

Dear Members

### **Cabinet**

A meeting of the Cabinet will be held on **Thursday 4 November 2021 at 6.30pm** in the **Craddock Room, Civic Centre, Riverside, Stafford** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded

Members are reminded that contact officers are shown at the top of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.



Head of Law and Administration

## **CABINET – 4 NOVEMBER 2021**

**Chair - Councillor P M M Farrington**

### **A G E N D A**

- 1 Minutes of 7 October 2021 as circulated and published on the 8 October 2021.
- 2 Apologies
- 3 Councillors' Question Time (if any)
- 4 Proposals of the Cabinet Members (as follows):-

#### **Page Nos**

(a) **ECONOMIC DEVELOPMENT AND PLANNING PORTFOLIO**

- (i) New Local Plan 2020-2040: Updated Programme 3 - 11

(b) **RESOURCES PORTFOLIO**

- (i) Fees and Charges Review 2022 12 - 25

(c) **ENVIRONMENT PORTFOLIO**

- (i) Gambling Act 2005 - Statement of Principles 26 - 60  
2022 - 2025

### **Membership**

**Chair - Councillor P M M Farrington**

- |                  |   |
|------------------|---|
| P M M Farrington | - Leader                                      |
| R M Smith        | - Deputy Leader and Resources Portfolio       |
| J M Pert         | - Community and Health Portfolio              |
| J K Price        | - Environment Portfolio                       |
| F Beatty         | - Economic Development and Planning Portfolio |
| C V Trowbridge   | - Leisure Portfolio                           |

**ITEM NO 4(a)(i)**

**ITEM NO 4(a)(i)**

<b>Contact Officer:</b>	<b>Alex Yendole</b>
<b>Telephone No:</b>	<b>07800 619530</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 04/11/2021 (Only)</b>
<b>Key Decision:</b>	<b>Yes</b>

**SUBMISSION BY COUNCILLOR F BEATTY  
ECONOMIC DEVELOPMENT AND PLANNING PORTFOLIO**

<p><b>CABINET</b></p> <p><b>4 NOVEMBER 2021</b></p> <p><b>New Local Plan 2020-2040: Updated Programme</b></p>
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**1 Purpose of Report**

- 1.1 To recommend that the New Local Plan programme is updated, with the latest revision of the Local Development Scheme brought into effect from 17 November 2021, replacing the existing Scheme published in September 2019.

**2 Proposal of Cabinet Member**

- 2.1 That the Local Development Scheme is brought into effect from 17 November 2021 as an update for the New Local Plan 2020-2040.

**3 Key Issues and Reasons for Recommendation**

- 3.1 The Council has an adopted local plan to meet legislative requirements, which provides the framework for development until 2031, including housing and employment provision, alongside a number of 'made' Neighbourhood Plans the most recent being for Stone Town. The main development strategy and supporting policies reflected the short to medium term needs of Stafford Borough but new development opportunities are now being created since the Plan was adopted in June 2014.
- 3.2 In July 2017 the Council agreed to progress with a New Local Plan 2020-2040 in order to reflect new investment opportunities beyond the scope of the adopted Plan for Stafford Borough 2011-2031. Furthermore a strong market across the Borough has meant that housing and employment development sites are being delivered, with rates above the 500 new homes per year in the adopted Plan and more than a 5 year supply of housing land. Therefore a New Local Plan is required to provide more land for future growth, which will now also assist with delivering recovery due to the Covid-19 pandemic.

- 3.3 In addition there is a legal requirement to periodically review the local plan. It is important for the Borough Council to make progress on the New Local Plan 2020-2040 for Stafford Borough in order to provide for future development across the Borough through strategic planning policies and specific land allocations. This includes working closely with other local authorities to deliver growth whilst ensuring our high quality environments are protected, such as through the Cannock Chase Special Area of Conservation (SAC) Partnership.
- 3.4 Since the Local Development Scheme for the New Local Plan 2020-2040 was published in September 2019 a number of significant factors have occurred, leading to the requirement for an updated programme to be prepared:
- Significant emphasis on the climate agreement declarations to deliver change at the local level through effective strategies
  - Government publication of an updated National Planning Policy Framework, a new National Model Design Code, a number of significant policy changes including the new Class E and extension to permitted development rights as well as the Local Housing Need standard methodology being updated in December 2020 following a period of consultation
  - Following on from March 2019 when the Government announced initial funding and feasibility studies for a Garden Community proposal called Meecebrook in the north of Stafford Borough, work has progressed to investigate and assess the scheme through the New Local Plan process. Delivery of a new Garden Community in the Borough requires a significant and dedicated level of evidence and resources deployed across a range of partners, being co-ordinated through a Governance Board
  - Following the Issues and Options consultation on the New Local Plan, in Spring 2020, significant implications have arisen through the Covid pandemic on the economy and delays to the evidence base. Progress is critical to justify the next stage of Preferred Options for the New Local Plan for a robust strategy and policy development, as well as ensure robust community engagement and consultation approaches
  - Having progressed a number of detailed evidence based studies, based on the latest Government guidance, as well as a Scoping the Issues and Settlement Assessment consultation during 2018, the Borough Council concluded the Issues and Options consultation stage in April 2020, has published the responses received and officers have progressed evidence based work to support the Preferred Option stage of the New Local Plan including a focus on site assessments, viability, infrastructure and environmental factors.
- 3.5 Following the decision to progress with a new Local Plan was taken in July 2017 a number of key areas of work have been completed:

- Sustainability Appraisal Scoping Report published and consulted upon
- Settlement Assessment questionnaire to Parish Councils processed
- On-going 'Call for Sites' exercise including new development, brownfield land and Local Green Space. Issues and Options stage reflects sites submitted up to the end of September 2019
- Authority Monitoring Report published and evidence gathering from key stakeholders, including confirmation of a 5 year housing land supply
- Analysis of the revised National Planning Policy Framework to reflect local implications for the New Local Plan process
- Scoping the Issues Report alongside the Settlement Assessment methodology and the associated settlement profiles
- Issues and Options consultation stage supported by a detailed evidence base leading to over 180 individual responses being submitted and published
- Evidence based reports being prepared to support the Preferred Option stage including an assessment of site based ecological, heritage and landscapes issues alongside transport and education provision. Furthermore in November 2020 the Borough Council published the Staffordshire County Climate Change and Mitigation study
- The Borough Council responded to a range of Government consultations on planning reforms and changes to the existing planning system from August 2020 onwards and will continue to engage in this process

3.6 In March 2012 the National Planning Policy Framework was published, and subsequently additional information through the Planning Practice Guidance, which sets out the national context for preparing policies in new Local Plans. The purpose of planning was defined as achieving sustainable development, with this approach amplified through core planning principles and a general approach requiring that Local Plans should bring forward sufficient land of a suitable quality in appropriate locations to meet objectively assessed needs.

3.7 In February 2019 a revised National Planning Policy Framework was published, alongside associated documents, with details of a new methodology for establishing the future housing provision for Stafford Borough and information about new evidence based requirements for the New Local Plan. Following a consultation stage in August 2020, on 16 December 2020 the Government announced changes to the methodology for calculating housing provision. Furthermore during December 2020 and January 2021 the Government consulted on the 'Supporting Housing Delivery and Public Sector Infrastructure' document which sought views on changes to the existing system in order to increase housing delivery through expanding change of use classes (initially introduced in September 2020 for more limited uses) to be facilitated through the prior approval process rather than requiring planning consent. The consultation also proposed a fast-track process of certain new

public sector developments including schools, hospitals and prisons which would also not require planning consent, dependant on scale and height level.

- 3.8 The Government has subsequently published a new National Planning Policy Framework, in July 2021, with an emphasis on design, climate change measures as well as key changes to the planning system through a extensions to permitted development rights. It is anticipated that further Government announcements will be made in the coming months concerning reforms to deliver a new planning system alongside changes to the existing system, with proposed legislation through a Planning Bill expected later this year. It is therefore important to reflect any updates through the next stage of the New Local Plan, supported by robust and sound evidence for any forthcoming independent Examination. Therefore any changes in legislation could have an impact on the Local Plan process in the future, depending on its timing. Furthermore it should be noted that the timetable has been extended between the Preferred Option and Publication stage, when compared to the September 2019 version, in order to provide sufficient time to update the evidence base following the Covid pandemic on transport and economic modelling in particular.

<b>4 Relationship to Corporate Business Objectives</b>
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- 4.1 As a key strategic document for the Council the New Local Plan will deliver on the Corporate Business Plan's vision, and all of the key objectives:

*"To deliver sustainable economic and housing growth to provide income and jobs."*

*"To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing."*

*"To continue work towards our Climate Change and Green Recovery objectives, integrating them into our activities and strategic plans"*

*"To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives."*

<b>5 Report Detail</b>
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5.1 The published Local Development Scheme (September 2019) covers the period 2019 to 2022 and sets out the following key stages:-

Process Stage	Proposed Completion Date
Commencement	July 2017 - completed
Issues and Options Report	July 2018 to March 2020 - completed
Preferred Options Report	January 2021
Formal publication of the proposed new plan	June 2021
Submission of the proposed new plan to the Planning Inspectorate	December 2021
Examination of the proposed new plan	March 2022
Adoption of the new local plan	October 2022

5.2 Based on the factors set out in the Key Issues section of this report it is proposed that the following programme is agreed to progress the New Local Plan 2020-2040. Members will note that the Preferred Options Report scheduled for January 2021 has not been published. The updated Local Development Scheme will cover the period 2021 to 2024.

Process Stage	Proposed Completion Date
Commencement	July 2017 - completed
Issues and Options Report	July 2018 to April 2020 - completed
Preferred Options Report	June and July 2022
Formal publication of the proposed new plan	July to September 2023
Submission of the proposed new plan to the Planning Inspectorate	November 2023
Examination of the proposed new plan, subject to PINS	February 2024
Adoption of the new local plan	October 2024

## 6 Implications

### 6.1 Financial

The New Local Plan was allocated a total of £536,000 in July 2017. Following delays and the impact of covid, an additional £191,428 has been identified as being required to meet revised anticipated costs. Due to the two year proposed delay, £97,500 of this increase has been funded from additional annual contributions of £32,500 per annum, together with £30,000 as additional reserve from Covid delays, leaving a balance of £63,928 to be funded. This has been allocated in principal from the planning fee reserve. Delivery of the New Local Plan is envisaged within the revised resources available.

The main costs incurred in preparing and finalising the New Local Plan includes the evidence base, community engagement and consultation, and the independent Examination process prior to adoption.

The financial implications of updating the New Local Plan programme through the Local Development Scheme are that funds will now be spent in subsequent financial years than previously planned. Please refer to the table below. The negative variance identified is currently under review.

#### **Local Plan Revised Budget**

	Original Plan July 2019	Revised Plan Oct 2021	Variance
	£	£	£
2017/18 (Actual Expenditure)	0	36,367	36,367
2018/19 (Actual Expenditure)	54,700	54,734	34
2019/20 (Actual Expenditure)	162,200	170,000	7,800
2020/21 (Actual Expenditure)	118,100	26,667	-91,433



	2021/22	75,000	130,726	55,726
	2022/23	100,000	189,055	89,055
	2023/24	0	29,879	29,879
	2024/25	0	90,000	90,000
	<b>Total</b>	<b>510,000</b>	<b>727,428</b>	<b>217,428</b>
	<p>By way of background, in July 2017 the New Local Plan costs were agreed as being in the region of £536,000 requiring an additional £233,000 from Council reserves, which was agreed at Cabinet on 17 July 2017. However to deliver a robust and sound Plan these costs may increase depending upon the level of growth to be promoted in Borough and updated Government policy requirements. The Council will continue to work with partners across a range of work programmes to support the New Local Plan and its future development strategy.</p>			
<b>Legal</b>	The New Local Plan to be subject to relevant Planning Acts and Regulations as well as subject to decision by Full Council prior to publication and adoption in line with the Constitution.			
<b>Human Resources</b>	In the first instance the New Local Plan will be delivered by existing staff from within Development and the wider organisation. Once all internal resource has been utilised, it may be necessary to look for external support.			
<b>Human Rights Act</b>	None identified			
<b>Data Protection</b>	None identified			
<b>Risk Management</b>	<p>Adopted Plan for Stafford Borough in place. However without progressing with a New Local Plan there is a risk of not having an up-to-date Plan which would lead to Government planning policies overriding local policies. Whilst the adopted Plan for Stafford Borough is currently more than 5 years old, due to the Council having a 5 year housing land supply it continues to be used for making planning decisions. A delay and / or uncertainty at the local level without a New Local Plan could lead to Legal Challenges and / or Appeals with significant costs for the Council.</p> <p>Whilst the Council will seek to ensure that the New Local Plan is progressed in accordance with</p>			

	<p>the latest timetable and minimise any risks of delay it should be noted that the following factors may have an impact:</p> <ul style="list-style-type: none"> <li>• Changes in Government legislation, regulations and policy</li> <li>• Unanticipated scale and nature of consultation responses received including new evidence submitted unexpectedly</li> <li>• Failure of key partners and other agencies to deliver evidence on time and make responses to key elements of the process</li> <li>• Staff turnover, recruitment difficulties and sickness absences leading to inadequate skill base</li> <li>• Programme amendments and procedural slippage due to poor project management or inadequate resources identified to secure delivery</li> <li>• Political changes, procedural delays or failure to meet Council dates</li> <li>• Unanticipated delays in external events such as resource capacity of the Planning Inspectorate (PINS) for the Examination process or failure to deliver robust arrangements for this process</li> <li>• Non-conformity and failure in the tests of soundness for new planning policy documents</li> </ul>
<p>6.2 <b>Community Impact Assessment Recommendations</b></p>	<p><b>Impact on Public Sector Equality Duty:</b> The New Local Plan 2020-2040 will provide clear guidance to developers and also members of the public through planning policies and proposals in across the Borough. This will enable any resident or business to see the requirements related to future development. There are no direct impacts identified for Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation at this stage.</p> <p><b>Wider Community Impact:</b> Working from a consistent evidence base through the Borough Council and with partners, ensures that Community Impact Assessment recommendations made in relation to the New Local Plan 2020-2040 with policy-specific areas</p>

	<p>are consistent and complementary to an approach that supports equality in both service provision and health outcomes. Specific reference will be made when details of the New Local Plan 2020-2040 are made available.</p> <p>The New Local Plan will deliver a statutory development plan which is designed to be inclusive to all residents and those interested in planning the future for the Borough.</p> <p>Throughout the process of preparing the New Local Plan a thorough consultation and engagement process will enable residents and interested parties to be involved in its preparation, including 24/7 access to key documents through the Borough Council's web-site.</p>
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**Previous Consideration** - Cabinet – 5 September 2019 - Minute No CAB28

**Background Papers** - File in Development Department.

**ITEM NO 4(b)(i)**

**ITEM NO 4(b)(i)**

<b>Contact Officer:</b>	<b>Emma Fullagar</b>
<b>Telephone No:</b>	<b>01543 464720</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 04/11/2021 Resources 11/11/2021 Community and Wellbeing 16/11/2021 Economic Development and Planning 09/11/2021 Council 23/11/2021</b>
<b>Key Decision:</b>	<b>Yes</b>

**SUBMISSION BY COUNCILLOR R M SMITH  
RESOURCES PORTFOLIO**

<b>CABINET 4 NOVEMBER 2021 Fees and Charges Review 2022</b>
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**1 Purpose of Report**

- 1.1 The purpose of this report is to propose to the Council the Fees and Charges for 2022.

**2 Proposal of Cabinet Member**

- 2.1 That the proposed Fees and Charges for 2022 are recommended to Council for approval.

**3 Key Issues**

- 3.1 The report sets out the proposed changes to Fees and Charges for 2022. In accordance with the revised financial regulations agreed by Council on the 16 September 2019 only the following items are included:
- Where a new charge has been introduced
  - The proposed increase is above the annual level of inflation
  - Where the power to set fees and charges has been specifically reserved by the Council

<b>4 Relationship to Corporate Priorities</b>
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4.1 This report supports all of the Council's Corporate Priorities.

<b>5 Background</b>
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- 5.1 The fees and charges process for the 1 January 2022 reflects the revised financial regulations as agreed by Council on the 16 September 2019. This set out the criteria for fees and charges which would be reported to Cabinet and Council for approval as follows:
- Where a new charge has been introduced
  - The proposed increase is above the annual level of inflation
  - Where the power to set fees and charges has been specifically reserved by the Council
- 5.2 The parameter for fees and charges inflation is determined as part of the Financial Plan. An inflation requirement of 3% is recommended. The proposed increases to Fees and Charges to take effect from 1 January 2022 above the 3% tolerance (excluding rounding to the nearest 5 or 10 pence) are contained within the **BOOKLET** as circulated with this agenda.
- 5.3 For Council run services the guidance that has been given is that inflation is currently running at 3%. However, the increases should be with regard to what the market can bear and set prices accordingly. This may involve charges being frozen or less than the 3% inflation which are not included within the exception report attached.
- 5.4 There are a number of fees that have been frozen which include Garden Waste, Land Charges, Parking Fees and Market Rents. Garden Waste has seen no increase as this is in line with market tolerance. Land Charges have been frozen due to significant service change which is expected to complete in 2021/22. Parking Charges continue to remain at 2021 levels and Market Rents have seen no increase due to the recent trading environment and the covid pandemic.
- 5.5 A full copy of Fees and Charges will be available on the Members Portal.

<b>6</b>	<b>Implications</b>
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6.1	<b>Financial</b>	As set out in the report
	<b>Legal</b>	As set out in the report
	<b>Human Resources</b>	As set out in the report
	<b>Human Rights Act</b>	As set out in the report
	<b>Data Protection</b>	As set out in the report
	<b>Risk Management</b>	<p>The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.</p> <p>The level of income generated by the Council from fees and charges is a key risk as a number of the Council's main income streams are sensitive to adverse economic conditions and can vary significantly as a result.</p>

6.2	<b>Community Impact Assessment Recommendations</b>	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
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<b>Previous Consideration - Nil</b>
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<b>Previous Consideration - File available in Financial Services</b>
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**FEES AND CHARGES  
2022**

**CABINET  
04/11/2021**

# Community Portfolio

Stafford Borough Council

## Fees and Charges 2022 - Proposed Charges

LICENCE FEES	£ - p	VAT	Date Set	PROPOSED CHARGE		Rationale for Increase/Decrease
				01-Jan-22 £ - p	Increase %	
						Penalty charge schemes are published online at <a href="http://www.staffordbc.gov.uk">www.staffordbc.gov.uk</a>
<b><u>Smoke and Carbon Monoxide Alarm (England) Regulations 2015 Penalty Charge</u></b>						
Failure to comply with an Improvement Notice						
(a) First offence	1,000.00	NB	01/01/21	DELETE	-	
(b) For each subsequent offence	5,000.00	NB	01/01/21	DELETE	-	
Maximum Penalty		NB		5,000.00	-	
<b><u>Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 Penalty Charge</u></b>						
Failure to belong to a recognised redress scheme						
(a) First offence	1,000.00	NB	01/01/21	DELETE	-	
(b) For each subsequent offence	5,000.00	NB	01/01/21	DELETE	-	
Maximum Penalty		NB		5,000.00	-	
<b><u>Housing Act 2004 Section 249a Penalty Charge</u></b>						
Maximum Penalty		NB		30,000.00	-	
<b><u>The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 penalty Charge</u></b>						
Maximum Penalty		NB		30,000.00	-	

**VAT** S = standard rated - charges shown are inclusive of VAT  
 ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied  
 NB = non-business - outside the scope of VAT



## Environment Portfolio

Stafford Borough Council

### Fees and Charges 2022 - Proposed Charges

				PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>	
<u>BEREAVEMENT SERVICES</u>	£ - p	VAT	Date Set	01-Jan-22 £ - p	Increase %		
<u>STAFFORD CREMATORIUM</u>							
<u>Cremation Fee</u>							
(c) Use of Organist for all services				DELETE	-		
(d) Child up to 16 years	no charge	-	01/04/97	DELETE	-		
(e) Stillborn child	no charge	-	01/04/89	DELETE	-		
Child up to 12 months of age	no charge	-		251.00	New		
Child 12 months to 16 years	no charge	-		502.00	New		
(g) Basic Cremation Charge (The fee is inclusive of the current environment fee. Services must be booked on or before 9.30am, no mourners in attendance, no organist is supplied and an option to 'hold over' must be granted)	535.00	E	01/01/20	325.00	- 39.3		

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## Environment Portfolio

Stafford Borough Council

### Fees and Charges 2022 - Proposed Charges

<u>BEREAVEMENT SERVICES continued...</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-22 £ - p	Increase %	
<u>STAFFORD CREMATORIUM continued..</u>						
<u>Memorial Seats - Existing Seats Only</u>						
Bench Style						
(a) For a 10 year period	1,061.00	S	01/01/21	1,150.00	8.4	<i>There is very limited space for this type of memorial and there are a wide range of other memorials available.</i>
(b) Renewal fee for a further 10 years	530.00	S	01/01/21	575.00	8.5	<i>The increase in charge will provide more availability of benches for families.</i>
<u>Memorial Trees - Existing Trees Only</u>						
(b) Renewal fee for further 25 years	509.00	S	01/01/21	565.00	11.0	<i>The revised costs better reflect SBC's on-going maintenance liability for the trees.</i>
(c) Renewal fee for a further 10 years	254.00	S	01/01/21	325.00	28.0	

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## Environment Portfolio

Stafford Borough Council

### Fees and Charges 2022 - Proposed Charges

<u>BEREAVEMENT SERVICES continued...</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-22 £ - p	Increase %	
<u>STAFFORD AND STONE CEMETERIES</u>						
<u>continued...</u>						
<u>INTERMENT FEES</u>						
<u>Graves with Exclusive Burial Rights</u>						
<u>Granted (private grave spaces)</u>						
At a depth not exceeding 5ft.						
(b) Child up to 16 years	no charge	-	01/04/97	DELETE	-	
(c) Stillborn child	no charge	-	01/04/96	DELETE	-	
Child 24 weeks to 9 years (Rainbow Garden)		NB		515.00	New	
Child 9 years to 18 years		NB		1,060.00	New	
At a depth not exceeding 7ft.						
(b) Child up to 16 years	no charge	-	01/04/97	DELETE	-	
(c) Stillborn child	no charge	-	01/04/89	DELETE	-	
Child 24 weeks to 9 years (Rainbow Garden)		NB		550.00	New	
Child 9 years to 18 years		NB		1,130.00	New	

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## Environment Portfolio

Stafford Borough Council

### Fees and Charges 2022 - Proposed Charges

<u>BEREAVEMENT SERVICES continued...</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-22 £ - p	Increase %	
<u>STAFFORD AND STONE CEMETERIES continued...</u>						
<u>INTERMENT FEES continued...</u>						
<u>Graves with no Exclusive Burial Rights Granted (common unpurchased grave spaces)</u>						
(b) Child up to 16 years	no charge	-	01/04/96	DELETE	-	
(c) Stillborn child	no charge	-	01/04/89	DELETE	-	
Child 24 weeks to 9 years (Rainbow Garden)		NB		890.00	New	
Child 9 years to 18 years		NB		1,130.00	New	

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## Leisure Portfolio - CLIENT

Stafford Borough Council

## Fees and Charges 2022 - Proposed Charges

### PROPOSED CHARGE

<u>OUTDOOR SPORT AND RECREATION</u>	£ - p	VAT	Date Set	01-Jan-22 £ - p	Increase %	<u>Rationale for Increase/Decrease</u> <i>All charges represent the maximum amount chargeable</i>
<u>VICTORIA PARK, STAFFORD</u>						
<u>Hire of Facilities</u>	subject to negotiation	E		DELETE	-	
Including training/meeting room, bandstand and event spaces						
<u>Education Room/Bowls Pavilion</u>						
<u>Commercial Hire</u>						
Weekday (Mon to Friday)						
One Hour		E or S		20.00	New	
Half Day (4 Hours)		E or S		40.00	New	
Full Day (8 Hours)		E or S		75.00	New	
Weekend/Bank Holiday (Sat/Sun)						
One Hour		E or S		30.00	New	
Half Day (4 Hours)		E or S		60.00	New	
Full Day (8 Hours)		E or S		90.00	New	
<u>Charity/Not for Profit</u>						
Weekday (Mon to Friday)						
One Hour		E or S		10.00	New	
Half Day (4 Hours)		E or S		20.00	New	
Full Day (8 Hours)		E or S		40.00	New	
Weekend/Bank Holiday (Sat/Sun)						
One Hour		E or S		15.00	New	
Half Day (4 Hours)		E or S		30.00	New	
Full Day (8 Hours)		E or S		45.00	New	

### VAT

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## Leisure Portfolio - CLIENT

Stafford Borough Council

### Fees and Charges 2022 - Proposed Charges

#### PROPOSED CHARGE

<u>OUTDOOR SPORT AND RECREATION</u>	£ - p	VAT	Date Set	01-Jan-22 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
<u>continued...</u>						<u>All charges represent the maximum amount chargeable</u>
<u>VICTORIA PARK, STAFFORD continued...</u>						
<u>Events Space</u>						
Weekday (Mon to Friday)						
Per day		E or S		200.00	New	
Weekend/Bank Holiday (Sat/Sun)						
Per day		E or S		400.00	New	
<u>Charity/Not for Profit</u>						
Weekday (Mon to Friday)						
Per day		E or S		100.00	New	
Weekend/Bank Holiday (Sat/Sun)						
Per day		E or S		200.00	New	
<u>Set up and close down days before and after event if required</u>		E or S		*	New	* 50% of daily hire charge
<u>Repairs/Cleansing</u>						
Repairing any damage to buildings/grounds resulting from event		E or S		at cost	New	
Cleansing litter/debris resulting from event		E or S		at cost	New	
<u>Other Facilities including use of horticultural green house</u>		E or S		subject to negotiation	New	

**VAT** S = standard rated - charges shown are inclusive of VAT  
 ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied  
 NB = non-business - outside the scope of VAT

# Planning and Regeneration Portfolio

Stafford Borough Council

## Fees and Charges 2022 - Proposed Charges

<u>TOWN CENTRE SERVICES</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-22 £ - p	Increase %	
<u>MARKET SQUARE, STAFFORD</u>						
<u>Hire of Area in Front of Santander Bank</u>		E		112.27	New	
<u>FARMERS MARKET</u>						
(a) Rent of one stall	44.30	E	01/01/20	DELETE	-	

**VAT** S = standard rated - charges shown are inclusive of VAT  
 ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied  
 NB = non-business - outside the scope of VAT

## Resources Portfolio

Stafford Borough Council

### Fees and Charges 2022 - Proposed Charges

<u>LEGAL FEES</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-22 £ - p	Increase %	
<b><u>Disposals</u></b>						
Freehold		NB		440.00	New	
Long Leases		NB		560.00	New	
<b><u>New Leases</u></b>						
Land		NB		650.00	New	
Other Premises		NB		650.00	New	
Renewal of Leases		NB		400.00	New	
<b><u>Miscellaneous</u></b>						
Licences to Occupy		NB		450.00	New	
Right of Way Easements and Deeds of Grant		NB		350.00	New	
Other Licences		NB		450.00	New	
Public Footpath Diversion Orders		NB		1,600.00	New	

**VAT** S = standard rated - charges shown are inclusive of VAT  
 ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied  
 NB = non-business - outside the scope of VAT



## Resources Portfolio

Stafford Borough Council

## Fees and Charges 2022 - Proposed Charges

				PROPOSED CHARGE		
	£ - p	VAT	Date Set	01-Jan-22 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
<b><u>THE SALTINGS MOBILE HOMES SITE</u></b>						
Weekly licence fee						<i>Rents on Mobile Home Sites are increased in accordance with any increase in RPI. RPI as at August 2021 = 4.81%</i>
Single plot	<b>28.21</b>	E	01/01/21	<b>29.57</b>	<b>4.81</b>	
Double plot	<b>37.24</b>	E	01/01/21	<b>39.03</b>	<b>4.81</b>	

**VAT**    **S** = standard rated - charges shown are inclusive of VAT  
**ZR** = zero rated - no VAT to be applied

**E** = exempt - no VAT to be applied  
**NB** = non-business - outside the scope of VAT

**ITEM NO 4(c)(i)****ITEM NO 4(c)(i)**

<b>Contact Officer:</b>	<b>Julie Wallace</b>
<b>Telephone No:</b>	<b>01785 619605</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 04/11/2021 Council 23/11/2021</b>
<b>Key Decision:</b>	<b>No</b>

**SUBMISSION BY COUNCILLOR J K PRICE  
ENVIRONMENT PORTFOLIO**

<b>CABINET</b> <b>4 NOVEMBER 2021</b> <b>Gambling Act 2005 - Statement of Principles 2022 - 2025</b>
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<b>1 Purpose of Report</b>
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- 1.1 The Council is required to prepare and publish a revised and updated Statement of Principles relating to the Gambling Act 2005, as per section 349 of the Gambling Act 2005.

<b>2 Proposal of Cabinet Member</b>
-------------------------------------

- 2.1 That Cabinet notes that the revised Statement of Principles has been subject to full consultation.
- 2.2 That Cabinet notes that there were no consultation responses received.
- 2.3 That Cabinet recommends that Full Council approves the proposed Statement of Principles at its meeting of 23 November 2021.

<b>3 Key Issues and Reasons for Proposal of Cabinet Member</b>
--

- 3.1 The Council is required to prepare and publish a revised and updated Statement of Principles relating to the Gambling Act 2005, as per section 349 of the Gambling Act 2005.
- 3.2 In preparing a statement of principles the Council consulted widely, externally and internally from 13 September 2021 – 22 October 2021
- 3.3 The new Statement of Licensing Principles needs to be published in its final form by 3 January 2022 and must be in force by 31 January 2022.

- 3.4 The recommendation is that Cabinet notes the revised draft policy and approves the proposed Statement of Principles.

<b>4 Relationship to Corporate Business Objectives</b>
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- 4.1 The new Statement of Licensing Principles takes account of and seeks to promote the following two Council's Corporate Business Objectives –
- **Corporate Business Objective 2**  
To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing.
  - **Corporate Business Objective 4**  
To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives

<b>5 Report Detail</b>
------------------------

- 5.1 The Act requires the Council to review the Statement of Principles from time to time, and at least every three years, in order to review its effectiveness and to take into account any changes in legislation or guidance.
- 5.2 In preparing a statement of principles the Council must consult–
- (a) the chief officer of Police for the area.
  - (b) one or more persons who appear to represent the interests of persons carrying on gambling businesses in the area, and
  - (c) one or more persons who appear to represent the interests of persons who are likely to be affected by the exercise of the Council's functions under the Act.
- 5.3 The consultation period for responses on the proposed statement of principles ran from 13 September - 22 October 2021. The list of persons and agencies consulted were–
- The Gambling Commission
  - Staffs Police
  - Staffordshire Safeguarding Children Board
  - Staffordshire County Council Social Services
  - Staffordshire Fire and Rescue Service
  - Staffordshire Youth Services
  - Director of Public Health
  - Community Wellbeing Partnership
  - British Beer and Pub Association

- Association of British Bookmakers
- Stafford Borough Council elected members
- Stafford Borough Council's Corporate Business and Partnership Team
- All parish and town councils in Stafford Borough Council
- Stafford Chamber of Trade
- Neighbouring local authorities
- Existing licence holders
- Growth, Regeneration and Infrastructure Partnership

5.4 The draft statement of principles is attached as an **APPENDIX**. The important changes that are proposed to the current statement of principles are highlighted in red text. These key changes are proposed in response to the updated "Guidance to Licensing Authorities" and Codes of Practice published by the Gambling Commission. The Gambling Commission has emphasised that it is important for Licensing Authorities to set out their expectations for Local Risk Assessments (LRAs), and section 8 of the revised draft policy covers these matters. Section 7 of the revised draft policy details updates to the local information to be considered by applicants for drafting LRAs.

5.5 There were no consultation responses received and the proposed finalised statement of principles will be referred to the Council meeting of 23 November 2021.

5.6 The new Statement of Licensing Principles needs to be published in its final form by 3 January 2022, and must be in force by 31 January 2022.

<b>6 Proposal of Cabinet Member</b>
-------------------------------------

6.1 That Cabinet notes that the revised Statement of Principles has been subject to full consultation.

6.2 That Cabinet notes that there were no consultation responses received.

6.3 That Cabinet recommends that Full Council approves the proposed Statement of Principles at its meeting of 23 November 2021.

<b>7</b>	<b>Implications</b>
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<b>7.1</b>	<b>Financial</b>	None
	<b>Legal</b>	The Legal implications are set out in the body of the report.
	<b>Human Resources</b>	None
	<b>Human Rights Act</b>	None
	<b>Data Protection</b>	None
	<b>Risk Management</b>	None

<b>7.2</b>	<b>Community Impact Assessment Recommendations</b>	<p>The Council expects each establishment to have an understanding of the local profile and address any concerns in respect of protecting children by ensuring the licensing objectives are met. Each establishment has to adhere to the Social Responsibility (SR) code and assess the local risks and therefore need to consider the socio-economic, demographic and health and wellbeing factors. The Local Risk Assessment (LRA) needs to show how vulnerable people, including vulnerable people with gambling dependencies are protected.</p> <p>Premises are inspected to ensure adherence to the requirements within the Policy.</p>
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<b>Previous Consideration - Nil</b>
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<b>Background Papers - File available in Licensing</b>
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# **Gambling Act 2005**

## **Draft Statement of Principles**

### **2022 - 2025**

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# Part A – The Gambling Act 2005

## 1 The Licensing Objectives

- 1.1 Under the Gambling Act 2005 (the Act), Stafford Borough Council is the Licensing Authority. The Council licenses premises for gambling activities as well as granting various other gambling permits. In this document, unless otherwise stated, any references to the Council are to Stafford Borough Council.
- 1.2 The Gambling Commission issues operators' licences and personal licences. Any operator wishing to provide gambling at certain premises must have applied for the requisite operators licence and personal licence from the Gambling Commission before they approach the Council for a premises licence.
- 1.3 The Council is responsible for licensing premises where gambling activities are to take place. The Council is also responsible for a number of other matters which are listed in paragraph 12.1 below.
- 1.4 The Council will carry out its functions under the Act and will aim to permit gambling in accordance with the three licensing objectives set out at Section 1 of the Act. The expectation is that gambling premises will ensure that the licensing objectives are met. The three licensing objectives are:
  - Preventing gambling from being a source of crime or disorder, being associated with crime or being used to support crime;
  - Ensuring that gambling is conducted in a fair and open way;
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 1.5 More information on the licensing objectives can be found later in this document. It should be noted that the licensing objectives do not include ensuring public safety or the prevention of public nuisance.
- 1.6 When making decisions about applications for premises licences, the Council is bound by, and committed to, a statutory aim to permit gambling insofar as it considers that any application made:
  - Is in accordance with any relevant Code of Practice issued by the Gambling Commission;
  - Is in accordance with any relevant guidance issued by the Gambling Commission;

- Is reasonably consistent with the licensing objectives; and
  - Is in accordance with the Council's Statement of Principles.
- 1.7 The Licensing Authority would emphasise that moral or ethical objections to gambling are not valid reasons for the rejection of premises licences applications.
- ## **2 Introduction and consultation process**
- 2.1 Licensing authorities are required by the Gambling Act 2005 to publish a statement of the principles which they propose to apply when exercising their functions under the Act.
- 2.2 The Council consulted widely on this Statement of Principles. The list of those consulted during the 2021 consultation exercise is provided within paragraph 2.4 below.
- 2.3 The Council will continue to monitor the effectiveness of this policy and will consider changes to the policy in the light of any new legislation and/or developments affecting the local area. It will consult with stakeholders at the time it is considering any such changes. The Council must review and publish this statement of principles at least every three years.
- 2.4 List of persons and agencies consulted by this authority:
- The Gambling Commission
  - Staffordshire Police
  - Staffordshire Safeguarding Children Board
  - Staffordshire County Council Social Services
  - Staffordshire Fire and Rescue Service
  - Staffordshire Youth Services
  - Director of Public Health
  - Community Wellbeing Partnership
  - British Beer and Pub Association
  - Association of British Bookmakers
  - Stafford Borough Council elected members
  - Stafford Borough Council's Corporate Business and Partnership Team
-

- All parish and town councils in Stafford Borough Council
- Stafford Chamber of Trade
- Neighbouring local authorities
- Existing licence holders
- Growth, Regeneration and Infrastructure Partnership

2.5 The consultation took place between 13 September and 22 October 2021.

### **3 Exchange of Information and Data Protection**

3.1 Licensing authorities are required to include, in their policy, the principles which are to be applied to the exchange of information between it and the Gambling Commission, as well as other persons listed in Schedule 6 to the Act. It may also share information with other bodies responsible for auditing or administering public funds for these purposes, e.g. UK National Fraud Initiative.

3.2 The information that you have provided will be used by Stafford Borough Council, as data controller, to allow it to carry out its statutory obligations in relation to the administration, compliance and enforcement of the licensing function within the Borough. The Council will only share your information with agencies involved in licence processing or licensing enforcement where the law requires or permits it to do so. For further information, please see:

<https://www.staffordbc.gov.uk/PrivacyNotices>

### **4 Equality and Diversity**

4.1 **The Council is committed to promoting diversity and equality of opportunity to everyone it comes into contact with. This is an essential part of improving services for everyone. This can only be achieved by promoting equality for all groups of people and removing discrimination and harassment.**

Through policies and service delivery, the Council's main aims for ensuring equality and diversity are to:

- Eliminate unlawful discrimination ;
- Advance equality of opportunity between those who share a protected characteristic and people who do not ;
- Foster good relations between those who share a protected characteristic and people who do not.

4.2 The Council refreshed its Equalities Policy during 2021 and the overarching aim of this policy is that consideration to equality becomes an intrinsic part of daily working, the organisation culture and service delivery.

4.3 There are two main objectives that support the aim and objectives in the Corporate Business Plan and these relate to :

Organisational commitment

Delivering the best outcomes for residents, businesses and visitors in our borough

A copy of the policy can be found at:

<https://www.staffordbc.gov.uk/equality-and-inclusion-policy>

## **5 Crime and Disorder Act 1998**

5.1 Under section 17 of the Crime and Disorder Act 1998 the Council is under a statutory duty to do all that it can to prevent crime and disorder within its area and is mindful of concerns over the use of licensed premises for criminal activity, for example money laundering and drug dealing.

5.2 The Council will work in partnership with licence holders, local businesses, responsible authorities, councillors and local people with the aim of promoting the licensing objectives.

## **6 The Licensing Framework**

6.1 The Gambling Act 2005 changed the way that gambling is administered in the United Kingdom. The Gambling Commission is the national gambling regulator and has a lead role in working with Central Government and local authorities to regulate gambling activity.

6.2 The Gambling Commission issues operators' licences and personal licences. Any operator wishing to provide gambling at certain premises must have applied for the requisite operator's licence and personal licence from the Gambling Commission before they approach the Council for a premises licence. In this way, the Gambling Commission is able to ensure that applicants have the correct credentials to operate gambling premises.

6.3 The Council's role is to ensure premises are suitable for providing gambling in accordance with the three licensing objectives and any Codes of Practice issued by the Gambling Commission. The Council also issues various permits and notices for smaller scale gambling.

6.4 The Council does not license large society lotteries or remote gambling through websites. These are regulated by the Gambling Commission. The

National Lottery is not regulated by the Gambling Act 2005 but continues to be regulated by the National Lottery Commission under the National Lottery Act 1983.

## **7 Local Area Profile**

- 7.1 Applicants are referred to the web links given in paragraphs 8.9 to 8.13 below. These web pages give wide ranging information on the Council's local area which should be taken into account by applicants who are preparing local risk assessments. These web links are reviewed and updated on a regular basis so as to reflect changes to local characteristics, trends and conditions.
- 7.2 Stafford Borough is one of eight District and Borough Councils that make up Staffordshire in the West Midlands. Stafford is the county town and the Borough is the largest Staffordshire district, stretching across 59,187 hectares equating to approximately 230 miles. Predominately rural, with 32% of the population living in these areas, its economic scale score of 84.71 ranks it as medium size by British standards.
- 7.3 Stafford Borough currently has more than 135,880 residents and this figure is expected to increase to approximately 142,900 by 2033. The Borough has an ageing population, with more people living here who are over 65 years; there is a lower proportion of children and young people aged under 24 years of age with average proportions of adults aged 35 – 50 years.
- 7.4 The ethnicity of the population is approximately 94% White British, which is comparable to the population of Staffordshire.
- 7.5 According to the most recent figures, the Gross Value Added (GVA) of Stafford is £3,200,000 representing 18% of the whole county of Staffordshire GVA. Median weekly earnings for full-time employees reached £585 in April 2019.
- 7.6 Between April 2018 and April 2019, 35.7% of full-time employees experienced a real term pay decrease or pay freeze, a reduction from 43.3% in 2018. Stafford's full-time workers continued to see an increase in weekly pay to £606.70 compared to £550.8 in the West Midlands and £587 across Great Britain.
- 7.7 The ward indicator matrix demonstrates that there are six ward areas that are more deprived and experience poorer outcomes. The wards with the highest levels of need in terms of families and communities facing multiple issues are: Common, Coton, Doxey and Castletown, Forebridge, Highfields and Western Downs, and Penkside.
- 7.8 There are approximately 60,000 households in the borough which are predominantly owner-occupied

- 7.9 The average price of a house in Stafford Borough is £184,156. This is above the Staffordshire average price, but below the national and regional average.
- 7.10 Residents of Stafford Borough generally live longer, with the healthy life expectancy in the district better than the national average for both males (81 years) and females (83 years). However, the life expectancy for both men and women living in deprived areas is six years less.
- 7.11 The new Corporate Business Plan sets out the council's vision and objectives for the next three years and details a shared vision for economic and housing growth, community health and wellbeing and financial sustainability.

<https://www.staffordbc.gov.uk/corporate-business-plan>

- 7.12 All of our outcomes for our residents, families and communities are affected by a wide range of social, demographic, environmental and economic factors which are inextricably linked. It is often the same families and communities that have poor outcomes and who more likely to be the victims and also perpetrators of crime and anti-social behaviour. There is increasing focus upon public sector organisations working in partnership with each other, the voluntary, business sectors and communities to plan, design, resource, build and deliver services around people, families and communities in the most disadvantaged communities to support them to improve their life opportunities.
- 7.13 The Council will proactively engage with all responsible authorities as well as other organisations to ensure any new applications or applications to vary existing licences are assessed by taking the local area profile risks into account. Applicants should therefore consider how they will address these risks and address these matters in any applications.

## **8 Local Risk Assessment**

- 8.1 The Gambling Commission's Licence Conditions and Code of Practice (LCCP) which were revised and published in October 2020 require operators to consider local risks from the provision of gambling at their premises. Please see Code of Practice provisions, section 10 :

<https://www.gamblingcommission.gov.uk/licensees-and-businesses/lccp>

- 8.2 The Social Responsibility (SR) code requires applicants to assess the local risk to the licensing objectives posed by the provision of gambling facilities at each of their premises. It also requires them to have policies, procedures and control measures to mitigate those risks. In undertaking their risk assessments, applicants must take into account any relevant matters identified within this statement of principles.

- 8.3 Applicants are required to undertake a local risk assessment (LRA) when applying for a new premises licence. Further, their risk assessment must also be updated:
- When applying for a variation of a premises licence.
  - To take account of significant changes in local circumstances, including any identified within this policy statement.
  - Where there are significant changes at premises that may affect the mitigation of local risks.
- 8.4 The Council encourages operators to keep a copy of the LRA at the premises at all times. The LRA must be provided to the Council when applying for a new premises licence or for a variation to the existing premises licence. **Upon such application, the Council will consider the need to condition premises licences to require operators, to keep a copy of the LRA on the premises at all times.**
- 8.5 The LRA should set out measures the applicant has in place to address areas of local concern. In broad terms, the LRA should include reference to any specified local risk, how the operator intends to mitigate any risks identified and how the operator will monitor those risks.
- 8.6 The Council will expect the LRA to consider as a minimum:**
- **the location of services for children such as schools, playgrounds, leisure/community centres and other areas where children will gather.**
  - **the demographics of the area in relation to vulnerable groups;**
  - **whether the premises is in an area subject to high levels of crime and/or disorder.**
  - **LRAs should show how vulnerable people, including people with gambling dependencies are protected.**
- 8.7 **Applicants will need to consider socio-economic, demographic and health and wellbeing factors** when drafting their LRA. These factors are referred to within the paragraphs 8.9 to 8.13 below.
- 8.8 The Council will expect applicants to have an understanding of the local profile and address the Council's concerns in respect of protecting children and other vulnerable people by ensuring that the licensing objectives are met. This should be demonstrated via the LRA.
- 8.9 The web links below are links to external documents which are intended to assist applicants in obtaining a greater understanding of the local area. Applicants should take this information into account when drafting any LRA.

- 8.10 The Public Health England Stafford Borough Health Profile can be viewed at:  
<https://fingertips.phe.org.uk/profile/health-profiles/data#page/1/gid/1938132696/pat/6/par/E12000005/ati/101/are/E07000197>
- 8.11 Staffordshire County Council and the Staffordshire Observatory Locality Profile for the Stafford Borough can be found at:  
[Stafford Data Pack 2018 \(staffordshireobservatory.org.uk\)](http://Stafford Data Pack 2018 (staffordshireobservatory.org.uk))
- 8.12 The Stafford and Surrounds Health and Wellbeing Strategy 2020-2024 can be found at:  
<https://www.staffordbc.gov.uk/Community-Safety-and-Wellbeing-Strategy-2020-2024>
- 8.13 The Stafford Borough Community Safety Strategic Assessment:  
<https://www.staffordbc.gov.uk/Community-Safety-Strategic-Assessment>
- 8.14 Having considered the information provided above, applicants should provide the licensing authority with the policies and procedures they have in place, which are designed to prevent underage gambling. These policies and procedures should also take account of the structure and layout of the particular premises as well as any training provided to staff.
- 8.15 In the event of any application to vary a premises licence, operators will be required to provide the licensing authority with any age-related compliance test results which relate to the premises concerned **and the following information**
- Self-exclusion details
  - Attempts to gamble by under 18s
  - Test Purchase results
  - Anti social behaviour issues on the incident log
  - Police reports and call outs
  - Sharing information with nearby agencies e.g. treatment centres
  - Protections in place when footfall is highest
  - Betwatch or similar



8.16 With respect to preventing vulnerable people from gambling, applicants must demonstrate how they intend to ensure that the licensing objective is met. This might include providing details about their own self exclusion schemes and their intentions towards the Multi Operator Self Exclusion Scheme (MOSES).

8.17 In LRAs applicants should provide details of the responsible gambling information that they make available to customers. This should include information from organisations such as Gambleaware <https://about.gambleaware.org/>

and GamCare <http://www.gamcare.org.uk/>

8.18 Local Risk Assessments (LRAs) should detail what controls are in place for challenging excluded persons from entering into the premises and what arrangements are in place for monitoring the use of fixed odds betting terminals (FOBT).

## 9 Declaration

9.1 This Policy Statement will not override the right of any person to make an application, make representations about an application or apply for a review of a licence; these applications will be considered on their own merits and according to the statutory requirements of the Gambling Act 2005.

9.2 In producing the finalised Statement of Principles, the Council declares that it will have regard to the licensing objectives of the Gambling Act 2005, the guidance issued by the Gambling Commission and any responses from those consulted on the Policy Statement.

## 10 Responsible Authorities

10.1 The Act allows certain agencies to act as responsible authorities. Responsible authorities are able to make representations about licence applications or apply for a review of an existing licence. Responsible authorities may also offer advice and guidance to applicants.

10.2 The Council is required by regulations to state the principles it will apply to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

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

- 10.3 In accordance with the regulations, the Council designates the Staffordshire County Council, Local Safeguarding Children Board for this purpose.
- 10.4 The contact details of all the responsible authorities under the Gambling Act 2005 can be found on the Council's website at:

<https://www.staffordbc.gov.uk/responsible-authorities>

## 11 Interested Parties

- 11.1 Interested parties are people or organisations that have the right to make representations about licence applications or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as set out below.
- 11.2 For the purposes of this part, a person is an interested party if, in the opinion of the licensing authority which issued the licence or to which the application is made, the person:
- (a) lives sufficiently close to the premises to be likely to be affected by the authorised activities;
  - (b) has business interests that might be affected by the authorised activities, or
  - (c) represents persons who satisfy paragraphs (a) or (b).
- 11.3 The Council is required by regulations to state the principles it will apply to determine whether a person is an interested party. The principles are:
- Each case will be decided upon its merits. The Council will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission: Guidance to Local Authorities.
  - In order to determine if an interested party lives or has business interests sufficiently close to the premises to be likely to be affected by the gambling activities, the Council will consider factors such as the size of the premises and the nature of the activities taking place.
- 11.4 **The Council will consult with the Director of Public Health on all Premises Licence applications.**

## 12 Licensing Authority Functions

- 12.1 Licensing authorities are responsible under the Act for:
- Licensing premises where gambling activities are to take place by issuing premises licences

- Issuing provisional statements
- Regulating members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- Issuing Club Machine Permits to commercial clubs
- Granting permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
- Receiving notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of up to two gaming machines
- Granting Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises under the Licensing Act 2003, where more than two machines are required
- Registering small society lotteries below prescribed thresholds
- Issuing Prize Gaming Permits
- Receiving and endorsing Temporary Use Notices
- Receiving Occasional Use Notices (for tracks)
- Providing information to the Gambling Commission regarding details of licences issued (see section above on information exchange)
- Maintaining registers of the permits and licences that are issued under these functions

12.2 The Council does not license remote gambling. This matter falls to the Gambling Commission.

## **Part B –The Licensing Objectives**

### **13 Preventing Gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime**

- 13.1 The Gambling Commission takes the lead role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however encourage licensing authorities to pay particular attention to the proposed location of gambling premises in terms of this licensing objective.
- 13.2 Such association with crime may include: money laundering; counterfeiting; drug dealing or any similar involvement in organised crime.
- 13.3 Operators are also required to consider child protection issues such as the risk of child sexual exploitation, as part of this Licensing Objective.

### **14 Ensuring that Gambling is conducted in a fair and open way**

- 14.1 The Gambling Commission takes the lead role in ensuring that gambling is conducted in a fair and open way and addresses this via operating and personal licences.
- 14.2 The Council will take operator licence conditions into account and will communicate any concerns to the Gambling Commission about misleading advertising or any absence of required game rules or other information.
- 14.3 Examples of the specific steps the Council may take to address this area can be found in the various sections covering specific premises types in Part C of this document, and also in Part D which covers permits and notices.

### **15 Protecting children and other vulnerable persons from being harmed or exploited by gambling.**

- 15.1 This licensing objective seeks to prevent children from taking part in most types of gambling and where appropriate, the Council may require specific measures at particular premises which are designed to ensure that the licensing objectives are met.
- 15.2 Preventative measures may include the supervision of premises and machines and appropriate training for staff with regard to suspected truanting school children and how staff should deal in general with unsupervised children.
- 15.3 The Council will pay particular attention to any Codes of Practice which the Gambling Commission issues with respect to this licensing objective.

- 15.4 The Council does not seek to offer a definition for the term “vulnerable people” but for regulatory purposes it will assume that this group includes elderly people, people who gamble more than they want to; people who gamble beyond their means and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, or because of the influence of alcohol or drugs.

## **Part C - Premises Licences**

### **16 Introduction to Premises Licensing**

- 16.1 The Council will issue premises licences to allow those premises to be used for certain types of gambling. Premises licences may, for example, be issued to amusement arcades, bingo halls and bookmakers.
- 16.2 Premises licences will be subject to the permissions/restrictions set out in the Gambling Act 2005 and regulations as well as specific mandatory and default conditions which will be detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach other conditions, where it is believed to be necessary and proportionate.

#### **Definition of ‘Premises’**

- 16.3 Premises are defined in the Act as ‘any place’. Different premises licences cannot apply in respect of single premises at different times. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Whether different parts of a building can properly be regarded as being separate premises will always be a question of fact within any given circumstances.
- 16.4 The Council will take particular care when considering applications for multiple licences for a building and those relating to a discrete part of a building used for other non-gambling purposes. In particular, the Council will assess entrances and exits from parts of a building covered by one or more licences to satisfy itself that they are separate and identifiable so that the separation of different premises is not compromised and that people do not ‘drift’ into a gambling area.
- 16.5 The Council will pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Issues that the Council will consider before granting such applications include whether children can gain access; compatibility of the two establishments and the ability to comply with the requirements of the

Act. In addition, an overriding consideration will be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.

### **Location**

- 16.6 The Council is aware that demand issues (e.g. the likely demand or need for gambling facilities in the area) cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. The Council will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.
- 16.7 When considering the licensing objectives, the Council's may, upon receipt of any relevant representations, look at location as a specific issue. Location issues might include, but are not be limited to:
- The proximity of the premises to schools and vulnerable adult centres.
  - The proximity of the premises to residential areas where there may be a high concentration of families with children.
  - The size of the premises and the nature of the activities taking place.
  - The level of organised crime in the area.
- 16.8 Such information may be used to inform the decision the Council makes about whether to grant the licence, to grant the licence with special conditions or to refuse the application.
- 16.9 This policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant to show how any concerns can be overcome.

### **Duplication with other regulatory regimes**

- 16.10 The Council will seek to avoid any duplication with other statutory/regulatory systems such as planning. The Council will not consider whether a licence application is likely to be awarded planning permission or building regulations approval in its consideration of it. It will listen to and consider carefully any concerns about conditions which the licence holder cannot meet because of planning restrictions.

## Conditions

- 16.11 Applications will be granted subject only to the mandatory and default conditions. Such conditions are usually sufficient to ensure operation that is reasonably consistent with the licensing objectives. Additional conditions will only be imposed where there is evidence of a risk to the licensing objectives that requires that the mandatory and default conditions be supplemented. Conditions will only be attached to premises licences where there is evidence of a need to do so.
- 16.12 Any conditions attached to licences will be proportionate and will be:
- Relevant to the need to make the proposed building suitable as a gambling facility.
  - Directly related to the premises and the type of licence applied for, and/or related to the area where the premises are based.
  - Fairly and reasonably related to the scale and type of premises; and,
  - Reasonable in all other respects.
- 16.13 Decisions about individual conditions will be made on a case by case basis, although there will be a number of control measures which the Council may consider. These include the use of door supervisors, supervision of adult gaming machines and appropriate signage for adult only areas. The Council will also expect the applicants to ensure that the licensing objectives are effectively met.
- 16.14 There are conditions which the Council cannot attach to premises licences which are:
- Any condition on the premises licence which makes it impossible for the applicant to comply with an operating licence condition;
  - Conditions relating to gaming machine categories, numbers or method of operation;
  - Conditions which provide that membership of a club or body be required; and,
  - Conditions in relation to stakes, fees, winnings or prizes.

## Door supervision

The Council may consider whether there is a need for door supervision in terms of the licensing objectives. Where door supervisors are required, it is the operator's responsibility to ensure that any persons employed in this capacity are fit and proper to carry out such duties.

## 17 Adult Gaming Centres and Licensed Family Entertainment Centres

17.1 Adult Gaming Centres (AGC's) are commonly found within town centre environments and are able to make category B, C and D gaming machines available to adults. Nobody under the age of 18 is permitted to enter an AGC.

17.2 Licensed Family Entertainment Centres (LFECs) are those premises which usually provide a range of amusements such as computer games and penny pushers. They may have a separate section set aside for adult only gaming machines with higher stakes and prizes and are able to make

available a certain number of category C and D machines. Clear segregation must be in place so children do not access the areas where the category C machines are located.

17.3 The Council will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling in the above premises. The Council will expect applicants to satisfy the Authority that there will be sufficient measures to ensure that under 18 year olds do not have access to adult gaming centres or adult only gaming machine areas within the LFEC.

17.4 The Council will expect applicants to offer their own measures to meet the licensing objectives.

17.5 Appropriate measures/licence conditions may cover:

- Proof of age schemes (e.g. PASS schemes)
- The use of Challenge 25 policy
- The use of 'No ID No Entry' policy
- CCTV
- Staff supervision and training
- Detailed plan
- Social responsibility policies



- **Staff easily identifiable**
- Door supervision
- Supervision of machine areas
- Physical separation of areas
- Location of entry
- **Clear** Notices/signage
- Specific opening hours
- Staff training in the law and the provision of a named point of contact to help ensure compliance.
- Measures/training for staff on how to deal with suspected truanting school children and how to recognise signs of potential child sexual exploitation
- Clear policies that outline the steps to be taken to protect children from harm
- Self-exclusion schemes and the provision of leaflets/helpline numbers to organisations such as GamCare, the Responsible Gambling Trust or GambleAware etc.
- Ensure that there is a policy in place which addresses the Multi operator self exclusion scheme (MOSES)

This list is not mandatory nor exhaustive and is merely indicative.

## **18 Casinos**

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

## **19 Bingo Premises**

- 19.1 Bingo is not statutorily defined within the Gambling Act 2005. Such premises may however, provide cash and prize bingo. In addition, bingo premises are also able to provide a limited number of gaming machines in line with the provisions of the Act.

- 19.2 It is important that where children are allowed to enter Bingo premises, that they do not participate in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted then the operator must ensure that:
- All such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance
  - Only adults are admitted to the area where the machines are located
  - Access to the area where the machines are located is supervised
  - The area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder, and
  - At the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.
- 19.3 Other measures which applicants will need to consider in meeting the licensing objectives are outlined in paragraph 17.5 above.

## **20 Betting Premises**

- 20.1 Betting premises are premises such as bookmakers where various types of gambling are authorised to take place. The Act contains a single class of licence for betting premises.
- 20.2 The Council is aware that Section 181 of the Act contains an express power for licensing authorities to restrict the number of betting machines and the nature and circumstances in which they are made available by attaching a licence condition to a betting premises licence. The Council is also aware that it is not possible to restrict the number of gaming machines which may be made available within betting premises.
- 20.3 When considering whether to impose a condition to restrict the number of betting machines in particular premises the Council, amongst other things, will take into account the size of the premises, the number of counter positions available for person to person transactions and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people.
- 20.4 Measures which applicants will need to consider in meeting the licensing objectives are outlined in paragraph 17.5 above.

## **21 Tracks**

- 21.1 Currently the licensing authority does not licence any tracks which permit on-course betting. Where an application for a track premises licence is proposed, the applicant should contact the Council's Licensing Unit at the earliest opportunity. The Council's focus will be on the need to protect children and vulnerable persons from being harmed or exploited by gambling and the need to ensure that entrances to premises are distinct. Children must be excluded from gambling areas where they are not permitted to enter.

## **22 Travelling Fairs**

- 22.1 Travelling fairs have the right to provide an unlimited number of category D gaming machines and/or equal chance prize gaming (without the need for a permit) as long as the gambling amounts to no more than an ancillary amusement at the fair.
- 22.2 The 27-day statutory maximum for the land being used as a fair is per calendar year. 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. Where appropriate, the Council will liaise with neighbouring authorities to ensure that land which crosses its boundaries is monitored so that the statutory limits are not exceeded.

## **23 Provisional Statements**

- 23.1 The provisional statement process provides an alternative to making a premises licence application. The process permits an applicant to examine the likelihood of whether a building which has yet to be constructed or is about to be altered for the purpose of gambling would be granted a premises licence when the building work is complete.
- 23.2 A provisional statement is not a licence and merely gives the holder some form of assurance that a premises licence would be granted so the project can be started. Once works are complete a full premises licence would still be required.
- 23.3 In terms of representations about premises licence applications, following the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage or they reflect a change in the applicant's circumstances. In addition, the Council may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:
- (a) which could not have been raised by objectors at the provisional licence stage; or

- (b) which in the Authority's opinion reflect a change in the operator's circumstances

23.4 When determining a provisional statement application the Council will operate in accordance with the Act and will not have regard to any issues related to planning consent or building regulations, e.g. the likelihood that planning consent will be granted.

## **Part D - Permits, Temporary / Occasional Use Notices And Small Society Lottery Registrations**

### **24. Unlicensed Family Entertainment Centre Gaming Machine Permits**

- 24.1 The term 'Unlicensed Family Entertainment Centre' is one defined in the Act and refers to premises which provide category D gaming machines along with various other amusements such as computer games and 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 does require a premises licence because it contains both category C and D gaming machines.
- 24.2 In accordance with Gambling Commission guidance, the Council will carefully consider child protection issues when considering applications for permits. This consideration will generally engage two of the three licensing objectives: These are:
- Preventing Gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 24.3 The Council will expect applicants to show that there are policies and procedures in place to protect children from harm from gambling and to promote wider child protection issues as part of the crime prevention objective. Policies must include appropriate measures/training for staff regarding how staff would deal with unsupervised children being on the premises, or children causing problems on or around the premises.
- 24.4 The Council will also expect applicants to demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs, that the applicant has no relevant convictions (those that

are set out in Schedule 7 of the Act), and that staff are trained to have a full understanding of the maximum stakes and prizes.

- 24.5 The Council is aware that an application for a permit may only be granted if the Chief Officer of Police has been consulted on the application.
- 24.6 In line with the Act the Council cannot attach conditions to this type of permit and the statement of principles only applies to initial applications and not to renewals.

## **25 Gaming Machine Permits in premises licensed for the sale of alcohol**

- 25.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have two gaming machines of categories C and/or D. The premises merely need to notify the Council. The Council can remove the automatic authorisation in respect of any particular premises if:
- Provision of the machines is not reasonably consistent with the pursuit of the licensing objectives
  - Gaming has taken place on the premises that breaches a condition of Section 282 of the Gambling Act (ie that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant Code of Practice issued by the Gambling Commission about the location and operation of the machine has been complied with)
  - The premises are mainly used for gaming; or
  - An offence under the Gambling Act has been committed on the premises.
- 25.2 If a premises wishes to have more than two machines, then application must be made for a permit. The Council must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission under Section 25 of the Gambling Act 2005, and 'such matters as it thinks relevant'. The Council considers that 'such matters' will be decided on a case by case basis, but generally regard will be given to the need to protect children and vulnerable persons from harm or being exploited by gambling. The Council will also expect the applicant to satisfy the Authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines

- 25.3 Measures which may satisfy the Council that there will be no access could include the adult machines being situated in close proximity to the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18 years of age. Notices and signage may also help. Regarding the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as Gam Care.
- 25.4 It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would need to be dealt with under the relevant provisions of the Act.
- 25.5 The Council can decide to grant the application with a smaller number of machines and/or a different category of machines from that applied for. Conditions (other than these) cannot be attached
- 25.6 The holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.
- 25.7 A summary of gaming machine categories and entitlements can be found at Appendix B of the Guidance issued to licensing authorities by the Gambling Commission.

<http://www.gamblingcommission.gov.uk/Licensing-authorities/Information-for-licensing-authorities/Guidance-to-licensing-authorities-5th-edition.aspx>

## **26 Prize Gaming Permits**

- 26.1 The Council will expect the applicant to set out the types of gaming that he or she is intending to offer and be able to demonstrate:
- That they understand the limits to stakes and prizes that are set out in regulations;
  - That the gaming offered is within the law.
- 26.2 In making its decision on an application for prize gaming permits, the Council does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance.
- 26.3 There are conditions in the Gambling Act 2005 with which the permit holder must comply, but the Council cannot attach conditions. The conditions in the Act are:
- The limits on participation fees, as set out in regulations, must be complied with

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

## **27 Club Gaming and Club Machines Permits**

- 27.1 Members' clubs and miners' welfare institutes (but not commercial clubs) may apply for a club gaming permit or a club gaming machines permit. The club gaming permit will enable the premises to provide gaming machines (three machines of categories B, C or D), equal chance gaming and games of chance as set out in forthcoming regulations. A club gaming machine permit will enable the premises to provide gaming machines (three machines of categories B, C or D).
- 27.2 To qualify for these special club permits, a members' club must have at least 25 members and be established and conducted wholly or mainly for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.
- 27.3 Before granting the permit, the Council will need to satisfy itself that the premises meet the requirements of a members' club and that the majority of members are over 18 years of age.
- 27.4 The Council may only refuse an application on the grounds that:
- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which they have 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 Gambling Commission or the Police.

## **28 Temporary Use Notices**

- 28.1 Temporary use notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be useful for a temporary use notice would include hotels, conference centres and sporting venues.
- 28.2 The Act makes a special reference, in the context of temporary use notices, to a 'set of premises' to try and ensure that large premises which cannot reasonably be reviewed as separate are not used for more temporary use notices than permitted under the Act. The Council considers that the determination of what constitutes a 'set of premises' will be a question of fact in the particular circumstances of each notice that is given. In considering whether a place falls within the definition of a 'set of premises', the Council will look at, amongst other things, the ownership/occupation and control of the premises.
- 28.3 The Council will be ready to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises.

## **29 Occasional Use Notices (for Tracks)**

- 29.1 There is a special provision in the Act which 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. Track operators and occupiers need to be aware that the procedure for applying for an occasional use notice is different to that for a temporary use notice.
- 29.2 The Council has very little discretion regarding these notices apart from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The Council will however consider the definition of a 'track' and whether the applicant is entitled to benefit from such notice.



## 30 Small Society Lottery Registrations

- 30.1 The Act creates two principal classes of lotteries - licensed lotteries and exempt lotteries. Licensed lotteries are large society lotteries and lotteries run for the benefit of local authorities. These will be regulated by the Gambling Commission. Within the class of exempt lotteries, there are four sub classes, one of which is small society lotteries.
- 30.2 A small society lottery is a lottery promoted on behalf of a non-commercial society as defined in the Act which also meets specific financial requirements set out in the Act. These may be administered by the Council for small societies who have a principal office in the area and wish to run such a lottery.
- 30.3 To be 'non-commercial', a society must be established and conducted:
- For charitable purposes
  - For the purpose of enabling participation in, or supporting, sport, athletics or a cultural activity; or
  - For any other non-commercial purpose other than that of private gain.
- 30.4 The other types of exempt lotteries are 'incidental non-commercial lotteries', 'private lotteries' and 'customer lotteries'

## Part E - Enforcement

### 31 Enforcement Principles

- 31.1 The Council will work closely with other agencies in targeting known high risk premises. In doing so, the Council will follow Government guidance on better regulation.
- 31.2 The Council recognises that the Regulators Code applies to all activities under the Act. This will however, be most obvious in respect of the Councils inspection and enforcement duties and the powers to institute criminal proceedings. The Regulators' Code can be found at:  
<https://www.gov.uk/government/publications/regulators-code>
- 31.3 The Council will aim to be:

#### **Proportionate:**

Regulators should only intervene when necessary. Remedies should be appropriate to the risk posed, and costs identified and minimised.

**Accountable:**

Regulators must be able to justify decisions and be subject to public scrutiny.

**Consistent:**

Rules and standards must be joined up and implemented fairly.

**Transparent:**

Regulators should be open and keep regulations simple and user friendly.

**Targeted:**

Regulation should be focused on the problem and minimise side effects.

- 31.4 The Council's Enforcement Policy, which explains how the Council deals with non-compliance and unlawful gambling activity, can be found at:

<https://www.staffordbc.gov.uk/enforcement-policy>

- 31.5 Known enforcement issues which the Council's Licensing Unit will address include illegal gambling machines in takeaways and poker in pubs.
- 31.6 The Council will endeavour to avoid duplication with other regulatory regimes.
- 31.7 The main enforcement and compliance role for the Council in terms of the Gambling Act 2005 will be to ensure compliance with the premises licence conditions and other permissions. The Gambling Commission will be the enforcement body for the operator and personal licences. Concerns about the manufacture, supply or repair of gaming machines will not be dealt with by the Council but will be notified to the Gambling Commission. In circumstances where the Council believes a premises requires a premises licence for gambling activities and no such licence is in force, the Council will notify the Gambling Commission.
- 31.8 The Council will also have regard to any guidance issued and keep itself informed of developments regarding the work of the Regulatory Delivery Division of the Department of Business Innovation and Skills in its consideration of the regulatory functions of local authorities.

## **32 Reviews**

- 32.1 A review is a process defined in the legislation which ultimately leads to a licence being reassessed by the Licensing Committee with the possibility that the licence may be revoked or suspended or that conditions may be amended or new conditions added.

32.2 Requests for a review of a premises licence can be made by interested parties or responsible authorities. However, it is for the Council to decide whether the review is to be carried out. This will be on the basis of whether the request for the review is:

- In accordance with any relevant Code of Practice issued by the Gambling Commission
- Reasonably consistent with the licensing objectives; and
- In accordance with this Authority's Statement of Gambling Policy.
- In accordance with any relevant guidance issued by the Gambling Commission

<http://www.gamblingcommission.gov.uk/Licensing-authorities/Information-for-licensing-authorities/Guidance-to-licensing-authorities-5th-edition.aspx>

32.3 In addition the Council may also reject the application on the grounds that the request is frivolous, vexatious, will not cause the authority to wish to alter, revoke or suspend the licence, or is substantially the same as previous representations or requests for review.

32.4 The Council can also initiate a review of a licence on the basis of any reason which it thinks appropriate. This may for instance follow a second failed compliance test at the premises.

32.5 Before sitting as a member of the Licensing Sub Committee, members will need to attend a Gambling Act 2005 training session with officers from Legal Services and Licensing. Members will need to attend refresher training every year that they remain a member of the Licensing & Public Protection Committee.

### **33 Functions and Delegations**

A table showing the delegation of functions within the Council can be found at Appendix G of the Gambling Commission Guidance:

<http://www.gamblingcommission.gov.uk/Licensing-authorities/Information-for-licensing-authorities/Guidance-to-licensing-authorities-5th-edition.aspx>

