11.20 The Council has a prescribed form which it requires applicants to use and which is available from the Licensing Office or online at www.nottinghamcity.gov.uk. Regard will be had to any unspent "Relevant Convictions" (defined by Schedule 7 of the Act) which may be revealed. In addition the Safeguarding Children Partnership and Police will also be consulted on the application. The Authority has

determined that regard will be had to the licensing objectives when determining such applications notwithstanding the Authority's wide discretion when considering such matters. Applicants will also need to demonstrate:

- a right to occupy application premises
- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- that staff are appropriately trained to have a full understanding of the maximum stakes and prizes.

11.21 In considering applications for permits the Authorities will also consider the suitability of the location of the premises, in particular

- proximity of premises to schools and vulnerable adult centres (e.g. a centre for gambling addicts);
- proximity to residential areas where there may be a high concentration of families with children;
- Whether the premises are in a town centre or edge of town centre location.

11.22 The Authority may grant or refuse the permit but cannot attach conditions to this type of permit.

Lotteries (Small Society Lotteries)

11.23 The purpose of permitted lotteries is to raise money for causes that are non-commercial and therefore the Act requires that a minimum proportion of the money raised by the lottery is channeled to the goals of the society that promoted the lottery.

11.24 A lottery is unlawful unless it is run in accordance with an operating licence issued by the Gambling Commission or it is an 'exempt' lottery as defined by the Act. One of those exemptions is in respect of what are termed "small societies lotteries". Small Society lotteries are distinguished from large society lotteries by the amount of the proceeds that they generate. A lottery is small if the total value of tickets put on sale in a single lottery is £20,000 or less and the aggregate value of the tickets put on sale in a calendar year is £250,000 or less. Other lotteries are dealt with by the Gambling Commission.

11.25 If a small society lottery breaches these limits it will be in breach of the Act and will be liable to prosecution. Guidance for persons wishing to operate a small society lottery is available from the Licensing Service.

11.26 Small society lotteries are required to be registered with the local authority in the area where their principal office is located. A society with its principle office within Nottingham must register with the Authority if it is a 'non-commercial' lottery; for example, if it is established and conducted:

- for charitable purposes ;
- for the purpose of enabling participation in, or of supporting, sport, athletics or a cultural activity;
- below the permitted maximum financial limits; or
- for any other non-commercial purpose other than for private gain.

11.27 An application form is available from the Licensing Service and when registration is completed the organiser will be informed by that Service. The Authority will maintain a register of small society lotteries which it has registered.

11.28 Refusal of registration shall be in accordance with the Act and Guidance and in particular a registration may be refused or revoked if it is believed that:

- the applicant is not a non-commercial society,
- a person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence, or
- information provided in or with the application for registration is false or misleading.
- An operating licence held by the applicant for registration has been revoked or an application for an operating licence has been refused.

11.29 As part of the application the Authorities will ask applicants to set out the purposes for which the society is established in order to ensure that they represented a bona fide noncommercial society and have no relevant convictions. Where the Authority feels it appropriate on the circumstances of each case it will consider whether there are factors which suggest that further enquiry is needed before registration occurs.

11.30 The Authority will only refuse an application to register after the society has had the opportunity to make representations. The Authority will inform the society of the reasons why it is minded to refuse registration and the evidence on which it has that has reached that preliminary conclusion. Persons wishing to make representation about an application for registration may request a copy of the procedures that will be followed by contacting the Licensing Service. A copy will also be on the Licensing Service web site.

11.31 A registration may be revoked if the authority would have been entitled to refuse an application for registration had it been made at that time. No revocation can take place unless the society has had the opportunity to make representations.

11.32 Schedule 11 of the Act details the information that must be returned to the Authority no later than 3 months after the lottery. The returns required to be made must be sent to the Licensing. Operators are

recommended to send these by recorded delivery to ensure receipt. Statements submitted over the previous 18 months **must** be available for inspection. Failure to provide a statement is an offence.

- 11.33 The Commission recommends that operators maintain written records of unsold and returned tickets for a period of one year. The licensing authority is permitted to inspect the records of the lottery for any purpose related to the lottery and expect operators to maintain the aforementioned written records.
- 11.34 If registered if a society fails to comply with any of the other conditions of a small society lottery laid down in Part 4 of Schedule 11 it will be operating in an illegal manner. Under these circumstances the society may be prosecuted by the Commission, the police or the licensing authority.

Travelling fairs

- 11.35 Where category D machines and/or equal chance prize gaming without a permit is to be made available for use at travelling fairs, it falls to this Authority to decide whether the statutory requirement, that the facilities for gambling amount to no more than an ancillary amusement at the fair, is met. The Authority will also consider whether the applicant falls within the statutory definition of a travelling fair.
- 11.36 It should be noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, 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. The Authority will work with the appropriate Departments within the City Council, with its neighbouring authorities and land owners to ensure that land, particularly that crosses our boundaries is monitored so that the statutory limits are not exceeded.
- 11.37 A guide for those wishing to operate gambling machines at travelling fairs is available on the Commission website.

12 Exchange of and Access to Information

- 12.1 The Authority will act in accordance with all the relevant legislation and guidance from the Commission with regard to data protection and the freedom of information. Additionally the Authority will adopt and apply the principles of better regulation.

13 Fees

- 13.1 Premises licence fees in England and Wales will be set via a series of bands, with a prescribed maximum in each band. Licensing authorities are able to set fees from within the bands, limited to cost recovery. The

fees set by Nottingham City Council's Licensing Committee are available on request from the Licensing Service.

14 Delegations

14.1 The list of delegations used by this Authority is available on the Licensing Service website www.nottinghamcity.gov.uk .

15 Inspection and Enforcement

15.1 It is the Commission's intention that, where appropriate, there should be consistency across licensing authorities about the manner in which functions under the Act are carried out. This is important so as:

- to achieve a consistent standard of regulation and shared priorities ensuring that the licensing objectives are promoted; and
- to minimise the impact of regulation on businesses by ensuring that operators receive sufficient advice to help them understand and comply with gambling regulation and know what the requirements of licensing authorities are likely to be.

15.2 The Act gives licensing authorities a range of powers to inspect premises used for gambling purposes that fall within their sphere of responsibility, to ensure compliance with the Act and where necessary to take enforcement action should the Act be breached.

15.3 In undertaking such duties the Authority will have regard to the requirements of the Regulators Code and any enforcement policy adopted by the Council. The Authority will aim to be:

- proportionate: regulators should only intervene when necessary;
- remedies should be appropriate to the risk posed, and costs identified and minimised;
- accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
- consistent: rules and standards must be joined up and implemented fairly;
- transparent: regulators should be open, and keep regulations simple and user friendly; and
- targeted: regulation should be focused on the problem.

15.4 The Authority will operate a risk-based inspection programme which includes targeting high-risk premises and activities which require greater attention, whilst operating a lighter touch in respect of low-risk premises and activities, so that resources are effectively concentrated on problems relevant to the regime. The level of risk will be determined by criteria such as that issued by the Commission in its guidance to local authorities.

- 15.5 The primary function of the Council's enforcement work is to protect the public and the environment. At the same time fair and consistent enforcement helps to maintain a level playing field for local businesses, individuals and our other service users.
- 15.6 We recognise that the effectiveness of legislation depends upon the compliance of those regulated and that most businesses and individuals want to comply with the law. We will therefore assist and advise wherever possible, whilst taking firm action against those who break the law or act irresponsibly

Policy Three

The authority will adopt a risk based assessment approach for determining the frequency of compliance inspections. The risk rating will be based broadly on the following factors:

- **location of the premises and their impact on the surrounding area,**
- **enforcement history of the premises,**
- **nature of the licensed or permitted operation,**
- **potential to have an adverse affect on the licensing objectives, and;**
- **management record.**

REASON: To provide a targeted and cost efficient enforcement service which will encourage and improve operating practice, promote the licensing objectives, and drive out poor practices; whilst at the same time meet accepted best practice principles of compliance inspection.

16 MONITORING AND REVIEW OF THIS STATEMENT

- 16.1 This Policy Statement will be reviewed at least every three years. In preparing succeeding policy statements regard will be had to data and information collated over the operating period of the current policy together with trends and the outcome of related initiatives from both local sources and nationally issued data and guidance.
- 16.2 Bodies that are Responsible Authorities for the purpose of the Act will be encouraged to report to the Authority on relevant issues within the remit of that body under the licensing function.

APPENDIX 1

PERSONS CONSULTED FOR THE PURPOSE OF THE STATEMENT OF GAMBLING POLICY

The Gambling Act requires that the following parties are consulted by Licensing Authorities:

- The Chief Officer of Police
- One or more persons who appear to the authority represent the interests of persons carrying on gambling businesses in the authority's area. The authority has therefore consulted those organisations and individuals that it knows have an active gambling operation within the City.
- One or more persons who appear to the authority to represent the interests of those likely to be affected by the exercise of the authority's functions under the Act
- The following were directly consulted and the draft Statement of Policy was available for comment on the Authority's website:
 - (a) Chief Officer of Police.
 - (b) Director of Growth and City Development, Nottingham City Council.
 - (c) Director of Resident Services, Nottingham City Council.
 - (d) Local elected representatives (Councillors and MPs).
 - (e) The Nottingham City Crime and Drugs Partnership.
 - (f) Premises holding licences under the Licensing Act 2003.
 - (h) Nottingham Safeguarding Board
 - (i) The Responsible Authorities (see section 6)

Our consultation took place between [\(enter dates of consultation\)](#) and followed the Department for Business, Innovation & Skills guidance Revised Code of Practice (which came into effect in April 2004) and the Cabinet Office Guidance on consultations by the public sector (updated 2018)

Any comments as regards this document should be sent by e-mail or letter to:

The Licensing Officer
Nottingham City Council
Central Police Station
Byron House
Maid Marian Way
Nottingham
NG1 6HS
Email: general.licensing@nottinghamcity.gov.uk

APPENDIX 2

'NO CASINO' RESOLUTION MADE UNDER S166

On 11 December 2006 Nottingham City Council adopted a resolution pursuant to section 166 of the Gambling Act 2005 that, no new premises licences for casinos will be issued for the administrative area of the City of Nottingham. This resolution was reviewed and renewed alongside the Authority's Gambling Policy in 2009, 2012, 2015 and 2019. On [\(enter date of full council meeting\)](#) the City Council once again resolved that with effect from 31 January 2022 no new premises licences will be issued for casinos in the administrative area of the City of Nottingham.

Principles/matters to which regard was had in passing the resolution

Nottingham is the regional centre for culture and leisure in the East Midlands. It has a vibrant city centre, a flourishing multi-cultural artistic scene, major sporting and entertainment venues, theatres, cinemas and a range of local community facilities and events. However,

- The City has no Electoral Wards that are wholly or mainly industrial and many areas are primarily residential.
- The City as a whole was ranked 11th out of 317 local authorities based on 2019 Index of Multiple Deprivation score measures.
- The City has a high level of potentially vulnerable people including a high proportion of unemployed and 20.7% of the resident population aged 16 years or over were school pupils or full-time students

The higher than national averages of deprivation, unemployment and young persons in the City are of particular importance bearing in mind the licensing objective to protect children and other vulnerable people from being harmed by gambling. The statistics and information outlined in the Introduction to this Statement of Policy shows that the City has a high level of potentially vulnerable people contained within a relatively small geographical area but also has a high concentration of licensed and other premises providing leisure, entertainment and other recreational facilities. This includes 6 licensed casinos which took advantage of ability to apply for grandfather rights to continue in operation under the 2005 Act. The City also has many hundreds of other types of gambling outlets.

The City Council believes that the local economy requires careful support and nurture in order to maintain the City's position as a regional centre. The level of jobs created by a new casino would not be expected to be significant in reducing the unemployment rate for the City and no guarantee can be given that the City's population alone will be given any jobs created.

The City Council is concerned that the introduction of a new Casino of the type permitted by the Gambling Act, (the smallest of which would be considerably larger than any of the existing licensed casinos) may have an adverse impact on the local community and economy and may not be consistent with the licensing objectives. The City Council therefore passed the resolution outlined above to further protect its position. In the event of more casino licences becoming available under Section 175 of the Gambling Act the Authority may reconsider the “no casino” resolution and rescind it if it is felt appropriate at that time. This resolution will in any event be reconsidered in accordance with statutory requirements at least once every three years.