

licensing authority bulletin

March 2017

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News



Licensing authority annual returns

Portal opens 1 April

In early March we wrote to LAs, advising them to start to prepare for their annual return covering the period 1 April 2016 - 31 March 2017 which should be submitted between 1 April and the 12 May 2017. A further letter has now been sent advising LAs that the portal opened on 1 April and providing details of the online portal.

It is a requirement under the Gambling Act 2005 (the Act) that LAs submit annual information regarding licensed gambling activities, inspection and compliance work. The return is also part of the (DCLG) Single Data list of information which local authorities are required to provide to central government. A report analysing the returns will be published later in the year and an accompanying Excel spreadsheet which enables you to compare your authority with others across Great Britain. We were delighted that all 380 LAs submitted their returns and contributed to the report last year but a small number needed repeated chasing culminating in having to contact CEOs directly. Submitting the data is a statutory obligation, and failure to submit within this timescale will result in the matter being escalated.

Please contact info@gamblingcommission.gov.uk if you have not received any correspondence about the annual returns.

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RGSB publishes new research programme

The Responsible Gambling Strategy Board (RGSB) recently published its research programme.

This sets out our current view of the priorities for research to be commissioned from April 2017 to March 2019. We would welcome input from local authorities on the research topics that are covered.

We hope that being specific about the research needed to fill gaps in the evidence base we will encourage a wide range of academics, research agencies and others to help deliver this work.

This is intended to be a living document, subject to change in the light of new learning or emerging issues. It will be updated annually, although we will be prepared to consider new research requirements at any point should the need arise.

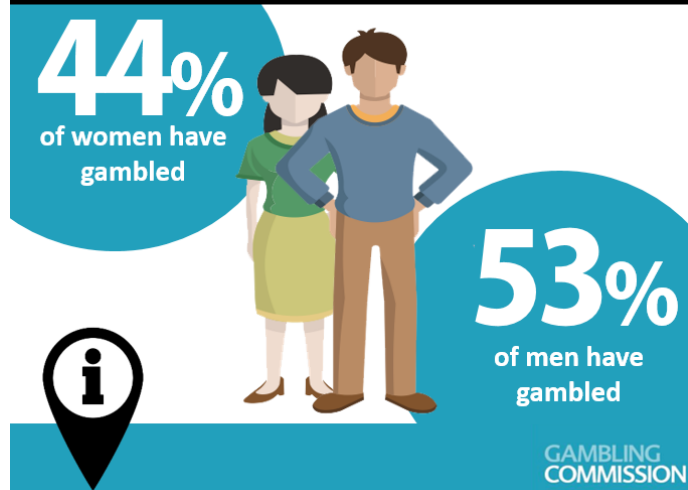


Sir Christopher Kelly, RGSB Chairman, said “We welcome comments from all stakeholders on any part of the programme, particularly in relation to important topics we may have missed. We intend to produce a refreshed version in April 2017 in the light of any comments.”

In line with the Research Commissioning and Governance Procedure published in May 2016, the Responsible Gambling Strategy Board will create a research brief for each of these projects. This will set out more detail on the questions each project should answer, the context for the research and how it will be used. GambleAware, will be responsible for commissioning this research programme and ensuring the research is delivered to a high standard.

Marc Etches, GambleAware Chief Executive said “GambleAware welcomes the publication of RGSB’s Research Programme, which is consistent with our charitable objectives and will serve to guide our future research activity. The research governance and commissioning procedure agreed between GambleAware and RGSB ensures clarity of responsibility and accountability.”

GAMBLING PARTICIPATION



Research shows almost half of people in Britain gamble

A new Gambling Commission [report](#) offers greater insight into gambling participation, attitudes and behaviours in Britain.

The research looks at overall gambling participation and perceptions in 2016, as well as how people gamble online, the devices they use and the influence of social media.

Headline findings include:

- 48% of respondents have gambled in the past four weeks (a 3% increase on 2015), this figure drops to 33% when you exclude those that have only played the National Lottery
- of those surveyed, 53% of men (50% in 2015) and 44% of women (41% in 2015) have gambled
- 17% of people that gambled did so online, with 97% of online gamblers gambling at home (unchanged from last year)
- use of mobile phones or tablet devices to gamble has increased by 10% since 2015, to 43%.

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Commission warns parents over the perils of gambling linked to video games

We are calling for parents to be vigilant to the dangers of **gambling associated with video games**. The warning follows the publication of a Commission **paper on virtual currencies, eSports and social gaming**.

The paper explains there has been an increase in the popularity of unregulated third-party websites offering gamers the opportunity to gamble on the outcome of video game tournaments with in-game items such as decorative digital guns and knives (known as skins).

One US report estimates the global skins gambling market was worth between \$3.9bn and \$5.1bn in 2016.

GambleAware adverts encourage families to talk about gambling

GambleAware has launched a **trial advertising campaign** to promote awareness of problem gambling in the North West and North East of England, after a poll of 16-24 year olds in the region revealed that one in six (17%) had lied to their family about gambling.

The pilot, which debuted on YouTube last week, has been created as an online-only campaign to reflect the fact that TV viewing rates for 16-24 year olds dropped by 27% in 2016. The two adverts are designed to encourage conversation about problem gambling amongst young people and how to deal with this 'hidden addiction'. GambleAware will be evaluating the impact of the pilot.

Fairground reminder

In the run up to Easter, we will issue a reminder on the rules for buying, maintaining and operating fruit machines at fairgrounds ahead of the start of the traditional summer season. Low-stake fruit machines (category D) can be made available at fairgrounds along with coin pushers, cranes and grabbers.

Higher stake fruit machines (category B and C), like those typically played in arcades and pubs, are not permitted. Fairground operators must source their machines from a Gambling Commission licensed supplier and employees working with gaming machines must be at least 18 years old. More information is also available in our **fair and fairgrounds quick guide**.



Annual meeting with Metropolitan LAs

We are holding our annual meeting with Metropolitan LAs on Wednesday 31 May 2017 at our offices in Birmingham and looking to build on the success of previous years' meetings.

Please contact info@gamblingcommission.gov.uk if you haven't already received your invitation.

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Case studies

Brighton and Hove council - Public Health's role in supporting licensing risk assessments

It has been a year since the introduction of requirement that all industry operators conduct a local risk assessment in order to review the risks their venue might pose to the licensing objectives.

This expectation led to interest in both identifying and quantifying those who might be at risk within the local community in which the premises was located. At the forefront of developing this approach was the work undertaken by [Geofutures](#) who were commissioned by Manchester and Westminster City Councils and the Local Government Association to produce 'heat maps' of the Manchester and Westminster areas. This resource can be used as evidence to support both the risk assessments expected from operators, as well as aiding understanding of potential risk by officers and elected members.

Other local authorities wanting to emulate the good practice demonstrated by Manchester and Westminster were faced with the dilemma of wanting to provide robust data to aid risk assessment but recognising that 'over-engineering' the product might not provide a cost effective use of resources.

In Brighton and Hove they have cross referenced the communities identified by Geofutures as at risk of gambling harm namely: youth, ethnic groups, unemployed, deprived areas, low IQ, under the influence of drugs or alcohol, personality traits, poor mental health and problem gamblers. They looked at sources of small area (ward) level data that matched these characteristics. It was not been possible to access information in support of all the characteristics identified by Geofutures.

But corresponding data was identified for the following groups: 16-24 years, black and minority ethnic community (broad definition), in-treatment for substance misuse, Job Seekers Allowance average



over 12 months, indices of multiple deprivation and health episode statics inpatient psychiatric diagnoses.

For each of these datasets, the number of per ward, percentage of all residents per ward and the rank of each ward against each other was calculated.

In order to aid accessibility the data was compiled into an excel spreadsheet which includes a look-up that aligns individual postcodes to wards, with data being presented at ward level. This information can then be used by operators to support their risk assessment. The spreadsheet also includes city maps showing the location of sites considered to be schools, parks, Drug and Alcohol Treatment Centres, alcohol both on and off sales and gambling premises. The spreadsheet is public facing and accessible via the council's licensing and gambling webpages [BHCC Gambling Framework](#)

The expectation is that this information will be updated annually, and the council is working closely with GamCare looking at a data sharing agreement.

Collaborating with the council's licensing team in supporting these requirements has cemented the positive relationship between the two teams which started when they jointly worked on a similar initiative to support alcohol licensing. The licensing team at Brighton are currently carrying out gambling inspections of the city's gambling premises, following the Gambling Commission's inspection guide, which includes assessing the operator's local risk assessment. Advice and guidance on completing local risk assessments and links to the local area profile are contained within the council's [Gambling Policy \(Statement of Principles\) 2016-2018](#).

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Hinckley and Bosworth council challenges 'lottery product' in pub

During an alcohol licensed premises inspection in November 2016 a licensing officer for Hinckley and Bosworth Borough Council observed a 'lottery' product being offered in a local pub belonging to a national chain. Remembering the Commission training which had been delivered earlier in the year the licensing officer enquired about the product and was told that for a £1 fee customers were allowed to choose a number from a grid of 1-49 based on the numbers in the National Lottery draw, their details were then entered onto the grid and should the number they selected be drawn as the National Lottery Bonus Ball in the following Saturday's draw they would win a cash prize. Should no customers win the cash prize rolled over to the following week.

The LA raised concerns with the Designated Premises Supervisor that this product was in breach of the Act as it did not fall into the definitions of an exempt lottery under schedule 11 of the Act and was actually more in line with an offer of pool betting in an alcohol licensed premises based on the results of the UK National Lottery, both of these actions being prohibited under the Act.

The pub chain sought legal counsel as it felt that the product was compliant. Hinckley and Bosworth liaised with Commission for advice at this point. We agreed with the LA's view that this product did not meet the criteria for Schedule 11 exemption from the Act and may be classed as pool betting, therefore rendering the product illegal if offered within an alcohol licensed premises.

The council shared the reasoning with the pub chain and its legal advisors who subsequently withdrew the product from sale within all their premises.

The resolution of this issue is a good example of how a collaborative approach to training provision and partnership working between the Commission and LA can lead to a successful outcome for both regulatory partners in a manner proportionate to the risk presented by non-compliance. Should you have concerns about similar products please contact your local Compliance Manager.

LAs are encouraged to send case studies for inclusion in future bulletins. Please supply details to info@gamblingcommission.gov.uk

Advice and guidance

Default conditions attached to bingo premises licences

We have become aware that a number of bingo operators are making applications to local authorities for the removal of the default licence conditions from their bingo premises licences. These default conditions, as laid out in Schedule 2 Part 2 of The Gambling Act 2005 (Mandatory and Default Conditions) (England and Wales) Regulations 2007:

1. Subject to paragraph 2, no facilities for gambling shall be provided on the premises between the hours of midnight and 9am.
2. The condition in paragraph 1 shall not apply to making gaming machines available for use.

Should you receive such applications from bingo operators you may wish to consider whether information has been provided for the following questions:

1. Has an updated local risk assessment (LRA) been included with the application and are you satisfied that the LRA reflects any increased risk caused by this variation? Are you satisfied that the operator has mitigated any increased risk – for example – are the police satisfied?
2. What gambling is offered after midnight, and what does this provision look like?

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3. Are you satisfied with the way that the premises proposes to apply the multi-operator self-exclusion scheme during the extended hours?
4. Is alcohol to be offered as well, and if so is this throughout the venue? What additional considerations have been given to the impact of an extension to the alcohol licence and have any additional safeguards been put in place, or any considerations been made, to address the impact that extended alcohol sales may have on those who are gambling?
5. What staffing levels will be in place and is this sufficient for the facilities being provided? There must be consideration of SR code 9.1.2 relating to appropriate supervision of gambling facilities at all times, and this is particularly important where an extension to the alcohol licence has also been sought.
6. What is the layout, estimated footfall and size of the venue to be made available after midnight? Do the plans for supervision, security, staffing, etc. correspond to these estimates?
7. Where are the premises located – residential areas, 24 hour activity areas, close to late night bars etc. and what door security is in place?

LAs may wish to consider building into the process a 'review' period to establish as to whether the premises (should the variation be granted) has indeed operated in the manner indicated in the application and, in the case of extended alcohol licences, what impact that extension has had on members of the public and particularly those attending the premises to gamble.

You may also wish to consider attaching specific conditions to the premises should the variation be granted – perhaps reporting requirement to yourselves, supervision arrangements etc.

LAs may also wish to request further information if the application is insufficient to answer the above questions, in accordance on Section 153 of the Gambling Act 2005. This section specifically references the Codes of Practice, the licensing objectives, your own Statement of Policy and the Commission's Guidance for Licensing Authorities. You should continue to seek information from the applicant until you are content on all matters.

Bingo themed events

As mentioned last month we continue to hear about bingo themed events occurring across Great Britain which raise questions as to compliance with regulations and monetary limits. Where we become aware of these events we will contact the organiser and the LA concerned however we are not best positioned to know what the local picture looks like.

The events typically occur in larger venues which host DJ nights, themed parties and live music with an alcohol licence. The advertising for the events we have concerns about frequently use the word 'bingo' in the advertising and often have an e-booking system. The target audience is predominantly younger adults and is sold as a 'new' version of bingo with more fun and frequently are advertised on the internet.

Our main concerns about these events are:

- The venue and/or operator of the event may be in breach of the high turnover bingo rules and may require a bingo operator licence (see sections [18.12 – 18.15 of the GLA](#))
- The venue or operator of these events may be charging a par (participation) fee to play the bingo which is not permitted under the regulations. This may appear to be a charge for the overall event, a fee to get into the venue, rather than a separate charge for the bingo. This could only be determined on a case by case basis, however from the evidence so far, the Commission has concerns about the legality of such arrangements.

In relation to the latter point we advised last month that alcohol licensed premises are able to provide facilities for bingo, as long as restrictions in S281 of the Act are complied with:

- in any seven day period, the aggregate stakes or prizes for bingo must not exceed £2000, either in money taken or prizes awarded (if the limit is exceeded, the relevant operating and personal licences must be applied for)
- as part of the exempt gaming rules, a fee may not be levied for participation in the bingo. A compulsory charge, such as charging for a meal, or for entry to the premises where bingo is being played, may constitute a participation fee,

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depending on the particular circumstances.

[The Gambling Act 2005 \(Exempt Gaming in Alcohol Licensed Premises\) Regulations 2007](#)

set the controls for this form of gaming to ensure it remains a low stakes and prizes activity

- the bingo must comply with the [Code of Practice for equal chance gaming in club and premises with an alcohol licence](#) - this includes compliance with the maximum stakes of £5 per person per game.

We encourage LAs to monitor pubs, clubs and similar venues for the occurrence of these events and to contact us if you are unsure particularly in relation to stakes and prizes exceeding the £2,000 weekly limit or where there is a possible fee to play, should contact their compliance manager in the first instance.

Lotteries promoted by local authorities

As featured in a previous LA Bulletin, the Gambling Act 2005 (the Act) permits local authorities to run lotteries to raise funds to support any purpose for which they have power to incur expenditure. Local Authority lotteries are subject to the monetary limits for lotteries set out in the Act which limits annual ticket sales (proceeds) to £10 million in a calendar year and ticket sales in a single lottery to £4 million. A minimum of 20% of the gross proceeds must be applied to the purposes for which the lottery was promoted.

Any local authority intending to promote a lottery must first hold a lottery operating licence issued by the Gambling Commission.

Some local authorities have appointed a licensed External Lottery Manager (ELM) to make the arrangements for their lottery on their behalf. A full list of ELMs licensed by the Commission is available on the Commission register of licence holders on our website.

Issues identified with lottery applications submitted by local authorities

Whether you are proposing to run your lottery in-house or appoint an ELM to run your lottery for you, we would like to remind you that when applying for a lottery operating licence with the Commission that

you submit all the correct and relevant information along with your lottery application. This includes copies of your business plan, lottery rules/ terms and conditions, social responsibility policies and procedures, financial projections and Annex A/ PML applications. Recently, we have seen a rise in applications from local authorities either supplying insufficient or incorrect information or not supplying this information at all. In order for your application to be processed as quickly and efficiently as possible, it is vitally important that you provide us with all the relevant information applicable to your proposed lottery scheme. Failure to do so, may result in your lottery application being refused.

Ensuring your lottery is transparent

The Commission notes that many local authorities are promoting lotteries to raise funds for local organisations that they have the power to issue grants to, and permitting participants to choose the organisation that they wish to support. In such circumstances, local authorities should ensure that the lottery is organised and promoted in such a way so as to make it clear to consumers that they are playing the local authority's lottery and not the lottery of the beneficiary organisation.

Please remember that, whether you run the lottery yourselves or appoint an ELM, it is your responsibility to ensure the lottery is promoted in compliance with the requirements of the Act, relevant regulations and the Licence Conditions and Codes of Practice (LCCP).

As co-regulators of gambling with the Commission local authorities will have relevant experience of regulating small society lotteries where many of the requirements for local authority lotteries licensed by the Commission will be similar. Local authorities applying to the Commission for a lottery operating licence may find it helpful to liaise with their Licensing Department for advice.

Further details of the [regulatory requirements for local authority lotteries](#) are on our website. Or call our contact centre on: 0121 230 6666.

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Local authorities already licensed

The Commission has now issued lottery operating licences to the following local authorities:

- Aylesbury Vale District Council
- Bournemouth Borough Council
- Eastbourne Borough Council
- Gloucester City Council
- Melton Borough Council
- Mendip District Council
- Portsmouth City Council
- Tonbridge and Malling Borough Council
- Torbay Council

A number of applications from other local authorities are currently being processed.

Virtual currencies, eSports and social casino gaming position paper

We have published a [position paper](#) which summarises the conclusions from our engagement exercise undertaken in late 2016 in relation to activities which, although they combine expenditure and the influence of chance, do not fall within our regulatory remit and do not need to be licensed.

This paper seeks to balance an interpretation of the legal framework governing remote gambling in Great Britain with an assessment of where interactive entertainment has crossed, or is in danger of crossing boundaries into licensable gambling activities.



Information sharing

Betknowmore UK

Betknowmore UK was established in December 2013, with a mission to provide gambling support and education services to address gambling related harm. Founder, Frankie Graham, lived with a gambling addiction until a successful recovery in 2006, the 'lived experience' is very much at the core of the organisation.

Betknowmore UK endeavours to provide services which are innovative for the gambling support sector. For example, launching the first gambling support hub in Islington in 2014, which provides services to, and works closely with, the local community. Their services are person-centred and tailored to the individual, with focus on the promotion of positive health and well-being and empowering our clients towards cemented change.

They work collaboratively with organisations from different sectors and where possible, co-produce services. They want to implement best practice by learning from other organisations and sectors and aim to deliver cost efficient, but highly effective services. For example, they are the first gambling support service to provide an outreach programme with an external quality mark, their ACT programme receiving the NCVO Approved Provider Standard (APS) in 2016.

In October 2016, Betknowmore UK launched the 'Don't Gamble with Health' pilot in Islington, London. Working in collaboration with the Association of British Bookmakers, Gamble Aware and other stakeholders, the service provides rapid outreach support to Islington betting shop customers. The project was designed after consultation with Betknowmore UK client's and Steering Group, with a health and well-being theme strongly favoured by them. Customers can either self-refer or complete a referral card and submit it to a member of staff. The pilot is due to complete in March 2017.

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Problem gambling in Leeds

In April 2016 the Council commissioned a team from Leeds Beckett University (LBU) to conduct a [study of the prevalence of problem gambling](#) in Leeds following concerns expressed during the public consultation that there may be an increase in the rates of problem gambling after the Council granted a licence to Global Gaming Ventures to develop a large casino as part of the Victoria Gate development scheme in the city centre. The four-month study aimed to provide an in-depth understanding of problem gambling in Leeds, in order to guide the Council and partners in determining effective initiatives and support mechanisms to help citizens experiencing problems resulting from their gambling behaviour. The study includes the following:

- a review of national evidence to assess the comparative position of Leeds
- national data on problem and at risk gambling
- detailed discussions with key stakeholders in Leeds; together with corporate and local managers of gambling operations in the city
- an analysis and review of support services (dedicated to problem gambling and more generic)
- and a small cross-section of interviews with Leeds-based leisure gamblers and gamblers in treatment.

Transposition of the EU 4th Money Laundering Directive

The Government has published its [response to the consultation on the EU 4th Money Laundering Directive \(4MLD\)](#).

Having considered responses to the consultation and taken into account the UK's National Risk Assessment (NRA), which deems gambling to be low risk relative to other regulated sectors, the Government has decided to utilise the powers provided within the directive to exempt gambling sectors which are lower risk, apart from non-remote and remote casinos, which cannot be exempted. Therefore, the current position will be maintained where only holders of casino operating licences will be subject to the requirements under the new Money Laundering Regulations.

[More information is available on our website.](#)



Gambling training modules for LAs

We have a number of refresher modules for licensing officers on topics which compliance managers can deliver at these at regional/IOL licensing meetings. Modules available are:

- Illegal betting in pubs
- Poker in pubs
- Small society lotteries
- Club gaming and club machine permits
- Test purchasing in England and Wales
- Gaming machines
- Betting at tracks
- Money laundering (for police/LAs)
- Police powers on conducting gambling premises inspections (in gambling premises and alcohol licensed premises in England and Wales)
- Permit renewals.

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If you are interested in receiving such training, please contact your compliance manager.

The Commission and Institute of Licensing (IOL) have jointly launched an e-learning module on gaming machines.

This module is the first of 3 modules designed to help LAs and other co-regulators to improve their understanding of gaming machines and the local regulation of them.

This module provides an introduction to gaming machines and covers:

1. The role of LAs in the regulation of gambling
2. What is a gaming machine?
3. The various types of gaming machine.

These modules can be accessed by anybody via the [IOL website](#), and they are CPD accredited (based on a 30 minute average). Once on the website simply click on the 'e-learning' tab on the top right, then log in if you have an existing account, or request a log in to get started.

Please note, that the gaming machines sector is a diverse and complex one and this training is only designed to give a basic introduction, for help with complex issues seek specialist advice.

Reference materials

Primary Authority (PA) FAQs

A set of frequently asked questions are available on the PA register (log in then search of for a PA gambling partnership – listed below – and then go to the advice/information section). They explain the background to PA gambling agreements and the difference between PA advice and national inspection strategies. The FAQs set out how operators use third party age verification testing, how the tests are conducted and what having a PA relationship means. One question of particular interest to LAs is:

Q. What do local authorities need to do if they want to test purchase from betting shops covered by a NIS?

Each operator with a NIS has committed to a series of random tests by local authorities co-ordinated via the Primary Authority and without the knowledge of the operator, with no upper limit. Local authorities must contact the Primary Authority in order to participate in the NIS. The local authority must also commit in writing to following the protocol and providing feedback to the Primary Authority within the specified timeframes to participate. The PA will then discuss all the results with the operator and agree on steps to address any weaknesses.

The results ultimately assist in improving the protection for young people from gambling harm which is why the consistent approach is important and so conclusions can be reliably drawn. They are also intended to lend a reality check to the operator's Serve Legal testing to ensure they are providing a realistic picture of operator performance. The local authority tests use an actual under 18, rather than the 18/19 year olds used by Serve Legal, but again will 'mystery shop' against the Think 21 policies.

The results are also shared with the Gambling Commission and a report, including all the test purchases will be provided to the participating local authorities at the end of the NIS.

Currently, the operators involved in a NIS are Coral, Ladbrokes and Paddy Power. See the [PA register for further details](#) of the NIS, and also other Primary Authority Advice only partnerships.

Please contact the PA directly if you wish to participate in the NIS testing.

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List of Primary Authority gambling agreements and details of introductory courses

Gambling Primary Authorities (PA) agreements signed to date. LAs are reminded that there is **no restriction** on any LAs wishing to undertake proactive test purchasing activity where the PA has not developed a National Inspection Strategy.

Milton Keynes - Ladbrokes
(with National Inspection Strategy)
London Borough of Newham - Corals
(with National Inspection Strategy)
Reading - Paddy Power
(with National Inspection Strategy)
Reading - BACTA
Reading - ABB
Reading - Welcome Break
Reading - MOTO
Westminster - William Hill

LAs should check the [Primary Authority register](#) to see which trade association members have signed up to the BACTA and ABB agreements (you need to search for Reading or for the name of the operator itself).

Print friendly quick guides and templates

LAs are reminded that we have a number of quick guides. Some are designed to give to operators when undertaking visits, others provide an accessible how to for licensing staff. For print friendly versions: just click on the print friendly instruction on the front of each quick guide and make sure your printer is set to print on both sides of the paper:

- [Money laundering](#)
- [Gaming machines in pubs](#)
- [Race night, casino night or poker night](#)
- [Members' club or commercial club](#)
- [Poker in clubs](#)
- [Poker in pubs](#)
- [Facilitating betting in pubs and clubs is illegal](#)
- [Skills with prizes](#)
- [Illegal gaming machines](#)
- [Comparing lottery ticket dispensers and B3A machines](#)

- [Illegal siting of gaming machines](#)
- [Fairs and fairgrounds](#)
- [Running a lottery](#)
- [Running prize competitions and free draws](#)
- [Multi-activity sites](#)

Examples of [non-complex category D gaming machines](#) and information about how they should be correctly labelled as category D non-complex crane grab machines is also available in this section of the website.

In the [LA toolkits on our new website](#) you can find example letter templates are also available, which LAs may wish to use when dealing with issues such as illegal machines in pubs, and illegal poker or betting in pubs.

We also have compiled a [list of sample conditions that LA have attached to premises licences](#). These are provided for illustrative purposes only. They provide examples of sorts of conditions a licensing authority may wish to think about when addressing similar evidenced based concerns within a local area.

Licensing authority inspection outcome letters and inspection guidance

In 2013, we worked together with the Leicester, Leicestershire and Rutland Licensing Forum and the Leicester and Leicestershire Enterprise Partnership (LLEP) to create templates for assessments at gambling premises. The templates included reference to the social responsibility code provisions issued by the Commission under s153 of the Act. We also jointly created a suite of letters to assist LAs in communicating the assessment outcome to operators. These documents have just been updated to reflect the new social responsibility codes that came into force in May 2015. You can find the assessment templates at the [LLEP website](#).

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Gambling Act statutory notices and forms

LAs are advised that DCMS has asked the Commission to host all the [statutory notices and application forms](#) on the Commission's website as they are no longer available on the DCMS website.

Using the right forms

It is a statutory requirement that applicants use the correct forms to give proper notice of applications, variations etc to all responsible authorities, including the Commission (part 3, s12 and 13 of the Gambling Act 2005 (Premises Licences and Provisional Statements) Regulations 2007).

LAs also have statutory duties to notify the Commission as well as the applicant and other responsible authorities of the grant/rejection of applications (new, variations, transfers etc) as well as the revocation, surrender or lapse of a premises licence using the correct statutory forms. Having all the statutory forms (both in English and in Welsh) in one place should help you to comply with those statutory processes.

Additionally we are aware that the gambling pages on many LA websites signpost applicants to the DCMS website for more information. As you will know the separate government departments now all use the www.gov.uk website and much of the historic gambling material is no longer available. LAs may wish to review and update their websites, signposting to the Commission's website where appropriate.

Premises licence register

LAs are reminded that the information on the publicly available [premises register](#) is based on the statutory notifications received from LAs regarding grants, variations, revocations, lapses etc, and is updated monthly. LAs are encouraged to use email to submit details of grants, transfers, notices, revocations, permits sending all necessary correspondence to info@gamblingcommission.gov.uk. In relation to gaming machines, please only share notices of grant/rejection of Club Machines Permits and Gaming Machine Permits, as there is no requirement to advise us when an alcohol licence holder submits their notification for an automatic

entitlement to two gaming machines. However LAs must keep a record of how many automatic entitlement notifications it receives each year, as that information is requested in the annual LA returns.

Find operating licence holders

Our [public register](#) contains the names of all companies and individuals who hold, or have applied for, operating licences in Great Britain along with the names of companies or individuals whose licences have lapsed, been revoked, forfeited, expired, suspended or surrendered in the last six months. LAs are reminded to check the operator licence quoted on premises applications with the register before granting a premises licence. An application for premises licence may only be made by persons who have an operating licence which allows them to carry out the proposed activity for example a bingo operating licence for a bingo premises, or have applied for an operating licence (although the premises licence cannot be determined until an operating licence has been issued).

Change of licensing personnel?

We try to ensure our contact records are up-to-date, but please help us out by letting us know when there are any changes of gambling contacts in your LA so that our communications reach the correct person.



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Join our LinkedIn group

Our [licensing officers and LAs group](#) is aimed at helping licensing officers understand the key role LAs play in gambling regulation in Great Britain.

You can share good practice and find out how LAs have a number of regulatory functions including issuing premises licences, regulating gaming and gaming machines in clubs and pubs, inspection and enforcement of licences and lots more.

You can also follow [the LinkedIn Gambling Commission company page](#).

Keeping gambling fair and safe for all
www.gamblingcommission.gov.uk