

East Cambridgeshire District Council

REVISED GAMBLING LICENSING POLICY STATEMENT

FOREWORD

This is the second Statement of Licensing Policy produced by East Cambridgeshire District Council under the Gambling Act 2005 and it will be the basis for all gambling related licensing decisions taken by the Council as the Licensing Authority over the next three years commencing on 31 January 2010

The new Act created a unified regulator for gambling in Great Britain called the Gambling Commission and also transferred all responsibilities for licensing gambling premises from the Licensing Justices to Licensing Authorities. These authorities are responsible for issuing a number of different permits, as well as temporary and occasional use notices.

The Statement of Licensing Policy sets out how the Council, as the Licensing Authority, will seek to balance increased leisure opportunities with the protection that children, vulnerable persons and communities need and expect.

The Council recognises how important this sector of the entertainment industry is within the district and well-run businesses will get the support of the Council. New gambling related developments that are well planned and can demonstrate initiatives that prevent gambling from being a source of crime and disorder, ensure that gambling is conducted in a fair and open way and protect people from being harmed or exploited by gambling are welcomed. However, the Council will not hesitate in dealing firmly where problems of gambling related crime and disorder exist.

The Statement of Licensing Policy will be kept under review and it will be amended when issues arise that make change necessary. The Council will seek through the licensing process and the decisions it takes, to make East Cambridgeshire a safe and welcoming place for both residents and visitors to enjoy.

<p>EAST CAMBRIDGEHIRE DISTRICT COUNCIL GAMBLING LICENSING POLICY STATEMENT</p>

<u>Section</u>	<u>Contents</u>	<u>Page No</u>
<u>PART A</u>		
1.0	Introduction	5
2.0	The Licensing Objectives	5
3.0	Description of the District	5-6
4.0	Responsibilities under the Act	6-7
5.0	Statement of Licensing Policy	7
6.0	Consultation	7-8
7.0	Approval of Policy	8
8.0	Declaration	8
9.0	Responsible Authorities	8
10.0	Interested Parties	8-9
11.0	Exchange of Information	10
12.0	Public Register	10
13.0	Compliance and Enforcement	10-11
14.0	Licensing Authority Functions	11
<u>PART B - PREMISES LICENCES</u>		
15.0	Delegation of Powers	12
16.0	General Principles	12-16
17.0	Provisional Statements	16-17
18.0	Representations and Reviews	17
19.0	Adult Gaming Centres	17
20.0	(Licensed) Family Entertainment Centres	17-18
21.0	Casinos	18
22.0	Bingo Premises	18
23.0	Betting Premises	18-19
24.0	Tracks	19
25.0	Travelling Fairs	19-20
<u>PART C - PERMITS/TEMPORARY OR OCCASIONAL USE NOTICES/REGISTRATIONS</u>		
26.0	General	21
27.0	Unlicensed Family Entertainment Centre Gaming Permits	21
28.0	(Alcohol) Licensed Premises Gaming Machine Permits	21-22
29.0	Prize Gaming Permits	22
30.0	Club Gaming and Club Machine Permits	22-23
31.0	Temporary Use Notices	23
32.0	Occasional Use Notices	23
33.0	Small Society Lotteries	23
34.0	Useful Contacts from Gambling Commission Website	24

<u>Section</u>	<u>Contents</u>	<u>Page No</u>
<u>ANNEXES</u>		
35.0	Annex A List of Consultees	26-29
36.0	Annex B List of Responsible Authorities	30-31
37.0	Annex C Table of Delegations of Licensing	32
38.0	Annex D Fees	33

PART A

1.0 INTRODUCTION

1.1 This Statement of Licensing Policy sets out the principles East Cambridgeshire District Council, as the Licensing Authority under the Gambling Act 2005, referred to in this document as 'the Act', proposes to apply in discharging its functions to licensed premises for gambling under the Act as well as:

- designating the body responsible for advising the Licensing Authority on the protection of children from harm;
- determining whether or not a person is an 'Interested Party';
- exchanging information with the Gambling Commission and others; and
- inspecting premises and instituting proceedings for offences under the Act.

2.0 THE LICENSING OBJECTIVES

2.1 In exercising most of its functions under the Act, 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; and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

3.0 DESCRIPTION OF THE DISTRICT

3.1 East Cambridgeshire District Council is one of five district authorities and one unitary authority that make up the County of Cambridgeshire. It has a population of approximately 76,500 and covers an area of almost 65,500 hectares. The district is predominantly rural in character and stretches from the Norfolk border in the north to within a few miles of the city of Cambridge in the South; from the long straight stretch of the New Bedford River in the West to a long border with Suffolk to the East. The district has an outstanding built and natural heritage, including the internationally recognised Ely Cathedral, the National Stud, July Racecourse, Wicken Fen and Anglesey Abbey. Close to Cambridge, the district enjoys excellent connections with regional road and rail networks, as well as London Stansted Airport.

Map of East Cambridgeshire District.



4.0 **RESPONSIBILITIES UNDER THE ACT**

- 4.1 The Act has introduced a new licensing regime for commercial gambling to be conducted by the Gambling Commission and by licensing authorities, depending on the matter to be licensed.
- 4.2 The Act establishes each district or borough council as the licensing authority whose responsibilities must be discharged by the Licensing Committee created under Section 6 of the Licensing Act 2003. East Cambridgeshire District Council is the Licensing Authority for the East Cambridgeshire District.
- 4.3 The Gambling Commission is responsible for issuing operating and personal licences to persons and organisations who:
- operate a casino;
 - provide facilities for playing bingo or for pool betting;
 - act as intermediaries for betting;
 - make gaming machines available for use in adult gaming centres and family entertainment centres;
 - manufacture, supply, install, adapt, maintain or repair gaming machines;

- manufacture, supply, install or adapt gambling machine software; or
- promote a lottery.

4.4 The Licensing Authority is responsible for licensing premises in which gambling takes place. All types of gambling are covered, other than spread betting and the National Lottery. It is also responsible for issuing permits for premises with gaming machines and for receiving notices from operators wishing to use unlicensed premises for gambling on a temporary basis. It is also responsible for the registration of certain types of exempt small society lotteries.

4.5 The Licensing Authority cannot become involved in the moral issues of gambling and must aim to permit the use of premises for gambling in so far as they think it is:

- in accordance with any relevant codes of practice;
- in accordance with any relevant Guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives, and
- in accordance with the Licensing Authority's Statement of Licensing Policy.

Before the Licensing Authority can consider an application for a premises licence, an operating and personal licence, or both, must have been obtained from the Gambling Commission.

5.0 STATEMENT OF LICENSING POLICY

5.1 The Licensing Authority is required by the Act to publish a Statement of Licensing Policy containing the principles it proposes to apply when exercising its functions under the Act.

5.2 In this document this is referred to as 'the Policy'. This Policy must be reviewed and published every three years. The Policy must also be reviewed from 'time to time' and any proposed amendments and/or additions must be subject to fresh consultation. The 'new' Policy must then be published.

5.3 This Policy takes effect on 31 January 2010.

6.0 CONSULTATION

6.1 In producing this Policy, the Licensing Authority consulted widely before finalising and publishing it. In addition to the statutory consultees (listed below), the Licensing Authority chose to consult with additional local groups and individuals. A full list of all groups and persons consulted is provided at Annex A.

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

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

6.3 The other groups and people consulted were:

- Organisations, including faith groups and voluntary organisations working with people who are problem gamblers, medical practices or primary care trusts and the Citizens' Advice Bureau;
- Other tiers of local government;
- Businesses who are, or will be, holders of premises licences;

- Responsible authorities under the Act.

6.4 The Licensing Authority's consultation took place from 21 May 2009 to 13 August 2009 and followed the HM Government Code of Practice on Consultation, published July 2008.

7.0 **APPROVAL OF POLICY**

7.1 This Policy was approved at a meeting of the full Council on 20 October 2009 and was published via its website. Copies are available on request.

7.2 It should be noted that this Policy does not override the right of any person to make an application, to make representations about an application, or to apply for a review of a licence, as each case will be considered on its own merit and according to the statutory requirements of the Gambling Act 2005.

8.0 **DECLARATION**

8.1 In this Policy the Licensing Authority declares that it has had regard to the licensing objectives of the Act, formal Guidance issued to licensing authorities by the Gambling Commission and any responses from those consulted during the consultation process.

8.2 The Council recognises its diverse responsibilities under equality legislation and will monitor the impact of these statutory duties through its various corporate schemes such as the Impacts Needs Assessment Scheme.

8.3 Appendices have been attached to this Statement of Licensing Policy providing further information and guidance that is intended only to assist readers and should not be interpreted as legal advice or as constituent of the Licensing Authority's policy. Readers of this document are strongly advised to seek their own legal advice if they are unsure of the requirements of the Act, or the Guidance or Regulations issued under the Act.

9.0 **RESPONSIBLE AUTHORITIES**

9.1 A full list of the responsible authorities designated under the Act and their contact details are given in Annex B. It should be noted that under the Act, the Licensing Authority is designated as a responsible authority.

9.2 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 that is competent to advise it about the protection of children from harm. In making this designation the following principles have been applied:

- the competency of the body to advise the licensing authority;
- 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 interest group etc.

9.3 In accordance with the Gambling Commission's Guidance to Local Authorities, the Licensing Authority designates Cambridgeshire County Council Children's Service, for this purpose.

10.0 **INTERESTED PARTIES**

10.1 Interested parties can make representations about licensing applications or apply for a review of an existing licence. An interested party is defined in the Act as follows:

'... 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 application 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 paragraphs (a) or (b).'*

10.2 Licensing authorities are required by regulations to state the principles they will apply in exercising their powers under the Act to determine if a person is an interested party. The principles are:

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

10.3 Interested parties can be persons who are democratically elected, such as district and parish councillors and MPs. 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.

10.4 District Councillors who are members of the Licensing Committee will not qualify to act in this way.

10.5 Other than those parties listed in 10.3, 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.

10.6 The Licensing Authority considers that trade associations, trade unions and residents' and tenants' associations qualify as interested parties where they can demonstrate that they represent persons in 10.1 (a) or (b) above.

10.7 In determining if a person lives or has business interests sufficiently close to the premises that they are likely to be affected by the authorised activities, the Licensing Authority will consider the following factors:

- the size of the premises;
- the nature of the premises;
- the distance of the premises from the location of the person making the representation;
- the potential impact of the premises (e.g. number of customers, routes likely to be taken by those visiting the establishment);
- the circumstances of the complaint. This does not mean the personal characteristics of the complainant but the interest of the complainant, which may be relevant to the distance from the premises;
- the catchment area of the premises (i.e. how far people travel to visit); and
- whether the person making the representation has business interests in that catchment area that might be affected.

11.0 EXCHANGE OF INFORMATION

11.1 In its exchange of information with parties listed in Schedule 6 of the Act, the Licensing Authority will have regard to:

- Provisions of the Gambling Act 2005, which include the provision that the Data Protection Act 1998 will not be contravened;
- Guidance issued by the Gambling Commission;
- Data Protection Act 1998;
- Human Rights Act 1998;
- Freedom of Information Act 2000;
- Environmental Information Regulations 2004;
- Common Law Duty of Confidence;
- Electronic Communications Act 2000;
- Computer Misuse Act 1990;
- Criminal Procedure and Investigations Act 1996; and
- Crime and Disorder Act 1998.

11.2 Exchanges of information will be conducted in a timely and accurate fashion and confirmed in writing in all cases to form an audit trail, which will include:

- record of data disclosed;
- project chronology; and
- notes of meetings with other partners and recent correspondence including phone calls.

12.0 PUBLIC REGISTER

12.1 The Licensing Authority is required to keep a public register and share information in it with the Gambling Commission and others. Regulations will prescribe what information should be kept in the register. Copies of the register may be obtained on payment of a fee.

13.0 COMPLIANCE AND ENFORCEMENT

13.1 In exercising its functions with regard to the inspection of premises and to instituting criminal proceedings in respect of offences specified, the Licensing Authority will follow best practice as promulgated by the Better Regulation Executive and the Hampton review of regulatory inspections and enforcement and endeavour to be:

- Proportionate – Intervention will only be when necessary. Remedies should be appropriate to the risk posed and costs identified and minimised.
- Accountable – The authority must be able to justify decisions and be subject to public scrutiny.
- Consistent – Rules and standards must be joined up and implemented fairly.
- Transparent – Enforcement should be open and regulations kept simple and user friendly.
- Targeted – Enforcement should be focused on the problems and minimise side effects.

13.2 The Licensing Authority will endeavour to avoid duplication with other regulatory regimes, so far as is possible, and adopt 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 of the Act;
- the principles set out in this statement of licensing policy.

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

13.4 The Licensing Authority will keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.

14.0 LICENSING AUTHORITY FUNCTIONS

14.1 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 by 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 (TUNs);
- receive occasional use notices (OUNs);
- 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.

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

PART B

PREMISES LICENCES: CONSIDERATION OF APPLICATIONS

15.0 DELEGATION OF POWERS

15.1 The Licensing Authority has agreed a scheme of delegation for discharging its functions under the Act and this can be found at Annex C.

16.0 GENERAL PRINCIPLES

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

16.2 Decision making

This Licensing Authority is aware that in making decisions about premises licences it should aim to permit the user of premises for gambling in so far as it considers it is:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the Authority's statement of licensing policy.

16.3 Definition of premises

The Act defines 'premises' as including 'any place'. Section 152 of the Act prevents more than one premises licence applying to any one place. A single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building could be reasonably regarded as being different premises. It is for the Licensing Authority to decide whether different parts of a building can be properly regarded as being separate premises although this will always be considered in the light of the guidance issued by the Gambling Commission. It will always be a question of fact in each circumstance. The Gambling Commission does not, however, consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises.

16.4 The Licensing Authority will pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed).

16.5 The Licensing Authority takes 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, and is aware that:

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

16.6 The Licensing Authority is aware that Guidance issued by the Gambling Commission provides relevant access provisions for each premises type and suggests a list of factors to be considered during the application process. The Licensing Authority will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

16.7 Premises ready for gambling

Guidance issued by the Gambling Commission states that a licence to use a premises for gambling should only be issued in relation to a premises that the licensing authority can be satisfied is going to be ready to be used for gambling in the reasonably near future and is 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 it needs alteration, or if the applicant does not yet have a right to occupy it, then an application for a provisional statement should be made instead.

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

- whether the premises ought to be permitted to be used for gambling;
- 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.

16.9 Applicants should note that the Licensing Authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

16.10 Demand

Demand is a commercial consideration and is not an issue for the Licensing Authority.

16.11 Location

Location will only be a material consideration in the context of the licensing objectives.

16.12 Duplication with other regulatory regimes

Duplication with other statutory/regulatory regimes will be avoided where possible. The Licensing Authority will not consider whether a licence application is likely to be awarded planning permission or building control consent.

16.13 Licensing objectives

Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, the following will be considered:

- **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime**

The Licensing Authority is aware that there is a distinction between disorder and nuisance and that the prevention of nuisance is not a licensing objective under the Act.

Whilst the Licensing Authority is aware that the Gambling Commission will be taking a leading role in preventing gambling from being a source of crime, it will pay attention to the proposed location of gambling premises in terms of this licensing objective.

Where an area has known high levels of organised crime, the Licensing Authority will consider carefully whether gambling premises are suitable to be located there and the need for conditions, such as the provision of door supervisors.

- **Ensuring that gambling is conducted in a fair and open way**

The Gambling Commission does not generally expect licensing authorities to be concerned with ensuring that gambling is conducted in a fair and open way. The Licensing Authority notes that in relation to the licensing of tracks, its role will be different from other premises in that track operators will not necessarily have an operating licence. In such circumstances, the premises licence may need to contain conditions to ensure that the environment in which betting takes place is suitable.

The Licensing Authority will consider this licensing objective on a case by case basis to determine if specific measures are required at particular premises including tracks.

- **Protecting children and other vulnerable persons from being harmed or exploited by gambling**

In practice, the objective of protecting children from being harmed or exploited by gambling often means preventing them from taking part in, or being in close proximity to, gambling.

The Licensing Authority will consider if specific measures are required at particular premises with regard to this licensing objective.

There is no definition of the term 'vulnerable person' in the Act, but this could include people who are 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.

The Licensing Authority will consider this licensing objective on a case by case basis.

16.14 Conditions

The Licensing Authority is aware that the mandatory and default conditions imposed by the Gambling Commission will normally be sufficient to regulate gambling premises. In exceptional cases where there are specific risks or problems associated with a particular locality, specific premises or class of premises, such as buildings subject to multiple premises licences, the Licensing Authority may consider attaching individual conditions related to the licensing objectives.

16.15 Any conditions attached to licences will be proportionate and will be:

- relevant to the need to make the proposed premises 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.

16.16 In addition, the Licensing Authority will examine how applicants propose to address the licensing objectives. In considering applications the Licensing Authority will particularly take into account the following, if deemed appropriate:

- proof of age schemes
- CCTV
- door supervisors
- supervision of entrances/machine areas;
- physical separation of areas;
- location of entry;
- notices and signage;

- specific opening hours; and
- with particular regard to vulnerable persons, 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.

16.17 The Licensing 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.

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

16.19 The 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. In line with Guidance issued by the Gambling Commission, the 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.

16.20 Decisions upon individual conditions will be made on a case by case basis. Consideration will be given to using control measures, should there be a perceived need, such as the use of door supervisors, supervision of adult gaming machines, appropriate signage for adult only areas, etc. Applicants will also be expected to offer their own suggestions as to the way in which the licensing objectives can be effectively met.

16.21 It is noted that there are conditions that the Licensing Authority cannot attach to premises licences. These are:

- any conditions on the premises licence which make 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 Act specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated);
- conditions in relation to stakes, fees, and the winning of prizes.

16.22 Door Supervisors

The Licensing Authority may consider whether there is a need for door supervisors in terms of the licensing objectives of protection of children and vulnerable persons from being harmed or exploited by gambling and also in terms of preventing premises becoming a source of crime. As the Act has amended the Security Industry Act 2001, door supervisors at casinos or bingo premises need not be licensed by the Security Industry Authority.

16.23 Credit

Credit facilities are prohibited from being provided in casinos and bingo licensed premises. Cash machines (ATMs) may be installed in such premises but the Licensing Authority may apply conditions as to where they are sited.

16.24 Betting Machines [See Annex C for definition]

The Licensing Authority will, in line with Guidance issued by the Gambling Commission, 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 machines by children and young persons (it is an offence for those under the age of 18 to bet) or by vulnerable persons, when considering the number, nature and circumstances of betting machines an operator proposes to offer.

16.25 When considering whether to impose a condition to restrict the number of betting machines in particular premises, the Licensing Authority, among other things, shall 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 machines by children and young persons or by vulnerable persons.

16.26 In deciding whether to impose conditions to limit the number of betting machines, each application will be considered on its own merit and account will be taken of codes of practice or guidance issued under the Act.

17.0 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.

17.1 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:

- expects to be constructed;
- expects to be altered; or
- expects to acquire a right to occupy.

17.2 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.

17.3 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.

17.4 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.

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

- which could not have been raised by representations at the provisional statement application 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 and information submitted with the provisional statement application. This must be a substantial change to the plan and the Licensing Authority notes that it can discuss any concerns it has with the applicant before making a decision.

18.0 REPRESENTATIONS AND REVIEWS

18.1 Representations and applications for a review of a premises licence may be made by responsible authorities and interested parties.

18.2 The Licensing Authority can make a representation or apply for a review of the premises licence on the basis of any reason that it thinks is appropriate. For the purpose of exercising its discretion in these matters, the Licensing Authority has designated the Council's Head of Legal Services as being the proper person to act on its behalf.

18.3 The Licensing Authority will decide if a representation or application for a review is to be carried out on the basis of whether or not the request is:

- frivolous or vexatious;
- based on grounds that will certainly not cause the Licensing Authority to wish to revoke/suspend a licence or remove, amend or attach conditions on the licence;
- substantially the same as previous representations or requests for a review;
- in accordance with any relevant codes of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission.
- reasonably consistent with the licensing objectives.

18.4 There is no appeal against the Licensing Authority's determination of the relevance of an application for review.

19.0 ADULT GAMING CENTRES

19.1 Entry to an adult gaming centre is age restricted.

19.2 The Licensing Authority will take account of any conditions applied to an operating licence in respect of such premises.

20.0 (LICENSED) FAMILY ENTERTAINMENT CENTRES

20.1 Entry to a (licensed) family entertainment centre is not generally age restricted although entry to certain areas may be restricted, dependent on the category of machines available for use.

20.2 The Licensing Authority will take account of any conditions applied to an operating licence in respect of such premises.

21.0 CASINOS

21.1 The Licensing Authority has not passed a resolution under section 166 of the Act not to issue casino premises licences. Any future decision to pass or not to pass a casino resolution will only be taken after a full consultation process has been undertaken within the area.

21.2 Casinos and competitive bidding

The Licensing Authority is aware that where a licensing authority's area is enabled to grant a premises licence for a new style casino, there are likely to be a number of operators wishing to run a casino. In such situations the Licensing Authority will run a competition in line with Regulations and Codes of Practice issued under the Act by the Secretary of State. It should be noted that at the time this statement of licensing policy was adopted this area had not been so enabled.

21.3 Betting machines

The Licensing Authority can restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence or to a casino premises licence where betting is permitted in the casino. When considering whether to impose a condition to restrict the number of betting machines in particular premises, the Licensing Authority, amongst other things will 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 machines by children and young persons or by vulnerable persons.

21.4 In deciding whether to impose conditions to limit the number of betting machines, each application will be on decided on its own merits and account will be taken of Codes of Practice or Guidance issued under the Act.

21.5 Credit

Credit facilities are prohibited in casinos, however, this does not prevent the installation of cash dispensers (ATMs) on the premises, although the Licensing Authority may attach conditions as to the siting of such machines.

22.0 BINGO PREMISES

22.1 Entry to a bingo premises is not generally age restricted although entry to certain areas may be restricted, dependent on the category of machines available for use.

22.2 The Licensing Authority will take account of any conditions applied to an operating licence in respect of such premises.

22.3 Credit

Credit facilities are prohibited in premises licensed for bingo, however, this does not prevent the installation of cash dispensers (ATMs) on the premises, although the Licensing Authority may attach conditions as to the siting of such machines.

23.0 BETTING PREMISES

23.1 Entry to a premises where betting takes place other than at a track, previously known as a licensed betting shop, is age restricted.

23.2 The Licensing Authority will take account of any conditions applied to an operating licence in respect of such premises.

24.0 TRACKS

24.1 The 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.

24.2 In line with Guidance issued by the Gambling Commission, the licensing authority will especially consider the impact upon the third licensing objective, 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.

24.3 The Licensing 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.

24.4 In addition, the Licensing Authority will examine how applicants propose to address the licensing objectives. In considering applications the Licensing Authority will particularly take into account the following, if deemed appropriate:

- proof of age schemes
- CCTV
- door supervisors
- supervision of entrances/machine areas;
- physical separation of areas;
- location of entry;
- notices and signage;
- specific opening hours; and
- with particular regard to vulnerable persons, 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.

24.5 Gaming machines

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

24.6 Betting machines

The Licensing Authority will, in line with Part 6 of the Guidance issued by the Gambling Commission, 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 the age of 18 to bet) or by vulnerable persons, when considering the number, nature and circumstances of betting machines an operator proposes to offer.

25.0 TRAVELLING FAIRS

25.1 The Licensing Authority 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.

25.2 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 that crosses the East Cambridgeshire district boundaries is monitored so that the statutory limits are not exceeded.

PART C
PERMITS/TEMPORARY OR
OCCASIONAL USE NOTICES/REGISTRATIONS

26.0 GENERAL

26.1 Forms, method of application, definitions and any additional information required for permits covered by this section are available as separate guidance and information documents.

27.0 UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMITS

27.1 Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the Licensing Authority for a 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.

27.2 Statement of licensing principles

The Licensing Authority will expect the applicant to show that there are written 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 suitability of such policies and procedures will be considered on their merits, however, they may include:

- a basic Criminal Records Bureau or equivalent criminal record check for the applicant and the person having the day to day control of the premises;
- how the applicant proposes to ensure that children will be protected from harm whilst on the premises;
- training covering how staff would deal with:
 - unsupervised, very young children being on the premises;
 - children causing perceived problems on/around the premises; and
 - suspected truant children.

28.0 (ALCOHOL) LICENSED PREMISES GAMING MACHINE PERMITS

28.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises to automatically have two gaming machines of categories C and/or D. To use this entitlement the premises licence holder needs to give notice to the Licensing Authority of the intention to make gaming machines available for use and pay the prescribed fee.

28.2 Gaming machines can be located on premises for which a licence for the sale by retail of alcohol or supply of alcoholic liqueur for consumption on the premises has been issued. Such premises must have a bar for serving customers.

28.3 Premises restricted to selling alcohol on the premises only with food with no bar facility have no entitlement for the provision of gaming machines on the premises.

28.4 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;
- the premises are mainly used for gaming; or
- an offence under the Act has been committed on the premises.

28.5 Where an application for more than two gaming machines is received, the 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 Licensing Authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the gaming machines. Measures will cover such issues as:

- gaming machines being in sight of the bar;
- gaming machines being in sight of staff who will monitor that the machines are not being used by those under 18;
- appropriate notices and signage; and
- as regards the protection of vulnerable persons, the Licensing Authority will consider measures such as the provision of information, leaflets/help line numbers for organisations such as Gamcare.

28.6 The Licensing Authority can decide to grant an application with a smaller number of machines and/or a different category of machines than that applied for but conditions other than these cannot be attached.

29.0 PRIZE GAMING PERMITS

29.1 Statement of licensing principles

The Licensing Authority will expect the applicant to show that there are written 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 suitability of such policies and procedures will be considered on their merits, however, they may include:

- a basic Criminal Records Bureau or equivalent criminal record check for the applicant and the person having the day to day control of the premises;
- how the applicant proposes to ensure that children will be protected from harm whilst on the premises;
- training covering how staff would deal with:
 - ❑ unsupervised, very young children being on the premises;
 - ❑ children causing perceived problems on/around the premises; and
 - ❑ suspected truant children.

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

30.0 CLUB GAMING AND CLUB MACHINE PERMITS

30.1 Members' Clubs and Miners' Welfare Institutes may apply for a club gaming permit and/or a club gaming machine permit, but are restricted by category and number of machines and to equal chance gaming and games of chance.

30.2 A fast-track procedure is available for premises that hold a Club Premises Certificate under the Licensing Act 2003.

31.0 TEMPORARY USE NOTICES (TUNs)

31.1 The organisations designated to receive TUNs and to issue objections are:

- Licensing Authority
- Gambling Commission
- Cambridgeshire Constabulary
- HM Commission for Revenues and Customs
- if applicable, any other licensing authority in whose area the premises are situated (if the premises crosses the border between two licensing authority areas).

31.2 A TUN may only be granted to a person or company holding an operating licence relevant to the temporary use of the premises. Regulations will be issued by the Secretary of State prescribing the activities to be covered. TUNs can only be issued for equal chance gaming.

31.3 For the purposes of a TUN, a set of premises is the subject of a TUN if any part of the premises is the subject of the notice. This prevents one large premises from having a TUN in effect for more than 21 days per year by giving a notice in respect of different parts.

31.4 The definition of a 'set of premises' will be a question of fact in the particular circumstances of each notice that is given. In considering whether a place falls within the definition of 'a set of premises', the Licensing Authority will consider, amongst other things, the ownership, occupation and control of the premises.

31.5 The Licensing Authority will 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.

32.0 OCCASIONAL USE NOTICES (OUNs)

32.1 Occasional Use Notices (OUNs) apply only to tracks. Tracks need not be a permanent fixture.

32.2 OUNs are intended to permit licensed betting operators who have the appropriate permission of the Gambling Commission to use tracks for short periods for conducting betting. The OUN dispenses with the need for a full betting premises licence for the track.

32.3 The Licensing Authority has very little discretion as regards these notices, aside from ensuring that a statutory limit of eight (8) days in a calendar year is not exceeded.

32.4 The Licensing Authority will, however, consider the definition of a track and whether the applicant is permitted to avail him/herself of the notice.

32.5 The person designated to receive and validate OUNs is the Head of Environmental Services. A copy of the OUN must be served on the Chief Officer of Police for the district for which the OUN has been served.

33.0 SMALL SOCIETY LOTTERIES

33.1 A small society lottery requires registration with the Licensing Authority.

33.2 The Licensing Authority is aware that promoting or facilitating a lottery is illegal unless it falls into one of two categories of permitted lottery:

- licensed lotteries; or
- exempt lotteries.

34.0 USEFUL CONTACTS

The Gambling Commission maintains a list of useful contacts of organisations involved in gambling, some of which provide codes of practice on their particular interest area.

Their contact details can be found on the Gambling Commission's website www.gamblingcommission.gov.uk

35.0 LIST OF CONSULTEES – Annex A

36.0 RESPONSIBLE AUTHORITIES – Annex B

37.0 TABLE OF DELEGATIONS OF LICENSING FUNCTIONS – Annex C

38.0 FEES – Annex D

LIST OF CONSULTEES**Bookmakers' Trade Association**

Angela Ruggeri ABB Regency House 1-4 Warwick Street London W1B 5LT
Email: angelaruggeri@abb.uk.com

Casino Operators' Association of the UK (COA (UK))

Brian Lemon (General Secretary) PO Box 55 Thorcombe Chard TA20 4YT Tel/fax: 01297 678312
Email: brian.lemon@onetel.net

Racecourse Association Limited

Caroline Davies Racecourse Services Executive Racecourse Association Limited Winkfield Road
Ascot Berkshire SL57HX Tel: 01344 873536 Fax: 01344 627233 Email: caroline@rcarcl.co.uk

BACTA (Representing the UK pay to play leisure machine industry)

Leslie MacLeod-Miller Alders House 133 Aldersgate Street London EC1A 4JA Tel: 020 7726 9826
Fax: 020 7726 9822 Email: lesliemm@bacta.org.uk

British Casino Association (BCA)

British Casino Association 38 Grosvenor Gardens London SW1W 0EB
Tel: (020) 7730 1055 Fax: (020) 7730 1050 Email: enquiries@britishcasinoassociation.org.uk

British Holiday and Home Parks Association

Den Bannister 6 Pullman Court Great Western Road Gloucester GL1 3ND Tel: 01452 526911 Fax:
01452 508508 Email: d.bannister@bhpha.org.uk

Community Trade Union

Lisa Venes Campaigner Researcher Swinton House 324 Grays Inn Road, London WC1X 8DD Tel:
020 7239 1200 Telephone: 0207 239 1223 Email: lvenes@community-tu.org

Bingo Association

Lexham House 75 High Street North Dunstable Beds LU6 1JF England
Tel: 01582 860921 Fax: 01582 860925 Email: bill@bingo-association.co.uk

British Beer and Pub Association

Richard Matthews BBPA Midland Counties PO Box 3876 Kidderminster DY11 5YR Tel: 01562 67708
Email: rmatthews@beerandpub.com

July Racecourse

Racecourse Investments Limited 23 Buckingham Gate London SW1E 6LB

The Jockey Club

The Jockey Club 151 Shaftesbury Avenue London WC2H 8AL Tel: 020 7189 3800

Email: info@thejockeyclub.co.uk

Bookmakers licensed by ECDC

S&D Bookmakers 26 Main Street Littleport Ely

William Hill 54 Market Street Ely

July Racecourse Cambridge Road Newmarket

P & G Racing 39 Church Street Fordham CB7 5NJ

Ladbrokes 12-14 Market Place Ely CB7 4NT

Ladbrokes 30 High Street Soham CB7 5HE

Citizen Advice Bureau

Citizens Advice Bureau 70 Market Place Ely CB7 4LS 0844 8487979

Faith Groups

The East of England Faiths Council Unit 37 St Johns Innovation Centre Cowley Road Cambridge CB4 0WS Tel: 01223 421606 Email eefc@cambcatalyst.co.uk

Mr P Peacock Diocese Of Ely Ely Diocesan Office Bishop Woodford House Barton Road Ely CB7 4DX Tel: 01353 652700 Email office@ely.anglican.org

Primary Care Trust

East Cambridgeshire and Fenland Primary Care Trust Central Hall 52-54 Market Street Ely CB7 Tel: 01353 654200 Email sharon.fox@eastcambsandfenland-pct.nhs.uk

Community Organisations

Family Welfare Association 3A Granby Street Littleport Cambridgeshire CB6 1NE Tel: 01353 863409

Newmarket and District Youth For Christ 9 Mill Lane Fordham Cambridgeshire CB7 5NH Tel: 01638 720707

Cambridgeshire Chamber of Commerce and Industry Endeavour House Chivers Way Histon Cambridge CB4 9ZR Tel: 01223 237414 Email enquiries@cambscci.co.uk

East Cambridgeshire Council for Voluntary Service 41 Forehill Ely CB7 4AA Tel: 01353 666166

Julie Rose Community Safety Partnership Babylon Bridge Waterside Ely CB7 4AU 01353 616256 Email melanie.rose@eastcambs.gov.uk

City Of Ely Council 72 Market Street Ely CB7 4LS Tel: 01353 661016 Email cityofelycouncil@tiscali.co.uk

PARISH COUNCILS – Parish Clerks

ASHLEY

Mr C Lewis 2 Silhalls Close Ashley Cb8 9DZ Tel: 01638 730924

BOTTISHAM

Mrs C Fallwood 26 Peacock Drive Bottisham CB5 9EF Tel: 01223 812542

BRINKLEY

Jayne Whittaker 9 Beechcroft Brinkley Newmarket Suffolk CB8 OSH

BURROUGH GREEN

Mrs A Freeland Lane House Burrough Green CB8 9NH Tel: 01638 507519

BURWELL

Mrs L Reader Jubilee Reading Room 99 The Causeway Burwell CB5 0BG Tel: 01638 743142

CHEVELEY

Mrs E Taylor 15 Thorns Close Wickhambrook CB8 8YD Tel: 01440 821088

CHIPPENHAM

Mrs S Hughes 5 Tharp Way Chippenham CB7 5QG Tel: 01638 720915

COVENEY

Mrs H Merrick 11 The Paddock Ely CB6 1TP Tel: 01353 667477

DULLINGHAM

Mrs M Harris Summer Lodge 74 Crockfords Road Newmarket CB8 9BG Tel: 01638 605955

ELY

Mrs T Coulson 72 Market Street Ely CB7 4LS Tel: 01353 661016

FORDHAM

Mrs M Franklin 33 Church Street Fordham CB7 5NJ Tel: 01638 721716

HADDENHAM

Mrs J Manning 8 Aldreth Road Haddenham CB6 3UB Tel: 01353 741231

ISLEHAM

Mrs D Bayliss 37 Croft Road Isleham CB7 5QR Tel: 01638 552576

KENNETT

Mrs J Hughes 68 Station Road Kennett CB8 7QF

KIRTLING

Mrs M Prescott Bloodstock Barn Mill Road Ashley CB8 9EE Tel: 01638 730263

LITTLE DOWNHAM

Mrs J Wardle 30 New Close Road Little Thetford CB6 3HQ Tel: 01353 649499

LITTLE THETFORD

Mrs S Thompson 9 Cole Close Witchford CB6 2JX0 Tel: 1353 666385

LITTLEPORT

Mrs L Clarke-Jones The Barn Main Street Littleport CB6 1PH Tel: 01353 860449

LODE

Mr A Tomlinson 5 Mill Road Lode CB5 9EN Tel: 01223 811280

MEPAL

Mrs S Shipley 50 Chestnut Way Mepal CB6 2YR Tel: 01353 776063

REACH

Mrs C Denniss 7 Low Road Burwell CB5 0EJ Tel: 01638 604405

SNAILWELL

Mrs H Sanders 52 Weston Way Newmarket CB8 7SB

SOHAM

Mr D Giles PO Box 21 Council Offices The Pavilion Fountain Lane Soham CB7 5PL Tel: 01353 723472

STETCHWORTH

Mrs M Harris Summer Lodge 74 Crockfords Road Newmarket CB8 9BG Tel: 01638 605955

STRETHAM

Mrs M Harrington 26 High Street Wilburton CB6 3RB Tel: 01353 741175

SUTTON

Mrs R Seymour 1 Marroway Lane Witchford CB6 2HU Tel: 01353 659997

SWAFFHAM BULBECK

Mrs K King 10 Mill Hill Swaffham Prior CB25 0JZ Tel: 01638 742358

SWAFFHAM PRIOR

Mrs K King 10 Mill Hill Swaffham Prior CB5 0JZ Tel: 01638 742358

WENTWORTH

Jayne Perks Stafford House Main Street Wentworth Ely CB6 3QG Tel: 01353 776139

WESTLEY WATERLESS

Mr D Smith Church Lane House Church Lane Westley Waterless CB8 0RL

WICKEN

Mr J White 24 Lode Lane Wicken CB7 5XP Tel: 01353 723342

WILBURTON

Mrs G Woods 22 Longfields Ely CB6 3ND

WITCHAM

Mrs S Bell 17 Astley Close Sutton CB6 2PG Tel: 01353 778147

WITCHFORD

Mrs S Monteith 174 Main Street Witchford CB6 2HT Tel: 01353 665707

WOODDITTON

Mr J Theobald 43 High Street Stetchworth CB8 9TH Tel: 01638 507675

Cambridgeshire Constabulary

Divisional Commander Police Station Parkside Cambridge CB1 1JG
Telephone: 01223 823397

Cambridgeshire Fire and Rescue Service

Chief Fire Officer Cambridge Fire & Rescue Service East Cambridgeshire District
Prickwillow Road Queen Adelaide Ely. Cambridgeshire CB7 4FB
Telephone: 01353 660025

Local Safeguarding Children Board

Joanne Little LSCB Administrator 7 The Meadows Meadow Lane St Ives
Cambridgeshire PE27 4LG Telephone: 01480 376999
Email: Joanne.Little@cambridgeshire.gov.uk

Planning Authority

Team Leader Development Control The Grange Nutholt Lane Ely Cambridgeshire
CB7 4PL Telephone: 01353 665555

Environmental Health (Domestic)

Principal Environmental Health Officer Domestic Section The Grange Nutholt Lane
Ely CB7 4PL Telephone: 01353 665555

Health and Safety (Local Authority)

Principal Environmental Health Officer Commercial Section The Grange Nutholt
Lane Ely CB7 4PL Telephone: 01353 665555

HM Revenue and Customs

HM Revenue and Customs 12th Floor Alexander House Victoria Avenue Southend
Essex SS9 1BD

The Gambling Commission

The Gambling Commission Victoria Square House Victoria Square Birmingham B2
4BP Telephone 0121 230 6500 Email: info@gamblingcommission.gov.uk

RESPONSIBLE AUTHORITIES

ORGANISATION	CONTACT AND ADDRESS
Cambridgeshire Constabulary	Divisional Commander Licensing Department Police Station Parkside Cambridge CB1 1JG Telephone: 01223 823397 Peter.Sinclair@cambridgeshire.pnn.police.uk
Cambridgeshire Fire and Rescue Service	Chief Fire Officer Cambridge Fire & Rescue Service East Cambridgeshire District Prickwillow Road Queen Adelaide Ely, Cambridgeshire CB7 4FB Telephone: 01353 660025
Local Safeguarding Children Board	Joanne Little LSCB Administrator 7 The Meadows Meadow Lane St Ives Cambridgeshire PE27 4LG Telephone: 01480 376999 Joanne.Little@cambridgeshire.gov.uk
Planning Authority	Team Leader Development Control The Grange Nutholt Lane Ely Cambridgeshire CB7 4PL Telephone: 01353 665555 Alan.dover@eastcambs.gov.uk
Environmental Health	Principal Environmental Health Officer Domestic Section The Grange Nutholt Lane Ely Cambridgeshire CB7 4PL Telephone: 01353 665555

ORGANISATION	CONTACT AND ADDRESS
Health & Safety (Local Authority)	Principal Environmental Health Officer Commercial Section The Grange Nutholt Lane Ely Cambridgeshire CB7 4PL Telephone: 01353 665555
HM Revenue & Customs	HM Revenue & Customs 12 th Floor Alexander House Victoria Avenue Southend, Essex SS9 1BD
The Gambling Commission	The Gambling Commission Victoria Square House Victoria Square Birmingham B2 4BP Telephone 0121 230 6500 info@gamblingcommission.gov.uk

TABLE OF DELEGATIONS OF LICENSING FUNCTIONS

MATTER TO BE DEALT WITH	FULL COUNCIL	SUB-COMMITTEE	OFFICERS
Three year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting - when appropriate			X
Application for premises licences		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 withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Review of a premises licence		X	
Application for club gaming /club machine permits		Where representations have been received and not withdrawn	Where no representations received/ representations 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 of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	
Consideration of an Occasional Use Notice			X

FEES

Classes of Premises Licence	Application for a Permit - New Operator £	Application for a Permit - Existing Operator £	Renewal of a Permit £	Annual Fee £	Fee for application to vary a Permit £	Fee for application to transfer a Permit £	Change of Name £	Copy of Permit £
Prize Gaming	300	100	300	–	–	–	25	15
Family Entertainment Centre Gaming Machine (Category D machines only)	300	100	300	–	–	–	25	15
Club Gaming and Club Machine Permit	200	100	200	50	100	–	–	15
Licensed Premises Gaming Machine Permit	150	100	–	50	100	25	25	15
Notice of Intention to make gaming machines available on premises with a premises alcohol licence. Two or less Category D Gaming Machines				Application for a Permit – New Operator £ 50				

Non-statutory fees are reviewed by the Licensing Authority on an annual basis in accordance with the Gambling (Premises Licence Fees) (England and Wales) Regulations 2007. Details of current fees can be obtained by contacting:

East Cambridgeshire District Council
Environmental Services
Commercial Team
The Grange
Nutholt Lane
Ely
Cambridgeshire
CB7 4EE

Tel: 01353 665555
Fax: 01353 616223