

SHEFFIELD CITY COUNCIL'S
STATEMENT OF PRINCIPLES

Gambling Act 2005

2025 - 2028

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Foreword

The Gambling Act 2005 (the Act) transferred the responsibility for granting licences for betting and gaming premises or participating in a lottery, from the courts to Councils. The responsibility for granting operating and personal licences remains with the Gambling Commission.

The Act requires all licensing authorities to draft, consult on, and publish a 'Statement of Principles' which must then be reviewed every three years.

We will set out in this document how we will discharge our responsibilities under the Act and, how we will ensure the licensing objectives are promoted. The three licensing objectives as set out in section 1 of the Act are:

- preventing gambling from being a source of crime and 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.

This document sets out Sheffield City Council's Statement of Principles (Policy), which will guide the Licensing Authority when considering applications under the Act and aims to provide guidance to applicants, Responsible Authorities and Interested Parties on the Licensing Authority's approach to gambling in the City.

Part 1 – Overview

1.1 Key Definitions

The following terms are used frequently throughout this Statement of Principles (Policy) document:

‘the Licensing Authority’	refers to Sheffield City Council which carries out its functions as Licensing Authority under the Gambling Act 2005 in the Sheffield City boundary.
‘the Council’	refers to Sheffield City Council.
‘Policy’	refers to this Statement of Principles (Policy) as required under section 349(1) of the Gambling Act 2005.
‘the Act’	refers to the Gambling Act 2005.
‘the Commission’	refers to the Gambling Commission.
‘Guidance to the Act’	refers to the guidance issued by the Gambling Commission as required under section 25 of the Gambling Act 2005.
‘Codes of Practice’ or ‘LCCP’	refers to Licensed Conditions and Codes of Practice issued by the Gambling Commission under section 24 of the Gambling Act 2005.

1.2 Scope of Licensing Policy

Under section 349 of the Act, the Licensing Authority is required to publish a statement of principles which it proposes to apply when exercising its functions under the Act at least every three years.

This document should be read in conjunction with the Gambling Act 2005, the guidance issued by the Gambling Commission and the Gambling Commissions Codes of Practice.

The purpose of the policy is to:

- provide applicants with a clear, consistent basis for submitting applications and notices in Sheffield;
- provide a clear, consistent basis for determining licence applications in Sheffield;
- ensure the relevant views of those affected by licensed premises are taken into consideration;
- ensure local area issues are taken into account by licensed premises; and
- support wider strategies of the City Council and the approach to gambling in the city

1.3 Summary of matters dealt with in this statement

This introductory section is included in accordance with Regulation 4 of the Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2006, and summarises the matters dealt with under Sheffield City Council’s Statement of Principles.

Part 1, Section 1.4 contains a description of the geographical area in respect of which this Licensing Authority exercises its functions under the Act as required under Regulation 4.

Part 1, Section 1.5 states whom the Authority has consulted in preparing this Statement of Principles and required under Regulation 4.

The remainder of Part 1 details the scope; the monitoring and review of this Statement.

Part 2, Section 2.6 details the principles to be applied by the Authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under section 350 of the Act with respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act. This is detailed as a separate section to comply with Regulation 5.

Part 3 details the Authority’s legal obligations and how the Authority will deal with the Act whilst adopting a multi-disciplinary approach to the integration of local and national strategies.

Part 4 of this Statement details the licensing objectives in more detail.

Part 5 deals with the Council's policy on location, area profiling and risk assessments.

Part 6, Section 6.2 details the principles to be applied by the Authority in exercising the powers under section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. This is detailed as a separate section to comply with Regulation 5.

Part 6, Section 6.4 sets out the principles to be applied by the Authority in exercising the powers under section 158 of the Act to determine whether a person is an interested party in relation to a premises licence, or an application for, or in respect of a premises licence. This is detailed as a separate section to comply with Regulation 5.

Parts 7 and 8 details the authorisations available under the Act which include our local standards (policy) relevant to the specific types authorisation.

Part 11, Section 11.1 details the principles to be applied by the Authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified in that section. This again is detailed as a separate section to comply with Regulation 5.

1.4 The Sheffield Area

Sheffield is one of England's largest cities and a metropolitan borough in South Yorkshire, England. The city has grown from largely industrial roots to encompass a wide economic base.

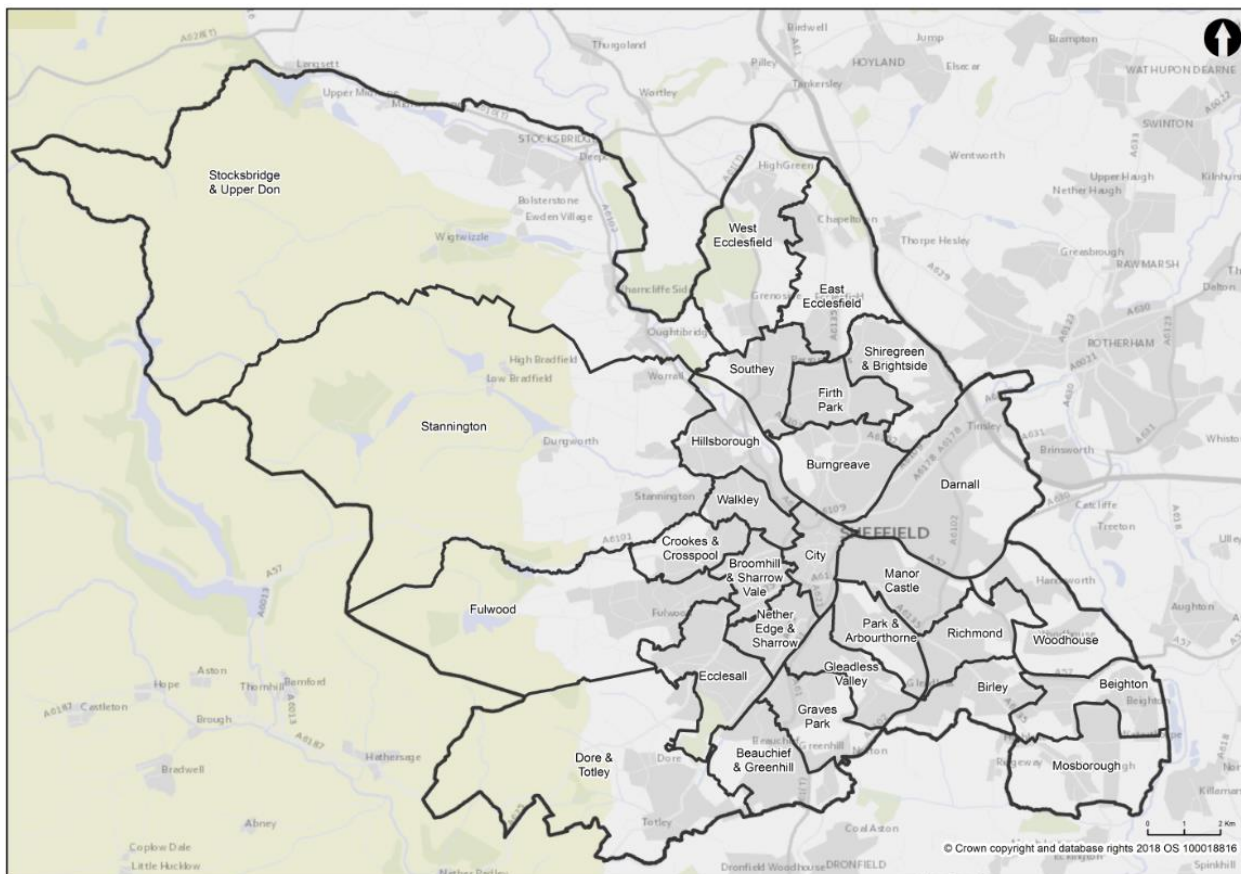
Sheffield is located fairly centrally in Britain in the county of South Yorkshire. Lying directly to the east is Rotherham, from which it is separated by the M1 motorway. On its northern border is Barnsley Metropolitan Borough and to the south and west is the county of Derbyshire. Sheffield is the only city to include part of a national park, the Peak District, within its borders.

With a population of c.585,000, Sheffield is England's fourth largest City.

Sheffield benefits from a rich mix of cultural diversity and is fast becoming one of the leading cities for the provision of a wide variety of entertainment and cultural activities.

Sheffield is at the cutting edge of new technology, with two internationally renowned universities, a city of young people which continues to grow in population, a friendly place with vibrant and friendly communities, a thriving city centre, and beautiful parks and green open spaces.

The below map shows Sheffield's boundary:



1.5 Consultation

The Licensing Authority is committed to consulting with as wide and varied an audience as possible regarding this and any future policies or any amendments in accordance with the Gambling Act 2005.

Under section 349(3) the Licensing Authority must in any case consult with the following: -

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

A list of all those persons consulted is attached at Appendix 2.

1.6 Monitoring and Review of this statement

This statement must be published at least every three years and will be reviewed and revised from time to time, subject to consultation on those parts that are revised and the statement then will be re-published.

This Statement of Principles will have effect from January 2025.

Part 2 – General Principles

2.1 A summary of process

The Licensing Authority is aware that, as per section 153 of the Act, in making decisions about premises licences and temporary use notices it shall aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant codes of practice issues by the Gambling Commission under section 24;
- in accordance with any relevant guidance issued by the Gambling Commission under section 25;
- reasonably consistent with the licensing objectives; and
- in accordance with this Statement of Principles (policy).

Nothing in this Statement of Policy will:

- prevent any person from applying under the Gambling Act 2005 for any of the permissions and from having that application considered on its own individual merits; and
- prevent any person or stop any person from making representations on any application or from seeking a review of a licence or certificate where the Gambling Act 2005 permits them to do so.

The Licensing Authority will regulate gambling in the public interest and cannot take into account whether there is or is not an unfulfilled demand for gambling facilities. Each application will be considered on its own individual merits without regard to demand.

2.2 The licensing objectives

In exercising their 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; and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

The Licensing Authority expects applicants to offer their own measures to show how they will meet and promote the licensing objectives which should include those detailed in Part 9 of this policy. Demand nor moral objections will be taken into account when determining applications. Further information regarding the licensing objectives can be found at Part 4 of this Statement of Principles.

2.3 The Functions of the Licensing Authority

‘Gambling’ is defined in the Act as either gaming, betting, or taking part in a lottery.

Licensing Authorities are required under the Gambling Act 2005 to:

- be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences;
- issue Provisional Statements;
- regulate members’ clubs and miners’ welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and / or Club Machine Permits;
- issue Club Machine Permits to Commercial Clubs;
- grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres;
- receive notifications from alcohol licensed premises (under the Licensing Act 2003) for 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;
- issue Prize Gaming Permits;

- receive and endorse Temporary Use Notices;
- receive Occasional Use Notices;
- provide information to the Gambling Commission regarding details of licences (see section 2.6 of this policy on “Exchange of Information”); and
- maintain registers of the permits and licences that are issued under these functions.

2.4 Applications

The Act places a duty on the Licensing 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 Statement of Principles; and
- where the application is reasonably in accordance with the licensing objectives.

Applicants are advised to take into account the above when applying to the Licensing Authority.

Any person may make an application, make representations about an application or apply for a review of a licence, and each will be considered on its own merits and in accordance with the statutory requirements of the Gambling Act 2005.

Forms and notices relevant to activities within the Licensing Authority’s remit set out at Part 2.3 above are available from the Licensing Service at the address given in at Part 13.

2.5 Fees

The Licensing Authority will set fees for premises licences from within fee bands prescribed by Regulation. Each premises type will have separate fee bands. Once set, the fees will be reviewed to ensure that they cover the costs of administering the Act.

A list of current fees can be obtained from our website www.sheffield.gov.uk/licensing or from the Licensing Service, contact details can be found at Part 13.

2.6 Exchange of information

Licensing Authorities are required to include in their Statement of Principles (Policy) the principles to be applied in exercising their functions under Sections 29 and 30 of the Act.

The principles are in respect of the exchange of information between the Licensing Authority and the Gambling Commission, and the functions under Section 350 of the Act with respect to the exchange of information between the Licensing Authority and those persons listed in Schedule 6 to the Act.

The Licensing Authority will apply the general principle of dealing with any exchange of information in accordance with the provisions of the Gambling Act 2005 and in accordance with the provisions of the General Data Protection Regulations (GDPR) and UK Data Protection Act 2018.

The Licensing Privacy Notice informs the applicants what will happen with the personal data that they provide as part of their application. Any information supplied must only be used for the purposes for which it is obtained, it must be securely retained whilst in the possession of the party that has requested it and must be securely disposed of when no longer required. The information will be shared with the listed Responsible Authority third parties to inform decision making regarding the licence application.

The Licensing Authority will also have regard to any guidance issued by the Gambling Commission on this matter as well as any relevant Regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

2.7 Duplication

The Licensing Authority will so far as possible avoid duplication with other regulatory regimes.

The grant of a licence does not imply the approval of other legislative requirements.

2.8 Departure from Policy

The Licensing Authority may depart from this Policy where the individual circumstances of a case merit such a departure, and where it is in the interests of the promotion of the licensing objectives and fairness. In the event of departure from this Policy the Licensing Authority will give full reasons for the decision to do so. (i.e. each case will be dealt with upon its own individual merits).

Any advice about this Policy and general advice about the Gambling Act 2005 can be obtained from the Licensing Service, see contact details at Part 13.

Please Note: The Licensing Authority will be unable to give legal advice on the Gambling Act 2005. Any legal advice should be independently obtained.

Part 3 – Integrating Strategies

There are a number of statutory provisions which apply to functions the Council undertakes as a public authority, including the work in its capacity as the Licensing Authority. These include, for example:

- duty to have regard to the interest of Sheffield's tax payers;
- its Human Rights Act obligations;
- in accordance with the Public Sector Equality Duty, as a public sector organisation we also have a duty to under the [Equality Act 2010](#) to have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation
 - advance equality of opportunity
 - foster good relations

Sheffield's Statement of Principles (Policy) will work alongside existing Council strategies and policies (e.g. local crime prevention, planning, transport, tourism, culture strategy, protection of children and vulnerable persons, public health and our fair city strategies).

Any developers and/or individuals that are looking to start a business in Sheffield that requires licensing are encouraged at the outset to consider the policies of all Council Services that are in place that may affect their business proposals. For example; planning policies and city strategies. Information about all these policies and many more can be found on the Council's website at www.sheffield.gov.uk.

The below are a selection of local and national plans and strategies which applicants/licensees are to take into account when making an application. It is essential that applicants are aware of and have regard in their risk assessments to these policies and strategies (including those that may not be listed) when making an application.

3.1 Sheffield City Partnership

Sheffield City Partnership is the strategic non-statutory partnership for Sheffield, which works to develop a collective and collaborative approach to addressing the City's challenges and maximizing the strengths and opportunities. It focuses on building relationships, sharing information and adding value by joining-up efforts across the City.

The vision of the Partnership is for a thriving, successful and vibrant Sheffield Economy which delivers better opportunities for more people.

3.2 The Safer Sheffield Partnership

The partnership has a legal responsibility to address and reduce community safety issues in Sheffield.

The Partnership is made up of public service organisation in the City, with representatives from the private and voluntary sectors. Together they will work on the priorities which have been identified in the 'Sheffield Crime Reduction Strategy'.

The Licensing Authority supports such plans to reduce crime and disorder in local communities and protecting vulnerable persons.

3.3 Sheffield Master and Action Plans

These are planning documents which relate to specific areas of Sheffield, it details the vision and actions for these specific areas of the City.

Applicants who wish to apply or vary their licenses are recommended to take into account the plans.

3.4 Accessible Sheffield

Sheffield City Council are working collaboratively and in partnership with Access Card (Nimbus), AccessAble, Access Liaison Group, Disability Sheffield and Sheffield Carers Centre to support the ambitions of Sheffield to become an accessible and fairer city for all who live, work, study and or visit

Sheffield.

3.5 Services and support for people experiencing gambling harms

As many as 1 in 12 people in the UK are experiencing the harms from gambling. Anyone can experience gambling harms, therefore operators need to ensure staff are trained on this and are aware of services and support available for customers, and affected others such as family members.

Operators in Sheffield are asked to promote the NHS Northern Gambling Service as the first line of treatment and recovery support. The service specialises in delivering support and treatment for people experiencing gambling harms aged 18+ and has a clinic base in Sheffield city centre.

The service also provides support for affected family members whether the person gambling is in treatment or not.

- **NHS Northern Gambling Service**

Website: www.northerngamblingservice.nhs.uk

Tel: 0300 300 1490

Email: referral.ngs@nhs.net

Other services and relevant sources of information and support can be found at page 56 of this document.

3.6 Integration with Planning

The Licensing Authority recognises that there should be a clear separation of the Planning and Licensing Functions. Licensing applications will not be a re-run of the planning application.

While there is no obligation for an applicant to have planning permission before applying for a licence, it is strongly recommended that planning use be obtained first so that proper consideration can be given to the impact the use of the premises will have on the surrounding amenities, character and locality.

Licence holders, applicants and businesses should take into account local planning policies and the Local Plan to ensure they fit into with the requirements for the plans of the city.

Businesses are also reminded to keep up to date with changes in usage and planning permission requirements (e.g. betting shop usage).

3.7 The Sheffield Local Plan

The Council is working on a new draft 'Sheffield Local Plan' which will guide the future of the city by setting out how and where development will take place up to 2039. It will be called the 'Sheffield Plan' once it has been adopted and will replace the Sheffield Core Strategy (2009) and the Sheffield Unitary Development Plan (1998).

3.8 Public Health Reports and Strategies

In relation to the licensing objective of protecting children and other vulnerable persons from being harmed or exploited by gambling, and in accordance with paras.1.12 and 6.4 of the Gambling Commissions guidance to Local Authorities, the Licensing Authority recommends that operators review the following reports and strategies:

- **The Director of Public Health Report**
An annual report which details population health issues in Sheffield and influential factors in securing good health outcomes.
- **[The Fair and Healthy Sheffield Plan](#)**
A plan to improve the health and wellbeing of those worst off the fastest.
- **[A Public Health Framework for Preventing and Reducing Gambling Harms In Yorkshire and the Humber](#) – Association of Directors of Public Health Yorkshire and Humber**
Provides a menu of possible areas for action to reduce gambling harms.

- **Gambling Harms Prevention Strategy for Sheffield**
Sets out strategic priorities and an action plan to reduce the harm from gambling in the city.
Available on request from the Licensing Authority.

To Note:

Applicants/licensees should note any possible changes that may occur following the government's white paper titled '[High Stakes: gambling reform for the digital age](#)'; this is the government's plan for reform of the gambling regulation following the review of the Gambling Act 2005.

Part 4 – Licensing Objectives

4.1 Objective 1: Preventing gambling from being a source of crime and disorder, being associated with crime or disorder or being used to support crime.

Anyone applying to the Licensing Authority for a premises licence will be required to hold an operating licence from the Gambling Commission before a licence can be issued. Therefore, the Licensing Authority will not generally be concerned with the suitability of an applicant and where concerns about a person's suitability arise the Licensing Authority will bring those concerns to the attention of the Commission.

Sheffield City Council places considerable importance on the prevention of crime and disorder, and the Licensing Authority will fulfil its duty under the Crime and Disorder Act 1998. A high standard of control is therefore expected to be exercised over licensed premises.

4.2 Policy – Objective 1

The Licensing Authority will, when determining applications, consider whether the grant of a Premises Licence will result in an increase in crime and disorder or have any other impact in relation to this objective.

The following are considerations when determining this and would be expected in your risk assessments:

- The location of the premises (see location policy at Part 5 and Sheffield's Local Area Profile at paragraph 5.6)
- The level of crime and disorder in and around the premises.
- Whether the premises, operator, or similar gambling premises in the local area has a history of crime and disorder or has been associated with crime and/or disorder and whether there are potential future risks of this occurring (see location policy at Part 5).
 - The likelihood of any violence, public nuisance, public order or other crimes and policing problems if the licence was granted.
- The proposed operation of the premises and the types of gambling activities that will be provided.
- The design, layout and fitting of the premises
 - Has it been designed to minimise conflict and opportunities of crime and disorder?
 - Physical security features installed in the premises. This may include matters such as the position of the cash registers or the standard of CCTV that is installed
- What sufficient management measures are proposed and what other measures have been considered.
- The staffing levels that will be provided when the premises are trading.
- Local supporting strategies and schemes including those listed in Part 3 of this document to be assessed:
 - Applicants will be expected to detail how these have been addressed and promoted in regards to this licensing objective in their risk assessments
 - It is recommended that applicants seek advice from South Yorkshire Police when addressing this issue as well as taking in to account local Planning and Transport Policies, Tourism, Cultural and Crime Prevention Strategies. Information relating to crime reduction is available at the South Yorkshire Police website www.southyorks.police.uk.

Conditions may be attached to Premises Licences in order to be reasonably consistent with this licensing objective, and will, so far as possible, reflect local crime prevention strategies (also see conditions section 10.4).

All applicants will be expected to demonstrate to the satisfaction of the Licensing Authority how they intend to adhere to this objective.

The steps to be taken in regard to this objective will be a matter for each applicant to consider, depending upon the nature of the premises and the licensable activities for which a licence is sought. These steps may therefore differ from one premise to another and each application for a premises licence will be considered upon its own individual merits.

Determining an opposed application

The Licensing Authority considers South Yorkshire Police to be the main source of advice on crime and disorder.

Attention will be given to the consideration provided in the application on the above factors.

Where an applicant has omitted information on the above, the Licensing Committee will ask questions of the applicant on such and may consider attaching appropriate conditions.

4.3 Objective 2: Ensuring that gambling is conducted in a fair and open way

This Licensing Authority notes that the Gambling Commission states that it generally does not expect Licensing Authorities to be concerned with ensuring that gambling is conducted in a fair and open way. This is because this will usually be concerned with either the management of the gambling business (and therefore subject to the operating licence), or the suitability and actions of an individual (and therefore subject to a personal licence). These permissions both fall within the remit of the Gambling Commission.

Licensing Authorities must consider factors relevant to any of the three licensing objectives.

The exception to the above is for occupiers of tracks who do not propose to offer gambling themselves. This means there will be more of a role for Licensing Authorities in this area which is explained in more detail in the 'tracks' section at 7.12.

4.4 Policy – Objective 2

The following are considerations when determining an application and would be expected to be in applicants risk assessments:

- Whether sufficient management measures are proposed to be reasonably consistent with this licensing objective.
- The design, layout, lighting and fitting of the premises.
 - Has it been designed to ensure gambling is conducted in a fair and open way?
 - Physical security features installed in the premises. This may include matters such as the position and standard of CCTV that is installed
 - Separation of areas and adequate supervision
- Is the management and operation of the premises open and transparent?
 - Co-operation with enforcement agencies.
 - Ensuring correct protocols and procedures are in place to be reasonably consistent with this objective.
 - Compliance with the Gambling Commissions code of practice.

4.5 Objective 3: Protecting children and other vulnerable persons from being harmed or exploited by gambling

The Act defines children as ‘an individual who is under 16 years old’ (persons under the age of eighteen are ‘young persons’).

Regarding “other vulnerable persons” it is noted that the Gambling Commission is not seeking to offer a definition, but states that “it will for regulatory purposes assume that this group of people includes those who gamble more than they want to; those who gamble beyond their means; and those who may not be able to make informed or balanced decisions about gambling, for example because of health problems, learning disability, or substance misuse relating to alcohol or drugs. We know that adults may be in a vulnerable situation at any age, but young adults may be particularly vulnerable to gambling related harms due to a combination of biological, situational, and environmental factors.”

The Licensing Authority will expect applicants to consider the measures necessary to adhere to this objective which includes preventing children and vulnerable people from being enticed to gamble or to take part in inappropriate gambling and how operators intend to prevent children from entering gambling premises which are adult only environments.

The Licensing Authority is also aware of the Codes of Practice which the Gambling Commission issues in particular in relation to specific premises such as casinos.

4.6 Policy – Objective 3

The following would be expected to be included and addressed in your risk assessments which in turn will be used in determining your application:

- The location of the premises (see location policy at Part 5 and Sheffield’s Local Area Profile at paragraph 5.6) e.g.:
 - Are the premises located close to premises frequented by children or other vulnerable persons? E.g. Schools, colleges, universities, student accommodation, substance misuse treatment services, youth services, domestic abuse support services, children’s play areas; employment services for people who are out of work; are the premises near to social housing for vulnerable adults or a treatment centre for people living with a gambling addiction, hospitals or residential homes for children or vulnerable people etc. (See local area profiling)
 - Is a gambling premises suitable to be located there?
 - Are there sufficient controls, procedures and conditions in place to be reasonably consistent with this licensing objective?
- Whether any promotional materials or advertising associated with the premises could encourage the use of the premises by children or vulnerable persons.
- Whether there are sufficient management measures in place to ensure adequate training and refresher training for staff is in place to protect children, young persons and vulnerable persons who may be harmed or exploited by gambling, including safeguarding awareness training. Safeguarding training and advice is available by contacting the Safeguarding Licensing Manager at SCSPsafeguardinglicensing@sheffield.gov.uk.
- The following measures are requirements that operators must address in Sheffield to be reasonably consistent with this licensing objective; these would include but not be limited to the following:
 - a risk assessment for safeguarding children and vulnerable people at gambling premises to be undertaken with reference to the Sheffield Children Safeguarding Partnership risk assessment guidance available at <https://www.safeguardingsheffieldchildren.org/scsp/business/safeguarding-in-licensing-training-support-materials>
The outcome of the risk assessment should inform staff training and the operating policy.
 - a member of staff to be designated to have lead responsibility for the operating systems relating to the protection of children and other vulnerable persons (for a description of this role refer to

<https://www.safeguardingsheffieldchildren.org/scsp/business/safeguarding-in-licensing-training-support-materials> ;

- a recognised Proof Of Age Scheme to be operated in all areas of the premises where alcohol and other age restricted goods are on sale and at entrances to areas of the premises which give access to adult gambling facilities;
- staff shall receive induction and refresher training in relation to procedures and operating systems for the protection of children and vulnerable people. Staff training records shall be maintained and be available for inspection at the reasonable request of the Responsible Authorities;
- a written record shall be maintained of all staff interventions that are made with customers for the protection of children and other vulnerable persons including: refusals of service or admission, the provision of self-help information; membership records for the self-exclusion scheme including photographic ID; records of interventions with parents/carers who fail to behave responsibly at the premises; records of persons barred.
- signage to be displayed in areas where children are admitted regarding all restrictions
- A customer charter promoting the principles of acceptable behaviour at the premises including that adults must supervise their children at all times;
- Performance monitoring and self-testing procedures should be in place to identify training needs and staff competence in relation to age verification.
- Staff should receive safeguarding training, including suicide awareness training, to help them to recognise and respond to individuals at risk of gambling harms. Staff may benefit from training that includes the impact of the harms from gambling, the benefits of taking trauma informed approach to engage with customers and how to manage confrontation. For further information about gambling related safeguarding training, contact the Safeguarding Licensing Manager at SCSPsafeguardinglicensing@sheffield.gov.uk.
- Measures to be in place to prevent underage or vulnerable persons accessing online gambling if offered at a premise.
- areas for adult gambling must be clearly segregated and physically supervised to prevent underage admission.
- Signage must be displayed to promote all restrictions including age restricted games.
- Information on support available to people experiencing the harms from gambling, to include the NHS Northern Gambling Service, should be clearly visible and accessible to customers;
- staff to be trained to recognise vulnerable customers (for example, when people appear to be under duress when placing a bet or who appear to lack capacity (meaning they are unable at the time to understand the risks and likely implications of gambling) such as becoming agitated, aggressive, attempting to breach agreed limits or self-exclusion agreements; engaging in superstitious type rituals);
- Operators are encouraged to establish links with the Sheffield Children Safeguarding Partnership as a Responsible Authority under the Gambling Act 2005 and with the Sheffield Adult Safeguarding Partnership as an advisory service regarding vulnerable adults.

The Licensing Authority will consider this licensing objective on a case-by-case basis and each application for a Premises Licence will be considered upon its own individual merits.

Underage Gambling – Test Purchasing

Results from any Test Purchasing carried out either by the operators or the Licensing Authority through its strategy detailed in Part 11 paragraph 11.2.1 and 11.2.2 will be considered under this objective.

Determining an Opposed Application

The Licensing Authority will give considerable weight to representations about child protection matters in licensed premises.

It will consider the Sheffield Children Safeguarding Partnership as a source of advice in relation to the protection of children and vulnerable persons.

Part 5 – Location, Area Profiling and Risk Assessments

5.1 Location

In considering the location of premises, issues of demand cannot be considered. Considerations can however be made on the location of the premises in relation to the licensing objectives.

The Licensing Authority sets out the following policy in relation to location.

5.2 Policy - Location

The Licensing Authority will pay particular attention to two of the three licensing objectives when considering location, these being: the protection of children and other vulnerable persons from being harmed or exploited by gambling, and the prevention of gambling from being a source of crime and disorder.

Whilst each application will be treated upon its own merits, applications which the Licensing Authority feels are in close proximity (close proximity will be determined by the Licensing Authority on a case by case basis) or on route to the following sensitive locations will require applicants to provide further detailed information in their local area risk assessments as to how their proposals will be reasonably consistent with adhering to the above licensing objectives:

- a school, university, college, nursery or other similar premises substantially used by or for children or young persons (including children's homes and specialist units);
- a park or similar space used for children's play or young people's recreational activity;
- a Hospital, Disability Centre, mental health services or similar premises;
- vulnerable adult centres and community buildings (e.g. centre for people living with gambling addiction)
- substance misuse treatment services
- youth or other children or vulnerable people specialist services.
- social housing for vulnerable adults
- locations known to attract unaccompanied vulnerable young people or offenders
- high crime and disorder hot spots
- congregation points of children and the vulnerable
- transport links used by children and the vulnerable
- areas of homelessness/rough sleepers
- GP practices and health centres
- employment services for people who are out of work
- student accommodation
- areas of socio-economic deprivation
- advice services e.g. Citizen's Advice

5.3 Area Profiling and Risk Assessments

The Licensing Authority needs to be satisfied that there is sufficient evidence that the location of a premises would not compromise the promotion of the licensing objectives.

The Gambling Commission's Licence Conditions and Codes of Practice (LCCP), sets out requirements for licensees to assess local risks to the licensing objectives posed by the provision of gambling facilities at their premises and have policies, procedures and control measures to mitigate those risks. The codes of practice require licensees to share their risk assessment with Licensing Authorities.

Licensees must review (and update as necessary) their local risk assessments:

- when applying for a variation of a premises licence;
- to take account of significant changes in local circumstance, including those identified in this policy;
- when there are significant changes at a licensee's premises that may affect their mitigation of local risks; and
- in any case, undertake a local risk assessment when applying for a new premises licence.

5.4 Policy - Risk

The Authority expects applicants to detail the following in their local risk assessments and application documentation:

- 'Sensitive Locations' as detailed in paragraph 5.2.
- Information detailed in paragraph 5.5 'Policy – Area'
- Address risks in the Sheffield Local Area profile paragraph 5.6
- Whether the premises is in an area subject to high levels of crime and/or disorder
- Location of areas/buildings that attract or involve the presence of children and vulnerable people (e.g. schools, colleges, universities, leisure centres, certain shops, children's homes, substance misuse treatment services or other specialist services for children and vulnerable people; money lending organisations etc please see paragraph 5.2 policy location above and Sheffield Local Area profile at paragraph 5.6)
- Demographics of the area and in particular to vulnerable groups (eg the location of the premises in deprived areas, level of social housing, or location in relation to money lending businesses)
- Location of services for vulnerable groups in the area
- Deprivation of local area (at the very least the Ward area)
- Local policies and strategies to assist in the promotion of the licensing objectives (see also Integrating Strategies at Part 3)

The above list is not exhaustive but shows the minimum requirement expected. Applicants may wish to add additional information to demonstrate how they may mitigate any risks in order to be reasonably consistent with the licensing objectives.

To assist applicants with the above local area profiling and their risk assessment, the following links and information may assist:

- **Sheffield fact and figures:**
<https://sheffield.communityinsight.org/>
- **Ward profiles:**
<https://www.sheffield.gov.uk/home/your-city-council/ward-profiles.html>
This Ward Profile Tool that has been produced to provide analysis and statistics for a variety of key topics such as demographics, education, crime and the economy, as well as providing information from the census, at a local level.
- **South Yorkshire Police**
www.southyorks.police.uk and www.police.uk/
Information relating to crime reduction and crime statistics in the area.
- **Joint Strategic Needs Assessment**
<https://www.sheffield.gov.uk/public-health/health-wellbeing-needs-assessment>
- **CDRC Data Maps**
<https://data.cdrc.ac.uk/>

5.5 Policy - Area

The Licensing Authority will take into account the following factors when considering an application:-

- Sheffield's Local Area Profile referred to at paragraph 5.6
- the possible impact a gambling premises may have on any premises that provide services to children, young people and vulnerable persons, i.e. a place of education, play, recreation or treatment or vulnerable adult centres in the area and any mitigating factors put in place by the applicant to reduce risk as detailed in their local area risk assessments.
- the possible impact a gambling premises may have on residential areas where there may be a high concentration of families with children and any mitigating factors put in place by the applicant to reduce risks as detailed in their local area risk assessments.

- the size of the premises and the nature of the activities taking place
- appropriate number of staff and supervision procedures
- levels of crime in the area and the impact of the grant of the licence
- If the applicant has offered any conditions which would mitigate risks and be reasonably consistent with the licensing objectives.
- How the premises will operate to restrict access to children, young persons and vulnerable persons
- Details of any partnership working arrangements the operator has in place with police, social care or similar agencies.
- How the risk of online gambling will be managed if offered at a premises

This list is not exhaustive but is a number of factors that will be taken into account regarding the suitability of location.

The Licensing Authority and its partners will monitor and work with businesses, agencies and communities in areas of concern within the City which may lead to problems that undermine the licensing objectives, in particular the prevention of crime and disorder and protecting children and other vulnerable persons from being harmed or exploited by gambling.

If interventions are required; a multi-agency approach will be taken within these areas which could include but not limited to; specialist advice on tackling the issues, a multi-agency action plan; specific targeted training and compliance checks at licensed premises within these areas.

5.6 Sheffield Local Area Profile

The 'Local Area Profile' is an assessment of the local environment and identifies the key characteristics of Sheffield. It is intended that the local area profile will provide the Licensing Authority, operators and the public with a better understanding and awareness of the gambling related risks in the city. In this context, risk includes actual and potential risk and also takes into account any future or emerging risks.

The local area profile takes account of a wide number and range of factors and information which is evidence based. It enables us better to serve our local community by providing clarity for operators as to the relevant factors we will consider in our decision making and it enables us to make evidence-based decisions from a clear and published set of factors and risks.

We expect that the local area profile will lead to improved applications and that operators will be able to incorporate controls and measures within their applications to mitigate risk.

We accept that the local environment can change, and we must therefore retain the ability to review and quickly update the local area profile so that we remain aware of the current and emerging risks. For this reason, we have not included our local area profile within the body of this policy, and we have published it as a separate document. This will allow us to update information within the local area profile and to quickly assess new or emerging risks from which to inform our decisions without the need for full consultation.

We expect operators to use the local area profile to help inform them of specific risks that need to be addressed in their local risk assessments and to take account of any changes since its' last update. To assist, we will inform operators when we make any changes to our local area profile.

Part 6 - Responsible Authorities, Interested Parties & Representations

6.1 Responsible Authorities

The Gambling Act 2005 sets out in Section 157 a list of bodies who are 'Responsible Authorities' under the Act.

Responsible Authorities may make representations to the Licensing Authority in relation to applications for, and in relation to existing premises licences. All representations made by Responsible Authorities are likely to be relevant representations where they relate to the Licensing Objectives.

The following are Responsible Authorities:

- the Licensing Authority in England and Wales in whose area the premises are wholly / partly situated;
- the Gambling Commission;
- the Chief Officer of Police for the area in which the premises is wholly / partly situated;
- the Fire and Rescue Service for the same area;
- the local Planning Authority;
- the Environmental and Regulatory Services;
 - Noise Pollution; and
 - Health Protection Service
- the local Safeguarding Children Partnership;
- HM Revenues & Customs; and
- any other person prescribed in Regulations by the Secretary of State.

6.2 Policy – Sheffield Children Safeguarding Partnership Statement of Principles (Section 157(h) of the Act)

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

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

The Licensing Authority has designated Sheffield Children Safeguarding Partnership of Sheffield City Council for this purpose in relation to children and vulnerable people.

The contact details of all the Responsible Authorities are set out in Part 13 and available on the Licensing Authority's website at www.sheffield.gov.uk/licensing.

6.3 Interested Party

Interested parties can make representations about licence applications or apply for a review of an existing licence. Section 158 sets out the persons who are 'Interested Parties' for the purposes of the Act. This shall be the person who, in the opinion of the Licensing Authority:

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

6.4 Policy – Interested Party Statement of Principles (SI 2006/636)

The Licensing Authority is required by Regulations (SI 2006/636 para 5(b)) to state the principles it applies in exercising its powers under the Gambling Act 2005 to determine whether a person is an Interested Party.

The Licensing Authority will apply the following principles in determining whether a person or body is an interested party for the purposes of the Gambling Act 2005:

- a) each case will be decided upon its own merits subject to the licensing objectives and to any requirements imposed by the Gambling Act 2005;
- b) the Licensing Authority will not apply a rigid rule to its decision making.

The Licensing Authority will:

- have regard to any guidance issued by the Gambling Commission with regard to the status and interpretation of 'Interested Parties'.
- also consider the Gambling Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.

The Gambling Commission has also recommended that Licensing Authorities state that 'Interested Parties' are to include trade associations, trade unions, and residents and tenants' associations. This Authority will not, generally view these bodies as 'Interested Parties' unless they have a member who can be classed as an 'Interested Party' under section 158 of the Gambling Act 2005, as set out above.

This Authority will however, require written evidence that a person / body (e.g. an advocate or relative) "represents" someone who either lives sufficiently close to the premises so that they are likely to be affected by the authorised activities and / or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

If individuals wish to approach Councillors to ask them to represent their views, then care should be taken that the Councillor(s) are not part of the Licensing Committee dealing with the licence application. (Note: If there is any doubt then please contact the Licensing Service, see contact details at Part 13.

6.5 Making Representations

Representations relating to applications or a review must be relevant and should relate to the impact on the licensing objectives, or raise issues under this Statement, or the Commissions guidance, or codes of practice. If representations are considered inadmissible, they will not be taken into consideration when the application is determined.

6.6 Policy - How to make a representation

The Licensing Authority expects representations to include the following:

- a) the name, address and a contact number for the person making the representation (mandatory).
- b) the capacity in which the representation is made (i.e. Interested Party or Responsible Authority) and if made as a representative should indicate who is being represented with their name and address.
- c) the name and address of the premises in respect of which the representation is being made.
- d) the licensing objective(s) relevant to the representation.
- e) why it is felt that the application:
 - is not reasonably consistent with the licensing objectives; or
 - is not in accordance with this Policy, the Commission's Guidance or the relevant Codes of Practice or;
 - otherwise should not be granted or;
 - should only be granted subject to certain specified conditions
(one or more of the above reasons should be listed)
- f) details of the evidence supporting the opinion in (e).

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 Licensing 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.

The above criterion is to ensure that the representation is made by a Responsible Authority or Interested Party and that it is relevant and directly related to the premises the application refers to.

Petitions

We understand that petitions are sometimes attached as a form of representation to an application. Should you wish to submit a petition, the Licensing Authority would expect that it entails the above listed information.

The Licensing Authority would also expect that there is:

- An organiser of the petition who will be the point of contact
- A spokesperson to discuss the views and answer questions on behalf of the petitioners at any Licensing Committee hearing

Whilst representations which are not in the preferred form or which do not fully comply with the above 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.

Where valid representations are received the Authority will hold a hearing.

Part 7 - Premises licences and Reviews

7.1 General principles

Gambling may be authorised in various ways depending on the nature of the gambling activity involved. In general either a premises licence or a permit will be needed, though certain activities may be authorised by way of notification. The involvement of Responsible Authorities, Interested Parties and the degree of control and discretion available to the Licensing Authority varies, depending upon the type of authorisation necessary. Part 7 and 8 of this statement addresses the local standards applicable to the various types of authorisation.

The Licensing Authority is aware that in making decisions about Premises Licences it should aim to permit the use of premises for gambling as far as it thinks 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 Principles (Policy).

7.2 Policy - Premises

When considering applications for premises licences the Licensing 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 in this policy document.

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.

7.3 Definition of a 'Premises'

In the Act, "premises" is defined as including "any place".

Section 152 therefore prevents more than one premises licence applying to any one place. But a single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises.

This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or a shopping mall to obtain discrete premises licences, where appropriate safeguards are in place.

Particular attention will be paid if there are issues about sub-divisions of a single building or plot and licence holders should ensure that mandatory conditions relating to access between premises are observed.

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

consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises”.

7.4 Policy - Divided premises

The Licensing Authority takes particular care in considering applications for multiple licences for a building, as part of the consideration, applicants must demonstrate the following:

- that the premises are genuinely separate and have not been artificially divided to what is already identifiable as a single premises;
- separation between the premises is appropriate;
- that the licensing objectives and the authorities expectations on promoting the those are taken into consideration;
- 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
- that the Licensing Authority will take into particular regard the third licensing objective which seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating;
- steps have been taken in preventing unlawful direct access by customers between licensed premises
 - entrances and exits from parts of a building covered by one or more premises 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.
- That any local schemes and strategies have been assessed and promoted where ever possible (see also Integrating strategies at Part 3)

The Licensing Authority may also consider the following factors listed in the Commissions guidance:

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

These and other relevant factors will be considered when making a decision, depending on all the circumstances of the case.

7.5 Premises ready for Gambling

A licence to use premises for gambling will only be issued in relation to premises that the Licensing Authority can be satisfied are going to be ready for gambling in the reasonably near future, consistent with the scale of the building or alterations required before the premises are brought into use.

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

7.5.1 Policy – Premises ready for gambling

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

- 1) whether the premises ought to be permitted to be used for gambling; and
- 2) 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.

The Licensing Authority may request any other information they may feel relevant in determining the application.

Licensing Authorities are not obliged to grant a licence. Where it does seem appropriate to grant a licence, it may do and attach conditions.

7.6 Types of Premises Licences and Provisional Statements

Premises licences are only required for the following types of gambling:

- Betting premises (including tracks)
- Casino premises
- Bingo premises
- Adult gaming centres
- Licensed family entertainment centres

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 (see Part 6.5). In the case of reviews, the licensee may also make representations. With regard to other forms of notification and permit, the right to object is restricted to specified bodies.

7.7 Provisional Statements

Developers may wish to apply 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.

The 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 require the right to occupy.

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

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

The holder of the 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 Responsible 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 to the applicant’s circumstances.

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

- which could not have been raised by objectors at the provisional statement stage;
- which in the Authority’s opinion reflect a change in the operators circumstances; or
- where the premises have not been constructed in accordance with the plan submitted with the 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 its decision.

The provisions set out below apply to provisional statements as they apply in relation to premises licences.

7.8 Adult Gaming Centres (AGC's)

These premises must be operated by persons who hold a 'gaming machine general operating licence' from the Gambling Commission, as well as a premises licence from the Licensing Authority.

Section 172(1) of the Act permits the following on AGC's:

- category B machines; and
- unlimited category C and D machines.

The Category B machines are limited to B3 and B4 and the number of category B machines must not exceed 20% of the total number of gaming machines which are available for use on the premises.

Access

- No one under the age of 18 is permitted to enter an Adult Gaming Centre.
- No customer must be able to access the premises directly from any other licensed gambling premises.

7.8.1 Policy - AGC

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

- Promotion of the licensing objectives in Part 4 of this policy and the Authority's considerations under this part
- Local area profiling through risk assessments and in particular the location (see location policy at Part 5); and
- Applicants measures and procedures to minimise illegal access to the premises by under 18's

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 to the Licensing Authority that there will be sufficient measures to control access to and participation in gambling by such persons, the location and entry to AGC's will be considered.

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 e.g support services
- staff training including age verification and safeguarding awareness training
- record keeping
- signage
- publicity or advertising.

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.

In addition to the mandatory conditions attached by regulations issued by the Secretary of State, conditions may be applied by the Licensing Authority if it is felt necessary in the circumstances, and in accordance with section 153 of the Act (see section 10.4 on conditions).

7.9 Licensed Family Entertainment Centres

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

- FECs with category C and D machines require a Premises Licence from the Licensing Authority
- Unlicensed FECs provide only category D machines and are regulated through FEC gaming machine permits (see section 8.2 of this Statement)

This section deals with FEC's, and persons operating a licensed FEC must hold a gaming machine general operating licence from the Gambling Commission and must seek a premises licence from the Licensing Authority.

Access

- No customer must be able to access an FEC premises directly from any of the following:
 - a casino;
 - an adult gaming centre; or
 - a betting premises, other than a track.
- Children and young persons are permitted to enter an FEC and may play on the Category D Machines only. There must be clear segregation between category C and D machines, to ensure children do not have access to the category C machines. Access and egress points must be monitored.

7.9.1 Policy - FEC

Factors for consideration by the Licensing Authority when determining an application for a licensed family entertainment centre will include the applicant demonstrating:

- Promotion of the licensing objectives in Part 4 of this policy and the Authority's considerations under this part
- Applicants measures and procedures to minimise illegal access to the premises by under 18's.
- Measures and procedures for any staff supervision requirements and ensuring any risk to this particular licensing objective (Objective 3) is being suitably managed.
- Suitability of the location through the applicants local area risk assessments:

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

- proximity of premises to places of education, play or recreation; specialist services for children or vulnerable adults (e.g. a centre for people living with gambling addiction or other addictions, treatment or counselling services), and community buildings;
- proximity to residential areas where there may be a high concentration of families with children; and
- whether the premises is within a shopping area centre or within the edge of one.

Conditions may be applied by the Licensing Authority in support of the licensing objectives if it is felt appropriate in the circumstances, and in accordance with section 153 of the Act (see section 10.4 on conditions).

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 e.g support services.
- Measures / training for staff including safeguarding awareness training and how to deal with suspected truant school children on the premises
- arrangements for partnership working with relevant agencies such as social care, police or similar.

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

7.10 Casinos

Sheffield City Council, as the Licensing Authority has not passed a “No Casino” resolution under Section 166 of the Gambling Act 2005, but is fully aware that it has the power to do so.

Should Sheffield City Council, as the Licensing Authority, decide to pass a “No Casino” resolution in the future it will update this statement with details of that resolution. Any such resolution will be made by Full Council.

Sheffield City Council has a number of casinos licensed in its area. Although the authority cannot grant any new casino premises licences, existing casino premises licences can be varied to increase or decrease permitted gambling area, vary the default conditions, or any conditions imposed by the authority.

The Secretary of State has made regulations setting out both mandatory and default conditions (conditions which the Licensing Authority can choose to exclude) which may be attached to casino premises licences. These conditions cover the layout, access arrangements, number of player positions and requirements concerning the display of information.

Casino premises licences will be monitored by the Licensing Authority so far as the Act, the guidance, and the codes of practice allow. Such licences are also subject to the review process.

Access

- The principle access entrance to the premises must be from a street (as defined under the Commissions guidance).
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons.
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence.
- No one under the age of 18 is permitted to enter a casino (including for the purpose of working (paid or voluntary) or performing/entertaining).

7.10.1 Policy – Casino Variation

Factors for consideration by the Licensing Authority when determining the application to vary a casino licence will include the applicants demonstrating:

- Promotion of the licensing objectives in Part 4 of this policy and the Authority’s considerations under this part
- Local area profiling of the applicant through their risk assessments
- Location of the premises
- Applicants measures and procedures 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.

Local area profiling through risk assessments and in particular the location (see location policy at Part 5)

7.10.2 Casinos and competitive bidding

Where a Licensing Authority area is able to grant a premises licence for a new style casino (i.e. where the Secretary of State has made such regulations under section 175 of the Gambling Act 2005 applying to the particular Authority) there are likely to be a number of operators who will seek the right to run the casino. In

such situations the Local Authority will run a competition in line with any regulations / codes of practice issued under the Gambling act 2005.

7.11 Bingo Premises

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 Principles.

Other types of bingo will require a bingo operating licence from the Gambling Commission and in addition a premises licence from the Licensing Authority.

The holder of a bingo premises licence may make available for the use of category B machines (restricted to B3 or B4 machines) and any number of category C or D machines. Category B gaming machines must not exceed 20% of the total number of gaming machines which are available for use on the premises.

Children and young persons are permitted on a bingo premises but are unable to participate in the bingo. If there are any category C or D machines made available for use on the premises, these must be separated from areas where children and young people are allowed. Mandatory Conditions apply in such circumstances to ensure that children cannot gain access to other types of gaming machines.

Access

- Customers must not be able to access a bingo premises directly from any of the following:
 - a casino;
 - an adult gaming centre; and
 - a betting premises, other than a track
- Bingo premises may admit those under 18 years of age but must have policies to ensure that they do not play bingo or play category B or C machines that are restricted to those over 18.

7.11.1 Policy - Bingo

Factors for consideration by the Licensing Authority when determining an application for a bingo licence will include the applicants demonstrating:

- Promotion of the licensing objectives in Part 4 of this policy and the Authority's considerations under this part
- Local area profiling of the applicant through their risk assessments
- Location of the premises (see location policy Part 5)
- Suitability and lay out of the premises (see below description)
 - 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
 - plans are to be marked using a colour-coded scheme or at a minimum by use of a key to denote the use of those areas shown
 - Is there appropriate supervision of facilities by staff at all times.
- Demonstrate to the Licensing Authority that there are substantive facilities for non-remote bingo for which the premises licence is to be issued.
 - This is to ensure avoidance of a situation where a premises holds a bingo premises licence primarily to benefit from the gaming machine allowance
 - This will be a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded.

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 e.g support services
- staff training including age verification and safeguarding awareness training
- record keeping
- signage
- publicity or advertising.

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.

In addition to the mandatory conditions attached by regulations issued by the Secretary of State, conditions may be applied by the Licensing Authority if it is felt appropriate in the circumstances, and in accordance with section 153 of the Act (see section 10.4 on conditions).

7.12 Betting Premises

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

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

7.12.1 Off course betting (Betting shops)

Off course betting is betting that takes place other than at a track, typically in a betting shop and includes an entitlement to operate up to four gaming machines of category B2, B3, B4, C or D as well as self-service betting terminals.

Conditions may be applied by the Licensing Authority in support of the licensing objectives (including the numbers and nature of self-service betting terminals (s181 GA05)) if it is felt necessary and such licences are subject to mandatory and default conditions applied by regulations issued by the Secretary of State (see also section 10.4 on conditions).

Access

- Access must be from a street or from other premises with a betting premises licence
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.
- No one under the age of 18 is permitted to enter a betting premises.

7.12.2 Policy – Off course (Betting Shops)

Factors for consideration by the Licensing Authority when determining an application for a betting premises licence (other than a track) will consider how the applicant has demonstrated the:

- Promotion of the licensing objectives in Part 4 of this policy and the Authority's principles under this part
- Local area profiling of the applicant through their risk assessments
- Location of the premises in particular to young and/or vulnerable persons (see location policy Part 5)
- Procedures in place to prevent access to young people under the age of 18
- Suitability and lay out of the premises
- Size of the premise in relation to the number of betting machines and self-service betting terminals
- The type and nature of any self-service betting terminals if made available
- The number and location of self-service betting terminals
- The ability of staff to monitor the use or abuse of machines
- Self-exclusion systems
- Staff training in relation to responding to underage or vulnerable people

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.

The Licensing Authority would recommend where appropriate that applications include the following additional information:

- A plan to include the location of any self-service betting terminals;
- policies and procedures;
- 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 e.g support services;
- customer charter to promote responsible behaviour and supervision of children;
- safeguarding awareness training and any other staff training measures;
- any further information which may assist the Licensing Authority.

7.12.3 Tracks

The Gambling Act 2005 defines a track as *"a horse racecourse, greyhound track or other premises on any part of which a race or other sporting event takes place or is intended to take place"*.

Track premises differ to other types of premises in that tracks admit third party operators to provide betting facilities, whereas other premises licence holder (e.g. betting shops, bingo clubs) provide the gambling facilities themselves and are subject to the conditions of the operating licence as well as the premises licence.

Track operators are not required to hold an operator's licence granted by the Gambling Commission unless they are operating gambling activities themselves. This is because the various other gambling operators offering betting at the track will each hold an operating licence from the Commission. 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.

Tracks may be subject to one or more premises licence provided each licence relates to a specified area of the track.

The Licensing Authority recognises that track operators will have an important role to play in the regulation of gambling activities and expect that they will take proactive action appropriate to that role. For example in ensuring that betting areas are properly administered and supervised.

Access

- Customer should not be able to access a track premises directly from any of the following:
 - a casino; or
 - an adult gaming centre.
- There must be clear segregation between category C and D machines. Tracks will be required to have policies to ensure under 18's do not participate in gambling other than on category D machines.

7.12.4 Policy - Tracks

The Licensing Authority will 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.

The Licensing Authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and other 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.

The Licensing Authority would recommend where appropriate that applications include the following additional information with their applications:

- 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; and
- provision of information leaflets / helpline numbers for organisations e.g support services.
- Customer charter to promote responsible behaviour and supervision of children
- Safeguarding awareness training and any other staff training measures
- Any further information that may assist the Licensing Authority

This list is not mandatory, nor exhaustive, and is merely indicative of examples that Sheffield City Council would expect as measures and recognise as responsible practice.

7.12.5 Policy - Applications and plans for Tracks

Regulations set out specific requirements for applications for premises licences. In accordance with the Gambling Commission's suggestion to ensure that Licensing Authorities gains a proper understanding of what it is being asked to licence, the Authority requests the following information:

- 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");
- 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.

The Licensing Authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information that this Authority can satisfy itself that the plan indicates the main areas where betting might take place.

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.

7.12.6 Policy - Rules being displayed

Licensing Authorities will attach a condition to track Premises Licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that measures are taken to ensure that they are made available to the public. For example; the rules could be printed in the race-card or made available in leaflet form from the track office.

7.13 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, the location and supervision of the machines and preventing children from playing them.

The Licensing 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.

7.14 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 Licensing Authority.

In line with the Commission's Guidance the Licensing 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.

7.15 Betting Machines on Tracks

The Licensing 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 vulnerable people (it is an offence for those under 18 to bet), 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.

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 number, location, and nature of self-service betting terminals
- minimum staffing levels proposed through risk assessments
- the ability of track staff to supervise the machines especially if they are scattered around the site:
- how to restrict access to under 18's including adequate signage; and
- the ability of the track operator to prevent children and vulnerable people betting on the machines.

7.16 Reviews

Requests for a review of a premises licence can be made by 'Interested Parties' or 'Responsible Authorities', which include the Licensing Authority.

7.16.1 Policy – Reviews

It is for the Licensing Authority to decide whether the review is to be carried out. This will be on the basis of whether the request for the review is relevant to the matters listed below:

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

Due consideration will be given to all relevant representations unless the following apply:-

1. the grounds are frivolous;
2. the grounds are vexatious;
3. the grounds are irrelevant;
4. the grounds will not cause the Licensing Authority to revoke or suspend a licence or to remove, amend or attach conditions on the premises licence (i.e. where the Licensing Authority will not have any power to effect the licence) ;
5. the grounds are substantially the same as the grounds cited in a previous application relating to the same premises; or
6. the grounds are substantially the same as representations made at the time the application for a premises licence was considered.

The onus will be on the Responsible Authority/Interested Party applying for the review to provide evidence in support of the matters for concern.

Applications by Responsible Authorities

Where risk is identified and has not been managed to the satisfaction of the Responsible Authorities; an application will be submitted to review the licence.

The Licensing Authority considers the action planning approach an acceptable tool for demonstrating attempts at working together to achieve the licensing objectives, this includes any requests for an up to date local risk assessment ([ordinary code 10.1.2](#)).

Review applications by 'Interested Parties'

Interested Parties can request a a review of a premises licence.

Before a review of a licence is requested, the licensing authority would expect to see evidence of:

- Talking to those who manage the premises to let them know about the problem and give them the opportunity to address the issues;
- Asking the licensing department to talk to those who manage the premises on your behalf; or
- Talking to the relevant "Responsible Authority" about the problem; and
- Any further supporting information and documents to support the reasons for the review.

The Licensing Authority accepts that an application for review may be appropriate without informal measures being taken but will seek to establish that all options have been considered.

Part 8 - Permits, Notices and Lottery Registrations

8.1 Permits

Permits regulate gambling and the use of gaming machines on premises which do not require a premises licence under this Act where either the stakes are very low or gambling is not the main function of the premises.

Such premises include family entertainment centres, alcohol serving premises, members clubs, miners welfare institutes and those premises wishing to offer prize gaming can apply to the Licensing Authority.

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.

The Licensing Authority can only grant or reject an application for a permit and cannot attach conditions. Therefore, the Licensing Authority will consider a number of factors before determining an application for a permit to ensure the permit holder and the premises are suitable for the proposed to carry out gambling activities.

The Licensing Authority is responsible for issuing the following permits:

- Unlicensed family entertainment centre gaming machine permits
- Alcohol licensed premises gaming machine permits
- Prize gaming permits
- Club gaming permits and club machine permits

Applicants are required to consider the licensing objectives in Part 4 of this policy and apply the general principles in Part 2 of this statement.

8.2 Unlicensed Family Entertainment Centre (UFEC) Gaming Machine Permits

Unlicensed family entertainment centres are those premises which provide category D gaming machines only and possibly other amusements such as computer games or penny pushers.

The premises are 'unlicensed' in that they do not require a premises licence but do require a permit to be able to provide category D machines. It should not be confused with a 'licensed family entertainment centre' which requires a premises licence because it provides both category C and D gaming machines (please see section 7.9 for further details of licenced family entertainment centres). Operators of UFEC's are expected to attend safeguarding awareness training, contact the Safeguarding Licensing Manager at SCSPsafeguardinglicensing@sheffield.gov.uk for more information.

8.2.1 General Principles

As per Section 238 of the Gambling Act 2005 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 (which can be played by a young person).

The Licensing Authority will require applicants to demonstrate:

- The premises will be used as an unlicensed FEC.
- The Police have been consulted on the application.
- A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FEC's.
- That the applicant has no relevant convictions (see schedule 7 of the Act and below statement of principles regarding convictions)
- Staff are trained to have a full understanding of the maximum stakes and prizes
- A risk management plan is in place in relation to protecting children and vulnerable people

The Licensing Authority will in relation to an application for an unlicensed family entertainment centre will take into account the following statement of principles when determining an application:

8.2.2 Policy – UFEC Statement of Principles (Schedule 10 paragraph 7 of the Act)

Applicants are to use the prescribed application form when applying for such permit and attach the required fee and all supporting documentation requested.

Applicants are required to obtain a basic disclosure from the Disclosure and Barring Service as part of the application process and regard will be given to any “Relevant Convictions” (defined by Schedule 7 of the Act) which may be revealed.

As well as the Police, Sheffield Children Safeguarding Partnership will also be consulted on the application.

Operators of UFEC’s are expected to attend safeguarding awareness training, please contact the Safeguarding Licensing Manager at SCSPsafeguardinglicensing@sheffield.gov.uk for more information.

The Licensing Authority has determined that regard will be given to the licensing objectives when determining such applications notwithstanding the Authority’s wide discretion when considering such matters.

In doing so, the Licensing Authority will expect applicants to demonstrate to the Authority as part of the application:

- that the applicant is over 18 years of age;
- that proper and appropriate procedures are in place to protect children and vulnerable persons from harm (harm in this context is not limited to gambling and includes wider issues around the protection of children and vulnerable others) please provide policies and procedures;
- that all staff have been fully trained in all the relevant issues, please provide training measures;
- that the applicant has no relevant convictions (i.e. submit a criminal record as detailed above);
- that there are measures set out to be reasonably consistent with the Licensing Objectives (see licensing objectives policy at Part 4);
- the location of premises (in relation to schools, substance misuse or other specialist services for children and vulnerable adults etc. – see locations policy at Part 5);
- local area profiling of the applicant through their risk assessments
- that a member of staff is designated with lead responsibility for safeguarding children and vulnerable others;
- there are policies and training available for safeguarding children and vulnerable others;
- that the application has been copied to South Yorkshire Police and the Sheffield Children Safeguarding Partnership;
- provide details of the supplier of the machines and licence number
- the premises will be inspected before it opens by relevant authorities the Licensing Authority sees fit;
- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs; and
- that staff are appropriately trained to have a full understanding of the maximum stakes and prizes.

The efficiency of such policies and procedures will each be considered on their merits, however, they should include appropriate measures / safeguarding awareness training for staff as regards suspected truant school children on the premises, measures / training covering how staff would deal with unsupervised very young children being on the premises, or children or vulnerable others causing perceived problems on / around the premises or children or vulnerable others perceived to be engaging in risk-taking or dangerous behaviour.

8.3 Alcohol Licensed Premises Gaming Machine Permits

8.3.1 Automatic Entitlement for up to two gaming machines

The Act provides that premises licensed to sell alcohol for consumption on the premises can automatically have two gaming machines, of categories C and/or D.

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 give notification means that the gambling is unauthorised and the premises user or any person who makes the machine available for use commits an offence.

Notification must be given on the form provided for by this Authority and can be found on our website at www.sheffield.gov.uk/licensing.

Applicants are reminded to comply with the Gambling Commissions code of practice on gaming machines which can be found on the Commissions website www.gamblingcommission.gov.uk.

The applicant will be expected to ensure that persons under the age of 18 years do not have access to the adult only gaming machines. This could include positioning the machines in sight of the bar, or in sight of staff who can monitor that the machines are not used by those under 18, or in an area designated for adults only

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 Section 282 of the Act;
- the premises are mainly used for gaming; or
- an offence under the Gambling Act 2005 has been committed on the premises.

8.3.2 Permit for three or more machines

If a premises wishes to have more than two machines of category C or D they would be required to apply for a 'licensed premises gaming machine permit'.

In determining such an application, regard will be given to the licensing objectives and any guidance issued by the Gambling Commission. In particular, the applicant must satisfy the Licensing Authority that there will be sufficient measures to ensure that persons under the age of 18 years do not have access to the adult only gaming machines.

8.3.3 Policy - LPGMP

Measures which will help satisfy the Licensing Authority of the applicant's commitment to prevent persons under the age of 18 years access to adult machines will be to ensure those machines are in sight of the bar and that suitable notices and signage will be on display.

Premises are to put into effect procedures intended to prevent underage gambling. This will include procedures for:

- operating a recognised age verification scheme, including checking the age of apparently underage customers, maintaining refusal records and training staff to operate the scheme; and
- refusing access to anyone who appears to be underage, and who tries to use category B or C gaming machines and cannot produce any acceptable form of identification.

As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations e.g support services are available, clearly positioned and maintained at or near to gaming machines. Staff should be trained to recognise and report concerns about children and vulnerable people.

Policy - 6 Machines or more

Any applications or variations for 6 machines or more will require producing the following with the appropriate application form:

- Plan of the premises indicating where the machines will be located
- Measures and procedures put in place regarding supervision of the machines

- A risk assessment for safeguarding children and vulnerable people at gambling premises to be undertaken with reference to the Sheffield Children Safeguarding Partnership risk assessment guidance available at <https://www.safeguardingsheffieldchildren.org/scsp/business/safeguarding-in-licensing-training-support-materials>
The outcome of the risk assessment should inform staff training and the operating policy.
- A member of staff to be designated to have lead responsibility for the operating systems relating to the protection of children and other vulnerable persons. For a description of this role refer to <https://www.safeguardingsheffieldchildren.org/scsp/business/safeguarding-in-licensing-training-support-materials>

It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application will need to be dealt with under the relevant provisions of the Act and this Policy.

It should be noted that the Licensing 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.

Alcohol licensed premises are able to provide some limited equal chance gaming. Licence holders are to refer to the advice and guidance issued by the Gambling Commission.

8.4 Prize Gaming Permits

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.

A prize gaming permit is a permit issued by the Licensing Authority to authorise the provision of facilities for gaming on specified premises.

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

Although a Licensing Authority cannot attach conditions, Section 293 of the Gambling Act 2005 set out four conditions that permit holders must comply with to lawfully offer prize gaming. These are:

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

The Licensing Authority will also in relation to an application for prize gaming permits take into account the following statement of principles when determining an application:

8.4.1 Policy – Prize Gaming Statement of Principles (Schedule 14 para 8 of the Act)

The Licensing Authority has a prescribed form which it requires applicants to use which is available from the Licensing Service or at our website www.sheffield.gov.uk/licensing.

The Licensing Authority will expect the applicant to set out with their application the types of gaming that they are intending to offer and be able to demonstrate and provide the following:

- that the applicant is over 18 years of age;
- a plan of the premises showing the location of where the prize gaming will take place, location of staff counters and cash desks, entry and egress points of the premises, location of any CCTV and anything further that may assist the Licensing Authority

- that proper and appropriate procedures are in place to protect children and vulnerable persons from harm;
- that all staff have been fully trained in all the relevant issues;
- that the applicant has no relevant convictions (applicants to submit a basic disclosure DBS dated within 1 month of the application submission);
- that there are measures set out to be reasonably consistent with the Licensing Objectives;
- the location of premises and a local area profile risk assessment (in relations to schools etc – see location policy at Part 5);
- that a member of staff is designated with lead responsibility for safeguarding children and other vulnerable others;
- there are policies available for safeguarding children and vulnerable others;
- that the application has been copied to South Yorkshire Police and the Sheffield Children Safeguarding Partnership;
- the premises will be inspected before it opens by relevant authorities the Licensing Authority sees fit;
- that they understand the limits to stakes and prizes that are set out in Regulations; and
- that the gaming offered is within the law.

Applicants are required to obtain a basic disclosure from the Disclosure and Barring Service as part of the application process and regard will be taken to any “Relevant Convictions” (defined by Schedule 7 of the Act) which may be revealed. In addition, the Sheffield Children Safeguarding Partnership and Police will also be consulted on the application. The Licensing Authority has determined that regard will be given to the licensing objectives when determining such applications notwithstanding the Authority’s wide discretion when considering such matters.

8.5 Club Gaming Permits & Club Machine Permits

These permits are required where members clubs and Miners’ Welfare Institutes provide a gambling facility but either the stakes and prizes are low or gambling is not the main function of the premises.

Club gaming permits allow the provision of no more than three gaming machines in total. Each of the three machines must be from categories B3A, B4, C or D but only one B3A machine can be sited, by agreement, as part of this entitlement. Club gaming permits also allow equal-chance gaming (for example, poker) and games of chance (for example, pontoon, chemin-de-fer) under certain restrictions.

Club machine permits allow the holder to have no more than three gaming machines in total. Members’ clubs and miners’ welfare institutes may site up to three machines from categories B3A, B4, C or D but only one B3A machine can be sited, by agreement, as part of this entitlement. Commercial clubs may site up to three machines from categories B4, C or D (not B3A machines).

Applicants are reminded to comply with the Gambling Commissions code of practice for equal chance gaming which can be found on the Commissions website www.gamblingcommission.gov.uk.

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

- a) the applicant does not fulfil the requirements for a members’ or commercial club or Miners’ Welfare Institute and therefore is not entitled to receive the type of permit for which it has applied;
- b) the applicant’s premises are used wholly or mainly by children and / or young persons;
- c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- d) a permit held by the applicant has been cancelled in the previous ten years; or
- e) an objection has been lodged by the Commission or the Police; and in the case of (a) or (b) must refuse the permit.

There is also a ‘fast-track’ procedure available for premises where the club holds a Club Premises Certificate under Section 72 of the Licensing Act 2003. Under the fast-track procedure there is no opportunity for an objection to be made by the Commission or the Police, and the grounds upon which an Authority can refuse a permit are reduced. The grounds on which an application under the process may be refused are that:

- the club is established primarily for gaming, other than gaming of a prescribed kind;
- in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- a club machine permit issued to the applicant in the last ten years has been cancelled.

The Authority may grant or refuse a permit, but it may not attach conditions to a permit. The Authority expects that operators will observe the Code of Practice and guidance provided by the relevant agencies in relation to this type of premise.

NOTICES

8.6 Temporary Use Notices

Temporary Use Notices ('TUN') allow the use of premises for gambling where there is no premises licence, but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling.

The limitations to the use of a TUN are:

- it can only be used to offer gambling of a form authorised by the operator's operating licence
- gambling under a TUN may only be made available on a maximum of 21 days in any 12 month period for any or all of a named set of premises
- it can only be used to permit the provision of facilities for equal chance gaming, and where the gaming in each tournament is intended to produce a single overall winner
- gaming machines may not be made available under a TUN.

The reference to a "set of premises" in the Act prevents large premises from having Temporary Use Notices for more than 21 days in a 12 month period by giving notification in regard to different parts of the same premises.

The definition of a "set of premises" will be a question of fact in the particular circumstances of each notice that is given. The Licensing Authority will need to consider amongst other things the ownership / occupation and control of the premises.

Key points for operators:

- A Temporary Use Notice (TUN) can only be used to provide facilities for equal chance gaming, and the gaming must be intended to produce a single overall winner
- Cash games are not permitted under a Temporary Use Notice (TUN)
- The Gambling Commission-licensed operator which notifies the Temporary Use Notice (TUN) bears full responsibility for the compliance of any event run under that TUN
- All relevant licence conditions and code of practice provisions, that apply to the Gambling Commission-licensed operator responsible for the TUN, apply to the temporary premises just as if they were the operator's usual licensed premises

8.6.1 Policy - TUN

The Licensing Authority in considering Temporary Use Notices, will consider whether gambling should take place or should only take place with modification under the TUN.

In doing so, the Licensing Authority will at the least consider the:

- Promotion of the licensing objectives (see Part 4)
- Suitability of the premises (see Part 5)
- Suitability of the location (see Part 5)
- Measures put in place for safeguarding
- Any guidance issued by the Gambling Commission or relevant authorities

Notice givers should provide as much information as possible with their submission to assist the Licensing Authority with the above considerations.

8.7 Occasional Use Notices

Betting may be permitted by an occasional use notice without the need for a full premises licence for up to 8 days in a calendar year by the occupier of the track or the person responsible for the administration of the event.

The Licensing Authority has very little discretion in relation to these notices apart from ensuring that the statutory limit of eight days in a calendar year is not exceeded. The Licensing Authority will though need to consider the definition of a “track” and whether the applicant is permitted to avail themselves of the notice.

8.8 Travelling Fairs

Travelling fairs have traditionally been able to provide various types of low stake gambling without the need for a licence or permit, provided that certain conditions are met.

It is the duty of the Licensing Authority to decide whether, where category D machines and / or equal chance prize gaming without a permit are made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

The Licensing Authority will carefully consider whether an operator falls within the statutory definition of a travelling fair (provided by section 286 of the Act) and be ‘wholly or principally’ providing amusements.

It is noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that this 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 Licensing Authority shall endeavour to work with neighbouring authorities to ensure that land which crosses their boundaries is monitored so that the statutory limits are not exceeded.

8.9 Registration of Small Society Lotteries

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 channelled to the goals of the society that promoted the lottery.

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.

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 Sheffield 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.

Application forms are available from the Licensing Service or from our website at: www.sheffield.gov.uk/licensing.

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;
- information provided in or with the application for registration is false or misleading; or
- an operating licence held by the applicant for registration has been revoked or an application for an operating licence has been refused.

8.9.1 Policy – Small society lottery application

As part of the application the Authority will ask applicants to set out the purposes for which the society is established in order to ensure that they represent a bona fide non-commercial society and have no relevant convictions.

The Authority will also request the following additional information:

- A copy of the society's constitution
- Names, address and date of birth of all committee members and any other person promoting the society
- Details of any relevant convictions from committee members including any other person promoting the society

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.

The Licensing Authority will only refuse an application to register after the society has had the opportunity to make representations. The Licensing Authority will inform the society of the reasons why it is minded to refuse registration and the evidence on which it 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 at www.sheffield.gov.uk/licensing.

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.

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 Authority. 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 (see below).

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.

The Act sets out a number of offences that apply to lotteries, as follows:

Section of the Act	Offence
s.258	Promoting a non-exempt lottery without a licence
s. 259	Facilitating a non-exempt lottery without a licence
s.260	Misusing the profits of a lottery
s.261	Misusing the profits of an exempt lottery
s.262	Purporting to operate a small society lottery when not registered, or failing to make the required, or making false or misleading returns in respect of such lotteries
S.326	Without reasonable excuse, obstructing or failing to co-operate with an authorised person exercising his/hers powers
s.342	Without reasonable excuse, giving false or misleading information to the Commission or a licensing authority

If a registered 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.

Part 9 - Ongoing Responsibilities of Licensed Premises

The responsibility of operators to promote and uphold the licensing objectives does not stop when an authorisation is granted. In fact, it is only just beginning. Operators must continue to address and mitigate any risks associated with the activities they provide.

We expect all customer-facing and management staff in licensed premises to have sufficient knowledge to address the risks associated with gambling and know how to promote responsible gambling.

Amongst other elements, staff knowledge should include (where appropriate):

1. The importance of social responsibility;
2. Partnership engagement with local agencies (for example, police, local children and adult safeguarding partnerships) so that staff are familiar with the necessary services, are furnished with contact details and know how to report concerns.
3. Staff induction and on-going training including knowledge of causes and consequences of the harms from gambling;
4. Identifying and communicating with vulnerable persons; primary intervention and escalation;
5. Dealing with people experiencing the harms from gambling; exclusion (mandatory and voluntary) and escalating for advice / treatment;
6. The importance of maintaining records (refusals, self-exclusion, incident logs including under 18's interventions, Think 25 scheme etc) and share this information with the Licensing Authority.
7. Refusal of entry (alcohol, drugs, vulnerability);
8. Age verification procedures by implementing the Think 25 scheme, all staff to be trained to operate this in relation to gambling, including managing confrontation, keeping refusals log, knowledge of which types of identification are legitimate and acceptable and the need to return stakes / withdraw winnings if underage persons found gambling;
9. Importance and enforcement of time / spend limits;
10. The conditions of the licence;
11. Offences under the Gambling Act;
12. Categories of gaming machines and the stakes and odds associated with each machine;
13. Types of gaming and the stakes and odds associated with each;
14. Staff exclusions from gambling at the premises where they are employed and reasons for restriction;
15. Ability to signpost customers to support services with respect of gambling harms, financial management, debt advice, safeguarding etc;
16. Safe cash-handling / payment of winnings;
17. How to identify forged ID and report it and procedures in relation to the offender (for example, report to police; bar those using forged ID from the premises);
18. Knowledge of services that provide support for people experiencing the harms from gambling (for their own use as well as that of customers); and
19. The importance of not encouraging customers to:
 - increase the amount of money they have decided to gamble;
 - enter into continuous gambling for a prolonged period;
 - continue gambling when they have expressed a wish to stop;
 - re-gamble winnings; or
 - chase losses.

Above and beyond this we expect managers to have an in-depth knowledge of all the above and be able to support staff in ensuring the highest standards are met in relation to protecting children and other vulnerable persons from being harmed or exploited by gambling.

9.1 Self-exclusion scheme

Following updates in the Gambling Commissions Licence Conditions and Codes of Practice, the Licensing Authority expect all premises to operate a voluntary exclusion scheme. This means that wherever a customer requests to be excluded from the premises, they are excluded for an agreed time-frame taking into account the LCCP minimum requirements.

A self-exclusion facility should be supported by a written agreement drawn up in accordance with the relevant Codes of Practice and trade association advice. The premises take responsibility for ensuring the person

who requests voluntary exclusion is not readmitted during the agreed period and is expected to evidence that self-exclusion processes are in order and being implemented (for example photographs attached to exclusion records, staff briefed to be aware of self-exclusions). Referral to advocacy services would be recognised as good practice.

Licensees are encouraged to appropriately share information with other operators and encourage customers to consider extending their self-exclusion to other licensed premises.

The Licensing Authority request licensees to share this information/records with them to assist with addressing and monitoring issues in a particular area.

Part 10 – Hearings, Conditions and Appeals

10.1 Delegation of Functions

The Licensing Authority has established a Licensing Committee to administer the wide range of licensing decisions and functions which the Council will be involved in.

The Licensing Committee has delegated certain decisions and functions to a number of sub-committees. However, where no representations are received in respect of an application; officers will deal with the application under delegated authority without the need for a hearing.

The table below sets out the agreed delegation of decisions and functions to the Licensing Committee, Sub-Committees and Officers.

Matter to be dealt with	Licensing Committee	Sub Committee	Officers
Three year licensing policy (to Full Council)	✓		
Policy not to permit casinos (to Full Council)	✓		
Fee setting (when appropriate)	✓		
Application for Premises Licences		If a relevant representation made and not withdrawn	If no relevant representation made / representations have been withdrawn
Application to vary a licence		If a relevant representation made and not withdrawn	If no relevant representation made / representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the commission	Where no representations have been received from the Commission
Application for a provisional statement		If a relevant representation made and not withdrawn	If no relevant representation made / representations have been withdrawn
Review of a Premises Licence		✓	
Applications for club gaming / club machine permits		Where objections have been made and not withdrawn	Where no objections made / objections have been withdrawn
Cancellation of club gaming / club machine Permits		✓	
Applications for other permits			✓
Cancellation of licensed gaming machine permits			✓
Consideration of temporary use notice			✓
Decision to give counter notice to a temporary use notice		✓	

10.2 Rights of the Applicant

This policy does not override the right to make an application, to make representations about an application, or to apply for a review of a licence. Each application will be considered on its own individual merits in accordance with the requirements of the Gambling Act 2005.

10.3 Hearings

If representations are received in respect of an application, a hearing will be scheduled before a committee of elected Councillors to consider the application and the representations.

Each case will be considered on its own individual merits.

A person may request a third party, such as a friend or a local ward councillor, to make a written representation on their behalf, and to attend to present their concerns at a sub-committee hearing.

Any determination of the Licensing Authority shall be accompanied by clear, cogent reasons for the decision. The decision and the reasons for that decision will be sent to the applicant and those who have made relevant representations as soon as practicable.

All other licensing applications, where either no representations have been received, or where representations have been received and it is agreed by the parties that a hearing is not necessary, will be dealt with by the Council's Licensing Officers under delegated powers.

Where we receive an application for a gambling premises licence, the Licensing Committee will aim to permit the use of premises for gambling where it is considered:

- a) in accordance with any relevant code of practice issued by the Gambling Commission;
- b) in accordance with any relevant guidance issued by the Gambling Commission;
- c) reasonably consistent with the licensing objectives (subject to (a) and (b)); and
- d) in accordance with this policy (subject to (a) – (c)).

Please note: The Licensing Committee has no discretion to either grant or refuse premises licences in circumstances that would mean departing from the above e.g. the Committee cannot reject applications on moral grounds.

10.4 Conditions

The majority of premises licences will have mandatory and / or default conditions attached to the licence. These conditions are detailed in the Gambling Act 2005 (Mandatory and Default conditions) Regulations 2007.

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.

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.

10.4.1 Policy – Imposing Conditions

The Licensing 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 Licensing Authority is of the opinion that a more stringent condition should be imposed.

In both cases the Licensing Authority will give notice of its reasons for departing from the default conditions to the applicants and all parties making representation on the matter.

The Licensing 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 Principles or in a way that is reasonably consistent with the licensing objectives.

Conditions imposed by the Licensing Authority will be proportionate 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.

The Licensing 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.

10.5 Appeals against Licensing Authority decisions

Appeals against Licensing Authority decisions must be made within 21 days of notice of the decision being received by the appellant (with the exception of appeals in relation to Temporary Use Notices which must be made within 14 days) and will be heard by the Magistrates Courts.

Part 11 - Enforcement

Licensing Authorities are required by Regulation (SI 2006/636) under the Gambling Act 2005 to state the principles to be applied by the Authority in exercising its functions under Part 15 of the Act with respect to the inspection of premises; and the powers under Section 346 of the Act to institute criminal proceedings in respect of offences specified.

11.1 Policy – Enforcement - Statement of Principles (Section 346 and Part 15 of the Act)

The Licensing Authorities principles are that:

- It will be guided by the Gambling Commission’s Guidance to Licensing Authorities and the [Regulators Code](#) and will endeavour 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 regulation simple and user friendly; and
Targeted	Regulation should be focused on the problem, and minimise side effects.

- It will adopt a risk based inspection programme, and endeavour to avoid duplication with other regulatory regimes so far as possible.
- It will ensure compliance with the premises licences and other permissions which it authorises.
- It will be guided by complaints from Responsible Authorities and Interested Parties in establishing the level of risk from any premises in the City.
- It will investigate complaints about licensed premises where appropriate. In the case of a valid representation the Licensing Authority where appropriate will endeavour to seek a resolution through mediation.

Where considered appropriate, the Licensing Authority may pass a complaint on for investigation to any other statutory agent under whose enforcement responsibility the complaint falls.

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

11.2 Test Purchasing

It is the responsibility of operators to address and mitigate any risks to the licensing objectives that their activities may present.

Test purchasing is one method which can measure how effective a licensee’s efforts to address and mitigate risks to the licensing objectives are. Examples could include self-exclusion procedures, controls on underage gambling and anti-money laundering policies and procedures.

Licence holders are encouraged to conduct their own test purchasing to manage their risks. Results of any test purchasing conducted by the licensee must be shared with the Licensing Authority including any improvement programmes or measures implemented as a result.

11.2.1 Sheffield Joint Gambling Test Purchase Strategy

The Licensing Authority, Sheffield Children's Safeguarding Partnership, South Yorkshire Police and Trading Standards work in partnership to prevent and respond to underage gambling.

The group has an agreed strategy for dealing with and educating premises that fail test purchase operations carried out by South Yorkshire Police and Sheffield Trading Standards.

The strategy provides a clear framework to both enforcement agencies and operators of how persistent failures of test purchases are dealt with in Sheffield.

11.2.2 Test Purchase Strategy Process

1st Failure

We will advise the licence holder of the failure in writing and provide measures to assist in tackling underage gambling. Example of measures to implement may include but are not limited to the following:

- **The Think 25 scheme:** All staff must be trained to operate this in relation to gambling, including managing confrontation, keeping a refusals log and knowledge of which types of identification are legitimate and acceptable.
- Staff training records must be maintained including the signature of trainees, details of the training delivered and dates, including refresher training.
- Signage to highlight the Think 25 scheme and to highlight the law in relation to children and gambling must be prominently displayed.
- **A safeguarding risk assessment** should be undertaken in relation to children and vulnerable adults and gambling and this should inform your operating policy and staff training. Assistance with the risk assessment process including a risk assessment tool is available from the Sheffield Children Safeguarding Partnership.
- Expect the operator to attend a **Safeguarding and Gambling Awareness Session**

2nd Failure

- Look at a multi-agency Action Plan to address issues
- Provide further training and advice
- Impose a requirement to attend the Safeguarding and Gambling awareness session
- Review any possible enforcement action

3rd Failure – within 12 months

Implement review proceedings before the Licensing Sub-Committee who could decide amongst other decisions to cancel the permit or impose conditions. Historical test purchase results will also be provided to the Licensing Sub-Committee and consideration will be given to compliance with the training and advice provided by the relevant authorities.

The Gambling Commission may consider taking formal regulatory action against the operator in addition to any action being taken by the Licensing Authority in relation to the premises licence.

General

Any further failed test purchases falling outside the above 12 month period will be classed as a first fail within 12 months; however persistent failures will be assessed in the context of the history of compliance. This means that, dependent upon the severity of the fail, review proceedings may be implemented.

Part 12 – Equality, Diversity and Inclusion

Sheffield is a multi-racial, multi-cultural and multi-faith city. We value and celebrate the diversity that exists amongst both the citizens of Sheffield and our workforce. As a Council we want to ensure that everyone can fully participate in the social, cultural, political and economic life of the city.

Applicants and licensees are reminded of the below and we strongly recommend everyone works towards compliance with the relevant legislation.

12.1 The Equality Act 2010

Section 149 of the Equality Act places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations between persons with the following protected characteristics: - age, disability, gender reassignment, pregnancy & maternity, race, religion/belief, sex and sexual orientation.

The Licensing Authority will at all times have regard to the Equality Act 2010, in particular its Public Sector Equality Duty and Sheffield City Council's Equality, Diversity and Inclusion Policy Statement 2022.

An overview of how equality law applies to all businesses, including gambling licensees, can be found on the Equality & Human Rights website: [Guidance | EHRC \(equalityhumanrights.com\)](https://www.equalityhumanrights.com)

12.2 Equality Impact Assessment (EIA)

Completing an EIA is the way Sheffield City Council evidence that it has assessed the effects that a proposed policy or project is likely to have on different groups within the city, in particular when considering those with protected characteristics. We undertake an EIA to help us make better decisions and to try to ensure that the services we provide and commission are fair and accessible to all, and that any potential impact can be identified and mitigated as much as possible.

An EIA has been carried out throughout the review of this policy (number 2829). If you are interested in viewing this document, please contact the Licensing Service.

Part 13 - Useful Information and Contact Details

RESPONSIBLE AUTHORITIES:

Licensing Authority		
Licensing Service Block C, Staniforth Road Depot Staniforth Road Sheffield S9 3HD	Telephone	0114 2734264
	Email	licensing@sheffield.gov.uk
	Website	www.sheffield.gov.uk/licensing

Gambling Commission		
Victoria Square Birmingham B2 4BP	Telephone	0121 230 6666
	Email	info@gamblingcommission.gov.uk
	Website	www.gamblingcommission.gov.uk

South Yorkshire Police		
South Yorkshire Police Licensing Dept Force Headquarters Carbrook House 5 Carbrook Hall Road Sheffield S9 2EH	Telephone	0114 252 3617
	Email	Sheffield.liquor-licensing@southyorks.pnn.police.uk
	Website	www.southyorks.police.uk

South Yorkshire Fire and Rescue		
Sheffield Fire Safety Office (Licensing) 197 Eyre Street Sheffield S1 3FG	Telephone	0114 272 7202
	Email	comments@syfire.gov.uk
	Website	www.syfire.gov.uk

The Planning Authority		
Head of Planning Services Licensing Applications Sheffield City Council Howden House Sheffield S1 2SH	Telephone	0114 273 4218
	Email	planningdc@sheffield.gov.uk
	Website	www.sheffield.gov.uk/planning

Health Protection Service		
The Information Officer Sheffield City Council Floor 5 (North), Howden House 1 Union Street, Sheffield S1 2SH	Telephone	0114 273 4415
	Email	healthprotection@sheffield.gov.uk
	Website	www.sheffield.gov.uk

Environmental Protection Service		
The Information Officer Sheffield City Council Floor 5 (North), Howden House 1 Union Street, Sheffield S1 2SH	Telephone	0114 273 4609
	Email	epsadmin@sheffield.gov.uk
	Website	www.sheffield.gov.uk

Sheffield Children Safeguarding Partnership		
Sheffield City Council Floor 2 North, Howden House Union Street Sheffield S1 2SH		
	Email	Safeguarding Licensing Manager: SCSPsafeguardinglicensing@sheffield.gov.uk
	Website	www.safeguardingsheffieldchildren.org.uk

HM Revenue & Customs		
HM Revenue and Customs Excise Processing Teams BX9 1GL United Kingdom	Telephone	0300 322 7072 Option 7
	Email	nrubetting&gaming@hmrc.gsi.gov.uk
	Website	

The Navigation Authority		
Association of Inland Navigation Authorities Middle Level Office 85 Whittlesey Road March, Cambridgeshire PE15 0AH	Telephone	0844 335 1650
	Email	info@aina.org.uk
	Website	www.aina.org.uk

Canal and River Trust		
Head Office First Floor North Station House 500 Elder Gate Milton Keynes MK9 1BB	Telephone	0303 040 4040
	Email	
	Website	www.canalrivertrust.org.uk

OTHER USEFUL CONTACTS:

Business Sheffield		
Business Sheffield's Gateway provides a point of contact for all business needs. Working with a key advisor you will be directed to the services that are appropriate to your needs, such as Planning, Licensing, Building Standards, and Business Rates amongst others.		
	Telephone	0800 043 5522 or 0114 224 5000
	Email	businesssheffield@sheffield.gov.uk
	Website	http://www.welcometosheffield.co.uk/business

Ward Councillors		
Councillors are democratically accountable to the residents of their ward. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.		
	Telephone	0114 273 5380
	Email	
	Website	www.sheffield.gov.uk/councillors

Sheffield Drugs and Alcohol / Domestic Abuse Co-ordination Team (DACT)		
Sheffield DACT is a strategic team responsible for commissioning drug and alcohol treatment services in Sheffield.		
Sheffield DACT Sheffield City Council Moorfoot Building (level 9 East) Sheffield S1 4PL	Telephone	Drug misuse: 0114 272 1481 Alcohol misuse: 0114 226 3000 Domestic abuse: 0808 808 2241
	Email	help@sheffielddact.org.uk
	Website	www.sheffielddact.org.uk

Public Health		
Sheffield's Public Health team		
The Public Health Officer Office of the Director of Public Health Sheffield City Council Town Hall, Pinstone Street Sheffield, S1 2HH	Telephone	0114 2734152
	Email	DPHoffice@sheffield.gov.uk
	Website	www.sheffield.gov.uk/home/public-health

LOCAL & NATIONAL SUPPORT SERVICES:

Sheffield CCG

<https://www.sheffieldccg.nhs.uk/addiction-gambling.htm>

NHS

<https://www.nhs.uk/live-well/healthy-body/gambling-addiction/>

Sheffield Mental Health Guide

<https://www.sheffieldmentalhealth.co.uk/support/>

Psychology today

<https://www.psychologytoday.com/gb/counselling/gambling/eng/sheffield>

Sheffield Gamblers Anonymous

<https://www.gamblersanonymous.org.uk/find-a-meeting>

University of Sheffield

<https://www.sheffield.ac.uk/ssid/sos/gambling>

Northern Gambling Service

<https://www.leedsandyorkpft.nhs.uk/our-services/northern-gambling-service/>

Gambling With Lives

<https://www.gamblingwithlives.org/help>

Sheffield – Safeguarding Children – Vulnerable People and Gambling

<https://www.safeguardingsheffieldchildren.org/scsp/regulated-businesses/information-and-support-resources-for-regulated-businesses>

National Gambling Helpline

0808 8020 133

Gamblers Anonymous

Provides a range of support for people with and recovering from gambling addiction through peer support and mutual aid.

Website: www.gamblersanonymous.org.uk

Tel: 0330 094 0322

Email: info@gamblersanonymous.org.uk

GamFam

Provides advice and support to those directly and indirectly affected by the harms from gambling through structured peer support and signposting to relevant partners and agencies.

Website: www.gamfam.org.uk

Email: a 'Contact us' form is available on the GamFam website.

GamLearn

Lived experience and recovery network which supports and empowers people who have experienced gambling harms; support is available for both those in active recovery and affected others. Support includes training and courses for members and regular meet ups.

Website: www.gamlearn.org.uk

Email: info@gamlearn.org.uk

Smart Recovery

Offers self-help addiction recovery programmes for a range of issues including gambling.

Website: www.smartrecovery.org.uk

Tel: 0330 053 6022

Email: a 'Contact us' form is available on the Smart Recovery website.

GamAnon

Provides support for affected others with a focus on peer support and mutual aid.

Website: www.gamanon.org.uk

Sheffield Mental Health Guide

Provides information on local and national mental health services, activities and resources including information on wider matters such as housing issues and employment, debt and benefits. The website also provides information on support for when someone needs urgent help.

Website: www.sheffieldmentalhealth.co.uk

Sheffield Suicide Support and Prevention

Website for anyone who's having suicidal thoughts or feelings, or who's worried about someone else. Provides information on local and national help and support.

Website: www.sheffieldsuicidesupport.co.uk

Sheffield Money Support Guide

Information on local and national money support services.

Website: www.sheffieldmoneysupport.co.uk

Appendix 1 – Glossary Of Terms

This section explains the key terms used in the Statement of Principles (Policy). These terms are all defined in the Act and the Guidance to the Act.

This glossary is only intended to clarify the general meaning of each of the terms. The list is not exhaustive, nor are the definitions legally comprehensive. The Act stands as the legal reference for the terms.

Adult Gaming Centre

The holder of an adult gaming centre premises licence may make available for use category B machines; any number of category C machines; and any number of category D machines. In regulations, the Secretary of State will specify that the category B machines should be restricted to subcategory B3 and B4 machines (category B gaming machines must not exceed 20% of the total number of gaming machines which are available for use on the premises). They require an operating licence and a premises licence. No one under the age of 18 years is permitted to enter an Adult Gaming Centre.

Authorisation

Refers to all licences, permits, notices and registrations under the Gambling Act 2005.

B2 Machines

B2 machines are also known as Fixed Odd Betting Terminals (FOBTs). B2 machines can only be made available in casino, betting shops or at tracks with pool betting.

Betting

Making or accepting a bet on the outcome of a race, competition, or any other event or process; the likelihood of anything occurring or not occurring; or whether anything is true or not.

Betting machines

Means a machine designed or adapted for use to bet on future real events.

Betting Premises

Betting premises are premises for off-course betting. They will be able to make category B2, B3, C or D gaming machines (a maximum of 4) available to their customers. They will also be able to provide betting machines for use to bet on live or future events.

Bingo Premises

Bingo premises are premises that will be able to offer both cash and prize bingo. They will also be able to make category B3 or B4, C or D gaming machines available to their customers. (Category B machines must not exceed 20% of the total number of gaming machines which are available for use on the premises). Children are allowed to enter premises licensed for bingo but not allowed access to areas where category C or above gaming machines are situated.

Casino

Casinos are premises where people can participate in one or more casino games. These are games of chance which are not equal chance gaming (i.e. they may involve playing or staking against a bank and the chances may not be equally favourable to all participants). Casinos can also make category B, C or D machines available to their customers.

Children

Section 45(1) defines a 'child' as an individual who is less than 16 years old.

Christmas Day Period

The period of 24 hours from midnight on 24 December.

Club Gaming Permit

A permit to enable the premises to provide gaming machines (three machines of Categories B, C or D), equal chance gaming and games of chance.

Club Gaming Machine Permit

A permit to enable the premises to provide gaming machines (three machines of Categories B, C or D)

Codes of Practice

Any relevant Codes of Practice issued by the Gambling Commission under section 24 of the Gambling Act 2005.

Default Condition

A specified condition provided by Regulations to be attached to a licence, unless excluded by Sheffield City Council.

Equal Chance Gaming

Games that do not involve playing or staking against a bank and where the chances are equally favourable to all participants

Family Entertainment Centre

The Act creates two classes of Family Entertainment Centres –

- Licensed: which provide category C and D gaming machines and require a premises licence
- Unlicensed: which provide category D gaming machines in reliance on a Gaming machine Permit
No one under the age of 18 is permitted to enter areas where category C machines are being used.

Fixed Off Betting Terminals (FOBTs)

Please see B2 machines above.

Gaming

Playing a game of chance for a prize

Gaming Machine

A machine which is designed or adapted for use by individuals to gamble as defined by Section 235 of the Gambling Act

Guidance

Guidance issued to Licensing Authorities by the Gambling Commission as required by section 25 of the Gambling Act.

Interested Party

For the purpose of the Gambling Act 2005 a person is an Interested Party in relation to an application for, or in relation to a Premises Licence if in the opinion of the Licensing Authority issuing the licence, the person-

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

Licensed Premises Gaming Machine Permit

The Licensing Authority can issue such permits for any number of category 'C' or 'D' machines in licensed premises. There is an automatic entitlement for alcohol on-licence holders to make available 2 gaming machines of category 'C' or 'D' for use in alcohol licensed premises.

Licensing Authority

Refers to Sheffield City Council which carries out its functions as Licensing Authority under the Gambling Act 2005 in the Sheffield City boundary

Licensing Committee

A committee of 10 to 15 Councillors appointed by the Council to represent the Licensing Authority.

Licensing Sub-Committee

A sub-committee of members appointed from the Licensing Committee to whom the functions of the Licensing Committee can be delegated under the Act to determine applications.

Lottery

Where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process which relies wholly on chance.

Mandatory Conditions

Conditions that must be attached to a licence. This may apply to all premises licences, to a class of premises licences or licences for specified circumstances.

Members Club

A club that must:

- Have at least 25 members;
- Be established and conducted “wholly or mainly” for purposes other than gaming;
- Be permanent in nature;
- Not established to make commercial profit; and
- Controlled by its members equally.

Notification

Notifications of temporary and occasional use notices

Occasional Use Notice

Provides that where there is betting on a track on eight days or less in a calendar year, betting may be permitted by an occasional use notice without the need for a full premises licence. Licensing Authorities and track operators and occupiers should note that the processes set out in the Act for applying for an occasional use notices are different to those for temporary use notices.

Off Course Betting

Betting that takes place other than at a track, i.e. at a licensed betting shop.

Off Course Betting – Tracks

Betting that takes place in self-contained betting premises within the track premises providing facilities for off course betting, i.e. on other events, not just those taking place on the track. Normally operate only on race days.

On Course Betting - Tracks

Betting that takes place on a track while races are taking place

Operating Licence

Authorises individuals or companies to provide facilities for certain types of remote or non-remote gambling. These licences are issued by the Gambling Commission and generally cover the principal commercial forms of gambling operation. A single licence cannot authorise both remote and non-remote activities; separate operating licences are needed for this. Conditions may be attached.

Personal Licence

Except for small scale operations, each operating licence, at least one person who holds a specified management office must hold a personal licence. These licences are issued by the Gambling Commission with the aim of ensuring that individuals who control facilities for gambling or are able to influence the outcome of gambling are suitable to carry out those functions. These licences are not transferable and cannot be held by companies but companies are likely to want their key staff to hold a personal licence.

Pool Betting – Tracks

Betting offered at a horse racecourse by the Tote and at a dog track by the holder of the premises licence for the track.

Premises

Any place, including a vehicle, vessel or moveable structure.

Premises Licence

Authorises the provision of facilities for gambling on premises for casinos, bingo, betting including tracks, adult gaming centres and family entertainment centres. The premises licence may also include details of conditions. These licenses will be valid for the life of the premises, subject to any review that may be triggered and lapse in certain circumstances, with no annual renewal required, although there is an annual fee. These licences are transferable to someone else holding a valid operating licence.

Prize 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 prizes will be determined by the operator before play commences.

Prize Gaming Permit

This permit allows the provision of facilities for gaming with prizes on specified premises.

Provisional Statement

Where an applicant can make an application to the Licensing Authority in respect of premises that he:

- Expects to be constructed
- Expects to be altered
- Expects to acquire a right to occupy.

Regulations

Regulations made under the Gambling Act 2005

Remote Gambling

Gambling in which persons participate by the use of remote communication as defined by Section 4 of the Gambling Act

Representation

Representations that relate to the Gambling Licensing Objectives, or that raise issues under the Licensing Policy or the Gambling Commissions Guidance or Codes of Practice.

Responsible Authorities

The bodies identified as Responsible Authorities are:

- the Licensing Authority in England and Wales in whose area the premises are wholly / partly situated;
- the Gambling Commission;
- the Chief Officer of Police for the area in which the premises is wholly / partly situated;
- the Fire and Rescue Service for the same area;
- the local Planning Authority;
- the Environmental and Regulatory Services;
 - Noise Pollution; and
 - Health Protection Service
- the local Safeguarding Children Partnership;
- HM Revenues & Customs; and
- Any other person prescribed in Regulations by the Secretary of State

SIA (Security Industry Authority)

The Security Industry Authority was set up by the Private Security Industry Act 2001. The key role for the SIA involves the managing and issuing of licences for people working in particular areas of the private security business. Another crucial area for the future is developing an approved contractor scheme. More details are available at www.the-sia.org.uk.

Small Lottery

Where the total value of tickets in a single lottery is £20,000 or less and the aggregate value of the tickets in a calendar year is £250,000 or less.

Small Society Lottery

A lottery promoted on behalf of a non-commercial society, i.e. lotteries intended to raise funds for good causes.

Statement of Licensing Principles

Policy statement issued by the Licensing Authority which indicate those matters which will be taken into account when considering an application for a licence or permit.

Temporary Use Notice

These allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a temporary use notice would include hotels, conference centres, and sporting venues.

Tracks

Tracks are sites, including horse racecourses and dog tracks, where races or other sporting events take place. There is no automatic entitlement to provide gaming machines but if the track operator holding the premises licence also holds a pool betting operator's licence up to 4 gaming machines in categories B2, B3, B4, C or D may be provided.

Travelling Fair

A fair wholly or principally providing amusements and that has been provided wholly or principally by persons who travel from place to place for the purpose of providing fairs, and On a site used for fairs for no more than 27 days per calendar year.

Unlicensed Family Entertainment Centre

These allow the use of category „D“ gaming machines in these premises to a person who occupies or plans to occupy the premises to be used as an unlicensed family entertainment centre. An application for this permit cannot be made where a premises licence is in effect on the same premises.

Vessel

Anything (other than a seaplane or amphibious vehicle) designed or adapted for use on water; a hovercraft; or anything, or part of any place, situated on or in water.

Vulnerable Person

As regards the term “vulnerable persons” it is noted that the Gambling Commission is not seeking to offer a definition, but states that “it will for regulatory purposes assume that this group of people includes those who gamble more than they want to; those who gamble beyond their means; and those who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.”

Young Person

Section 45(2) of the Gambling Act 2005 defines a young person as an individual who is not a child but who is less than 18 years old, i.e. 16 or 17 years old.

Appendix 2 – List of Consultees

Responsible Authorities

Licensing Authority
The Gambling Commission
South Yorkshire Police
South Yorkshire Fire and Rescue
The Planning Authority
Health Protection Service
Environmental Protection Service (Noise Nuisance)
Sheffield Children Safeguarding Partnership
HM Revenue & Customs
The Navigation Authority
Canal and River Trust

Local Authorities

Barnsley Metropolitan Borough Council
Doncaster Metropolitan Borough Council
Rotherham Metropolitan Borough Council

Solicitors

DLA Piper Rudnick Gray Cary UK LLP
John Gaunt and Partners
Popleston Allen
Ford and Warren
Gosschalks
Law Society
Maitland Walker
Irwin Mitchell
Parker Rhodes Hickmotts
HLW Keeble Hawson LLP
Ashton Morton Slack
HLW Commercial Solicitors
Wake Smith Solicitors
Taylor & Emmet
Woods Whur Solicitors

Sheffield City Council Contacts

Brian Messider, Access Officer
Sheffield Schools
Sheffield City Council Councillors
Executive Management Team
Relevant Directors and Head of Service
Business Sheffield
Local Members of Parliament
Olivia Blake
Paul Blomfield
Gill Furniss
Louise Haigh
Clive Betts
Miriam Joy Cates

Religious Contacts

Central United Reformed Church
Father D Sexton, Cathedral Church of St. Marie
Diocesan Secretary, Diocesan Church House
The Right Reverend Dr Pete Wilcox
The Very Reverend Peter Bradley, The Cathedral Church of St. Peter and St. Paul

Gambling Industry Contacts

Amusement Caterers (Sheffield) Limited
British Association of Leisure Park, Piers and Attractions
Casino Machines Manufacturers Group (CMMG)
Gamblers Anonymous
Independent Bookmakers Association (IBA)
Racecourse Promoters Association (RCPA)
Rails Bookmakers Association Ltd
Northern Bookmakers Protection Association
Association of British Bookmakers
Betting Exchange Trade Association
Bingo Association
British Amusement Catering Trades Association (BACTA)
British Beer and Pub Association
National Casino Forum
Casino Operators Association (COA)
National Association of Bookmakers
CIU

Others

Sheffield Chamber of Commerce
DACT
Sheffield First Partnership
Sheffield Licence Watch
Sheffield Primary Care Trust
Sheffield Citizens Advice Bureau
Institute of Licensing
NALEO
Bradfield Parish Council
Ecclesfield Parish Council
Stocksbridge Town Council
SCCRAG
Botanical Gate Community Association
Sharrow Community Forum
Carterknowle and Millhouses Community Group
Crooksmoor Community Forum
Equality Hub Network Sheffield
Hillsborough Forum
Park Community Action
Broomhill Forum
Casinos / Operators
Betting Offices / Operators
Tracks / Pool Betting Licence Holders
Bingo Hall / Operators
Premises Licence Holders
Club Premises Certificate Holders
Holders of Small Lotteries Registrations
Sheffield Gambling Harms Stakeholder Group
Gamblers Anonymous
GamCare