

Agenda

Council Meeting

Date: Wednesday, 2 October 2024

Time 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, ME10 3HT

Quorum = 16

Pages

Recording and Privacy Notice

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1. Emergency Evacuation Procedure

Visitors and members of the public who are unfamiliar with the building and procedures are advised that:

- (a) The fire alarm is a continuous loud ringing. In the event that a fire drill is planned during the meeting, the Chair will advise of this.
- (b) Exit routes from the chamber are located on each side of the room, one directly to a fire escape, the other to the stairs opposite the lifts.
- (c) In the event of the alarm sounding, leave the building via the nearest safe exit and gather at the assembly point on the far side of the car park. Do not leave the assembly point or re-enter the building until advised to do so. Do not use the lifts.
- (d) Anyone unable to use the stairs should make themselves known during this agenda item.

2. Apologies for Absence

3. Minutes

To approve the [Minutes](#) of the meeting held on 24 July 2024 (Minute Nos. 128 - 146) as a correct record.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves, their families or friends.

The Chair will ask Members if they have any disclosable pecuniary interests (DPIs) or disclosable non-pecuniary interests (DNPIs) to declare in respect of items on the agenda. Members with a DPI in an item must leave the room for that item and may not participate in the debate or vote.

Aside from disclosable interests, where a fair-minded and informed observer would think there was a real possibility that a Member might be biased or predetermined on an item, the Member should declare this and leave the room while that item is considered.

Members who are in any doubt about interests, bias or predetermination should contact the monitoring officer for advice prior to the meeting.

5. Mayor's Announcements

6. Tributes to Former Mayor, Alderman Steve Worrall

7. Questions submitted by the Public

To consider any questions submitted by the public. (The deadline for questions is 4.30 pm on the Wednesday before the meeting – please contact Democratic Services by e-mailing democraticservices@swale.gov.uk or call 01795 417330).

8. Questions submitted by Members

To consider any questions submitted by Members. (The deadline for questions is 4.30 pm on the Monday the week before the meeting – please contact Democratic Services by e-mailing democraticservices@swale.gov.uk or call 01795 417330).

9. Leader's Statement

10. Motion - Seashells Childrens Centre

This council calls upon Kent County Council to stop its plan cut in funding and services at the Seashells children's centre

Proposed by: Councillor Elliott Jayes

Seconded by: Councillor Dolley Wooster

11. Motion - Winter Fuel

5 - 6

12. DBS Checks for Members

7 - 12

13. Review of Current Statement of Principles under the Gambling Act 2005

13 - 96

14. Political Balance - Allocation of Committee Seats

97 - 104

15. Member Development Strategy - to follow

16. Exclusion of Press and Public

To decide whether to pass the resolution set out below in respect of the following item: -

That under Section 100A(4) of the Local Government Act 1972, as amended, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act.

1. Information relating to any individual.

17. Waiver of six month Councillor attendance rule

105 -
108

Issued on Tuesday, 24 September 2024

The reports included in Part I of this agenda can be made available in alternative formats. For further information about this service, or to arrange for special facilities to be provided at the meeting, please contact democraticservices@swale.gov.uk. To find out more about the work of the Council, please visit www.swale.gov.uk

**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

Council notes the recent announcement by the Labour Government to end universal winter fuel payments and restrict eligibility to only those in receipt of Pension Credits and other benefits.

Though many agree that universal Winter Fuel Payments are not necessary, Council is deeply concerned that many pensioners on lower and middle incomes will now not receive the payments. Across England and Wales the number of people eligible for winter fuel payments will fall by 10 million (from 11.4 million to only 1.5 million).

In Swale the number of pensioners affected by the change in eligibility criteria is 24,056. That means 88.5% of pensioners currently eligible for winter fuel payments will no longer be able to claim the payment from this winter onwards.

Council believes that the Labour Government has set the threshold at which pensioners do not qualify for Winter Fuel Payments far too low. Only those receiving a pension of less than £218.15 a week (or £332.95 a week for couples) are eligible for pension credits. This is significantly lower than the living wage rate.

Council is also concerned by the low take up of pension credit with only 63% of those eligible nationwide receiving them – and over 880,000 pensioners not doing so. Council recognises the role we have to play to increase awareness of benefits such as Pension Credit to ensure people are aware of the support they are entitled to.

Council further notes that the Energy Price Cap is due to rise by 10% in October, which combined by the removal of Winter Fuel Payments will push thousands of local pensioners into fuel poverty.

Council resolves to:

- Instruct the Leader to write, on behalf of the Council, to the Chancellor of the Exchequer calling for the policy on linking Winter Fuel Payments to Pension Credit receipt to be immediately paused and introduce a new threshold to determine eligibility for Winter Fuel Payments and asking for the release of the Equalities Impact assessment that accompanies the policy.
- Council further requests the Leader to write, on behalf of the Council, to all MPs covering Swale asking them to give their formal support to halting the changes to the Winter Fuel Payment eligibility.
- Request all group leaders within Swale sign a joint letter to the Chancellor of the Exchequer calling for the new Winter Fuel Payment policy to be suspended and reviewed.
- Urgently commence a significant awareness campaign to maximise uptake of pension credits. This will include use of council noticeboards, social media, promotion in local press and also targeted letters to those who may be eligible.

Proposer: Cllr Perkin

Seconder: Cllr Gibson

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Council Meeting	
Meeting Date	2 October 2024
Report Title	Elected Members DBS Proposal
DMT Lead	Emma Wiggins, Director of Regeneration and Neighbourhoods
Head of Service	Charlotte Hudson, Head of Housing and Communities
Lead Officer	Steph Curtis, Community Services Manager
Classification	Open
Recommendations	<p>For Council to agree to introduce basic DBS Checks for elected Members, at the time of their election until the point that their appointment ceases (and for current Members, at the point of approval of this proposal by Council); and that for Members with an existing, relevant DBS check that this can be used as part of this process.</p> <p>For Council to agree that the Chief Executive, in conjunction with the Leader and support from the Monitoring Officer, to manage the process for failure to complete DBS checks and if the check did reveal an offence.</p>

1 Purpose of Report and Executive Summary

- 1.1 This report discusses proposals to introduce DBS Checks for Members following a request from the Housing and Health Committee on 5th March 2024; and agreement from Standards Committee on the 11th July 2024.

2 Background

- 2.1 At the Housing and Health Committee on the 5th March 2024, as part of the item on the revised Safeguarding Policy, an elected member posed the question to ask why elected members do not currently have DBS checks as part of their role. Following the discussion, it was agreed that officers would take this away to review.
- 2.2 Section 27 of the Localism Act 2011 requires local authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. There is currently no statutory requirement or policy in place for DBS checks for councillors. There is potential that the public may be at risk if a councillor has a serious conviction that the Council is not aware of. There may be a reputational risk to the Council if a councillor is found to have a criminal conviction/s. However, candidates for election to local government must declare they are not disqualified from standing using prescribed 'Consent to Nomination'

forms at nomination. It is a criminal offence to make a false statement on nomination papers.

- 2.3 The Local Government (Disqualification) Act 2022 (“the 2022 Act”) introduced new grounds on which a person is disqualified from being elected to, or holding, certain positions in local government in England, including the position of councillor. This new disqualification criteria explicitly disqualifies individuals who are subject to the relevant notification requirements or orders due to sexual offences from standing or remaining in office.
- 2.4 Levels of DBS Checks that can be submitted depends on the role that is being carried out and whether it is ‘Regulated Activity’ as set out in the Safeguarding Vulnerable Groups Act (SVGA). These relate to certain types of activities and interactions with children and vulnerable groups. In relation to elected Member activities, the SVGA states that they would be undertaking regulated activity if they: (a) discharge, as a result of their membership, any education or social services functions of the Council; (b) are a Cabinet Member (and the cabinet discharges education and social services functions); are a member of a committee of the Cabinet or (c) they are a member of a committee of the Council which discharges education or social services functions.
- 2.5 The duties of Swale Borough Councillors mean that a standard or enhanced DBS check cannot legally be undertaken. Swale Borough Councillors could however be required to undertake a Basic DBS check as a requirement under DBS Checks for Members Protocol. A basic DBS shows any ‘unspent convictions’ a person may have and a conviction record at a point in time, so there is no set time that it lasts for. Individuals can apply for a Basic Disclosure themselves.
- 2.6 There is no unified approach to councillor DBS checks nationally. Research has shown a mixture of Councils at a district or county level having introduced DBS checks. Medway Council recently agreed to introduce enhanced DBS checks for those that are appointed to relevant member bodies/committees, including any substitutes. Kent County Council do not have an official policy in place, but established practice sees all Councillors subject to an enhanced DBS check at the point of election.
- 2.7 Introducing a voluntary process for all elected Members (with the support of group leaders) to complete a basic DBS check would ensure that SBC is fully aware of any convictions that affect the suitability of a councillor to work in the public domain and could bring the council into disrepute. It would also provide added assurance that the Council is committed to promoting high standards.
- 2.8 In the event that a DBS check did reveal an offence, the Chief Executive and the Council Leader would need to consider next steps, with support from the Monitoring Officer. This would ensure confidentiality is maintained at all levels. This would not mean an automatic disqualification from being an elected member, but mitigations and any risks would need to be assessed and managed, including the below to be factored in:

- (i) the significance and/or severity of the offence,
 - (ii) the amount of time that has elapsed since the date of the conviction,
 - (iii) whether public confidence in the position held by Elected Member in question could be adversely affected, and if so, to what extent,
 - (iv) The potential reputational harm (if any) that could impact upon the Council
- 2.9 A committed resource has been agreed to ensure a checking and verification process is utilised to support elected members to comply with the process.
- 2.10 If an elected Member failed to comply with this requirement, the Standards Committee would work with Group leaders with support from the Monitoring Officer to agree next steps.
- 2.11 It is recognised that a DBS check is only valid on the day that it is provided, and circumstance may change at any time. Officers will work with the Political Groups to ensure Elected Members understand that they have an obligation to declare any criminal offences/convictions (other than minor offences such as traffic offences) to the Monitoring Officer as soon as reasonable practicable.
- 2.12 An annual report will be presented at Standards Committee for compliance levels for each political party.
- 2.13 This proposal was discussed by the Standards Committee at their meeting in July 2024. It was agreed that the proposal should be put forward to Council for adoption, with all members undertaking a basic DBS check at the time of their appointment, until it ceases. As we are part way through a civic cycle, it was agreed that for existing Members, this check should be completed following agreement from Council to this proposal. It was also felt appropriate that if a Member has an existing, relevant DBS in place, evidence of this can be shared with Democratic Services.

3 Proposals

- 3.1 For Council to agree to introduce basic DBS Checks for elected Members, at the time of their election until the point that their appointment ceases (and for current Members, at the point of approval of this proposal by Council); and that for Members with an existing, relevant DBS check that this can be used as part of this process.
- 3.2 For Council to agree that the Chief Executive, in conjunction with the Leader and support from the Monitoring Officer, to manage the process for failure to complete DBS checks and if the check did reveal an offence.

4 Alternative Options

- 4.1 That basic DBS checks are not introduced for Members: some Members may consider such checks to be an invasion of their privacy if there is no legal duty to

have them in place. However, it is felt that the community could be at risk if there are undeclared convictions by an elected Member; and the Council could be brought into disrepute if convictions are identified after a councillor has been elected.

5 Consultation Undertaken or Proposed

5.1 No consultation has currently been undertaken.

6 Implications

Issue	Implications
Corporate Plan	This proposal contributes to the community 'enabling our residents to live, work and enjoy their time safely' priority and the running the council priority.
Financial, Resource and Property	<p>The current cost of a Basic DBS check is £18. There are 47 councillors. This would cost the council £846.00 every four years. There will be additional costs if new councillors are elected following by-elections.</p> <p>There are also the costs of staff time connected with managing the process – this will include viewing certificates and recording the outcome. There will be additional staff time required if there are any compliance issues or if a check does reveal an offence.</p>
Legal, Statutory and Procurement	<p>Local Government (Disqualification) Act 2022 and the Localism Act 2011 are discussed in the main body of this report.</p> <p>The Kent and Medway Adult Safeguarding Policy has also introduced the People in Position of Trust (PIPOT) policy which is referenced within the Swale Safeguarding Policy.</p> <p>Other relevant legislation linked to this proposal are the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and the Police Act 1997 (Criminal Records) Regulations 2002.</p>
Crime and Disorder	Compliance with this proposal would see a reduction in risk of any criminal convictions arising from SBC elected members.
Environment and Climate/Ecological Emergency	There are no impacts on sustainability or climate change issues.
Health and Wellbeing	If there are no conflicts with compliance this should not have any impact on the health and wellbeing of any elected member

Safeguarding of Children, Young People and Vulnerable Adults	There is potential that the public may be at risk if a councillor has a serious conviction that the Council is not aware of. There may be a reputational risk to the Council if a councillor is found to have a criminal conviction.
Risk Management and Health and Safety	The implementation of this requirement would see a reduction in risk to wider community of Swale for an individual who has undeclared convictions which may put those at risk within certain categories within SVGA.
Equality and Diversity	No specific equality and diversity implications have been identified at this stage.
Privacy and Data Protection	The Council will maintain a record of Members who have produced their basic DBS checks to the Officer appointed by the Monitoring Officer. Only the completion date and if any convictions are produced will be recorded.

7 Appendices

None

8 Background Papers

Housing and Health Committee Minutes 5th March 2024 -

<https://services.swale.gov.uk/meetings/ieListDocuments.aspx?CId=357&MId=3976&Ver=4>

Standards Committee Minutes 11th July 2024 –

<https://services.swale.gov.uk/meetings/documents/g4163/Printed%20minutes%20Thursday%2011-Jul-2024%2019.00%20Standards%20Committee.pdf?T=1>

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Council	
Meeting Date	2 nd October 2024
Report Title	Review of the current Statement of Principles under the Gambling Act 2005
EMT Lead	Emma Wiggins, Director of Regeneration and Neighbourhoods
Head of Service	Charlotte Hudson, Head of Housing and Community Services
Lead Officer	Johanna Thomas, Licensing Team Leader
Classification	Open
Recommendations	1. Members to approve the draft Statement of Principles so that it can be published by no later than 2 nd January 2025.

1 Purpose of Report and Executive Summary

1.1 The Gambling Act 2005 requires the Council as licensing authority to prepare and publish a Statement of Principles under the Gambling Act 2005. Such a statement must be published before the authority carries out any function in respect of individual applications made under the terms of the 2005 Act. The Statement of Principles is required to comply with extensive national guidance, and any departures from it must be supported by evidence justifying a different policy approach.

1.2 Section 349 of the Gambling Act 2005 requires a licensing authority to review and publish a further Statement of Principles every three years. The existing Statement of Principles was published in January 2022 and is due for renewal by no later than 31st January 2025.

1.3 The decision to adopt a Statement of Principles has to be made by full Council.

1.4 A review of the existing Statement of Principles has been undertaken and a draft policy was presented to Licensing Committee of 24th June 2024

<https://ws.swale.gov.uk/meetings/documents/s28541/Gambling%20Policy%20Report%20June%202024.pdf>

1.5 At that Licensing Committee meeting it was resolved that:

(1) That after consideration of the draft Statement of Principles, the document and any relevant amendments be noted.

(2) That the consultation process, as outlined be noted and officers be instructed to proceed with the same.

(3) That officers be given delegated authority to refer the Statement of Principles straight to the Policy and Resources Committee for consideration and approval at the end of the consultation period, prior to formal adoption by Full Council, subject to there being no significant amendments or comments.

(4) That an appendix detailing the different categories of gaming machines be included within the policy.

- 1.6 The draft Statement of Principles was then presented to the Policy and Resources Committee meeting of 11th September 2024

<https://services.swale.gov.uk/meetings/documents/s28912/Gambling%20Report%20v0.1.pdf>

At that meeting it was resolved that:

(1) That the response to the public consultation on the draft statement of Principles under the Gambling Act 2005 be noted.

(2) That the draft Statement of Principles be amended where necessary, endorsed and referred to Full Council on 2 October 2024 for formal adoption.

- 1.7 Council is requested to adopt the draft Statement of Principles under the Gambling Act 2005 so that it can be published by no later than 31st January 2025.

2 Background

- 2.1 Swale Borough Council (the Council) is the Licensing Authority under the provisions of the Gambling Act 2005 (the Act). The Council is required to produce a 'Statement of Licensing Principles for Gambling' to demonstrate how applications received under the Act will be dealt with.

- 2.2 Section 153 of the Act requires that when exercising functions under the Act the Licensing Authority shall aim to permit the use of premises for gambling in so far as the authority thinks it is in accordance with:

- a) any relevant code of practice;
- b) any relevant guidance issued by the Gambling Commission;
- c) is consistent with the licensing objectives (subject to a and b above), and;
- d) the statement published by the authority under s.349 (Statement of Principles for Gambling).

- 2.3 The gambling objectives are:

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

- 2.4 The Gambling Commission 5th edition Guidance (as amended) recommended a number of changes for local authorities that fall under three broad themes:
- a) increased focus on risk and regulation
 - b) greater attention to local risk; and
 - c) encouraging partnership and collaboration between stakeholders to mitigate risk
- 2.5 In particular the Commission recommended that local authorities create new and unique localised policies and also carry out an assessment of their local environment called a 'Local Area Profile' (LAP) to identify the local risk of gambling-related harm and to inform the Policy. Risk in this context includes potential and actual risk and can take into account possible future and emerging risks.
- 2.6 Completion of a LAP is not compulsory however the Commission recognises that there are significant benefits for both the Council and operators, in having a better awareness of the local area in relation to gambling-related risks. However, the creation of a LAP is dependent on information and knowledge of the local area and knowledge of the impact gambling may have.
- 2.7 When the existing Statement of Principles was reviewed in 2021 officers carried out an assessment to identify the areas of concern and included a LAP within the policy document that was adopted by full Council on 10th November 2021. Members will wish to note that very few local authorities in the country and only one other local authority in Kent have included an LAP within their Statement of Principles, but the licensing team felt that it was important that Swale is shown to be an exemplary authority for 'best practice'

3 Proposals

- 3.1 A draft Statement of Licensing Principles has been prepared using a model template as recommended by the Gambling Commission. This is shown as **Appendix I**.
- 3.2 At the Policy and Resources Committee meeting of 11th September 2024 Members raised the following points:
- Reference to the European Parliament needed to be removed from page 8 of the document;
 - the map on page 52 of the document was blurry and needed to be replaced;
 - the deprivation map on page 57 of the document was for Kent not the Borough as stated; and

- referred to the list of persons vulnerable to gambling on page 61 of the document and asked whether it should say ex-prisoners rather than prisoners, and did 'women potentially vulnerable to harm' mean?

3.3 It is confirmed that these points have been addressed within the draft Statement of Licensing Principles now being presented to Members for adoption. With regards to those people who are considered to be more vulnerable to gambling related harm which was previously referenced as:

- Young people (youth)
- Students
- Those with mental health problems
- Those afflicted with substance use/misuse issues
- Those with learning difficulties/disabilities
- Immigrants
- Ethnic Minorities
- Homeless people
- Those living in constrained economic circumstances
- Those living in deprived areas
- Prisoners
- Older People
- Those with personality /cognitive impairments
- Women potentially vulnerable to harm
- Other groups/people

This has now been replaced with:

- Young people
- Those with mental health problems
- Those afflicted with substance use/misuse issues
- Those with learning difficulties/disabilities
- Immigrants
- Ethnic minorities
- Homeless people
- Those living in constrained economic circumstances
- Those living in deprived areas
- Ex offenders
- Older people
- Domestic abuse victims

4 Alternative Options Considered and Rejected

4.1 It is a statutory requirement for the Council to have a current Statement of Licensing Principles in place covering the principles for its functions under the 2005 Act.

5 Consultation Undertaken or Proposed

- 5.1 A 6-week consultation ran between 1st July 2024 until 9th August 2024. Methods of consultation were by advertising on the Council's website and in a local newspaper, by emails, post and social media.
- 5.2 Despite the widespread consultation only 1 response was received, which did not require any amendment to the Statement of Principles. This may be because by using a template as recommended by the Gambling Commission, gambling operators and other consultees were satisfied with the content of the draft Statement of Licensing Principles and had nothing they wished to comment on or propose changes.

6 Implications

Issue	Implications
Corporate Plan	<p>The service is an important regulatory function undertaken to ensure the safety or wellbeing of the public.</p> <p>Community – Indirect links to:</p> <p>To work as part of the Community Safety Partnership to delivery priorities to address domestic abuse, crime, and disorder, ASB and support vulnerable people.</p>
Financial, Resource and Property	<p>Under the Act, the council has the power to recover its costs and set fees and charges at such a level that the process is cost neutral to the Council. There is however a statutory maximum fee that can be set for every licence type under the Act.</p> <p>The financial implications associated with the revision of the Statement of Principles will be financed from the Licensing budget.</p> <p>If at any time in the future the policy was subject to legal challenge, there could be costs associated with this process</p>
Legal, Statutory and Procurement	<p>Section 349(1) of the Act requires each licensing authority to prepare and publish a Statement of Principles to cover each period of three years.</p> <p>In preparing a Statement of Principles the regulations require licensing authorities to publish a notice of intention to publish a statement. The notice must:</p> <ul style="list-style-type: none"> • specify the date on which the statement is to be published • specify the date on which the statement will come into effect • specify the internet address where the statement will be published and the address of the premises at which it may be inspected

	<ul style="list-style-type: none"> • be published on the authority’s website and in/on one or more of the following places for at least four weeks before it comes into effect: • a local newspaper circulating in the area covered by the statement • a public notice board in or near the principal office of the authority • a public notice board on the premises of public libraries in the area covered by the statement
Crime and Disorder	<p>Fulfilling powers and duties under the Gambling Act 2005 is of direct relevance to the Councils duties under Section 17 of the Crime and Disorder 1998 in that the objectives of the Act are:</p> <ul style="list-style-type: none"> • Preventing gambling from being a source of crime and disorder, being associated with crime and disorder or being used to support crime • Ensuring that gambling is conducted in a fair and open way • Protecting children and other vulnerable persons from being harmed or exploited by gambling
Environment and Climate/Ecological Emergency	No implications
Health and Wellbeing	<p>Gambling addiction can cause serious financial problems and impact on the mental health and wellbeing of the person addicted as well as their families.</p> <p>In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Gambling Act 2005.</p> <p>The 3rd licensing objective is: Protecting children and vulnerable persons from being harmed or exploited by gambling and the Statement of Principles must reflect that it has been taken this into account.</p>
Safeguarding of Children, Young People and Vulnerable Adults	<p>Gambling addiction can cause serious financial problems and impact on the mental health and wellbeing of the person addicted as well as their families.</p> <p>In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Gambling Act 2005.</p> <p>The 3rd licensing objective is: Protecting children and vulnerable persons from being harmed or exploited by gambling and the Statement of Principles must reflect that it has been taken this into account.</p>

Risk Management and Health and Safety	It is important that Swale BC has a robust and accountable regulatory regime in relation to gambling in order to ensure fair trading, prevent crime and to protect consumers.
Equality and Diversity	The Council has a legal obligation under section 149 of the Equality Act 2010 to have due regard to eliminate unlawful discrimination and to promote equality of opportunity and good relations between persons of different groups.
Privacy and Data Protection	Normal data protection and privacy rules will apply

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Draft Statement of Principles 2025 - 2028

8 Background Papers

Gambling Act 2005

Gambling Commission Guidance to licensing authorities

Gambling Commission's Licence Conditions and Codes of Practice (LCCP)

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Swale Borough Council



Statement of Principles for Gambling

Section 349 of the Gambling Act 2005

Version 0.1

Effective 31st January 2025

Next scheduled review: 31st January 2028

All enquiries relating to this document should be sent to:

Licensing

Swale Borough Council

Swale House

East Street

Sittingbourne

ME10 3HT

Licensing@swale.gov.uk

Issue & Review Register

Summary of changes	Issue number & date	Approved by
Draft Policy	V0.1	Presented to Licensing Committee 24 th June 2024
Draft Policy	V0.1	Presented to Policy & Resources Committee 11 th September 2024

Compiled by: Christina Hills, Licensing Team Leader

Date: 24th June 2024

Approved by: Council

Date: 2nd October 024

Changes and Corrections

Any changes or corrections required should be notified in writing to:

Licensing

Swale Borough Council

Swale House

East Street

Sittingbourne

ME10 3HTOr

Or:

licensing@swale.gov.uk

Swale Borough Council's Statement of Principles for Gambling

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Chapter One

Introduction and Overview

This Policy document includes the Statement of Principles for Gambling of the Swale Borough Council effective from 1 February 2025.

Definitions Used in this Policy

- **‘the Act’** means the Gambling Act 2005
- **‘the Council’** means Swale Borough Council
- **‘the Commission’** means the Gambling Commission established under the Gambling Act of 2005
- **‘the Guidance’** means the guidance issued to Licensing Authorities published by the Gambling Commission, regarding the role and responsibilities of licensing authorities in gambling regulation.
- **‘Licensing Authority’** means the Licensing Department or Licensing Committee operating on behalf of Swale Borough Council.
- **‘Licensing Committee’** refers to the Committee of Swale Borough Council to consider overarching licensing matters
- **‘licensable activities’** means those activities that are required to be licensed by the Council under the Gambling Act 2005
- **‘Licensing Sub Committee’** refers to a Sub Committee of the Licensing Committee to consider licence applications
- **‘relevant representations’** means a representation conforming to the legal requirements of the Gambling Act 2005
- **‘Regulations’** refers to Regulations under the Gambling Act 2005 issued by the Secretary of State
- **‘responsible authority’** means the bodies designated under the Gambling Act 2005 and described in the Introduction to this Statement of Principles
- **‘the Statement’** refers to this Statement of Principles for Gambling

Introduction

1. Under Section 349 of the Gambling Act 2005, the Council is required to publish a Statement of Principles it proposes to apply when exercising its functions under the Act. The form of the Statement of Principles is set out in the Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2007 and further guidance on what should be contained in the Statement of Principles can be found in the Gambling Commission’s Guidance to Licensing Authorities.
2. The Licensing Authority is required by virtue of section 153 of the Gambling Act 2005 to aim to permit gambling in so far as it is (a) in accordance with the Gambling Commission’s Licence Conditions and Codes of Practice; (b) in accordance with the Gambling Commission’s Guidance to Licensing Authorities that is in effect at the time the application is considered; (c) reasonably

consistent with the licensing objectives and (d) in accordance with this Statement of Principles.

3. The Gambling Commission issues Licence Conditions and Codes of Practice for gambling operators. Social Responsibility Codes have the force of a licence condition. The Gambling Commission also issue Ordinary Codes, which set out best industry practice. They are not licence conditions, but operators are expected to follow them unless they have alternative arrangements in place which they can demonstrate are equally as effective.
4. The Licensing Authority, when carrying out inspections of gambling operators, reserves the right to assess compliance with such matters set out in the Gambling Commission's Licence Conditions and Codes of Practice as it sees fit, and will share intelligence with the Gambling Commission about any issues of non-compliance in this respect.
5. The licensing objectives under the Gambling Act 2005 are:
 - Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
 - Ensuring that gambling is conducted in a fair and open way;
 - Protecting children and other vulnerable persons from being harmed or exploited by gambling.
6. The Council consulted widely upon this revised Statement of Principles from 1st July 2024 until 9th August 2024. A list of persons consulted on the revised Statement can be found at Appendix One..
7. The Act requires the following to be consulted in the revision of the statement:
 - the Chief Officer of Police;
 - people and bodies representing the interests of persons in gambling businesses in the area;
 - People and bodies who represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act.
8. Nothing in this policy overrides the right of any person to make an application, make representations about an application or apply for a review of a licence. Each will be considered on its own merits and in accordance with the statutory requirements of the Act.
9. In reviewing this Statement of Principles, the Council has had regard to the licensing objectives under the Gambling Act 2005, the Guidance to Licensing Authorities issued by the Gambling Commission and to the responses arising from our consultation.

Responsible Authorities

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

The principles are:

- the need for the body to be responsible for an area covering the whole of the Council's area; and
 - the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.
11. The Council designates Child Protection Agency to advise on the protection of children from harm under the Gambling Act 2005.
12. The full list of Responsible Authorities for Swale Borough Council are as follows:

- **Kent Police Licensing Co-ordinator, North Division**
- **Maidstone Group Fire Safety Office**
- **Swale BC Environmental Health Department**
- **Swale BC Planning Department,**
- **KCC Child Protection Services**
- **The Gambling Commission**
- **HM Revenue and Customs**

Contact details are available from Swale licensing team: email licensing@swale.gov.uk

Interested Parties

13. Interested parties are persons who may make representations to applications or apply to the Council for the review of an existing licence. These parties are defined in section 158 of the Act as a person who:
 - (a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
 - (b) has business interests that might be affected by the authorised activities, or
 - (c) Represents persons who satisfy paragraph (a) or (b).
14. When determining whether a person is an interested party for the purposes of the Act, the Licensing Authority will not apply rigid rules but will treat each case on its merits.
15. In considering whether a person lives sufficiently close to a premises to be considered to be an interested party the following matters will be taken into account:
 - the size of the premises
 - the nature of the premises
 - the distance of the premises from the habitual residence or workplace of the person making the representation
 - the potential impact of the premises (numbers of customers, routes likely to be taken by those visiting the premises)
 - the circumstances of the person and nature of their interests, which may be relevant to the distance from the premises.
16. In determining whether a person or organisation "has business interests" the authority will adopt the widest possible interpretation and include trade associations, trades unions, partnerships, charities, faith groups and medical practices, as appropriate.
17. The Licensing Authority will regard bodies such as trade associations, trade unions, residents' and tenants' associations and professional advisors such as solicitors, barristers and consultants as capable of representing interested parties where they are satisfied that the interested party has asked for representation.
18. In principle, the Licensing Authority will allow any person to represent an interested party but will seek confirmation that the person genuinely represents the interested party. We will generally require evidence that a person/body (e.g. an advocate or relative) 'represents' an interested party. If persons representing interested parties are Councillors, Members of Parliament, then no specific evidence of being asked to represent an interested person will be required so long as they represent the area likely to be affected.

19. If individuals wish to approach Councillors to ask them to represent their views those Councillors shall not sit on a Licensing Sub-Committee that meets to determine the licence application. If there are any doubts then either interested parties or Councillors should contact the Licensing Service for advice.

Geographical Area Covered by this Statement of Principles

20. A map showing the geographical area covered by this Statement of Principles can be viewed at Appendix Two.

List of Bodies Consulted on this Statement of Principles

- All Councillors
- Parish Councils
- Kent Police
- Kent Fire and Rescue
- Kent County Council Trading Standards
- Gambling Commission
- Swale BC Planning Department
- Swale BC Environmental Health Department
- HM Revenue and Customs
- KCC Child Protection Service
- Relevant trade associations
- Any Premises Licence holders issued by Swale Borough Council
- Any Permit holders issued by Swale Borough Council
- Any Small Lottery Licence issued by Swale Borough Council
- GamCare
- Gamblers Anonymous UK
- Kent & Medway Integrated Care Board
- Samaritans
- Citizen Advice Bureau
- Responsible Gambling Trust

Exchange of Information

21. The Council will act in accordance with the provisions of Section 350 of the Act in its exchange of information with the Gambling Commission.
22. Section 29 of the Gambling Act 2005 enables the Gambling Commission to require information from licensing authorities (including the manner in which it is compiled, collated and the form in which it is provided), provided that it:
- forms part of a register maintained under the Gambling Act 2005;
 - is in the possession of the Licensing Authority in connection with a provision under the Gambling Act 2005.

23. Section 350 of the Gambling Act 2005 allows licensing authorities to exchange information with other persons or bodies for use in the exercise of functions under the Act. These persons or bodies are:
- A constable or Police force
 - An enforcement officer
 - A licensing authority
 - HMRC
 - The First Tier Tribunal
 - The Secretary of State
 - Scottish Ministers
24. Information requests from such parties should be made to the Licensing Authority in writing, setting out clearly what information is required and the reason the information is required. The requirements of the Data Protection Act 2018 and the General Data Protection Regulations 2018 will be complied with. Freedom of Information requests can be made by emailing foi@swale.gov.uk or in writing to Freedom of Information, Swale Borough Council, Swale House, East Street, Sittingbourne, Kent ME10 3HT.
25. The Licensing Authority will also have regard to Guidance issued by the Gambling Commission to local authorities as well as any relevant regulations issued by the Secretary of State under the powers provided for in the Act.

Enforcement

26. The primary aim of enforcement is to achieve compliance. Though enforcement may be taken to mean the formal approach, it may also include advice and support to business to achieve compliance.
27. Inspections will be carried out on a risk rated basis. New premises, premises under new management, premises where complaints have been received or intelligence received relevant to the licensing objectives and premises or operators where compliance failings have been identified previously will attract a higher risk rating. Premises located in areas where there have been incidents of crime affecting or relating to gambling premises, or where the premises themselves have been the victims or involved in such crime, shall also attract a higher risk rating.
28. Compliance may be achieved through encouraging a sense of community, improved communication, and proactive work with licensees and businesses. Such proactive work may include project work, giving advice and information, and initiatives that educate, inform and encourage partners and stakeholders to work together efficiently and effectively. The principal objective in taking a holistic approach to managing the gambling industry is to prevent problems from occurring before they begin.
29. However, it is recognised that such aims cannot always be achieved, and that active enforcement of the law may be the only effective means of securing

compliance. To this end the following enforcement options are available to the Licensing Authority:

- verbal or written advice
 - verbal warning
 - written warning
 - mediation between licensees and interested parties
 - licence review
 - simple caution
 - prosecution
30. These actions are not mutually exclusive and it may be that one course of action follows another, depending on the individual circumstances.
31. The Licensing Authority operates a partnership approach to dealing with enforcement matters concerning licensed premises. This may include working with the Police or any of the other responsible authorities under the Act, or working with colleagues from other Council departments or outside agencies.
32. The Licensing Authority needs to be satisfied premises are being run in accordance with the provisions of the Act, the licensing objectives, the Licence Conditions and Codes of Practice issued by the Gambling Commission and any conditions attached to the Premises Licence. To achieve this, the Licensing Authority will inspect premises, meet with licence holders and carry out general monitoring of areas as necessary.
33. Inspection and enforcement under the Act will be based on the principles of risk assessment, a graduated response and the targeting of problem premises. The frequency of inspections will be determined on risk-based criteria with high risk operations receiving more attention than premises carrying lower risk.
34. The Licensing Authority will take appropriate enforcement action against those responsible for unlicensed premises/activity. Action will be carried out in accordance with the Kent and Medway Licensing Compliance and Enforcement Protocol.
35. Before deciding which course of action to take, the Licensing Authority shall consider the following matters:
- the history of the premises
 - the history of the offender
 - the circumstances of the offence
 - whether the offender has a statutory defence to the allegations
 - the impact or potential impact of the breach on the public
 - the quality of the evidence against the offender
 - the likelihood of achieving success in a prosecution
 - the likely punishment that will be incurred if the case goes to Court
 - whether the course of action proposed is likely to act as a deterrent

36. The Licensing Authority will operate within the principles of natural justice and take into account the Human Rights Act 1998. This includes, in particular:
- Every person is entitled to the peaceful enjoyment of his possessions – a licence is a possession in law and persons may not be deprived of their possessions except where it is in the public interest;
 - Every person is entitled to a fair hearing.
37. The Licensing Authority is committed to the principles of good regulation as set out in the Regulators Code. This means our inspection and enforcement activities will be carried out in a way that is:
- Proportionate: only intervening when necessary. Remedies will be appropriate to the risk posed, and costs identified and minimised;
 - Accountable: able to justify our decisions, and be subject to public scrutiny;
 - Consistent: implementing rules and standards fairly in a joined-up way;
 - Transparent: acting in open way, and keeping conditions placed on Premises Licences simple and user friendly; and
 - Targeted: focusing on the problems, and aiming to minimise the side effects.

The Council's Functions

38. Councils, when acting as Licensing Authorities are required under the Act to:
- license premises where gambling activities are to take place by issuing Premises Licences
 - issue Provisional Statements
 - regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
 - issue Club Machine Permits to commercial clubs
 - grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
 - receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines
 - issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines
 - register small society lotteries below the prescribed thresholds
 - issue Prize Gaming Permits
 - receive and endorse Temporary Use Notices
 - receive Occasional Use Notices for betting at tracks
 - provide information to the Gambling Commission regarding details of licences, permits and other permissions issued
 - maintain registers of the permits and licences that are issued under these functions.

39. Councils are not involved in licensing online gambling, which is the responsibility of the Gambling Commission.

Duplication with Other Regulatory Regimes

40. The Licensing Authority will seek to avoid duplication with other statutory and regulatory regimes where possible, including planning. The Licensing Authority will not consider planning permission or building regulations approval when making decisions under the Gambling Act. Nor will it regard the granting of a licence, permit or permission as fettering the Council's ability to consider planning applications independently on their planning merits.

Gambling Prevalence and Problem Gambling

41. Gambling behaviour is increasingly a subject of public health and policy interest. The Gambling Commission regularly collect data on gambling both in terms of information about the consumer and about the method and frequency with which they gamble.
42. The Gambling Commission collect participation data through quarterly surveys and problem gambling data from the Health survey for England and monitor underage gambling using their young person's survey.
43. Problem gambling can have a detrimental effect on personal finances as the attempt to chase losses becomes unmanageable. Problem gamblers often say they feel isolated. There is often a preoccupation with gambling, a lack of interest in maintaining relationships and a lack of motivation to engage in social activities. There is often reluctance amongst gamblers to spend money on items of clothing, household goods or utility bills as this expenditure is often seen as funds for gambling. Problem gambling can be progressive in nature and problem gamblers can end up engaging in criminal activity to fund their gambling habits. This can lead to lifelong consequences with criminal convictions.

Chapter Two

Welcome to the borough of Swale

This section gives a description of Swale Borough Council

General Description

Swale is the bridging point between north and east Kent, named after the narrow channel of tidal water between mainland Kent and the Isle of Sheppey. It is close both to London and mainland Europe and well connected to the national motorway network. It is a Borough of some 140,800 people who primarily live in its three main towns, Sittingbourne, Faversham and Sheerness.

Sittingbourne is the main town, acting as a population, employment and service centre for the Borough. These functions and the town's present day character have their roots in past travellers and pilgrims and the industries that settled there.

Faversham is an attractive and historic small market town at the centre of a rich farming hinterland. Faversham and Oare are located at the head of two creeks and surrounded by attractive countryside. The town is best known for its continued links with brewing and food. This and the town's industrial and maritime heritage produce its present day character - an outstanding range of historic buildings, streets and waterways and a town centre with strong independent retail and service sector.

A unique feature within Kent is the Isle of Sheppey, separated from the mainland by the Swale. Its main town is Sheerness. It owes much of its distinctiveness to its role as a traditional seaside town and the past and present industries that established there, particularly the former naval dockyard and the current Port facility. The town centre functions as the main shopping and service centre for the Island's residents and visitors.

Chapter Three

Licensing Objectives and Local Area Risk Assessments, Local Area Profiles

44. The Gambling Act 2005 contains three licensing objectives. In this revision of its Statement of Principles, the Licensing Authority seeks to assist applicants by setting out the considerations we will apply when determining applications under the Act.
45. Though licensing authorities are required to 'aim to permit' gambling, there is wide scope for them to impose conditions on Premises Licences or to reject, review or revoke Premises Licences where there is an inherent conflict with the relevant Licence Conditions and Codes of Practice issued by the Gambling Commission, the Guidance to Licensing Authorities issued by the Gambling Commission, the licensing objectives or this Statement of Licensing Policy.
46. Licensing authorities are able to request any information from an operator they may require to make licensing decisions. The Gambling Act 2005 requires a minimum level of information to be provided, but the Gambling Commission state in their Guidance to Licensing Authorities that this does not preclude reasonable requests from licensing authorities for any additional information they may require to satisfy themselves their decisions accord with the licensing objectives and Codes of Practice.

Risk Assessment and Local Area Profiles

47. The Licensing Authority expects applicants to have a good understanding of the area in which they either operate, or intend to operate. The applicant will have to provide evidence that they meet the criteria set out in this policy and demonstrate that in operating the premises they will promote the licensing objectives.
48. The Gambling Commission introduced a Social Responsibility Code of Practice requiring operators of premises used for gambling to conduct local area risk assessments and an Ordinary Code stating this should be shared with the licensing authority in certain circumstances in May 2016.
49. The Licensing Authority expects applicants for Premises Licences in its area to submit a risk assessment with their application when applying for a new premises licence, when applying for a variation to a premises licence or when changes in the local environment or the premises warrant a risk assessment to be conducted again.
50. The risk assessment should demonstrate the applicant has considered, as a minimum:
 - any problems in the area relating to gambling establishments such as anti-social behaviour or criminal damage;

- the location of any nearby sensitive premises, such as hostels and other facilities used by vulnerable persons e.g. drug and alcohol addictions;
 - whether there is a prevalence of street drinking in the area, which may increase the risk of vulnerable persons using the premises;
 - the type of gambling product or facility offered;
 - the layout of the premises;
 - the external presentation of the premises;
 - the location of nearby transport links and whether these are likely to be used by children or vulnerable persons;
 - the customer profile of the premises;
 - staffing levels;
 - staff training;
 - whether there is any indication of problems with young persons attempting to access adult gambling facilities in that type of gambling premises in the area.
 - Schools, sixth form colleges, youth centres etc., with reference to the potential risk of under-age gambling;
51. Applicants should liaise with other gambling operators in the area to identify risks and consult with any relevant responsible authorities as necessary.
52. This policy does not preclude any application being made and every application will be decided on its individual merits, with the opportunity given for the applicant to show how potential concerns can be overcome.
53. The Licensing Authority expects applicants to keep a copy of the local area risk assessment on the licensed premises and to ensure that all staff have seen the risk assessment, have received training in respect of its content, and are able to produce the risk assessment on request by an authorised officer of the Council, the Police or the Gambling Commission.
54. The Guidance issued by the Gambling Commission suggests that, like operators, licensing authorities complete and map their own assessment of local risks and concerns by developing local area profiles to help shape their statements; although there is no requirement to do this.
55. In simple terms, the objective of a local area profile in this context is to set out what an area is like, what risks this might pose to the licensing objectives, and what the implications of this are for the licensing authority and operators.
56. Licensing authorities can include the local area profiles within their statements. Alternatively they can reference the implications of local area profiles for their regulatory approach in the statement, but maintain the actual profiles separately in order to enable them to be updated without the need to re-consult on amending the full statement of principles. This is the approach that Swale Borough Council wish to take and a local area profile will be published as a separate appendix to this policy.

57. It should be noted that, in assessing local area profiles, Licensing Authorities can take into account the location of:
- Schools, sixth form colleges, youth centres etc., with reference to the potential risk of under-age gambling;
 - Hostels or support services for vulnerable people, such as those with addiction issues or who are homeless, given the greater risk of problem gambling among these groups;
 - Religious buildings;
 - Any known information about issues about problem gambling;
 - The surrounding night-time economy, and possible interaction with gambling premises;
 - Patterns of crime or anti-social behaviour in the area, and specifically linked to gambling premises;
 - The socio-economic makeup of the area;
 - The density of different types of gambling premises in certain locations; and
 - Specific types of gambling premises in the local area (e.g., seaside resorts may typically have more arcades or FECs)

This Licensing Authority will expect operators to include the above factors, and any local area profiles created by the Council, when carrying out their risk assessments.

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

58. The Licensing Authority will consider whether the premises make, or are likely to make, a contribution to the levels of crime and disorder in an area and whether the applicant has demonstrated that they have, or intends to, implement sufficient controls to prevent the premises being a source of, and/or associated with crime or disorder, or being used to support crime, if the application is granted.
59. The licensing authority will give “due regard” to all possible implications and will always consider all the information available and representations made.
60. Where an area is known for high levels of crime (particularly crime associated with premises used for gambling), the Licensing Authority will consider whether gambling premises are suitable to be located there, and whether additional conditions may be necessary, such as the provision of CCTV, minimum levels of staffing and licensed door supervisors.
61. In accordance with Section 17 of the Crime and Disorder Act 1998 the Council is under a duty to exercise its functions with due regard to the likely effect on, and the need to do all it reasonably can to prevent, crime and disorder in its areas. The possible crime and disorder implications are clearly relevant factors

in the consideration of all applications and this is re-emphasised by the Gambling Act 2005 itself.

62. The Council places huge importance on the prevention of crime and disorder. A high standard of control is, therefore, expected to be exercised over licensed premises.
63. In terms of disorder, the Guidance to Licensing Authorities published by the Gambling Commission states, "licensing authorities should generally consider disorder as activity that is more serious and disruptive than mere nuisance. Factors to consider in determining whether a disturbance was serious enough to constitute disorder would include whether Police assistance was required and how threatening the behaviour was to those who could hear or see it.
64. There is not a definitive distinction between nuisance and disorder and the licensing authority may seek legal advice before determining what action to take in circumstances in which disorder may be a factor". The licensing authority will give "due regard" to all possible implications
65. The Licensing Authority will consider whether the layout, lighting, staffing and fitting out of the premises have been designed so as to minimise conflict and opportunities for crime and disorder.
66. The Licensing Authority will consider whether sufficient management measures are proposed or are in place to prevent the premises being a source of, or associated with crime or disorder, or used to support crime either as a place of association or to avoid apprehension.

Ensuring that gambling is conducted in a fair and open way

67. Though this licensing objective is primarily the responsibility of the Gambling Commission, the Licensing Authority will have a role in respect of the licensing of tracks, where an Operator's Licence from the Gambling Commission is not required. Matters to be taken into account will include:
 - whether the layout, lighting and fitting out of the premises have been designed so as to ensure gambling is conducted in a fair and open way.
 - whether sufficient management measures are proposed or are in place to ensure that gambling is conducted in a fair and open way.
 - whether the management and operation of the premises is open and transparent.
 - whether the operators of the premises have been or will be fully cooperative with enforcement agencies.
 - whether the Gambling Commission's Licence Conditions and Codes of Practice have been complied with.

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

68. The Licensing Authority will consider the following when taking this licensing objective into account:
- whether the operator has a specific training programme for staff to ensure they are able to identify children and vulnerable people and take appropriate action to promote this objective to exclude them from the premises or parts of the premises;
 - The Council will require that any gambling establishment must give space to advertisements publicising details of organisations and support groups providing assistance to anyone addicted to gambling
 - if the premises is an adult only environment, whether the operator has taken effective measures to implement a proof of age scheme such as Think 21 to ensure no one under the age of 18 is admitted to the premises or restricted areas;
 - whether the layout, lighting and fitting out of the premises have been designed so as to not attract children and other vulnerable persons who might be harmed or exploited by gambling;
 - whether sufficient management measures are proposed or are in place to protect children and other vulnerable persons from being harmed or exploited by gambling;
 - whether any promotional material associated with the activities authorised at the premises, is not aimed or could encourage the use of gambling products at the premises, by children or young people;
 - whether the operator can produce a record of underage challenges and action taken to establish age and prevent underage persons from being able to gamble;
 - whether the premises are located near to facilities that may encourage their use by vulnerable people, such as hostels for those with mental illness and/or addiction problems.
69. The Licensing Authority expects applicants to consider the measures necessary to promote the licensing objective of protecting children and other vulnerable persons from being harmed or exploited by gambling. It is noted that neither the Act nor the Gambling Commission Guidance defines the term 'vulnerable persons'. The Licensing Authority consider the term 'vulnerable persons' to include 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, changes in circumstances such as bereavement, loss of employment or ill health or due to alcohol or drugs.
70. The Council may consult with Kent County Council's Children Social Services on any application that may give cause for concern over access for children or vulnerable persons.

Chapter Four

Premises Licences

71. Any person or business that wishes to offer gambling for which an Operating Licence from the Gambling Commission is required, and which is premises based, must apply to the Licensing Authority for a Premises Licence.
72. Premise is defined in the Act as 'any place'. Different premises licences cannot apply in respect of a single premise at different times. However, it is possible for a single building to be subject to more than one premises licence, provided that 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 be reasonably regarded as different premises will depend on the circumstances of the individual building and how any division is proposed
73. Premises Licences can authorise the provision of facilities on:
- casino premises,
 - bingo premises,
 - betting premises including tracks and premises used by betting intermediaries,
 - adult gaming centre premises, or
 - family entertainment centres.
74. Matters the Licensing Authority may not take into account include:
- the expected demand for gambling premises in the area;
 - planning or building law restrictions;
 - moral or ethical objections to gambling as an activity;
 - dislike of gambling;
 - a general notion that gambling is undesirable.
75. All licences will be subject to mandatory and/or default conditions and conditions imposed by the Licensing Authority. The Licensing Authority may consider that conditions other than the mandatory or default conditions are necessary to ensure the premises are reasonably consistent with the licensing objectives, the Gambling Commission's Codes of Practice and this Statement of Principles.
76. The Licensing Authority will take decisions in accordance with the Gambling Commission's Guidance and Licence Conditions and Codes of Practice and will have regard to the advice which it issues from time to time. The Licensing Authority will monitor the operation of premises and report any potential breach of Operating Licence conditions to the Gambling Commission. Applicants for new Premises Licences or variations to existing ones should be clear that the premises are intended to be used for the primary gambling activity proposed. For example a betting Premises Licence application that has four gaming machines but no betting counter or associated betting facilities shown on the

proposed plans would not be considered as offering the primary gambling activity in accordance with that indicated on the application.

77. The majority of Premises Licences will have mandatory and/or default conditions attached to the licence. The Licensing Authority can attach its own conditions to a Premises Licence if it believes this will promote the licensing objectives. Any conditions attached 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;
 - relate to the scale and type of premises; and
 - reasonable in all respects.
78. Certain matters are set out in the Act may not be the subject of conditions. These are:
- conditions which make it impossible to comply with an Operating Licence
 - conditions as to gaming machines that contradict the provisions in the Act
 - conditions making activities, premises or parts of them operate as a membership club
 - conditions on fees, winnings, stakes or prizes.
79. Conditions will be attached to individual licences on the basis of their merits. However, there will be a number of measures the Licensing Authority will commonly consider utilising in order to pursue the licensing objectives. These may include measures such as:
- the supervision of entrances;
 - separation of gambling from non-gambling areas frequented by children;
 - the supervision of gaming machines in premises not specifically for adult gambling and
 - appropriate signage for adult only areas.

The Licensing Authority will expect the applicant to propose how the licensing objectives can be met effectively through the use of conditions.

Split Premises

80. The Gambling Commission's Guidance states that a building can, in principle, be divided into more than one premises and 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 reasonably be regarded as being different premises. An example is given of units within a shopping mall, where each unit is separate self-contained premises contained within one building. It is also possible for licensed premises to be located next to each other.

81. The Gambling Commission state they do 'not consider that areas of a building that are artificially separated, for example by ropes or moveable partitions, can properly be regarded as separate premises'.
82. To agree to accept applications to grant or vary a licence for a building which has been divided, the Licensing Authority will need to be satisfied the premises are genuinely separate premises, and not an artificially created additional part of single premises.
83. In considering whether different areas of a building are genuinely separate premises the Licensing Authority may take into account factors which could include:
 - whether there are separate registrations for business rates in place for each premises;
 - whether separate sets of staff work in the individual premises;
 - whether there is a separate cash desk/reception for each of the premises;
 - whether each premises has its own postal address;
 - whether the premises are owned or operated by the same person;
 - whether each of the premises can be accessed from a street or public passageway;
 - whether the premises can only be accessed from any other gambling premises.
84. When considering proposals to divide a building into separate premises, the Licensing Authority will also need to be satisfied that the form of separation between the premises is appropriate.
85. The separation between one premises and another must be clearly defined. Any barrier used to separate one premises from another must be permanent and constructed so the public cannot go from one premises to another.
86. It may be acceptable for staff working in adjacent premises to have access through barriers between premises. The applicant must demonstrate that in providing staff access there are suitable control measures in place that will ensure the safety and security of staff and will prevent the public from using the same access point to enter the other premises.
87. The Gambling Act 2005 (Mandatory and Default Conditions) Regulations 2007 restrict access to different types of licensed gambling premises. In considering proposals to divide a building into different premises, the Licensing Authority will have to be satisfied that proposals to divide buildings are compatible with the mandatory conditions relating to access between premises.
88. The Guidance at paragraph 7.22 states "There is no definition of 'direct access' in the Act or Regulations, but licensing authorities may consider that there should be an area separating the premises concerned (for example a street or

café), which the public go to for purposes other than gambling, for there to be shown to be no direct access.”

89. It is the Licensing Authority’s opinion that any area which separates licensed premises, and from which those premises can be accessed, must be genuinely separate premises which are habitually and actually used by members of the public other than those using the licensed premises.

90. Where the Licensing Authority is satisfied that a building can be divided into separate premises it will expect applicants to ensure that:
 - the premises are configured so that children are not invited to participate in, have accidental access to, or closely observe gambling to which they are prohibited from taking part;
 - the premises are not configured so children are likely to enter an adult only area to join a parent gambling in that adult only area,
 - entrances and exits from parts of a building covered by one or more Premises Licences are separate and identifiable so the separation of different premises is not compromised and people do not ‘drift’ into a gambling area. In this context it should be possible to access the premises without going through another licensed premises or premises with a permit;
 - customers should be able to participate in the activity named on the Premises Licence.

This is not an exhaustive list and the Licensing Authority will consider other aspects based on the merits of the application.

Access to Premises

91. The Gambling Act 2005 (Mandatory and Default Conditions) Regulations set out access provisions for each type of licensed gambling premises. The broad principle is there can be no direct access from one licensed gambling premises to another, except between premises which allow those aged under-18 to enter and with the further exception that licensed betting premises may be accessed via other licensed betting premises.

92. ‘Direct access’ is not defined, but the Licensing Authority will consider there should be an area such as a street or café to which the public attend for purposes other than gambling for there to be no direct access.

Type of Premises	Access Provisions
Casino	<ul style="list-style-type: none"> • The principal access to the premises must be from a ‘street’; • No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons;

	<ul style="list-style-type: none"> No customer must be able to access a casino directly from any other premises which holds a gambling premises licence.
Adult Gaming Centre	<ul style="list-style-type: none"> No customer must be able to access the premises directly from any other licensed gambling premises.
Betting Shop	<ul style="list-style-type: none"> Access must be from a 'street' or from other premises with a betting licence; No direct access is permitted from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be any entrance to a betting shop from a shop of any kind unless that shop is in itself a licensed betting premises.
Track	<ul style="list-style-type: none"> No customer must be able to access the premises directly from a casino or Adult Gaming Centre.
Bingo Premises	<ul style="list-style-type: none"> No customer must be able to access the premises directly from a casino, an Adult Gaming Centre or a betting premises, other than a track.
Family Entertainment Centre	<ul style="list-style-type: none"> No customer must be able to access the premises directly from a casino, an Adult Gaming Centre or a betting premises, other than a track.

Plans

93. The Gambling Act 2005 (Premises Licences and Provisional Statements) Regulations 2007 state that a plan to accompany an application for a Premises Licence must show:

- the extent of the boundary or perimeter of the premises
- where the premises include, or consist of, one or more buildings, the location of any external or internal walls of each such building
- where the premises forms part of a building, the location of any external or internal walls of the building which are included in the premises
- where the premises are a vessel or a part of a vessel, the location of any part of the sides of the vessel, and of any internal walls of the vessel which are included in the premises
- the location of each point of entry to and exit from the premises, including in each case a description of the place from which entry is made or to which exit leads.

94. The Regulations also state that other than in respect of a track, the plan must show 'the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence'. The Licensing Authority may, however, consider that these minimum requirements are

insufficient to satisfy them in respect of the licensing objectives at tracks, Gambling Commission Guidance, Codes of Practice or its own Statement of Licensing Policy. In such cases, the Licensing Authority may ask for such additional information to be shown on the plan as it deems necessary to enable it to discharge its duties effectively. Information shown on the plan that is not required by Regulations will not form part of the Premises Licence and will only be used by the Licensing Authority to help it make a considered decision on the application.

95. If plans change in any material respect during the lifetime of the licence, the applicant will be in breach of their licence and would either need to make a fresh application under s.159 or to seek an amendment to the licence under s.187 of the Gambling Act 2005. If the changes are substantial, this may, in the opinion of the Licensing Authority, render the premises different to those to which the licence was granted. In such cases, variation of the licence under s.187 would not be possible and an application for a new application would be required under s.159.

General Requirements for All Premises

96. The Licensing Authority expects all applicants for gambling Premises Licences to ensure there is adequate provision for staff to supervise persons using the licensed premises. This is to identify those who have self-excluded, vulnerable persons, under age persons, persons gambling beyond limits they have set for themselves, person who may be involved in crime, persons who may be prone to anti-social behaviour, persons who are drinking alcohol where this is prohibited and persons who are showing signs of distress in respect of their gambling.
97. Applicants must take the structure and layout of the premises into account when considering their own policies and procedures. For example, where it is not possible for counter staff to supervise persons using gambling facilities such as gaming machines, the Licensing Authority would expect applicants to volunteer conditions that floor walkers will be used or that counter staff will be able to view all areas of the premises on CCTV provided to the counter area where it can be clearly seen.
98. Arrangements must be made for how staff will deal with customers who become aggressive and for ejecting patrons who are, for example, self-excluded, vulnerable or under age. This will include staff training and ensuring there are appropriate numbers of staff to deal with problems.
99. Staff should be in a position to monitor entrances and gaming machines and challenges should be initiated at the earliest opportunity.
100. Where access to premises is age restricted, the Licensing Authority expects applicants to have a Think 21 policy in place and to train its staff in recognising acceptable forms of identification. Posters should also be displayed stating that the relevant policy is in place and that users may be challenged.

101. Licence holders should record details of persons who have self-excluded, persons who have been ejected or refused admission, persons who have been barred by the operator, and any instances of crime or disorder that occurs on, or in association with, the licensed premises.
102. Applicants should demonstrate how they will identify self-excluded persons.

Casinos

103. Under Section 166 of the Act the Council may pass a resolution not to issue any casino premises licences. The Council has not passed such a resolution but should it decide to do so in the future, it will update this Policy Statement..

Bingo

104. This policy applies to applications for a Bingo Premises Licence. Bingo has its ordinary and natural meaning and includes any version of the game irrespective of by what name it is described. A holder of a bingo Premises Licence will be able to offer bingo in all its forms.
105. Children and young persons are permitted in bingo premises, but may not participate in the bingo. If any category B or C machines are made available for use, these must be separated from areas where children and young people are allowed.
106. The Licensing Authority expects that where children are permitted in bingo premises, any category B or C machines are located in an area which is separated from the rest of the premises by barriers or in a separate room, where it is made clear that entry is permitted only for those aged 18 or over. Appropriate signage should be provided to this effect and the area should be monitored by staff, either through direct supervision or by monitored CCTV.
107. Young persons, aged 16 and 17, may be employed in bingo premises provided their duties are not connected with the gaming or gaming machines. The Licensing Authority will not grant licences unless the applicant demonstrates how they intend to meet this licensing objective and identify appropriate measures they will take to protect young employees.
108. Where hand held gaming devices are to be used on bingo premises, the Licensing Authority expects applicants to demonstrate how use of these devices will be monitored by staff.

Betting Premises

109. This policy applies to applications for off-course betting premises. This is betting that takes place other than at a track, typically in a betting shop.
110. The Licensing Authority must be satisfied that the primary use of the premises is to operate as betting premises. The applicant will be expected to demonstrate they are offering sufficient facilities for betting or otherwise should not make gaming machines available on the premises.
111. In determining applications for betting premises, the Licensing Authority shall consider the following:
- proof of age schemes
 - CCTV
 - entry control system
 - staff numbers
 - staff training
 - counter layout
 - supervision of entrances/ machine areas
 - machine privacy screens
 - notices/ signage
 - opening hours
 - provision of responsible gambling information

This list is not exhaustive, and is merely indicative of example measures the Licensing Authority will expect applicants to offer to meet the licensing objectives.

112. Betting machines made available at betting premises that accept bets on live events such as horse racing (SSBT's or self-service betting terminals) are not gaming machines and therefore do not count towards the total number of gaming machines that may be permitted at betting premises. However, where a machine is made available to take bets on 'virtual' races (e.g. results/images generated by a computer to resemble a real race or event), that IS a gaming machine and counts towards the maximum permitted number of gaming machines, and is subject to the relevant statutory limits on stakes and prizes.
113. Section 181 of the Gambling Act 2005 permits the Licensing Authority to restrict the number of SSBT's, their nature and the circumstances in which they may be made available by attaching a relevant condition to a Premises Licence for a betting office. When considering whether to do so, the Licensing Authority will consider, among other things, the ability of employees to monitor the use of the machines by children and young persons or by vulnerable people.
114. The Licensing Authority when considering the number, nature and circumstances of self-service betting terminals an operator wants to offer 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.

115. Where an SSBT includes functionality to be marketed or presented in languages other than English, the Licensing Authority will seek to ensure the operator has considered the ordinary code provision set by the Gambling Commission about making the following information also available in the relevant languages:
- information on how to gamble responsibly and access the help referred to in the Gambling Commission's Licence Conditions and Codes of Practice;
 - the player's guide to any game, bet or lottery under the provisions of the Gambling Commission's Licence Conditions and Codes of Practice;
 - the summary of the contractual terms on which gambling is offered, which is a condition of the licence holder's Operating Licence issued by the Gambling Commission.

Betting Tracks and Other Sporting Venues

116. Tracks include premises where a race or other sporting event takes place, or is intended to take place. These may be subject to one or more than one Premises Licence, provided each licence relates to a specified area of the track. The Gambling Commission Guidance identifies that operators of track betting premises will not necessarily hold an Operating Licence issued by the Commission. The Licensing Authority will have particular regard to proposals and measures to ensure the environment in which betting takes place is suitable for betting and that betting is conducted in a fair and open way.
117. Examples of tracks include:
- Horse racecourses
 - Greyhound tracks
 - Point to point horserace meetings
 - Football, cricket and rugby grounds
 - Athletics stadia
 - Golf courses
 - Venues hosting darts, bowls or snooker tournaments
 - Premises staging boxing matches
 - Sections of river hosting fishing competitions
 - Motor racing events
118. The offence of permitting a child or young person to enter gambling premises under section 47 of the Act does not apply to tracks. Therefore the Licensing Authority will consider the impact upon the objective of protection of children and vulnerable persons, the need to ensure that entrances to each type of licensed premises within the sporting venue are distinct, and that children are excluded from gambling areas which they are not permitted to enter.

119. The possibility of multiple licences at tracks is noted in Part 20 of the Gambling Commission Guidance. The Licensing Authority will expect the applicant for a Premises Licence to demonstrate suitable measures to ensure that children do not have access to adult-only gaming facilities. Children and young persons are permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but are still prevented from entering areas where gaming machines (other than category D machines) are provided. Children and young persons are not prohibited from playing category D machines on a track.
120. In determining applications for betting at tracks, consideration will be given to appropriate measures/licensing conditions to address the matters listed below:
- proof of age schemes such as Think 21
 - CCTV
 - entry control system
 - supervision of entrances/ machine areas
 - physical separation of areas
 - notices/ signage
 - opening hours
 - provision of responsible gambling information
 - provision of policies and procedures in relation to social responsibility measures as set out below
 - staffing levels
 - staff training and records of staff training
 - recording of incidents such as underage challenges, customer interactions for problem gambling, self-exclusions and complaints and disputes relating to gambling
 - details of action to be taken where an on course bookmaker has breached their Gambling Commission Operating Licence conditions repeatedly, for example where children have been able to gamble.

This list is not exhaustive, and is merely indicative of example measures the Licensing Authority will expect applicants to offer to meet the licensing objectives.

121. Track betting operators must be able to demonstrate their adoption of socially responsible gambling policies and procedures. Such policies and procedures must ensure that track betting activities promote the licensing objectives of ensuring that gambling is conducted in a fair and open way and children and other vulnerable people are not harmed or exploited by gambling.
122. A track Premises Licence does not in itself entitle the holder to provide gaming machines. However, by virtue of section 172(9) of the Act, track owners who hold both a track Premises Licence AND a pool betting Operating Licence issued by the Gambling Commission (this currently only applies to greyhound tracks) may provide up to four Category B2 to D gaming machines on the track.

123. The Licensing Authority will consider the location of gaming machines at tracks, and applicants for track Premises Licences will need to demonstrate that, where the applicant holds or seeks a pool betting Operating Licence and is going to use their full entitlement to gaming machines, these machines are located in areas from which children are excluded. The applicant will be required to provide information as to what measures it will put in place around the gaming machines to ensure that children are excluded.
124. The Licensing Authority will expect applicants to include detailed plans for the race track itself and the area that will be used for temporary “on-course” betting facilities (often known as the “betting ring”), pool betting, and any other proposed gambling facilities. Plans should make clear what is being sought for authorisation under the track betting Premises Licence and what, if any, other areas are to be subject to a separate application for a different type of Premises Licence. Any such plans must also contain the information prescribed by regulations.
125. In respect of staff training, the Licensing Authority would expect staff involved with the provision of gambling facilities at the track to be trained in social responsibility measures including, but not limited to, age verification, problem gambling indicators and action to be taken, self-exclusion, complaints procedures and money laundering indicators and action to be taken. Records of such training should be retained by the track management showing the subjects the staff member was trained in and the date training took place. These should be signed off by the staff member and training should be refreshed at least annually.
126. The Licensing Authority expects track operators to have policies and procedures in place to deal with age verification, self-exclusion, money laundering, complaints and disputes and problem gambling as a minimum and to ensure that all staff involved in the provision of gambling facilities are aware of these policies and procedures and have been trained in their implementation.
127. The Licensing Authority expects track management to ensure appropriate problem gambling information is provided commensurate to the size and layout of the premises. This should be in the form of posters and also leaflets which a customer can take away. Leaflets should be provided in areas where they can be taken away discreetly by the customer.
128. Section 152 of the Act permits tracks to be the subject of multiple Premises Licences.
129. Access between premises licensed for gambling and non-gambling areas will be considered carefully by the Licensing Authority for the following reasons:
- To prevent operators from attempting to circumvent the Act by artificially sub-dividing premises and securing separate Premises Licences for its composite parts;

- To ensure operators do not circumvent the regulations governing the maximum number of gaming machines that may be provided at specific premises;
- To ensure people who have entered premises to take part in one form of gambling are not exposed to another form of gambling;
- To ensure there is no direct access between gambling premises to which children have access and those which they are prohibited from entering;
- To ensure all gambling premises have publicly accessible entrances;
- To ensure gambling premises are not developed in 'back rooms' of other commercial premises.

Adult Gaming Centres (AGC's)

130. Adult gaming centre (AGC) Premises Licences allow the holder of the licence to make gaming machines available for use on the premises. Persons operating an AGC must hold a relevant Operating Licence from the Gambling Commission and must seek a Premises Licence from the Licensing Authority. Gaming machines are a form of gambling attractive to children and AGC's may contain machines of a similar format to the Category D machines on which children are allowed to play. However, persons under the age of 18 are not permitted to enter an AGC.
131. Because gaming machines provides opportunities for solitary play and immediate pay-outs, they are more likely to engender repetitive and excessive play. The Licensing Authority in considering Premises Licences for AGC's will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds are not attracted to, or gain access to, the premises.
132. The Licensing Authority will expect applicants to offer their own measures to meet the licensing objectives; however appropriate measures / licence conditions may cover issues such as:
- proof of age schemes
 - CCTV
 - entry control system
 - supervision of entrances/ machine areas
 - physical separation of areas
 - notices/ signage
 - opening hours
 - staffing levels
 - staff training
 - provision of problem gambling information
 - self-exclusion schemes

This list is not exhaustive, and is merely indicative of example measures the Licensing Authority will expect applicants to offer to meet the licensing objectives.

Family Entertainment Centres (FEC's)

133. Generally, FEC's must be operated by a person or body having an Operating Licence from the Gambling Commission. Unlicensed Family Entertainment Centres do not require the operator to have a Gambling Commission Operator's Licence or Premises Licence from the Licensing Authority, but do need to have a gaming machine permit as set out in the section on Permits. Unlicensed Family Entertainment Centres may only be used to provide category D gaming machines.
134. Gaming machines are a form of gambling which is attractive to children and licensed FEC's will contain both Category D machines on which they are allowed to play, and category C machines on which they are not. Because gaming machines provide opportunities for solitary play and for immediate payouts, they are more likely to engender repetitive and excessive play. The Licensing Authority, in considering applications for FEC Premises Licences, will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.
135. The Licensing Authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/ licence conditions may cover issues such as:
- CCTV
 - supervision of entrances/ machine areas
 - physical separation of areas for category C machines
 - location of entry
 - notices/ signage
 - opening hours
 - staffing levels
 - staff training
 - self-exclusion schemes
 - provision of problem gambling information
 - measures & training for dealing with children on the premises suspected of truanting.

This list is not exhaustive, and is merely indicative of example measures the Licensing Authority will expect applicants to offer to meet the licensing objectives.

136. The Licensing Authority expects applicants to demonstrate adequate separation between the area in which category C gaming machines are made available and areas of the premises to which children may have access. This will include whether physical separation is provided, staff supervision, signage and layout and presentation of the premises as a minimum. Operators should be aware of the risk of children entering adult only areas to speak to a parent

who may be gambling in that area for example and have appropriate controls in place to reduce the risk of this.

Door Supervisors

137. The Gambling Commission Guidance advises that licensing authorities may consider whether there is a need for door supervision in terms of the licensing objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, but there can also be a need for supervision to stop premises becoming a source of crime. Door supervisors at casinos or bingo premises are not required to be registered by the Security Industry Authority (SIA) under the Private Security Industry Act 2001. Door supervisors not directly employed by a casino or bingo operator do however have to be SIA registered.
138. For betting offices and other premises, the operator and/or the Licensing Authority may decide that supervision of entrances or machines is appropriate in particular cases. The Licensing Authority will make door supervision a requirement where there is evidence, from the history of trading at the premises or in the area, that the premises cannot be adequately supervised by counter staff or that problem customers cannot be dealt with effectively by counter staff alone and that door supervision is both necessary and proportionate.

Provisional Statements

139. Following the grant of a provisional statement, no further representations from responsible authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances. In addition, the authority may refuse the Premises Licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:
- (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.

Reviews

140. Requests for a review of a Premises Licence can be made by interested parties or responsible authorities, including the Licensing Authority. However, it is for the Licensing Authority to decide whether the review is to be carried out. This will be on the basis of whether the request for the review is relevant to the matters listed below:
- any relevant Code of Practice issued by the Gambling Commission;
 - any relevant guidance issued by the Gambling Commission;
 - the licensing objectives;
 - this Statement of Principles.

141. The Licensing Authority may reject an application for review if it thinks the grounds on which the review is sought:
- a) are not relevant to the relevant code of practice or guidance issued by the Gambling Commission, the licensing objectives or the Licensing Authority's statement of principles;
 - b) are frivolous;
 - c) are vexatious;
 - d) 'will certainly not' cause the Licensing Authority to revoke or suspend the licence or to remove, amend or attach conditions on the Premises Licence;
 - e) are substantially the same as grounds cited in a previous application relating to the same premises (the Licensing Authority will consider the length of time that has passed since the earlier application in deciding whether this is a reasonable reason to reject the review application);
 - f) are substantially the same as representations made at the time the application for the Premises Licence was considered. While the Licensing Authority will consider the length of time that has passed since the representations were made, it will not normally review a licence on the basis of the same arguments considered on the grant of the Premises Licence.
142. General objections to gambling as an activity are not likely to be considered relevant reasons for a review. Other examples of irrelevant considerations include demand for gambling premises, issues relating to planning, public safety and traffic congestion.
143. The Licensing Authority can initiate a review of a particular Premises Licence, or any particular class of Premises Licence, for any reason it believes is appropriate. This includes reviewing a Premises Licence on the grounds that a Premises Licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.
144. The Licensing Authority may review any matter connected with the use made of a particular premises if it has reason to believe the Premises Licence conditions are not being observed, or for any other reason which gives it cause to believe a review may be appropriate.
145. A responsible authority or interested party may apply to the Licensing Authority to review a Premises Licence. Such reviews can be made in relation to, amongst other things if there are repeated incidents of crime and disorder associated with the premises or the gambling activity which the premises operator has failed to adequately address, where incidents that have adversely effected one or more licensing objectives have occurred at premises that could have been prevented if advice and guidance from a responsible authority had been heeded, or if the premises due to the activities being undertaken is either attracting children or people likely to be involved in crime and disorder.
146. As a review of a Premises Licence can lead to its revocation, the Licensing Authority will consider whether informal actions to ensure timely or immediate

compliance have been exhausted prior to an application being made. The Licensing Authority accepts that an application for review may be appropriate without informal measures being taken, but will seek to establish that all options have been considered in determining review applications.

DRAFT

Chapter Five

Travelling Fairs and Permits

Travelling Fairs

147. The Act defines a travelling fair as 'wholly or principally' providing amusements and they must be on a site that has been used for fairs for no more than 27 days per calendar year. Travelling fairs do not require a permit to provide gaming machines but must comply with legal requirements about the way the machines are operated.
148. It will fall to the Licensing Authority to decide whether, where category D machines and/or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
149. The Licensing Authority will also consider whether the applicant falls within the statutory definition of a travelling fair. The 27 day statutory maximum for the land being used as a fair each calendar year applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The Licensing Authority will keep a record of any travelling fairs that take place in within the borough of Swale, that offer gambling as an ancillary use to the fair. The authority will ensure the 27 day statutory maximum for the land being used is not breached. The Licensing Authority will advise travelling fair operators if requested of the statutory time period remaining for the land they intend to use.

Permits

150. Permits regulate gambling and the use of gaming machines in a premises which do not hold a Premises Licence. They are required when a premises provides gambling facilities but either the stakes are very low or gambling is not the main function of the premises.

The Licensing Authority is responsible for issuing the following permits:

- a) unlicensed family entertainment centre gaming machine permits;
 - b) alcohol licensed gaming machine permits;
 - c) prize gaming permits;
 - d) club gaming permits and club machine permits.
151. The Licensing Authority can only grant or reject an application for a permit and cannot attach conditions. Therefore, the Licensing Authority will consider a number of factors before determining an application for a permit to ensure that the permit holder and the premises are suitable for the proposed gambling activities.

Unlicensed family entertainment centre gaming machine permits

152. This policy applies to those premises that are proposed to be used as Unlicensed Family Entertainment Centres (uFEC's). uFEC's are those that offer only category D machines and a permit allows any number of these machines to be made available at the premises (subject to other considerations such as health and safety and fire regulations). Given that category D machines have no age restrictions, these premises particularly appeal to children and young persons. Therefore, the Licensing Authority will give particular weight to matters relating to child protection issues.
153. The Licensing Authority will grant an application for a permit only if it is satisfied that the premises are used wholly or mainly for making gaming machines available for use, and following consultation with the Police.
154. The Licensing Authority will not grant uFEC permits where the premises are not primarily used for making gaming machines available for use in accordance with section 238 of the Gambling Act 2005. This will preclude granting permits to lobbies in shopping centres or motorway service areas for example.
155. In cases where an existing uFEC permit has been granted to premises not primarily used for making gaming machines available, the Licensing Authority shall generally refuse to renew such permits. Decisions however will be made on a case by case basis.
156. Applicants for uFEC permits are expected to provide a scale plan of the premises with their application showing entrances/exits, location of CCTV cameras, cash desk, and machine locations as well as other features such as a bowling alley for example or play area which may form part of the premises.
157. The Licensing Authority will require applicants to demonstrate as a minimum:
- a full understanding of the maximum stakes and prizes of gambling that is permissible in unlicensed FECs;
 - that problem gambling information will be provided in the premises commensurate with its size and layout;
 - that the applicant has a written policy in place to deal with complaints and disputes which can be given to a customer on request;
 - that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act);
 - that staff are trained to recognise problem gambling and signpost a customer to problem gambling information;
 - that staff have been trained in how to deal with complaints and disputes in line with the applicant's policy.
158. The Licensing Authority will expect the applicant to show there are policies and procedures in place to protect children and vulnerable people from harm. Harm in this context is not limited to harm from gambling but includes wider child

protection considerations. The efficiency of such policies and procedures will each be considered on their merits. However, they may include:

- measures/training for staff regarding suspected truant school children on the premises;
- measures/training covering how staff will deal with unsupervised very young children being on the premises;
- measures/training covering how staff would deal with children causing perceived problems on or around the premises.

Automatic entitlement to two gaming machines

159. Premises licensed to sell alcohol on the premises under the Licensing Act 2003 are automatically entitled to provide two gaming machines of category C and/or D. The holder of the Premises Licence under the Licensing Act 2003 must notify the Licensing Authority of their intention to make the gaming machines available for use and must pay the prescribed fee.
160. This entitlement only relates to premises with a Licensing Act 2003 Premises Licence that authorises the sale of alcohol for consumption on the premises and which contain a bar at which alcohol is served without the requirement that alcohol is only sold ancillary to the provision of food.
161. Licensees siting gaming machines must comply with the relevant Gambling Commission Code of Practice.
162. Licensees must be aware that gaming machines can only be supplied by a person holding an Operating Licence from the Gambling Commission enabling them to do this. A register of licensed suppliers can be found on the Gambling Commission's website at www.gamblingcommission.gov.uk.
163. In the event that the relevant authorisation under the Licensing Act 2003 is transferred, lapses or is revoked, the automatic entitlement to two gaming machines ceases to have effect and a new notification will need to be served on the Licensing Authority.
164. The Licensing Authority will 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 provision of section 282 of the Gambling Act (i.e. that written notice has been provided to the Licensing Authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
 - the premises are mainly used for gaming; or
 - an offence under the Gambling Act has been committed on the premises.

Permit for three or more gaming machines

165. This policy applies to alcohol licensed premises that propose to have three or more gaming machines. Licensed premises wishing to have three or more gaming machines of category C or D must apply to the Licensing Authority for a permit. This permit will replace the automatic entitlement to two gaming machines rather than be in addition to it and the holder must comply with the relevant Gambling Commission Code of Practice.
166. As gaming machines provide opportunities for solitary play and immediate pay-outs, they are more likely to engender repetitive and excessive play. The Licensing Authority, on considering an application, will consider whether granting a permit would be appropriate on a case by case basis, but will specifically have regard to:
- the need to protect children and vulnerable people from harm or being exploited by gambling;
 - measures taken by the applicant to satisfy the Licensing Authority that there are sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines;
 - whether the applicant has an effective policy in place for handling customer complaints or disputes about the gaming machines.
167. The Licensing Authority will expect applicants to offer their own measures to meet the licensing objectives. However, appropriate measures may cover issues such as:
- the adult machines being in the sight of staff who will monitor that the machines are not being used by those under 18 and look for signs of problem gambling, attempts to cheat the machine, or suspected money laundering;
 - notices and signage;
 - the provision of information leaflets or helpline numbers for organisations who can assist with problem gambling.
168. If the Licensing Authority is not satisfied that appropriate measures have been taken by the applicant to comply with this policy, it may refuse to grant the permit, or it may vary the number or category of gaming machines authorised by the permit.
169. The Licensing Authority may cancel a permit or may vary the number or category (or both) of gaming machines authorised by it if:
- (a) it would not be reasonably consistent with pursuit of the licensing objectives for the permit to continue to have effect,
 - (b) gaming has taken place on the premises in purported reliance on the permit but otherwise than in accordance with the permit or a condition of the permit,

- (c) the premises are mainly use or to be used for making gaming machines available, or,
- (d) an offence under the Gambling Act 2005 has been committed on the premises.

170. Before the Licensing Authority cancels or varies a permit it will give the permit holder 21 days' notice of its intention and allow him/her the opportunity to make a representation. If the permit holder requests a hearing the Licensing Authority will arrange a Licensing Sub-Committee hearing to consider the permit holder's representation and any other evidence available before making its determination.
171. When determining an application for an alcohol-licensed premises gaming machine permit, the Licensing Authority will consider each application on its own merits.

Prize Gaming Permits

172. This policy applies to applications for, or renewals of, prize gaming permits. Gaming is prize gaming "if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming". Normally the prizes are determined by the operator before play commences.
173. Prize gaming may take place without a permit in various premises. These are casinos, bingo halls, adult gaming centres, licensed and unlicensed family entertainment centres and travelling fairs.
174. Given that the prize gaming will particularly appeal to children and young persons, the Licensing Authority will give weight to child protection issues.
175. The applicant will be expected to set out the types of gaming that they are intending to offer and will also be expected to demonstrate:
- an understanding of the limits to stakes and prizes set out in regulations;
 - that the gaming offered is within the law;
 - clear policies that outline the steps to be taken to protect children and vulnerable persons from harm.
176. The Licensing Authority will only grant a permit after consultation with the Police. This will enable the Licensing Authority to determine the suitability of the applicant in terms of any convictions that they may have that would make them unsuitable to operate prize gaming, the suitability of the premises in relation to their location, and issues about disorder.
177. There are conditions in the Act with which the permit holder must comply, though the Licensing Authority cannot attach conditions. The conditions in the Act are:
- the limits on participation fees, as set out in regulations, must be complied

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

Club Gaming and Club Machine Permits

178. Members clubs and miners' welfare institutes (but not commercial clubs) may apply for a club gaming permit or a club machine permit. Commercial clubs such as snooker clubs run on a profit basis may apply for a club machine permit. Each type of permit allows the provision of different types of gaming and provision of game machines. The current entitlements can be found by visiting the Gambling Commission's website (www.gamblingcommission.gov.uk).
179. A commercial club is defined as a club where membership is required but the club is operated for commercial gain.
180. A non-commercial club is a club where no commercial gain is made. A non-commercial club must meet the following criteria to be considered a members' club:
- it must have at least 25 members;
 - it must be established and conducted wholly or mainly for purposes other than gaming (with the exception of bridge or whist);
 - it must be permanent in nature;
 - it must not be established to make a commercial profit;
 - it must be controlled by its members equally.

Examples of these include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.

181. The Licensing Authority may only refuse an application on the grounds that:
- a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
 - b) the applicant's premises are used wholly or mainly by children and/ or young persons;
 - c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;

- d) a permit held by the applicant has been cancelled in the previous ten years; or
- e) an objection has been lodged by the Gambling Commission or the Police.
182. There is also a “fast-track” procedure available under the Act for premises that hold a club premises certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Gambling Commission or the Police, and the grounds upon which a Licensing Authority can refuse a permit are reduced. The grounds on which an application under this process may be refused are that:
- (a) the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- (b) in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- (c) a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.
183. There are statutory conditions on club gaming permits that no child may use a category B or C gaming machine on the premises and that the holder complies with any relevant provision of a Gambling Commission Code of Practice about the location and operation of gaming machines.
184. The Licensing Authority will need to satisfy itself that the club meets the requirements of the Gambling Act 2005 to hold a club gaming permit. In order to do this, it may require proof of additional information from the operator such as:
- is the primary activity of the club something other than gaming?
 - are the club’s profits retained solely for the benefit of the club’s members?
 - are there 25 or more members?
 - are the addresses of members of the club genuine domestic addresses and do most members live reasonably locally to the club?
 - do members participate in the activities of the club via the internet?
 - do guest arrangements link each guest to a member?
 - is the 48 hour rule being applying for membership and being granted admission being adhered to?
 - are there annual club accounts available for more than one year?
 - how is the club advertised and listed in directories and on the internet?
 - are children permitted in the club?
 - does the club have a constitution and can it provide evidence that the constitution was approved by members of the club?
 - is there a list of Committee members and evidence of their election by the club members?
185. When examining the club’s constitution, the Licensing Authority would expect to see evidence of the following:

- Who makes commercial decisions on behalf of the club?
- Are the aims of the club set out in the constitution?
- Are there shareholders or members? Shareholders indicate a business venture rather than a non-profit making club.
- Is the club permanently established? (Clubs cannot be temporary).
- Can people join with a temporary membership? What is the usual duration of membership?
- Are there long term club membership benefits?

186. Aside from bridge and whist clubs, clubs may not be established wholly or mainly for the purposes of gaming. The Licensing Authority may consider such factors as:

- How many nights a week gaming is provided;
- How much revenue is derived from gambling activity versus other activity;
- How the gaming is advertised;
- What stakes and prizes are offered;
- Whether there is evidence of leagues with weekly, monthly or annual winners;
- Whether there is evidence of members who do not participate in gaming;
- Whether there are teaching sessions to promote gaming such as poker;
- Where there is a tie-in with other clubs offering gaming through tournaments and leagues;
- Whether there is sponsorship by gaming organisations;
- Whether participation fees are within limits.

Chapter Six Notices

Temporary Use Notices

187. This policy applies to applications for Temporary Use Notices. Temporary Use Notices allow the use of premises for gambling where there is no Premises Licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for gambling would include hotels, conference centres and sporting venues.
188. The Licensing Authority can only grant a Temporary Use Notice to a person or a company holding a relevant Operating Licence.
189. Currently, Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single overall winner.
190. The Licensing Authority, in considering applications for Temporary Use Notices, will consider whether gambling should take place, or should only take place with modifications to the TUN. In doing so, the Licensing Authority will consider:
- the suitability of the premises;
 - the location of the premises, paying particular attention to its proximity to any schools, hostels or other sensitive premises;
 - the CCTV coverage within the premises;
 - the ability of the premises to provide sufficient staff and/or licensed door supervisors for the notice period;
 - whether the premises or the holder of the Operating Licence have given the Licensing Authority any cause for concern at previous events in relation to the licensing objectives, the guidance issued by the Gambling Commission, the relevant code of practice or this Statement of Principles.

Occasional Use Notices

191. The Licensing Authority has very little discretion on Occasional Use Notices for betting at tracks aside from ensuring the statutory limit of eight days a calendar year is not exceeded. The Licensing Authority will consider the definition of a “track” and whether the applicant can demonstrate they are responsible for the administration of the “track” or an occupier, and thus permitted to avail themselves of the notice. The definition of “track” in the Act is wider than dog tracks or horse racecourses and includes places where races or other sporting events take place. This could include major halls, hotels and other venues. If notices are given for a single track which would permit betting to occur for more than eight days per year, the Licensing Authority is obliged to issue a counter notice preventing such a breach occurring.

Chapter Seven

Small Society Lotteries

192. The Gambling Act 2005 provides that promoting or facilitating a lottery is illegal, unless it falls into one of two categories of permitted lottery, namely:
- licensed lotteries – these are large society lotteries and lotteries run for the benefit of local authorities that are regulated by the Commission and require operating licences
 - exempt lotteries – there are four types of exempt lottery that are expressly permitted under Schedule 11 of the Act, including the small society lottery.

Definition of lottery

193. A lottery is any arrangement that satisfies all of the criteria contained within the statutory description of either a simple lottery or a complex lottery, under s.14 of the Gambling Act 2005.

194. An arrangement is a simple lottery if:

- persons are required to pay to participate
- one or more prizes are allocated to one or more members of a class
- the prizes are allocated by a process which relies wholly on chance.

195. An arrangement is a complex lottery if:

- persons are required to pay to participate
- one or more prizes are allocated to one or more members of a class
- the prizes are allocated by a series of processes
- the first of those processes relies wholly on chance.

Definition of society

196. A 'society' is the society, or any separate branch of such a society, on whose behalf a lottery is to be promoted. Section 19 of the Gambling Act 2005 defines a society as such if it is established and conducted:

- for charitable purposes, as defined in s.2 of the Charities Act 2006
- for the purpose of enabling participation in, or of supporting, sport, athletics or a cultural activity
- for any other non-commercial purpose other than that of private gain.

197. It is inherent in this definition that the society must have been established for one of the permitted purposes as set out in s.19 of the Act, and that the proceeds of any lottery must be devoted to those purposes. It is not permissible to establish a society whose sole purpose is to facilitate lotteries.

198. Participation in a lottery is a form of gambling. Lotteries must be conducted in a socially responsible manner and in accordance with the Act.
199. The minimum age for participation in a lottery is sixteen. The holder of a small society lottery registration must take reasonable steps to ensure that all those engaged in the promotion of their lottery understand their responsibilities for preventing underage gambling, returning stakes and not paying prizes to underage customers.

External Lottery Managers

200. External lottery managers (ELMs) are required to hold a lottery operator's licence issued by the Gambling Commission to promote a lottery on behalf of a licensed society.
201. However, individuals or firms can and do provide services to a society or local authority lottery without assuming the role of an ELM. When determining whether a third party is a 'service provider' only, or has assumed the role of an ELM, the degree of management undertaken by both the promoter and the sub-contractor will be crucial factors. Key indicators will include:
- who decides how the lottery scheme will operate
 - who appoints and manages any sub-contractors
 - the banking arrangements for handling the proceeds of the lottery
 - who sells the tickets and pays the prizes
 - who controls promotional aspects of the lottery.
202. Societies employing an unlicensed ELM may be committing an offence and they will need to satisfy themselves that any ELM they employ holds the relevant operator's licence issued by the Commission. The Commission publishes a register of operating licences on its website at www.gamblingcommission.gov.uk.

Lottery Tickets

203. Lotteries may involve the issuing of physical or virtual tickets to participants (a virtual ticket being non-physical, for example in the form of an email or text message). All tickets must state:
- the name of the promoting society
 - the price of the ticket, which must be the same for all tickets (e.g. there can be no option to 'buy two tickets, get one free')
 - the name and address of the member of the society who is designated as having responsibility at the society for promoting small lotteries or, if there is one, the ELM
 - the date of the draw, or information which enables the date to be determined.

204. The requirement to provide this information can be satisfied by providing an opportunity for the participant to retain the message electronically or print it.
205. The society should maintain written records of any unsold and returned tickets for a period of one year from the date of the lottery draw. The Licensing Authority may wish to inspect the records of the lottery for any purpose related to the lottery.

Where tickets may be sold

206. The Licensing Authority expects holders of small society lottery registrations not to sell lottery tickets to a person in any street. For these purposes 'street' includes any bridge, road, lane, footway, subway, square, court, alley or passage (including passages through enclosed premises such as shopping malls) whether a thoroughfare or not. Tickets may, however, be sold in a street from a static structure such as a kiosk or display stand. Tickets may also be sold door to door. Licensees must ensure that they have any necessary local authority permissions, such as a street trading licence, in order to do this.

Prizes

207. Prizes awarded in small society lotteries can be either cash or non-monetary. Prizes declared on returns must not exceed the limits on prizes set out by the Act - in effect that combined with any expenses incurred with the running of the lottery, such as managers' fees, they must not comprise more than 80% of the total proceeds of the lottery. Donated prizes would not be counted as part of this 80% (as no money would be withdrawn from the proceeds to cover their purchase) but are still subject to the limit on a single maximum prize of £25,000 and should be declared on the return following the lottery draw.
208. Alcohol should not be offered as a prize in a lottery without the society first ensuring that no Licensing Act 2003 consent is required for this from the Licensing Authority. If such consent is required, then alcohol shall not be offered as a prize unless such consent has been obtained.

Small society registration

209. The promoting society of a small society lottery must, throughout the period during which the lottery is promoted, be registered with a licensing authority. Parts 4 and 5 of Schedule 11 of the Act set out the requirements on both societies and licensing authorities with respect to the registration of small society lotteries.
210. The Licensing Authority with which a small society lottery is required to register must be in the area where their principal office is located.
211. Applications for small society lottery registrations must be in the form prescribed by the Secretary of State and be accompanied by both the required registration fee and all necessary documents required by the Licensing Authority to assess

the application. This information shall include a copy of the society's terms and conditions and their constitution to establish that they are a non-commercial society.

212. Societies may not circumvent the requirement to hold a Gambling Commission Lottery Operating Licence by obtaining two or more registrations with the same or different Licensing Authorities. As set out previously, the Act states that a society lottery is a large lottery if the arrangements for it are such that its proceeds may exceed £20,000 in a single lottery, or if the aggregate proceeds in a calendar year exceed £250,000.
213. In cases where a society has separate branches with different aims and objectives, it is acceptable for them to hold more than one licence or registration. However, in cases where a society holds more than one registration and the aims and objectives of those societies are the same, this may constitute a breach of the threshold limits for small society lotteries set out in Schedule 11 of the Act.
214. By virtue of Schedule 11 paragraph 31(5) of the Act, societies may not hold an Operating Licence with the Gambling Commission and a local authority registration with the same aims and objectives at the same time. This paragraph also provides for a statutory period of three years during which a large society cannot convert to small society status.
215. Registrations run for an unlimited period, unless the registration is cancelled.

Refusal of registration

216. The Licensing Authority may propose to refuse an application for any of the following reasons:
 - An operating licence held by the applicant for registration has been revoked or an application for an operating licence made by the applicant for registration has been refused, within the past five years. The Commission will be able to advise the details of people and organisations that have been refused an operating licence or have had an operating licence revoked in the past five years. Licensing authorities should consult the Commission as part of their consideration process.
 - The society in question cannot be deemed non-commercial.
 - A person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence, listed in Schedule 7 of the Act.
 - Information provided in or with the application for registration is found to be false or misleading.
217. The Licensing Authority may only refuse an application for registration after the society has had the opportunity to make representations. These can be taken at a formal hearing or via correspondence. The Licensing Authority shall inform the society of the reasons why it is minded to refuse registration and provide it

with at least an outline of the evidence on which it has reached that preliminary conclusion, in order to enable representations to be made.

Revocation of a small society's registered status

218. The Licensing Authority may revoke the registration of a society if it thinks that they would have had to, or would be entitled to, refuse an application for registration if it were being made at that time. The Licensing Authority will inform the society of the reasons why it is minded to revoke the registration and provide them with the evidence on which it has reached that preliminary conclusion. The society may make representation as to why revocation should not take place, which will be discussed with the Licensing Manager and a decision made on how the representation will be handled.

Administration and returns

219. The Act requires that a minimum proportion of the money raised by the lottery is channelled to the goals of the society that promoted the lottery. If a small society lottery does not comply with these limits it will be in breach of the Act's provisions, and consequently be liable to prosecution.
220. The limits are as follows:
- at least 20% of the lottery proceeds must be applied to the purposes of the society (Schedule 11, paragraph 33)
 - no single prize may be worth more than £25,000 (Schedule 11, paragraph 34)
 - rollovers between lotteries are only permitted where every lottery affected is also a small society lottery promoted by the same society, and the maximum single prize is £25,000 (Schedule 11, paragraph 35)
 - every ticket in the lottery must cost the same and the society must take payment for the ticket fee before entry into the draw is allowed (Schedule 11, paragraph 37).
221. Paragraph 39 of Schedule 11 in the Act sets out the information that the promoting society of a small society lottery must send as returns to the Licensing Authority with which it is registered, following each lottery held. This information allows licensing authorities to assess whether financial limits are being adhered to and to ensure that any money raised is applied for the proper purpose. The following information must be submitted:
- the arrangements for the lottery - specifically the date on which tickets were available for sale or supply, the dates of any draw and the value of prizes, including any donated prizes and any rollover
 - the total proceeds of the lottery
 - the amounts deducted by the promoters of the lottery in providing prizes, including prizes in accordance with any rollovers

- the amounts deducted by the promoters of the lottery in respect of costs incurred in organising the lottery
 - the amount applied to the purpose for which the promoting society is conducted (this must be at least 20% of the proceeds)
 - whether any expenses incurred in connection with the lottery were not paid for by deduction from the proceeds, and, if so, the amount of expenses and the sources from which they were paid.
222. Paragraph 39 of Schedule 11 in the Act also requires that returns must:
- be sent to the Licensing Authority no later than three months after the date of the lottery draw, or in the case of 'instant lotteries' (scratchcards) within three months of the last date on which tickets were on sale
 - be signed (electronic signatures are acceptable if the return is sent electronically) by two members of the society, who must be aged 18 or older, are appointed for the purpose in writing by the society or, if it has one, its governing body, and be accompanied by a copy of their letter or letters of appointment.
223. The Gambling Commission may inspect a society's returns, although it will not routinely do so. The Licensing Authority is required to retain returns for a minimum period of three years from the date of the lottery draw. They must also make them available for inspection by the general public for a minimum period of 18 months following the date of the lottery draw.
224. Small Society Lottery returns are available for inspection, on request by the general public, from the Licensing Department.
225. The Licensing Authority will monitor the cumulative totals of returns to ensure that societies do not breach the annual monetary limit of £250,000 on ticket sales. The Licensing Authority must notify the Commission if returns reveal that a society's lotteries have exceeded the values permissible, and such notifications will be copied to the society in question. The Gambling Commission will contact the society to determine if they are going to apply for a lottery operator's licence, thereby enabling them to run large society lotteries lawfully, and will inform the Licensing Authority of the outcome of its exchanges with the society.

Appendix One Consultation

A public consultation was carried out in respect of this Statement of Principles from date 5th July 2021 until 20th August 2021. As well as sending consultation letters and emails directly to all persons affected by gambling, a public notice was displayed at the Council offices at Swale House (East Street, Sittingbourne), Gateway Sheerness (High Street, Sheerness) and Alexandra Centre (Preston Street, Faversham), for the duration of the consultation and an advertisement of the consultation was published in (insert name of local newspaper and date published).

One response was received to the consultation, which required no amendment to the

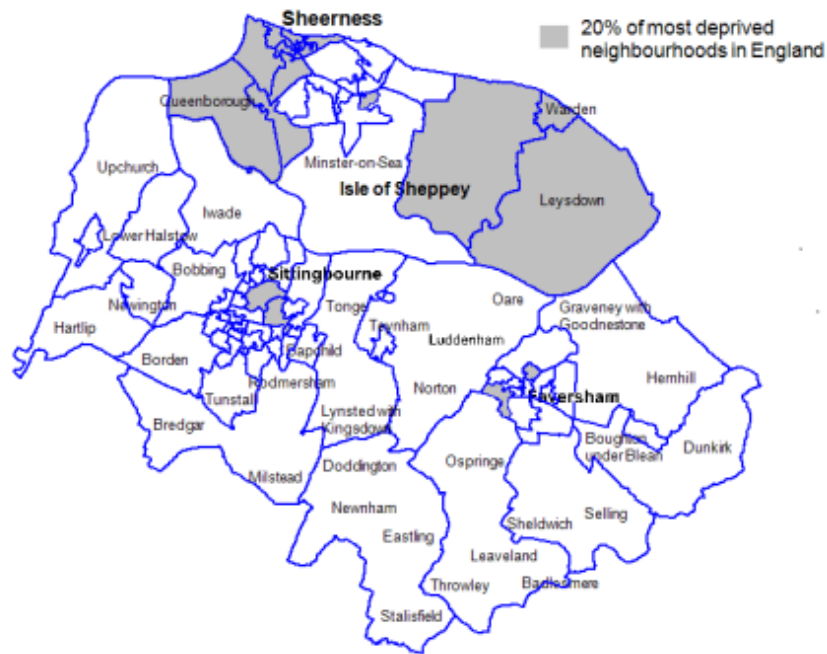
The draft Statement of Principles was published on the Council's website for a period of seven weeks commencing date and was also made available at the following public libraries for the same period:

This Statement of Principles was considered by the Council's Licensing Committee on and *** and approved by Full Council on ***

A notice was published on the Council's website and at Swale House (Sittingbourne), Gateway (Sheerness) and Alexander Centre (Faversham) on *** stating where the Statement of Principles could be inspected www.swale.gov.uk/licensing the date the Statement of Principles would be published, and the date it would take effect.

Appendix Two

Map of the Area Covered by this Statement of Principles



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Swale Borough Council - Appendix 3

Statement of Gambling Principles – Local Area Profile

1. Introduction

This profile has been produced by Swale Borough Council as an appendix to the Borough Council's Gambling Policy following the recommendations of the Gambling Commission and the Local Government Association. Data has been included from a number of published sources together with information from the Responsible Authorities. The profile is intended to assist local Gambling Operators prepare their local assessments.

Since 6th April 2016 gambling operators have been required to undertake risk assessments for their premises which should take into account the nature and characteristics of the locality in which they are situated, e.g. proximity of schools or churches. Such risk assessments should give due consideration to this Local Area Profile which is compiled with respect to any reported gambling –related problems in the area.

The general aims of the following Gambling Act 2005 local area profile are:

- a) to identify the areas within Swale Borough mostly likely to be at risk of gambling related harm, which may help to identify possible persons who could be at risk of gambling related harm
- b) to provide sufficient and relevant information to inform local authorities where current and potential gambling related issues are present so controls and measures can be put in place to minimise these issues/risks
- c) to inform the local authority of information relevant to Swale in order to provide a footing for the decision-making process in gambling contexts

Our Approach

We have used spatial analysis to identify potential vulnerability to gambling-related harm in Swale and to visualise this on maps.

We identified the available local data that best represents these characteristics in Swale and combined this with other local information to identify areas of higher or lower potential risks.

We have based our approach on the 'possible' risk to gambling-related harm. This does not mean that just because an area is 'seen' as being at higher risk that all people in that area will suffer harm or be at risk of suffering harm.

2. Geography

Swale is a local government district with borough status in Kent, England and is bounded by Medway to the west, Canterbury to the east, Ashford to the south and Maidstone to the southwest.

Swale is the bridging point between north and east Kent, named after the narrow channel of tidal water between mainland Kent and the Isle of Sheppey. It is a Borough of some 152500 people who primarily live in its three main towns, Sittingbourne, Faversham and Sheerness

Swale is close both to London and mainland Europe and well connected to the national motorway network. The M2 runs east-west across the Borough, providing access to destinations between the Channel Ports and London. Via the A249 there is alternative access along the M20. London is accessible in a little over an hour by high-speed rail services. As a coastal Borough, the Port of Sheerness gives access, via its deep-water berths, to the largest ships in the world; its imports distributed to all corners of the UK. Swale is also within easy reach of other major Kent centres - Canterbury, Ashford, Maidstone and the Medway Towns.

Sittingbourne is the main town, acting as a population, employment and service centre for the Borough. These functions and the town's present-day character have their roots in past travellers and pilgrims and the industries that settled there. It is a product of its location on the London-Dover road and at the head of an inlet of the Swale, Milton Creek.

A unique feature within Kent is the Isle of Sheppey, separated from the mainland by the Swale. Its main town is Sheerness. It owes much of its distinctiveness to its role as a traditional seaside town and the past and present industries that established there, particularly the former naval dockyard and the current Port facility. The town centre functions as the main shopping and service centre for the Island's residents and visitors.

Faversham is an attractive and historic small market town at the centre of a rich farming hinterland. Faversham and Oare are located at the head of two creeks and surrounded by attractive countryside. The town is best known for its continued links with brewing and food. This and the town's industrial and maritime heritage produce its present-day character - an outstanding range of historic buildings, streets and waterways and a town centre with a strong independent retail and service sector.

Outside the towns, from Hartlip in the west to Dunkirk in the east, Sheldwich in the south to Shellness in the north, are the Borough's extensive rural areas. There is a great diversity of settlements and landscapes, many of great charm and character. Larger villages along the main transport routes like Newington, Teynham and Boughton have a range of local facilities and services. Away from the main routes are smaller, more isolated settlements and hamlets like Conyer, Warden and Throwley Forstal.

Over the last 20 years most of the villages and towns in Swale have experienced growth, with growth in the towns the most rapid. Over the last 60 years population growth has been amongst the most rapid in Kent. Now, Swale has the third largest district population in Kent and built development has similarly physically grown - in the last 10 years more employment floorspace has been built than anywhere else in the county and Swale has the fourth highest level of dwelling completions over the 10 years to 2014.

3. Diversity

The diversity of its communities - ages, ethnicity, skills and trades - has been Swale's strength for centuries. The area has been a draw to many people throughout history, from Iron Age settlers, Roman and Saxon invaders and Flemish refugees, through to 20th Century arrivals from London and today's communities from Eastern Europe and Africa along with others who seek the area's cheaper housing and good transport links. All bring their own cultures and skills which further enrich and diversify the Borough. Ethnic minorities are still a small proportion of the population, although Swale is becoming more ethnically diverse, mostly to those from Black African, Black British, Asian or British Asian backgrounds.

Although a very small proportion of the population, Swale also has one of the larger Gypsy and Traveller communities in Kent, both on their own sites and in permanent housing.

Almost 47.2% of the population of Swale regard themselves as Christian. Other religious communities such as Hindu, Muslim and Jewish, although not well represented, are likely to rise in line with the increase in the diversity of ethnicity in the Borough.

Swale has a wide mix of household types - married couples, families, lone parents and single older persons. The proportion of older people and those co-habiting has increased while the number of married and one person households is relatively stable.

4. Deprivation Areas

The most common types of housing within Swale are semi-detached houses/bungalows and terraced properties and this is reflected across private, rented and registered social landlord properties. Swale has a higher proportion than the Southeast average of those owning their own homes (68.4%) and this has increased by 0.4%

There are wide contrasts between neighbourhoods in the Borough, from the most prosperous parts of Faversham and rural areas in the south of the Borough, to some of England's most deprived neighbourhoods in Sheerness, Bluetown, Queenborough, Rushenden, Leysdown and Warden, Davington, Murston and Milton Regis. This deprivation displays itself particularly in the poorer levels of educational attainments, ability to access jobs and health of these communities.

5. Economy

Many present-day Swale industries - paper, brick, brewing, cement, steel and maritime - have roots in the past. Swale makes things, grows things, imports things and moves them around but there are relatively fewer offices, financial and high-tech businesses than most other parts of the Southeast

The town centres and industrial estates at Sittingbourne, Faversham, Sheerness and Queenborough are our main centres of economic activity. The largest industrial centre is at Eurolink, Sittingbourne, whilst Sheerness is a deep-water port with rail freight

connections and one of the UK's largest import points for fruit, timber, paper products and vehicles.

The largest private sector employers in Swale are in the industrial and transportation sectors including DS Smith Paper Ltd, Aesica (pharmaceuticals), Medway Ports and Shepherd Neame (brewers). There are more recent additions to employment in the Borough including major distribution and logistics firms (such as Morrisons) as well as growth in environmental, renewable resources and science-based industries such as those at the Kent Science Park, near Sittingbourne. Less recognised as a significant employer, is the public sector, including from the prisons on the Isle of Sheppey.

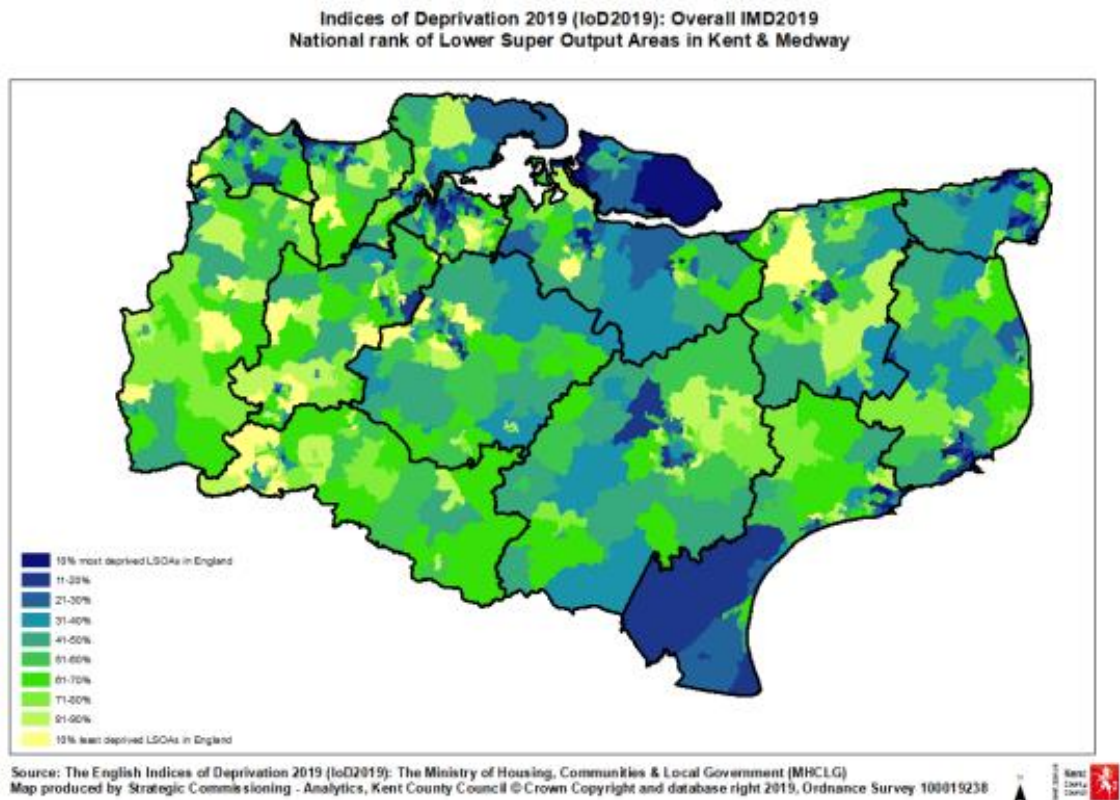
Within the rural area there are many, mostly small, businesses which significantly contribute towards employment in the Borough. Whilst this aspect of the local economy is sometimes overlooked,

Swale has the second largest agricultural workforce in Kent and makes a significant contribution to UK food supplies, particularly in fruit and cereals. Another understated and undervalued employment resource is tourism. Swale has an inviting built and natural environment which attracts visitors who explore Swale itself and further afield. During 2009, it was estimated that the expenditure of day and overnight visitors brought over £200m into Swale.

Some 44% of Swale's working residents are employed in the Borough, whilst the remaining 56% commute to areas outside. Of these around 26% work in the main towns of Kent with 18% within Medway, Canterbury and Maidstone, a further 8% travel to London. Some 70% of the journeys to Canterbury are generated from Faversham alone.(2.14) The main reason for working outside Swale is the lack of availability of certain types of jobs within the Borough and the higher salaries available elsewhere.

Swale has the third highest number of international migrant workers of all Kent local authorities and has seen significant growth in economic migration from within the EU (particularly Lithuania, Poland, and Bulgaria) not only for agricultural work but for an increasing number of other work opportunities.

Deprivation Map: This map illustrates how deprivation is divided across Kent



Source: The English Indices of Deprivation 2019 (IoD2019) The Ministry of Housing, Communities and Local Government.

Based on the English Indices of Deprivation 2019, Sheerness tops the list of the most deprived area in Kent.

Between 2015 and 2019, the names of the wards change. In the old divisions sheerness was split into two wards. But in 2019 it just became Sheerness.

Table 4: The 10% most deprived LSOAs by IMD2019 in Kent: (Rank 1 to 45 out of 90)

2011 LSOA Name	2019 Ward Name	National rank			Kent Rank	
		position out of 32,844 LSOAs	Within top 10% most deprived 2019	Within top 10% most deprived 2015	Position out of 902 LSOAs	Within top 10% most deprived
Swale 001A	Sheerness	48	Yes	Yes	1	Yes
Thanet 003A	Margate Central	67	Yes	Yes	2	Yes
Thanet 001A	Cliftonville West	117	Yes	Yes	3	Yes
Thanet 001E	Margate Central	139	Yes	Yes	4	Yes
Thanet 013B	Newington	284	Yes	Yes	5	Yes
Swale 006A	Sheppey East	322	Yes	Yes	6	Yes
Swale 010C	Murston	337	Yes	Yes	7	Yes
Thanet 006D	Dane Valley	423	Yes	Yes	8	Yes
Swale 002C	Sheerness	457	Yes	Yes	9	Yes
Swale 006D	Sheppey East	591	Yes	Yes	10	Yes
Shepway 014A	Folkestone Harbour	614	Yes	Yes	11	Yes
Swale 002A	Sheerness	708	Yes	Yes	12	Yes
Swale 002B	Sheerness	771	Yes	Yes	13	Yes
Thanet 006E	Dane Valley	932	Yes	Yes	14	Yes
Thanet 013E	Northwood	933	Yes	Yes	15	Yes
Dover 011F	St Radigunds	994	Yes	Yes	16	Yes
Thanet 001B	Cliftonville West	1,033	Yes	Yes	17	Yes
Thanet 016D	Eastcliff	1,038	Yes	Yes	18	Yes
Swale 005C	Queenborough & Halfway	1,159	Yes	Yes	19	Yes
Swale 001B	Sheerness	1,205	Yes	Yes	20	Yes
Swale 004E	Sheppey Central	1,309	Yes	Yes	21	Yes
Thanet 001D	Cliftonville West	1,326	Yes	Yes	22	Yes
Shepway 003C	East Folkestone	1,356	Yes	Yes	23	Yes
Thanet 003E	Westbrook	1,563	Yes	Yes	24	Yes
Thanet 016E	Eastcliff	1,597	Yes	Yes	25	Yes
Swale 015D	Priory	1,639	Yes	Yes	26	Yes
Shepway 014B	Folkestone Central	1,761	Yes	Yes	27	Yes
Swale 001C	Sheerness	1,878	Yes	Yes	28	Yes
Dover 013B	Town & Castle	2,105	Yes	Yes	29	Yes
Dartford 001A	Temple Hill	2,133	Yes	Yes	30	Yes
Thanet 013A	Newington	2,242	Yes	Yes	31	Yes
Gravesham 001C	Northfleet North	2,278	Yes	Yes	32	Yes
Thanet 003D	Salmestone	2,342	Yes	Yes	33	Yes
Swale 002D	Sheerness	2,383	Yes	No	34	Yes
Swale 001D	Sheerness	2,411	Yes	Yes	35	Yes
Dover 011A	Buckland	2,450	Yes	No	36	Yes
Dover 012F	Town & Castle	2,473	Yes	Yes	37	Yes
Ashford 008C	Stanhope	2,474	Yes	No	38	Yes
Dover 011D	Whitfield	2,545	Yes	Yes	39	Yes
Thanet 005A	Garlinge	2,616	Yes	No	40	Yes
Thanet 004A	Cliftonville West	2,620	Yes	Yes	41	Yes
Gravesham 007A	Westcourt	2,760	Yes	Yes	42	Yes
Canterbury 001C	Heron	2,768	Yes	No	43	Yes
Maidstone 013A	Park Wood	2,915	Yes	Yes	44	Yes
Thanet 016C	Central Harbour	2,976	Yes	Yes	45	Yes

LSOAs were created in 2011 so LSOAs in Folkestone & Hythe Local Authority are still named Shepway

Source: English Indices of Deprivation 2019, Ministry of Housing, Communities and Local Government

A rank of 1 is the most deprived

Table presented by Strategic Commissioning - Analytics, Kent county Council

Source: KCC website (https://www.kent.gov.uk/_data/assets/pdf_file/0006/7953/Indices-of-Deprivation-headline-findings.pdf)

5. Sittingbourne

Fails to provide the range and quality of public, cultural and commercial services expected for its size and growth area status with insufficient spending retained within the Borough.

The largest town in Kent without a dedicated further education facility. Poor transport conditions and public transport facilities in central areas of the town.

Has an indistinct cultural and architectural identity and a poor quality green urban environment in the centre and north of the town, including notable deficiencies in parks and gardens, street trees, natural and semi-natural green space, amenity green space, provision for children and young people and allotments. Pockets of deprivation, particularly in the north of the town in Murston, Milton Regis and Kemsley.

Out-commuting from Sittingbourne (49% of resident workforce)
Has a potential under supply of employment sites for industrial uses if the remaining land bank is used by land-hungry uses.

6. Isle of Sheppey

Sheerness struggles to maintain its role as the main commercial and service centre for the Island. The health of the town centre needs to be improved, but there are limited opportunities available within its confines or at its edges, although there are regeneration and enhancement opportunities at its centre.

Pockets of deprivation at Sheerness, Queenborough and western communities. Queenborough/Rushenden has major regeneration opportunities. Undeveloped transport network. Unmade roads and cul-de-sacs to the eastern end of the Island and deprived communities increase isolation and promote unsustainable travel patterns. Significant off-Island commuting (59% of resident workforce).

The Island's tourism offer is unique to Kent, but under-exploited, whilst the traditional 'bucket and spade' product faces challenges to meet modern demands and expectations. Sustainable rural tourism, the Island's historic assets and links with aviation pioneers are potential growth areas. Deficiencies in natural and semi-natural green space, formal outdoor sport facilities and allotments.

7. Faversham

A typically Kentish market town, rich in-built heritage and unique for its morphology north of the A2 (Watling Street).

Despite the town's prosperous image, Davington is amongst the most deprived neighbourhoods in England. The town centre is healthy but needs to further consolidate its character and role as the primary service centre for eastern Swale and further widen its development as a local tourism and cultural centre.

Existing employment allocations need to be developed or replaced, but there needs to be an improved quality of employment sites commensurate to its scale and location.

Faversham Creek is under used and silting up but has regeneration opportunities. Out-commuting (46% of resident workforce), mostly the short distance to Canterbury. Deficiencies in parks and gardens, formal outdoor sport facilities and amenity green space.

8. Swale

The area served by the Council covers 373.5 square kilometres. The 2021 Census revealed that the population for Swale was 151,677. The estimated population for Swale in 2022 is shown below:

Table 12 2022 MYPE by 5-year age group and sex - Swale

Age group	Total Persons	% of total population	Males	% males	Females	% females
All Ages	154,600		76,700	49.6%	77,900	50.4%
0-4	8,900	5.8%	4,600	51.0%	4,400	49.0%
5-9	9,700	6.3%	5,000	51.3%	4,700	48.7%
10-14	9,900	6.4%	5,100	51.2%	4,800	48.8%
15-19	8,500	5.5%	4,500	52.6%	4,000	47.4%
20-24	7,800	5.0%	4,000	51.4%	3,800	48.6%
25-29	9,500	6.1%	4,800	50.6%	4,700	49.4%
30-34	10,600	6.9%	5,200	49.2%	5,400	50.8%
35-39	10,300	6.6%	5,100	49.6%	5,200	50.4%
40-44	9,900	6.4%	4,900	50.0%	4,900	50.0%
45-49	9,100	5.9%	4,500	49.3%	4,600	50.7%
50-54	10,600	6.9%	5,300	49.7%	5,300	50.3%
55-59	10,900	7.1%	5,400	49.6%	5,500	50.4%
60-64	9,400	6.1%	4,600	49.5%	4,700	50.5%
65-69	7,800	5.1%	3,900	50.2%	3,900	49.8%
70-74	7,700	5.0%	3,700	47.7%	4,000	52.3%
75-79	6,700	4.3%	3,100	47.0%	3,600	53.0%
80-84	3,900	2.5%	1,800	45.5%	2,100	54.5%
85-89	2,200	1.4%	900	40.8%	1,300	59.2%
90+	1,200	0.8%	400	30.1%	900	69.9%

9. What is Gambling Related Harm?

Gambling related harm is a broad concept that impacts a wide range of people including families, colleagues and those within the wider community who may not have been involved in gambling themselves.

Harms may include financial hardship, relationship breakdown, domestic violence, mental health problems and suicidal thoughts.

The most recent Health Survey statistics for England found that 56 per cent of the population in England have spent money on at least one gambling activity in the past year. The Health Survey statistics also indicate that in 2016, 0.7 per cent of people in England (approximately 300,000 people) identified as problem gamblers, with 3.6 per

cent (approximately 1,610,000 people - 6.6% of gamblers) at low or moderate risk based on their gambling

Recent research by Leeds Beckett University for Leeds City Council has concluded that gambling behaviour and problem gambling are not equally distributed across England and that certain areas experience higher rates of problem gambling.

Definition of Problem Gambling

Problem Gambling (or ludomania, but usually referred to as 'gambling addiction' or 'compulsive gambling') is defined as:

'an urge to gamble continuously despite harmful negative consequences or a desire to stop'

Nature of harms

The following represents the nature of harms to individuals which can be broadly grouped as follows:

- a) Detriments to the person's health, both morbidity and mortality
- b) Emotional or psychological distress
- c) Financial difficulties diverted financial resources, bankruptcy or reduction of financial situation.
- d) Reduced performance / loss of role at employment or study
- e) Relationship conflict or breakdown
- f) Criminal activity. While a rare outcome of gambling problems, entering the judicial system creates acute harm to individuals as well as the community. This includes (but is not limited to) incarceration, along with psychological harms of shame and stigma.
- g) Harm to family and friends (in terms of the partner (or spouse) and the children of people with gambling problems.
- h) Harm to the community (poverty, poor health, lower levels of social and human capital)
- i) Financial loss to the community

Who can be vulnerable to gambling – related harm?

The Gambling Commission has stated that whilst they did not want to explicitly define who vulnerable people are, this is likely to include people who gamble more than they want to.

The following represents those persons who can be more vulnerable to gambling-related harm:

- a) Young people (youth)
- b) Those with mental health problems
- c) Those afflicted with substance use/misuse issues
- d) Those with learning difficulties/disabilities
- e) Immigrants
- f) Ethnic Minorities
- g) Homeless people
- h) Those living in constrained economic circumstances

- i) Those living in deprived areas
- j) Ex offenders
- k) Older People
- l) Domestic abuse victims

What councils can do

- a) Contribute data and insight to the development of local area profiles to support licensing statements of policy.
- b) Ensure public health teams are aware of harmful gambling and can support services to screen, assess and signpost to appropriate support.
- c) Identify local organisations providing treatment and support, to assist signposting.
- d) Identify appropriate referral pathways.
- e) Work through the Health and Wellbeing Board to develop a coherent approach to problem gambling, include focused prevention work with potential high-risk groups.
- f) Clinical Commissioning Groups should be encouraged to raise awareness of harmful gambling amongst primary care professionals and work with local authorities to signpost to local and national support services
- g) Mental health service providers should consider how they can best identify harmful gambling and provide access to specialist support, particularly for young people presenting through child and adolescent mental health services (CAMHS).

10. The Changing Environment of Gambling

The gambling landscape has changed exponentially in the past 10 years due to online/internet gambling – hand-held technology has spawned a whole new customer base. Gambling is now 24/7, anonymous and engages a higher volume of users.

Recent statistics has shown that 1 in 5 of the United Kingdom are now gambling on-line. However, the most alarming statistic is that over 500,000 children are reported to gamble each week. The most predominant demographic however is professional males aged between 18-35 years old who invariably are in uncontrolled environments where warnings and control are very limited. Television gambling advertisements have risen 600% from 234,000 in 2007 to 1.4m in 2012

These advertisements produced 30.9bn ‘impacts’ – i.e. the number of times a commercial was seen by viewers. Gambling advertising on social media has also increased as the gambling industry owns a ‘freedom’ on the internet that it has never been able to fully realise in the actual physical world.

11. Gambling Premises

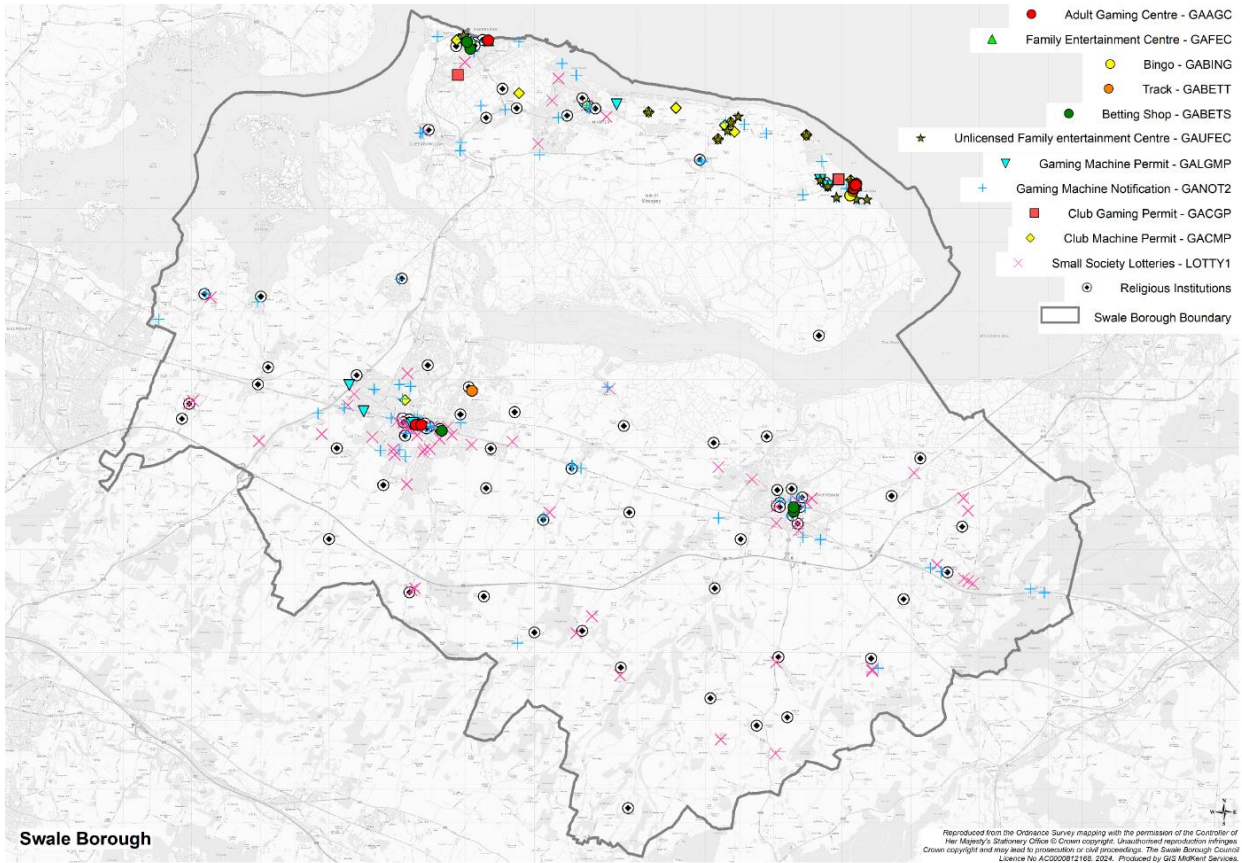
The 6 maps below show the distribution of Gambling premises licensed per postcode sector in the Swale area.

<u>Type of premises</u>	<u>Numbers</u>
Casinos	Nil
Adult Gaming Centre (AGC)	10
Family Entertainment Centre (FEC's)	4
Betting Premises	8
Bingo Premises	2
Tracks	1

Where a premise does not hold a premises licence but wishes to provide gaming machines, it may apply to the Council for a permit. These regulate gambling and the use of gaming machines in premises where the stakes are low or gambling is not the main function of the premises.

<u>Type of premises</u>	<u>Numbers</u>
Unlicensed Family Entertainment Centre (uFEC)	20
Gaming Machine Permit	9
Gaming Machine Notification	90
Club gaming Permit	2
Club machine Permit	17
Small Society Lotteries	67

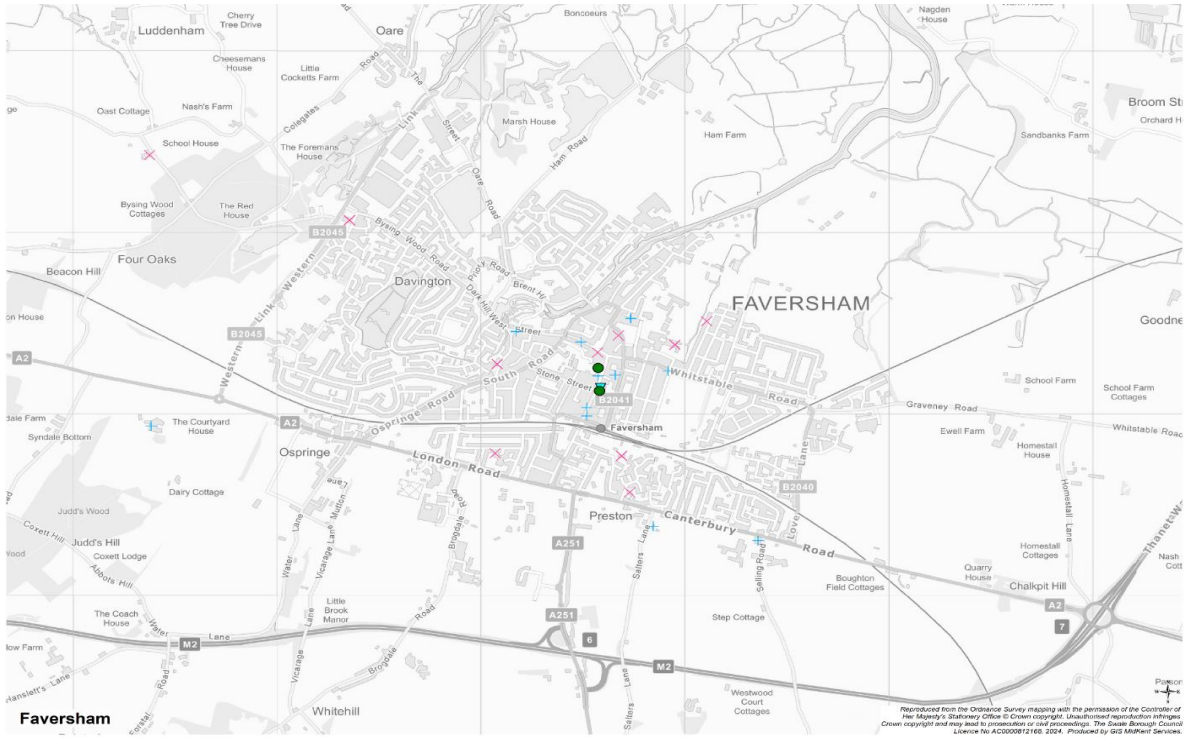
Overview Legend



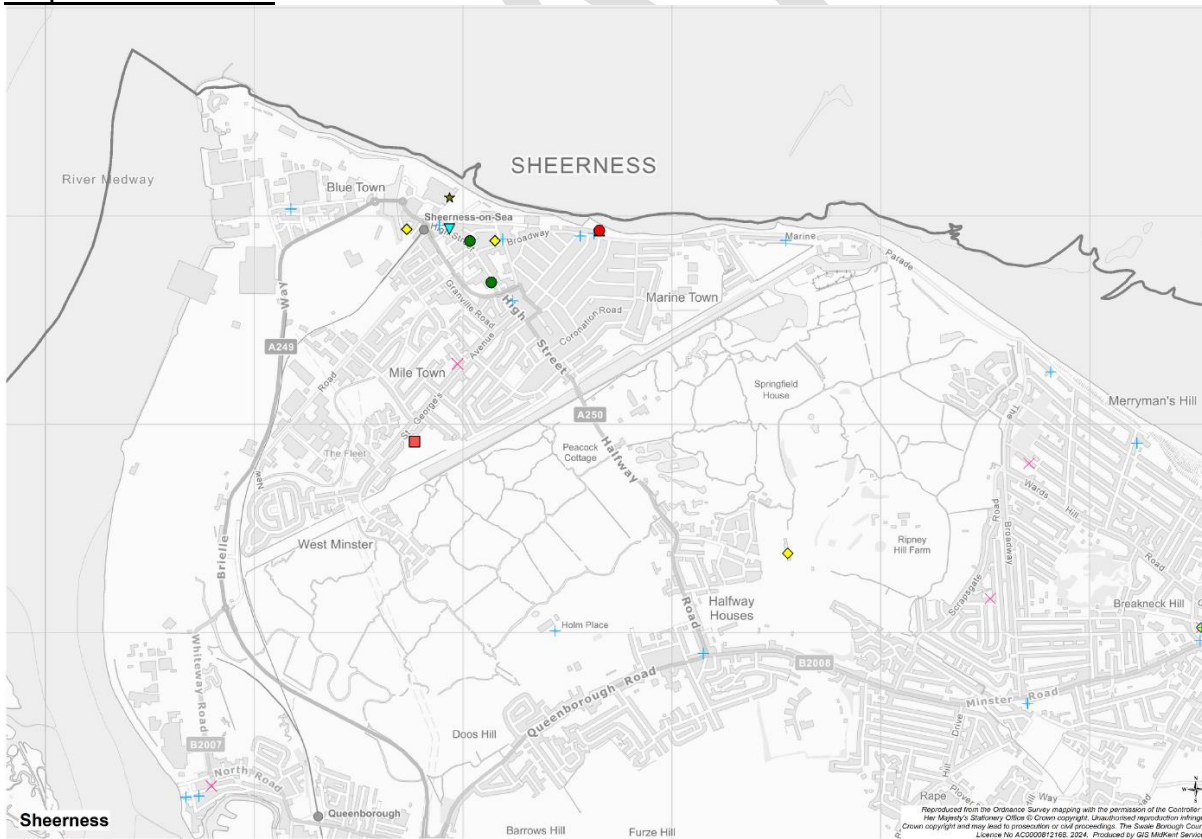
Map 1 – Sittingbourne



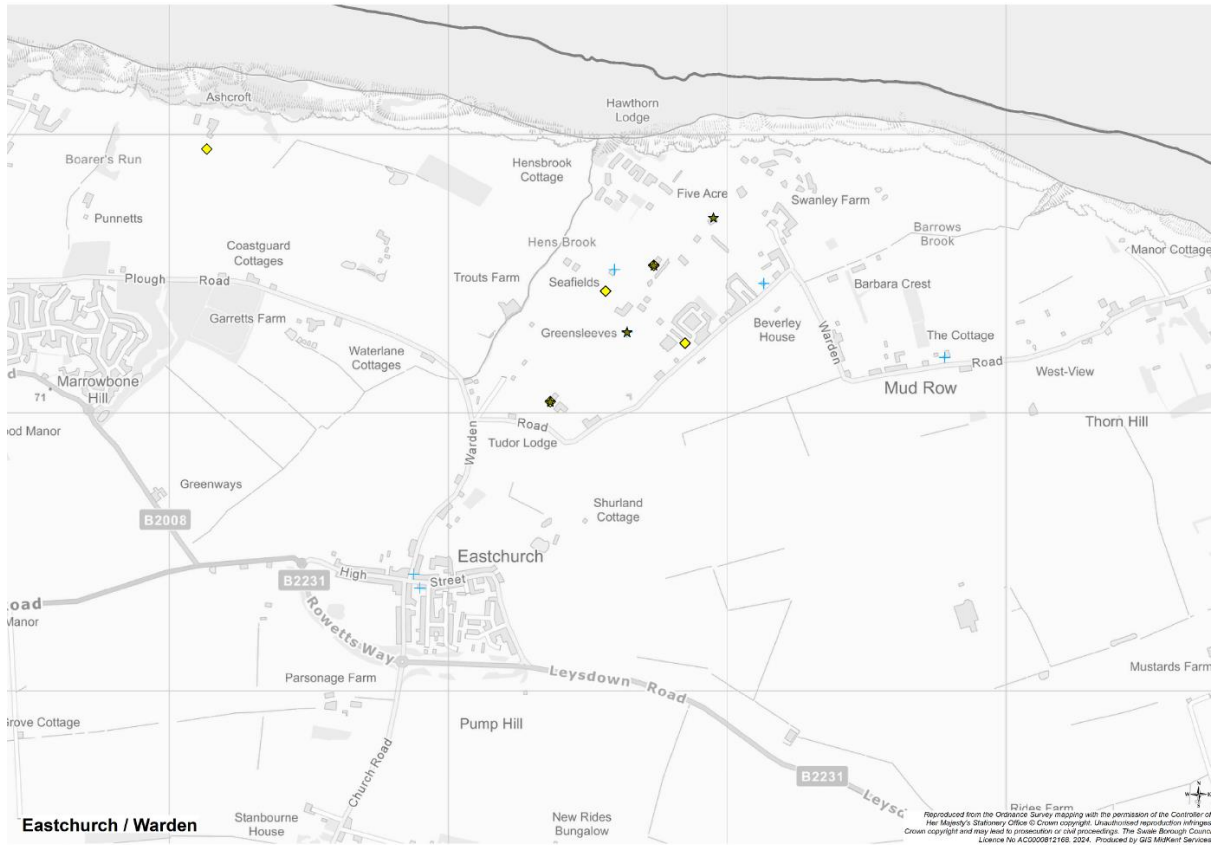
Map 2 – Faversham



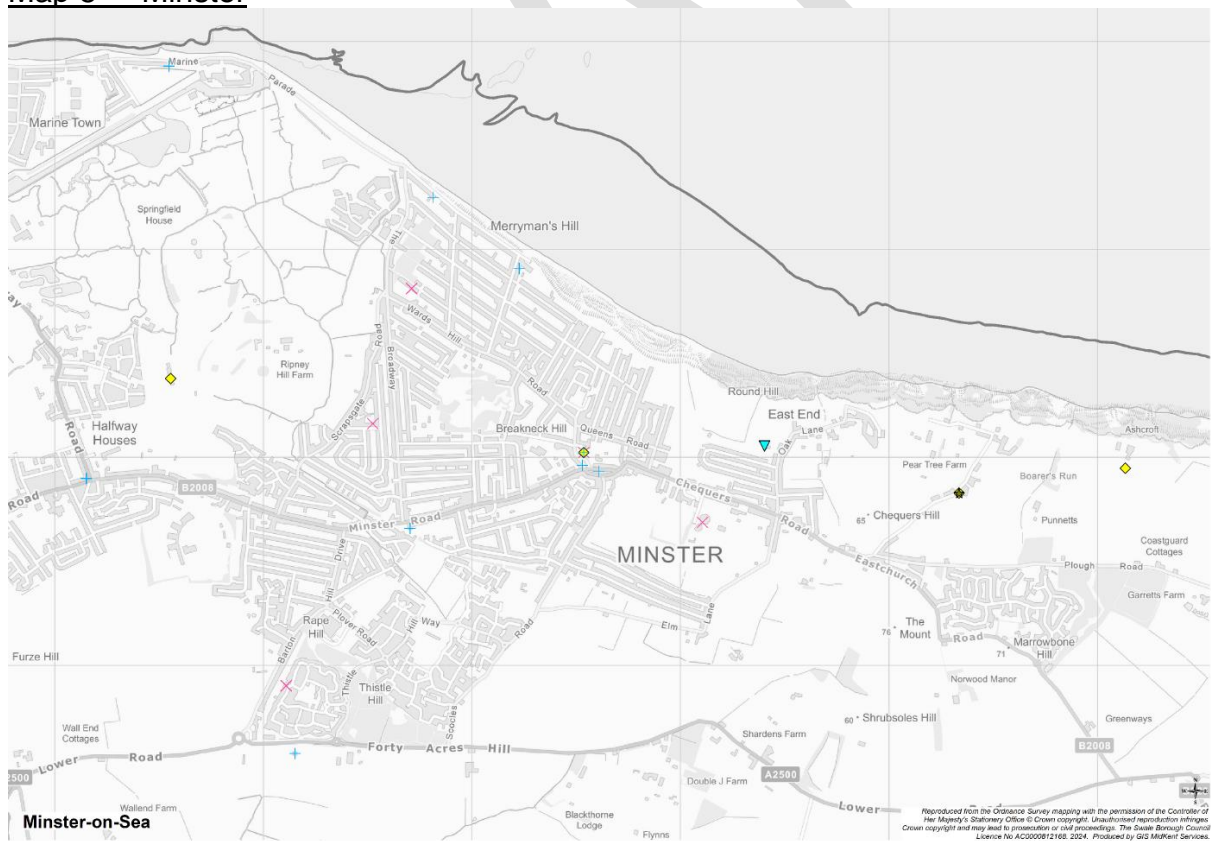
Map 3 - Sheerness



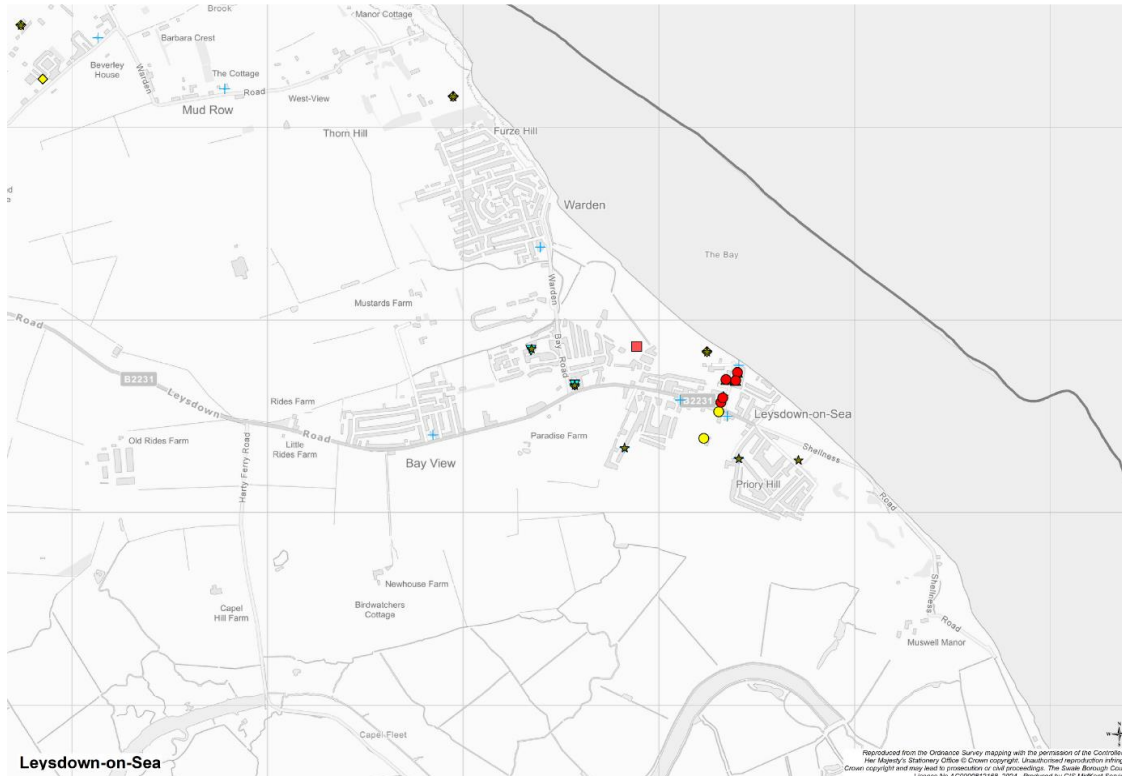
Map 4 – Eastchurch / Warden



Map 5 – Minster



Map 6 – Leysdown on Sea



Map 7: Medical Institutions

Risk Factor: People with poor mental health

Datasets used: Mental health treatments and recovery centres/clinics within GP surgeries.





12. Risk Factor: Anti-Social Behaviour

Map 9: Crime and Disorder

We acknowledge that crime and anti-social behaviour occur at or near gambling premises. However, the data is not available to identify those events that relate directly to gambling activity or that show a direct link to people who are vulnerable to the risk of gambling related harm. The tables show a list of offences in the three areas of Swale in relation to location of the gambling premises, but do not infer that the events are directly linked to gambling activity or gambling-related related harm

Offences that took place around gambling locations in Swale

Sittingbourne

Offence group	Fin Yr			Grand Total
	2022	2023	2024	
BURGLARY - BUSINESS AND COMMUNITY		1		1
CRIMINAL DAMAGE	1	1	1	3
PUBLIC FEAR, ALARM OR DISTRESS				0
RAPE				0
THEFT FROM A VEHICLE				0
THEFT OR UNAUTH TAKING OF A MOTOR VEH				0
Grand Total	1	2	1	4

Faversham

Offence group	Fin Yr			Grand Total
	2022	2023	2024	
CRIMINAL DAMAGE	1			1
OTHER THEFT				0
THEFT FROM A VEHICLE				0
Grand Total	1			1

Sheerness

Offence group	Fin Yr			Grand Total
	2022	2023	2024	
BICYCLE THEFT	1	2		3
BURGLARY - BUSINESS AND COMMUNITY	1	1		2
BURGLARY - RESIDENTIAL				0
CRIMINAL DAMAGE	3		1	4
OTHER OFFENCES PUBLIC ORDER				0
OTHER THEFT	5	5	1	11
POSSESSION OF WEAPONS		1		1
PUBLIC FEAR, ALARM OR DISTRESS	3	1		4
ROBBERY OF PERSONAL PROPERTY		1		1
STALKING AND HARASSMENT	2			2
THEFT FROM THE PERSON	2			2
VIOLENCE WITH INJURY		2		2
VIOLENCE WITHOUT INJURY		3		3
Grand Total	17	16	2	35

The data has been separated out as there was a large date set for Holiday parks

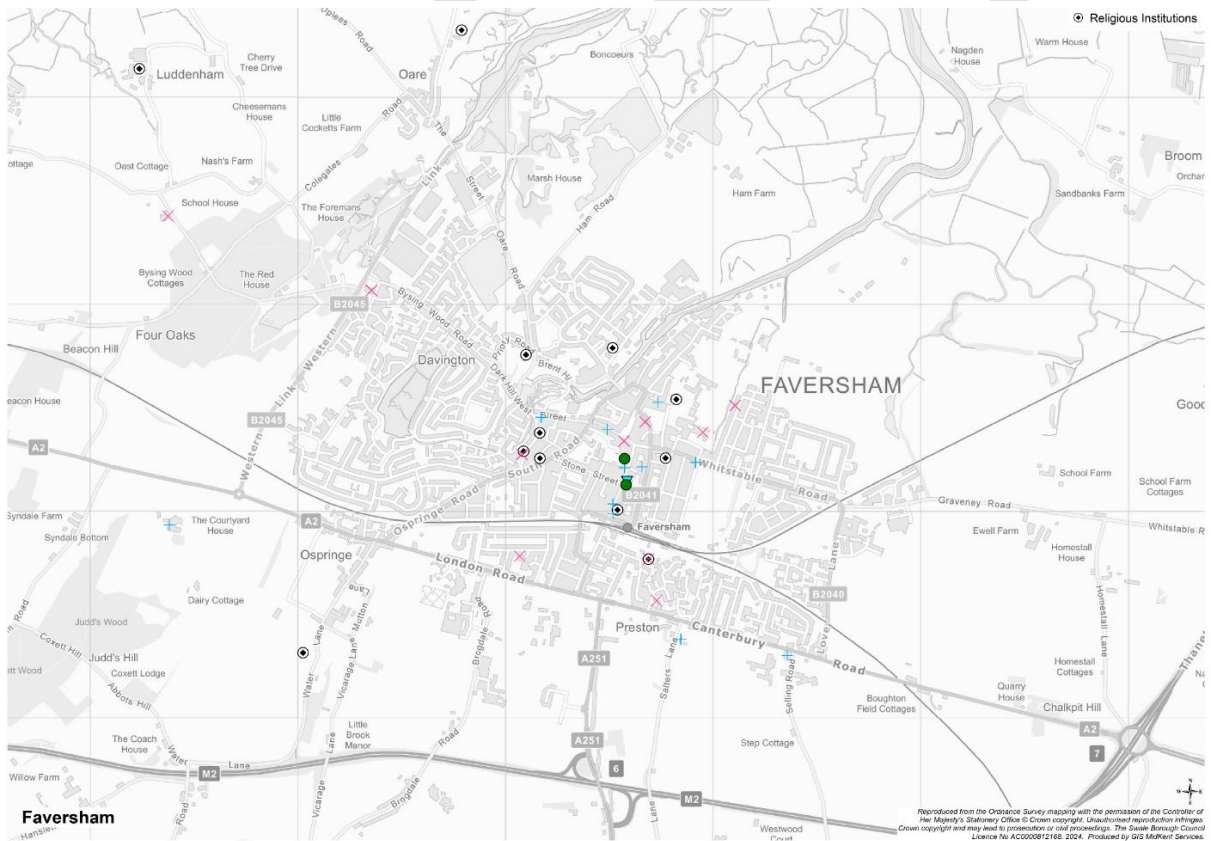
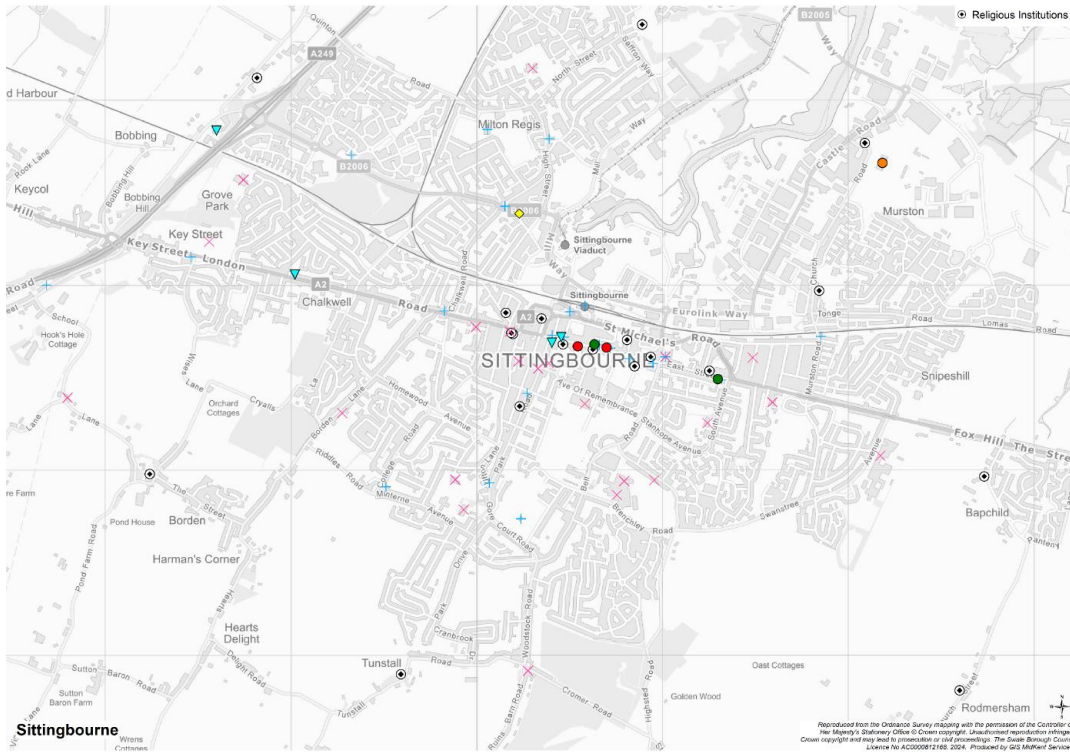
Sheerness - Holiday Parks

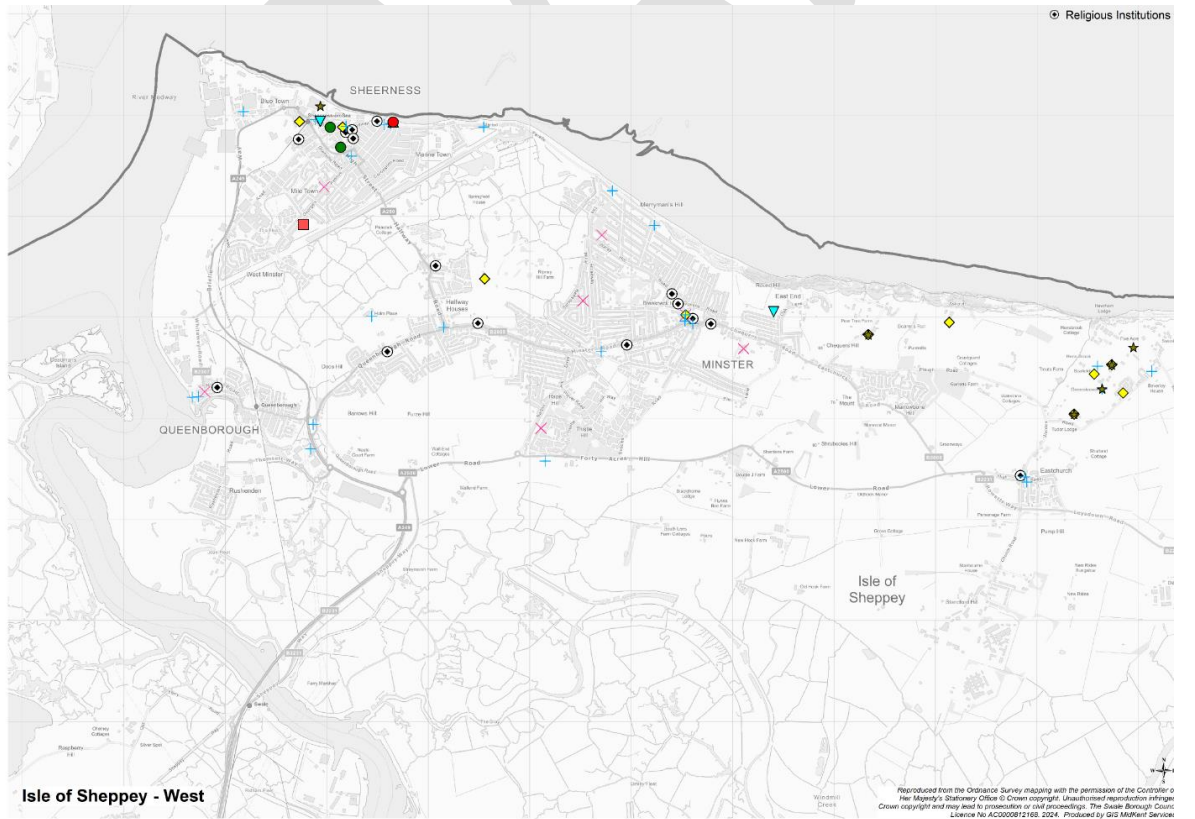
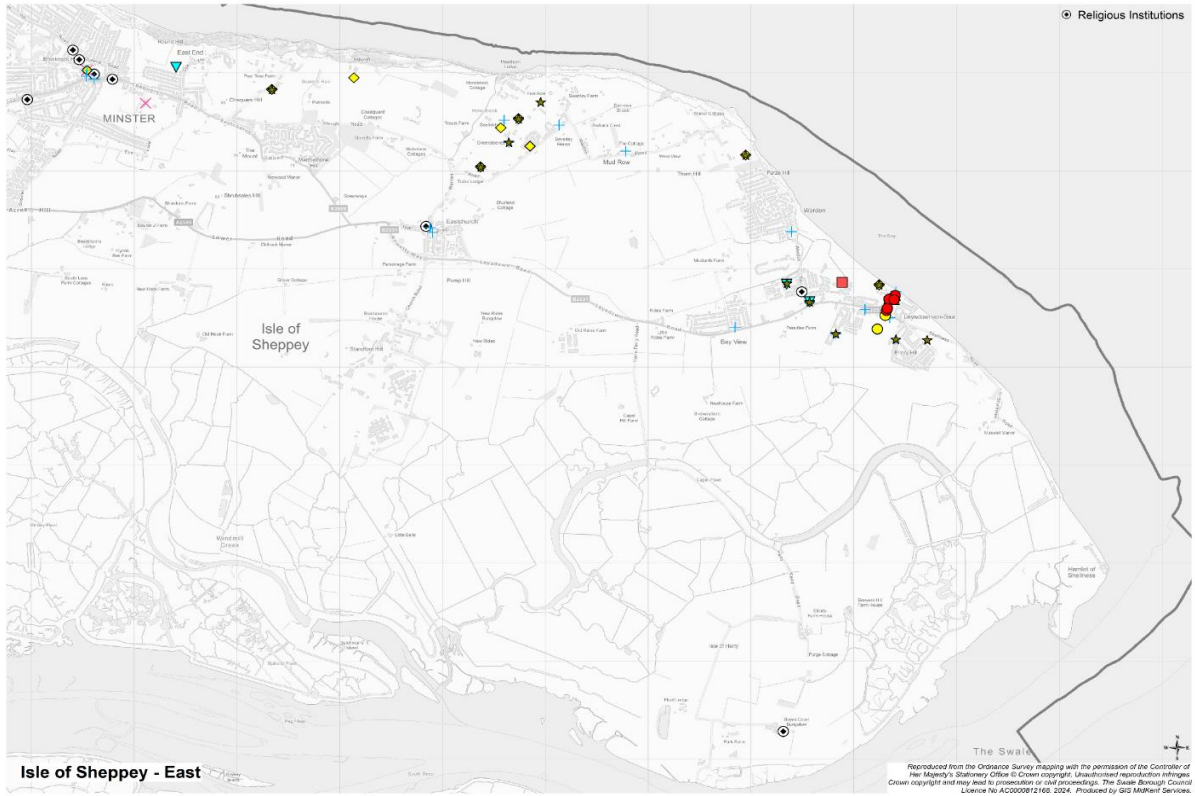
Offence group	Fin Yr			Grand Total
	2022	2023	2024	
AGGRAVATED VEHICLE TAKING				0
ARSON	1			1
BICYCLE THEFT		1		1
BURGLARY - BUSINESS AND COMMUNITY	2	2		4
BURGLARY - RESIDENTIAL	7			7
CRIMINAL DAMAGE	11	6		17
INTERFERING WITH A MOTOR VEHICLE				0

MISC CRIMES AGAINST SOCIETY	6	2	1	9
OTHER OFFENCES PUBLIC ORDER	4			4
OTHER SEXUAL OFFENCES	6		1	7
OTHER THEFT	12	5	1	18
POSSESSION OF DRUGS		1		1
POSSESSION OF WEAPONS	1			1
PUBLIC FEAR, ALARM OR DISTRESS	7	2		9
RACE OR RELIGIOUS AGG PUBLIC FEAR		1		1
RAPE	5	4	1	10
RESIDENTIAL BURGLARY-HOME		1		1
ROBBERY OF PERSONAL PROPERTY		1		1
STALKING AND HARASSMENT	21	7	2	30
THEFT FROM A VEHICLE	1	1		2
THEFT FROM THE PERSON				0
THEFT OR UNAUTH TAKING OF A MOTOR VEH	1	2		3
TRAFFICKING OF DRUGS				0
VIOLENCE WITH INJURY	35	20		55
VIOLENCE WITHOUT INJURY	34	28	3	65
VIOLENT DISORDER				0
Grand Total	154	84	9	247

Map 10: Religious Institutions

The location of the religious institutions of Swale is listed on the maps. The licensed gambling premises are also included.





13. Summary

Although not a statutory requirement, a Local Area Profile will increase awareness of any identified risks in order to inform operators to provide sufficient detail when completing their risk assessments. This will facilitate constructive engagement with operators and a greater coordinated response to any identified local risks.

There are a few benefits of the Local Profile:

- It enables licensing authorities to better serve their local community, by better reflecting the community and the risks within it
- It provided greater clarity for operators as to the relevant factors in licensing authority decision making, will lead to improved premises licence applications, with the operator already incorporating controls and measures to mitigate risk in their application
- It should enable licensing authorities to make robust but fair decisions, based on a clear, published set of factors and risks, which are therefore less susceptible to challenge
- It encourages a proactive approach to risk that is likely to result in reduced compliance and enforcement action.

It is expected that the Local Area Profile will develop over time and will be influenced by information and intelligence supplied by researchers, key partners and other stakeholders.

List of gambling treatment helplines and contact details

National Gambling Helpline

www.gamcare.org.uk/support-and-counselling/frontline-services/netline

Telephone: 0808 8020 133

Gamblers Anonymous

www.gamblersanonymous.org.uk

GamAnon

www.gamanon.org.uk

Email: contact@gamanon.org.uk

Telephone: 08700 50 88 80

Gordon Moody Association

Email: help@gordonmoody.org.uk

Telephone: 01384 241292

National Problem Gambling Clinic

Email: gambling.cnwl@nhs.net

Telephone: 020 7381 7722

Sources of data:

- (1) Swale Crime figures – Kent Police
- (2) Kent County Council Website
- (3) Gambling Commission website
- (4) Local Government Association guidance – Tackling gambling related harm
- (5) Corporate Equality Scheme 2024-2028

If you would like the Statement of Principles for Gambling in large print, or in another language, please contact the Licensing Team.

Swale Borough Council
Licensing Department
Swale House
East Street
Sittingbourne
Kent ME10 3HT

Phone: 01795 417286
Email: licensing@swale.gov.uk

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DRAFT

Categories of Gaming Machines (from April 2019)			
Machine Category	Maximum Stake	Maximum Prize	Allowed Premises
B1	£5	£10,000 (£20,000 linked progressive jackpot on a premises basis)	Casinos
B2	£2	£500	Casinos, Betting premises, Tracks
B3	£2	£500	Casinos, Betting premises, Tracks, Adult Gaming Centre, Bingo
B3A	£2	£500	Member's club, commercial club or miners' welfare institute
B4	£2	£400	Casinos, Betting premises, Tracks, Adult Gaming Centre, Member's club, commercial club or miners' welfare institute, Bingo
C	£1	£100	Family Entertainment Centres, alcohol licensed premises and all of the above
D (money prize)	10p	£5	Travelling fairs, unlicensed (permit) Family Entertainment Centres and all of the above
D non-money prize (other than crane grab machine)	30p	£8	All of the above
D non-money prize (crane grab machine)	£1	£50	All of the above
D combined money and non-money prize (other than coin pusher or penny falls machines)	10p	£8 (of which no more than £5 may be a money prize)	All of the above
D combined money and non-money prize (coin pusher or penny falls machine)	20p	£20 (of which no more than £10 may be a money prize)	All of the above

Council Meeting	
Meeting Date	2 October 2024
Report Title	Recalculation of Political Balance and Allocation of Committee seats as a result of a by-election
EMT Lead	Lisa Fillery – Director of Resources
Head of Service	
Lead Officer	Jo Millard – Democratic and Electoral Services Manager
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. That Council is asked to agree the political balance calculation as set out in Appendix II. 2. That Council is asked to allocate seats to those Committees and to agree the appointment of Members to those Committees, in accordance with the wishes of Group Leaders, as set out in Appendix III.

1 Purpose of Report and Executive Summary

- 1.1 This report sets out changes to the Political Balance and Committee Seat Allocations and memberships as a result of a recent by-election and changes to the membership of political groups.

2 Background

- 2.1 Section 15 of the Local Government and Housing Act 1989 requires Local Authorities to review the allocation of seats on Committees at the annual meeting, or as soon as possible after it. Once the Council has agreed the allocation of Committee places between the political groups the Council must then appoint the nominees of the political groups to the Committees. This was last agreed at Council in July 2024 (Appendix I).
- 2.2 Where changes to the membership of political groups take place between elections, the Local Government (Committees and Political Groups) Regulations 1990 require the Council to recalculate the political balance and the allocation of committee seats ‘as soon as practicable’ after notice of changes to groups is delivered to the proper officer.
- 2.3 Due to a recent by-election, the political balance has been recalculated as set out in Appendix II.
- 2.4 The following principles apply to the allocation of seats:

- (a) That not all seats on the body to which appointments are being made are allocated to the same political group;
- (b) That the majority of seats on each Committee is allocated to a particular group if the number of persons belong to that group is a majority of the authority's membership;
- (c) Subject to (a) and (b), that, when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
- (d) Subject to (a) and (c), that the number of seats on each Committee is as far as possible in proportion to the group's membership of the authority.

2.5 There are 134 seats to be allocated under the Committee System. The seat entitlement of each group, on each Committee is thus based on the group's percentage representation on the Council as detailed in Appendix II. Whilst an initial version of this can be calculated mathematically, this usually results in a discrepancy between the strict entitlement of each group and the overall number of Committee seats to be allocated, requiring 'manual' adjustment to ensure that the number seats allocated to each group is fair. This process is known as 'gifting'.

2.6 To ensure overall political balance:

The Labour Group lose 1 seat from their current total rounded entitlement, therefore one seat from either Community and Leisure, Housing and Health or Licensing.

The SIA Group lose 1 seat from their current total rounded entitlement, therefore one seat from either Policy and Resources, Community and Leisure, Housing and Health or Licensing.

The Liberal Democrat group gain 2 seats, given up by the Labour and SIA Groups.

The Labour Group and SIA Group must agree together which seats to give up, one of which should be Licensing.

2.7 Whilst sub-committees are also governed by the political balance rules, the overall requirement for total places to be balanced only applies to ordinary committees so sub-committee places do not need to be included in the overall calculation, but the membership of sub-committee places should be proportionate as far as is reasonably practical.

2.8 The Joint Transportation Board and the Planning and Transportation Policy Working Group are not committees covered by Section 101 of the Local Government Act 1972 and Section 15 of the Local Government Housing Act does not apply. The membership of the Planning and Transportation Policy Working Group was determined by the Policy and Resources Committee at its June 2023 meeting.

2.8 Group Leaders have been requested to provide nominations to the places on Committees to which their respective groups are entitled; this has been set out in Appendix II.

3 Proposals

3.1 That Council is asked to agree the political balance calculation as set out in Appendix II.

3.2 That Council is asked to allocate seats to those Committees and to agree to the appointment of Members to those Committees, in accordance with the wishes of Group Leaders, as set out in Appendix III.

4 Alternative Options

4.1 In view of changes to the membership of political groups, there is no lawful alternative to the recalculation of political balance and associated committee seat allocations.

5 Consultation Undertaken or Proposed

5.1 All Group Leaders have been asked to advise Democratic Services of their nominations to seats on Committees for their respective Groups. This will be circulated at the Council meeting.

6 Implications

Issue	Implications
Corporate Plan	The recommendations in this report contribute to the council priority to renew local democracy and make the council fit for the future.
Financial, Resource and Property	The Council's Committee Structure includes Committee(s) with Financial, Resource and Property within their remits.
Legal, Statutory and Procurement	The Head of Legal has been consulted on this report. The relevant legal provisions are set out in the body of the report.
Crime and Disorder	The Council's Committee Structure includes Committee(s) with Crime and Disorder within their remits.
Environment and Climate/Ecological Emergency	The Council's Committee Structure includes Committee(s) with Environment and Climate/Ecological Emergency within their remits.

Health and Wellbeing	The Council's Committee Structure includes Committee(s) with Health and Wellbeing within their remits.
Safeguarding of Children, Young People and Vulnerable Adults	The Council's Committee Structure includes Committee(s) with Safeguarding of Children, Young People and Vulnerable Adults within their remits.
Risk Management and Health and Safety	The Council's Committee Structure includes Committee(s) with Risk Management and Health and Safety within their remits.
Equality and Diversity	The Council's Committee Structure includes Committee(s) with Equality and Diversity within their remits.
Privacy and Data Protection	The Council's Committee Structure includes Committee(s) with Privacy and Data Protection within their remits.

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Political Balance Calculation agreed at Council July 2024.
- Appendix II: Political Balance Calculation as a result of changes due to a by-election.
- Appendix III: Membership of Committees.

8 Background Papers

Link to Council July 2024:

[Agenda for Council on Wednesday, 24 July 2024, 7.00 pm \(swale.gov.uk\)](https://www.swale.gov.uk/agenda-for-council-on-wednesday-24-july-2024-7-00-pm)

**Political Balance
Calculations Oct 24**

Group	Labour					SIA				Conservative				Lib Dem				Green				Ungrouped Member (Independent)				Rounded Total			Shortfall	Total	Ungrouped Member (Independent)	Vacant (Waiting for By-Election result)	TOTAL Members					
Number of Members	16					11				10				5				3													45	2	47					
Overall proportionality	0.3556					0.2444				0.2222				0.1111				0.0667				0.0000									100%							
Total entitlement	47.6444					32.7556				29.7778				14.8889				8.9333				0.0000									134	0	134					
Total rounded entitlement	48					33				30				15				9				0							-1	135	0	0	135					
Size	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Rounded Total	Actual current total	allocation					
Service Committees																																						
Policy and Resources	15	5.3333	5	5	5	3.6667	4	4	or -1	4	3.3333	3	4	or 1	4	1.6667	2	1	or 1	1	1.0000	1	1		1	0.0000	0	0	0	0	15	15	15	0				
Community & Leisure	15	5.3333	5	6	or -1	6	3.6667	4	4	or -1	4	3.3333	3	3	3	1.6667	2	1	or 1	1	1.0000	1	1		1	0.0000	0	0	0	0	15	15	15	0				
Environment & Climate																																						
Change	15	5.3333	5	6	6	3.6667	4	3	3	3	3.3333	3	3	3	3	1.6667	2	2	2	2	1.0000	1	1		1	0.0000	0	0	0	0	15	15	15	0				
Housing and Health	15	5.3333	5	6	or -1	6	3.6667	4	4	4	3.3333	3	3	3	3	1.6667	2	1	or 1	1	1.0000	1	1		1	0.0000	0	0	0	0	15	15	15	0				
Economy and Property	15	5.3333	5	5	5	3.6667	4	4	or -1	4	3.3333	3	4	4	4	1.6667	2	1	or 1	1	1.0000	1	1		1	0.0000	0	0	0	0	15	15	15	0				
Regulatory Committees																																						
Licensing	15	5.3333	5	6	or -1	6	3.6667	4	4	4	3.3333	3	3	3	3	1.6667	2	1	1	1	1.0000	1	1		1	0.0000	0	0	0	0	15	15	15	0				
Planning	17	6.0444	6	6	6	4.1556	4	4	4	4	3.7778	4	4	4	4	1.8889	2	2	2	2	1.1333	1	1		1	0.0000	0	0	0	0	17	17	17	0				
Other Committees																																						
Urgent Decisions	7	2.4889	2	2	2	1.7111	2	2	2	2	1.5556	2	2	2	2	0.7778	1	1	1	1	0.4667	0	0		0	0.0000	0	0	0	0	7	7	7	0				
Audit	9	3.2000	3	3	3	2.2000	2	2	2	2	2.0000	2	2	2	2	1.0000	1	1	1	1	0.6000	1	1		1	0.0000	0	0	0	0	9	9	9	0				
Standards	11	3.9111	4	4	4	2.6889	3	3	3	3	2.4444	2	2	2	2	1.2222	1	1	1	1	0.7333	1	1		1	0.0000	0	0	0	0	11	11	11	0				
Total Seats	134	47.6444	45	49	0	49	32.7556	35	34	34	29.7778	28	30	0	30	14.8889	17	12	1	12	8.9333	9	9	0	9	0.0000	0	0	0	0	134	134	134	0				

balance:

Groups will need to negotiate with each other on losing seats as follows:

- Labour to lose a seat due to over allocation from one Committee - either Community & Leisure, Housing and Health or Licensing*
- SIA to lose a seat due to over allocation from one Committee - either Policy & Resources, Community & Leisure, Housing and Health, Economy and Property and Licensing*
- Lib Dem to gain two seats on whichever seats are given up by Labour and SIA, one of which should be Licensing. Note that Labour and SIA cannot give up a seat on the same committee and gift those seats to Lib Dem.
- *To be negotiated between the Labour and SIA Groups

Please note:
†Individual Members may not sit on both the Investigation and Disciplinary Sub-Committee and Statutory Officers Disciplinary Appeals Sub-Committee.

Committees can establish Sub-Committees during the course of the year, with the number of members determined by the parent Committee. As long as the membership of the Sub-Committees is broadly balanced, the total entitlement of seats will be unaffected. This will also apply to the Swale Rainbow Homes Shareholder Representation Sub-Committee the membership of which is to be determined by the Housing and Health Committee.

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Political Balance
Calculations Jul 24

Group	Conservative					Labour				SIA				Lib Dem				Green				Ungrouped Member (Independent)				Vacant (Waiting for By-Election result)	Rounded Total			Shortfall	Total	Ungrouped Member (Independent)	Vacant (Waiting for By-Election result)	TOTAL Members		
	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	0	Rounded Total	current total	Actual allocation							
Number of Members	10					16				11				4				3				0.0000				0				44	2	1	47			
Overall proportionality	0.2273					0.3636				0.2500				0.0909				0.0682				0.0000				0								100%		
Total entitlement	30.4545					48.7273				33.5000				12.1818				9.1364				0.0000				0				134	0	0	134			
Total rounded entitlement	30					49				34				12				9				0				0								134	0	0
Size	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	Strict Entitlement	Rounded Allocation	Current Allocation	Adjust	New Allocation	0	Rounded Total	current total	Actual allocation							
Service Committees																																				
Policy and Resources	15	3.4091	3	4		5.4545	5	5		5	3.7500	4	4		4	1.3636	1	1		1	1.0227	1	1		1	0.0000	0	0	0	0	0	0	14	15	15	0
Community & Leisure	15	3.4091	3	3		5.4545	5	5	-1	6	3.7500	4	4		4	1.3636	1	2	-1	1	1.0227	1	1		1	0.0000	0	0	0	0	0	14	15	15	0	
Environment & Climate Change	15	3.4091	3	3		5.4545	5	6		6	3.7500	4	3		3	1.3636	1	2		2	1.0227	1	1		1	0.0000	0	0	0	0	0	14	15	15	0	
Housing and Health	15	3.4091	3	3		5.4545	5	5	-1	6	3.7500	4	4		4	1.3636	1	2	-1	1	1.0227	1	1		1	0.0000	0	0	0	0	0	14	15	15	0	
Economy and Property	15	3.4091	3	3	1	4	5.4545	5	5		5	3.7500	4	5	-1	4	1.3636	1	1		1	1.0227	1	1		1	0.0000	0	0	0	0	0	14	15	15	0
Regulatory Committees																																				
Licensing	15	3.4091	3	3		5.4545	5	6		6	3.7500	4	4		4	1.3636	1	1		1	1.0227	1	1		1	0.0000	0	0	0	0	0	14	15	15	0	
Planning	17	3.8636	4	4		6.1818	6	6		6	4.2500	4	4		4	1.5455	2	2		2	1.1591	1	1		1	0.0000	0	0	0	0	0	17	17	17	0	
Other Committees																																				
Urgent Decisions	7	1.5909	2	2		2.5455	3	2		2	1.7500	2	2		2	0.6364	1	1		1	0.4773	0	0		0	0.0000	0	0	0	0	0	8	7	7	0	
Audit	9	2.0455	2	2		3.2727	3	3		3	2.2500	2	2		2	0.8182	1	1		1	0.6136	1	1		1	0.0000	0	0	0	0	0	9	9	9	0	
Standards	11	2.5000	3	2		4.0000	4	4		4	2.7500	3	3		3	1.0000	1	1		1	0.7500	1	1		1	0.0000	0	0	0	0	0	12	11	11	0	
Total Seats	134	30.4545	29	29	1	30	48.7273	46	47	2	49	33.5000	35	35		34	12.1818	11	14	-2	12	9.1364	9	9	0	9	0.0000	0	0	0	0	0	130	134	134	

To achieve overall

Groups will need to negotiate with each other on

losing seats as follows: 2.13%

SIA lose a seat on Economy and Property to fulfill their total rounded entitlement

Conservative gain a seat on Economy and Property to fulfill their total rounded entitlement

Lib Dem lose 2 seats. One of Community and Leisure and one on Housing and Health to fulfill their total rounded entitlement

Labour gain 2 seats. One on Community and Leisure and the other on Housing and Health to fulfill their total rounded entitlement.

Please note:

†Individual Members may not sit on both the Investigation and Disciplinary Sub-Committee and Statutory Officers Disciplinary Appeals Sub-Committee.

Committees can establish Sub-Committees during the course of the year, with the number of members determined by the parent Committee. As long as the membership of the Sub-Committees is broadly balanced, the total entitlement of seats will be unaffected. This will also apply to the Swale Rainbow Homes Shareholder Representation Sub-Committee the membership of which is to be determined by the Housing and Health Committee.

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

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