



## GENERAL PURPOSES COMMITTEE

**Date: Wednesday, 4 December 2024**

**Time: 6.00pm,**

**Location: Council Chamber**

**Contact: Alex Marsh (01438) 242587**

**committees@stevenage.gov.uk**

Members: Councillors: E Plater (Chair), S Barr (Vice-Chair), S Booth, M Arceno, R Boyle, P Clark, A Elekolusi, A Gordon, C Houlihan, M Humberstone, L Martin-Haugh, C Parris, A Wells and T Wren

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### AGENDA

#### **PART 1**

**1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

**2. MINUTES - 9 OCTOBER 2024**

To approve as a correct record the Minutes of the meeting of the General Purposes Committee held on 14 October 2024.

3 – 6

**3. LICENSING ACT 2003 - REVIEW OF STATEMENT OF LICENSING POLICY 2025-2030**

To consider the Council's draft Statement of Licensing Policy, as required under the Licensing Act 2003.

7 – 130

**4. GAMBLING ACT 2005 - REVIEW OF GAMBLING STATEMENT OF LICENSING PRINCIPLES 2025-2028**

To consider the Council's draft Statement of Licensing Principles, as required under the Gambling Act 2005.

131 – 278

**5. URGENT PART I BUSINESS**

To consider any Part I business accepted by the Chair as urgent.

## **6. EXCLUSION OF PRESS AND PUBLIC**

To consider the following motions –

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.
2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

## **7. URGENT PART II BUSINESS**

To consider any Part II business accepted by the Chair as urgent.

STEVENAGE BOROUGH COUNCIL

## GENERAL PURPOSES COMMITTEE MINUTES

Date: Wednesday, 9 October 2024

Time: 6.00pm

Place: Council Chamber

**Present:** Councillors: Ellie Plater (Chair), Sandra Barr (Vice Chair), Myla Arceno, Robert Boyle, Peter Clark, Akin Elekolusi, Alistair Gordon, Coleen Houlihan, Lin Martin-Haugh, Claire Parris, Graham Snell, Anne Wells and Tom Wren

**Start / End Time:** Start Time: 6.00pm  
End Time: 6.35pm

### 1 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were submitted by Councillor Mason Humberstone.

There were no declarations of interest.

### 2 **MINUTES - 14 DECEMBER 2023**

It was **RESOLVED** that the Minutes of the meeting of the General Purposes Committee held on 14 December 2023 be approved as a correct record and signed by the Chair.

### 3 **HACKNEY CARRIAGE TARIFF REVIEW**

The Acting Licensing Manager presented a report advising the Committee that the fixing of fares for hackney carriages within the Borough was governed by the Council by virtue of section 65 of the Local Government (Miscellaneous Provisions) Act 1976. This must be published by means of a tariff table. The last change in fares took effect on 2 August 2023, and a copy of the current tariff table was attached as Appendix 1 to the report.

The Licensing Officer reminded Members that the Committee, at its meeting held on 14 March 2022, had resolved that there should be an annual review of taxi tariffs.

The Acting Licensing Manager stated that the Licensing Authority had undertaken preliminary consultation with the trade (all hackney carriage and private hire drivers and operators) to ascertain options to include in the consultation. A summary of the results of the preliminary engagement survey was set out in Appendix 2 to the report.

The Acting Licensing Manager explained that the three options agreed for the final consultation had been publicised via a Public Notice that was advertised in the local

press on 05 and 12 September 2024, and a copy made available for inspection at the Council offices for the same period in accordance with the legislation. In addition, all licensed drivers and licensed private hire operators in the Council's area were contacted via e-mail or letter advising them of the review consultation.

The Acting Licensing Manager advised that the public notices required any comments or option preferences to be made in writing or through completion of a survey. Comments/option preferences had been received from 32 persons. 30 dual licensed drivers (16 as Hackney Carriage Drivers and 14 as Private Hire Drivers), and 2 Private Hire Operators. No responses were received from members of the public. A summary of the consultation survey response was attached as Appendix 6 to the report.

The Acting Licensing Manager commented that Option 1 was to increase the mileage only; Option 2 was to increase the start price and the mileage; and Option 3 was no change to the tariffs. The survey responses to each of these options was set out in the report.

The Acting Licensing Manager invited the Committee to review the proposed tariff change options and apply their preferred option effective from 21 October 2024, or from a nominated date not more than 2 months following the 21 October 2024.

The Committee asked a number of questions, which were answered as follows:

- There were currently 287 Dual Licensed Drivers licensed by Stevenage Borough Council.
- There were more responses, from the trade, to the Preliminary Engagement survey than the public consultation. A questionnaire was sent out to all private hire, Hackney drivers, and operators to get a feel of where they wanted things to go with regards to the fares. Those responses gave us the information to put forward the three options that went through to consultation for the review.
- The consultation was in two editions of the Comet, on the council website, and the Customer Service Centre (CSC) was given information to assist members of the public who wanted to respond. This time, the consultation lasted 14 days, which may have contributed to the lack of public responses, compared to previous, longer consultations.
- The legislation does not state a required minimum number of respondents for the Committee to consider changing the tariff.
- The next review for the Hackney Carriage Tariff would be in July 2025.

The Committee were concerned by the lack of responses from both the trade and the public. In response to comments made by Members, the Acting Licensing Manager agreed to investigate methods to widen the consultation process when consulting on future proposals for hackney carriage tariffs, to gather responses from a broader cross-section of the community.

The Committee discussed striking a delicate balance between ensuring that taxi drivers can earn a living amid rising costs and competition from services like Uber, and keeping taxi fares affordable for residents, especially those who rely on taxis for essential travel.

It was **RESOLVED**: that, Option 2 in the report be approved, thereby increasing the initial fare by 5p (£3.80 to £3.85) and Tariffs 1, 2 and 3 by less than 4%, so that with effect from 21 October 2024, the hackney carriage tariffs will be:

- a. hackney carriage tariff 1 - £3.85 for the first 528 yards, and 25p for each additional 194 yards (or part thereof), to be applied to hirings between 06:00 and 23:00 hours Monday to Sunday;
- b. hackney carriage tariff 2 - £5.78 for the first 528 yards, and 38p for each additional 194 yards (or part thereof), to be applied to hirings between 06:00 and 23:00 hours Monday to Sunday and on designated bank/public holidays and Easter Sunday; between 18:00 to 23:00 hours on New Year's Eve; and between 18:00 hours and 24:00 hours on Christmas Eve;
- c. hackney carriage tariff 3 - £7.70 for the first 528 yards, and 50p for each additional 194 yards (or part thereof), to be applied to hirings between 00:01 and 24:00 hours on Christmas Day and Boxing Day; and between 23:00 hours on New Year's Eve and 06:00 hours on New Year's Day; and
- d. the following additional charges be imposed:
  - up to two items of baggage or shopping – 20p \*
  - three or more items of baggage or shopping – 40p (maximum) \*
  - for each person in excess of one – 20p \*

(\* additional charges should total no more than £2.00, and must be added on the meter at the start of the journey)

- soiling charge (for whatever reason) - £50 (maximum)

#### 4 **URGENT PART I BUSINESS**

There was none.

#### 5 **EXCLUSION OF PRESS AND PUBLIC**

Not required.

#### 6 **URGENT PART II BUSINESS**

There was none.

#### **CHAIR**

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**Meeting** General Purposes Committee  
**Portfolio Area** Communities, Community Safety and Equalities  
**Date** 4<sup>th</sup> December 2024

## LICENSING ACT 2003 - REVIEW OF STATEMENT OF LICENSING POLICY

### NON-KEY DECISION

**Authors** Julie Dwan | 2493  
**Lead Officers** Rory Cosgrove | 2888 & Zayd Al-Jawad | 2257  
**Contact Officer** Julie Dwan | 2493

### 1 PURPOSE

- 1.1 To consider the Council’s draft Statement of Licensing Policy as required under the Licensing Act 2003 (the Act).

### 2 RECOMMENDATIONS

- 2.1 That the General Purposes Committee agrees the proposed Stevenage Borough Council Licensing Act Statement of Licensing Policy 2025-2030 (attached at **appendix A**).
- 2.2 That the General Purposes Committee recommend the Stevenage Borough Council draft Statement of Licensing Policy to Cabinet.

### 3 BACKGROUND

- 3.1 The Council is the licensing authority for the purposes of the Act and consequently is under a duty to prepare a Statement of Licensing Policy that it proposes to apply in exercising its functions under the Act.

- 3.2 The Statement of Licensing Policy sets out the general approach the Council will take when carrying out its regulatory role under the Act and promoting the four licensing objectives:
- The prevention of crime and disorder
  - Public safety
  - The prevention of public nuisance
  - The protection of children from harm
- 3.3 Each objective is of equal importance. There are no other statutory licensing objectives, therefore the promotion of the four objectives is a paramount consideration at all times.
- 3.4 However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work. They include:
- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;
  - giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;
  - recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;
  - providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
  - encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.
- 3.5 Licensing authorities are responsible for administering the Act and this function is delegated to the council's General Purposes Committee. The Committee is responsible for considering and proposing the authority's licensing policy through developing a statement of licensing policy prior to its approval by the licensing authority (Full Council), and for taking decisions on specific licence applications or issues.
- 3.6 Statutory guidance for licensing authorities is issued by the Secretary of State under Section 182 of the Act, often referred to as 'Section 182 guidance'. Licensing authorities have a duty to have regard to this guidance and it should be adhered to unless there is good reason to depart from it. The Section 182 guidance is a comprehensive and useful tool describing the discharge of functions under the Act, including processes for hearings, and is updated periodically.



- 3.7 In shaping a policy, the licensing authority must have regard to the Section 182 guidance as well as giving appropriate weight to the views of the local community. Whilst there is a certain amount of flexibility in setting an approach to making licensing decisions, this cannot be inconsistent with the provisions in the Act. The statement cannot create new requirements for applicants outside of the Act, or override the right of anyone to make an application under the Act, make representations or seek a review of a licence.
- 3.8 The policy takes on additional significance in the event that an applicant challenges or appeals the Council's decision on a specific application. At this point the Magistrates court will adopt the licensing authority's policy as if it were its own.
- 3.9 The Policy seeks to strike a balance between the interests of licence holders, applicants and residents in the promotion of the licensing objectives defined by the Act. Additionally, it outlines the licensing authority's expectations of licence holders in promoting the licensing objectives, whilst advising on the licensing authority's obligations under the Act, including its interpretation of the Act and/or Statutory Guidance where necessary. The Statement is designed to offer appropriate protection for residents and a streamlined approach to regulation that eases unnecessary burdens on businesses.
- 3.10 The current Statement was adopted by full Council in February 2020 and must now be reviewed and, where necessary, revised.

### **Proposed changes**

- 3.11 A limited number of additions and amendments to the extant Statement of Licensing Policy were consulted upon, to reflect the most recent Section 182 Guidance. In all respects however the format of the new policy reflects that of its predecessor and is in line with Local Government Association guidance.
- 3.12 The draft policy can be found at Appendix A; all significant additions or variations from the 2020—2025 policy have been listed in the version history on page 47 of the draft policy document. There are no changes to the intent or direction in the proposed 2025-2030 policy, which sets out how the Council seeks to regulate alcohol and entertainment activities under its control and provide a framework for consistent decision making.
- 3.13 In summary the principal proposed changes are as follows:
- The format of the policy has been amended in line with the corporate structure as recommended by the Council's Cooperate Policy & Performance Manager
  - All typographical errors in the previous 2020-2025 Policy have been addressed and any changes to the names of projects and services referenced in this policy have also been amended
  - Contact details for the Council's Licensing team have been updated throughout the 2020-2025 policy document. References made to 'Challenge 21' have been amended to 'Challenge 25'

- The pool of model premises licence conditions mentioned in section 6.11.13 of the draft policy document have been revised and updated . See **Appendix E**.
- Amendments made in regard to audience size in section 6.2.2 of the draft policy document following Legislative changes to the Live Music Act 2012 which deregulates amplified live and recorded music.
- .

### **Consultation**

- 3.14 Before determining its policy, the licensing authority must consult the persons listed in section 5(3) of the 2003 Act. These are:
- the chief officer of police for the area;
  - the fire and rescue authority for the area;
  - each local authority’s Director of Public Health in England (DPH)<sup>14</sup> or Local Health Board in Wales for an area any part of which is in the licensing authority’s area,
  - persons/bodies representative of local premises licence holders;
  - persons/bodies representative of local club premises certificate holders;
  - persons/bodies representative of local personal licence holders; and
  - persons/bodies representative of businesses and residents in its area.
- 3.15 The views of all these persons or bodies should be given appropriate weight when the policy is determined. It is recognised that in some areas, it may be difficult to identify persons or bodies that represent all parts of the industry affected by the provisions of the Act, but licensing authorities must make reasonable efforts to do so.
- 3.16 To comply with this requirement, the licensing authority published the draft Policy on a dedicated webpage on the Council’s website and social media pages including Facebook, Twitter and Instagram with a link to the draft policy document, details of the consultation period and an explanation of how to make a representation. The web page was available between 23<sup>rd</sup> October and 20<sup>th</sup> November 2024 and the social media posts went out on 19<sup>th</sup> November for the remainder of the consultation period. A public Notice was also displayed on the outside window at Daneshill House and in the Comet newspaper dated 31st October 2024. A consolidated list of persons/bodies who were consulted on the draft policy document are at **Appendix B**.
- 3.17 As a result of the consultation exercise, two responses were received from the Portman Group and the Local Planning Authority and are attached at **Appendix C**.

- 3.18 **The Portman Group** – They operate on behalf of the alcohol industry and have a code of Practice on the naming, packaging and Promotion of Alcoholic Drinks which seeks to ensure that drinks sold on licensed premises are packaged and promoted in a socially responsible manner. Complaints about a product’s packaging or point of sale advertising which fail the code are considered by an independent complaints panel and the panel’s decision published online. Retailer alert bulletins are sent out to notify retailers of decisions made, to ask retailers to remove/not replenish stock of such a product. In their response they ask that the Council consider following other local authorities by adding some text into the policy concerning their regulatory work regarding the Code of Practice for licence holders and encourage retailers in the area to abide by retailer Alert Bulletins to remove irresponsible products and promotions. They would also like the Council to consider imposing conditions on premises licences, where evidence of irresponsible alcohol promotion is found, requesting licence holders to comply with the Portman Group’s Retailer Alert Bulletins.
- 3.18 **The Local Planning Authority** – Have proposed amendments to paragraph 3.5 of the draft policy so that it reads ‘The Council’s planning policies are set out in its local Plan. Central Government policy and guidance in the form of...’ the statement also makes reference to ‘Executive’ which needs to be replaced with ‘Cabinet’ as the Executive Committee was replaced with Cabinet which took effect from June 2024.
- 3.19 All consultation responses and comments have been carefully reviewed. Recommendations from the Local Planning Authority to amend the wording in paragraph 3.5 has been addressed on version 2 of the draft policy statement attached at Appendix A, and all references made to the ‘Executive’ have been replaced with ‘Cabinet’.
- 3.20 The Portman Groups recommendation to add some text into the policy concerning their regulatory work and their code of practice has been included in section 6.14 of version 2 of the draft policy document and includes a sentence stating that the Council will encourage retailers in the area to sign up to and abide by Portman Groups Retailer Alert Bulletins to remove irresponsible products and promotions.
- 3.21 The proposal to impose conditions on premises licences, where evidence of irresponsible alcohol promotion is found, requesting licence holders to comply with the Portman Groups Retailer Alert Bulletins has not been included in version 2 of the draft policy statement. This condition is difficult to enforce, the Portman Group do not have any statutory powers and the packaging and promotion of such products is the responsibility of the companies which produce them. I have liaised with the Herts and Beds Licensing Group and none of its members which include our neighbouring Local Authorities impose such conditions.

## **4 REASONS FOR RECOMMENDED COURSE OF ACTION AND OTHER OPTIONS**

- 4.1 Section 5 of the Licensing Act 2003 requires licensing authorities to publish a statement of licensing policy every five years in accordance with prescribed requirements. The adoption of the statement of licensing policy is a non-executive function by virtue of the Act and Statutory Guidance and is reserved for Full Council.
- 4.2 The only alternative option would be to adopt a policy that differs in content and/or extent from the document proposed here. An alternative policy has not been considered as the one proposed achieves an effective balance between ensuring the promotion of the licensing objectives and avoiding being overly prescriptive or prohibitive to applicants and licence holders.

## **5 IMPLICATIONS**

### **Financial Implications**

- 5.1 Fees under the Licensing Act have been fixed in regulations since 2005. Premises and club premises licence fees are based on the rateable value of the premises. Whilst fees were intended to provide full cost-recovery, they no longer reflect the true costs incurred in administering the Act.

### **Legal Implications**

- 5.2 The Licensing Authority has a statutory duty to produce a Statement of Policy under the Licensing Act 2003. Inadequate implementation of the Act would result in lack of clarity and direction for businesses and residents.

### **Equalities and Diversity Implications**

- 5.3 An Equalities Impact Assessment was carried out in November 2024. No significant impacts were identified to any individuals or businesses. A copy of the Equalities Impact Assessment can be found at Appendix 11.4 of the draft policy document.

### **Community Safety Implications**

- 5.4 The Act has a community safety implication arising from the licensing objectives. There are currently no local concerns regarding the impact of licensable activities on community safety, and it does not appear within the Council's community safety plan.

## **BACKGROUND DOCUMENTS**

**All documents that have been used in compiling this report, that may be available to the public, i.e. they do not contain exempt information, should be listed here:**

- BD1 Licensing Act 2003
- BD2 Revised Guidance issued under section 182 of the Licensing Act 2003 (December 2023)
- BD3 Licensing Act 2003 Statement of Policy 2020-25

## **APPENDICES**

- A Licensing Act 2003 draft Statement of Policy V2
- B Consolidated list of consultees
- C1 Consultation response from the Portman Group
- C2 Consultation response from The Local Planning Authority
- D1 Consultation letter
- D2 Public Notice
- D3 Newspaper Notice
- D4 Social Media Post
- E Stevenage pool of model premises licence conditions

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# Statement of Licensing Policy

Stevenage Borough Council

[2025-2030]

<b>Date created</b>	4 <sup>th</sup> October 2024
<b>Approved by</b>	
<b>Owner</b>	Rory Cosgrove (Head of Environmental Health & Licensing)
<b>Version</b>	Draft Version 2
<b>Author</b>	Julie Dwan (Acting Licensing Manager)
<b>Business Unit and Team</b>	Planning & Regulation (Environmental Health & Licensing)
<b>Policy Review Date</b>	February 2025
<b>Equality Impact Assessment Date</b>	November 2024

For translations, braille or large print versions of this document please email [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk).

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## **1. Purpose**

1.1 The purpose of this policy is to set out the approach that the Licensing Authority intends to take when determining applications and carrying out its duties with regard to regulation and enforcement. The policy does not seek to fully explain the various application processes, however guidance and advice on making an application or requesting a review of a licence is available from the Licensing Authority on request. Applicants and members of the public are advised to contact the Licensing Authority in the event of any enquiry for appropriate advice.

1.2 The Act requires the Licensing Authority to carry out its licensing function to promote the four licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

1.3 This Policy will replace all previous versions. The Statement of Licensing Policy is revised every five years. The previous version of this policy was approved on 26<sup>th</sup> February 2020.

## **2. Scope**

2.1 The Licensing Authority recognises that as part of implementing its cultural strategy, proper account will have to be taken of the need to encourage and promote live music, dancing and theatre for the wider cultural benefit of the community. Any conditions that may be required for these activities between the hours of 11pm and 5am for audiences of any size will not, therefore, discourage the promotion of such entertainment but will relate solely to the promotion of the licensing objectives.

2.2 The specific activities which require a licence under the provisions of the Act, and which are covered in the policy statement include:

- The retail sale of alcohol (including via the internet or mail order).
- The supply of alcohol to members of a qualifying club.
- The provision of entertainment to the public or to members of a club or events with a view to making profit and to which the public are not

admitted, including raising money for charity where the entertainment involves:

- a theatrical performance
- a film exhibition
- any indoor sporting event including boxing or wrestling.
- the performance of live music
- the playing of recorded music
- a 'dance' performance
- the provision of facilities for dancing or for making music and/or entertainment of a similar nature such as karaoke; between the hours of 11pm and 8am the following morning (as amended by the Live Music Act 2012), or for audiences above 500 at any time.
- The supply of any hot food or drink between 11pm and 5am.

2.3 In determining a licence application, the principle adopted by Licensing Authority will be that each application will be determined on its merits. In considering every application, under the terms of this policy, regard will be given to Government guidance under Section 182 of the Act, to the Act generally and to any supporting regulations issued by Central Government.

2.4 Any individual preparing an operating schedule is at liberty to volunteer any measures as a step he or she intends to take to promote the licensing objectives. When incorporated into the licence or certificate as a condition, these measures become enforceable under the law and a breach of such a condition could result in prosecution.

2.5 The Police Reform and Social Responsibility Act 2011 introduced for the first-time provisions to enable the Licensing Authority itself to make representations in respect of an application to grant, or vary a premises licence, or club premises certificate. Stevenage Borough Council as the Licensing Authority will only make representations in situations where, for example, there have been a number of minor, unconnected complaints that in themselves, do not require another responsible authority to make a representation, but when considered together, may constitute a public nuisance or represent breaches of licensing conditions as observed by Licensing Officers, which have then undermined the licensing objectives.

### 3. Legal Framework

- 3.1 The Licensing Authority will avoid duplication with other statutory and regulatory regimes, and the control measures that they afford in any conditions derived from an application's operating schedule, for provisions contained in the following:
- (a) The Gambling Act 2005
  - (b) The Environmental Protection Act 1990
  - (c) The Noise Act 1996
  - (d) The Clean Neighbourhoods and Environment Act 2005
  - (e) The Regulatory Reform (Fire Safety) Order 2005
  - (f) The Health and Safety at Work etc. Act 1974.
  - (g) The Equality Act 2010
- 3.2 The Licensing Authority can only impose conditions on a licence that are necessary and in proportion to the promotion of the licensing objectives. Where other existing legislation already places certain statutory responsibilities on an employer or operator of a premises, it cannot be necessary to impose the same or similar duties.
- 3.4 The Licensing Authority will seek to avoid confusion and duplication by not imposing licence conditions that are required under other legislation, except where they can be exceptionally justified to promote the licensing objectives.
- 3.5 The Council's Planning Policies are set out in its Local Plan. Central Government policy and guidance in the form of Planning Policy Guidance (PPG) and National Planning Policy Framework (NPPF) are also relevant when applying for premises licences and reference to these will be made.
- 3.6 Licensing is separated from planning and licence applications will not, therefore, be a re-run of the planning application. In general, the Licensing Authority will expect that, prior to the submission of a licensing application; the appropriate planning permission will have been resolved before a licence application is made and that any change to operating hours sought does not exceed those authorised by the planning permission. It is recognised that in certain situations a provisional statement may be sought alongside planning permission.

## 4. Equalities

4.1 Under the Equality Act (2010) the Council has a legal duty to fulfil the requirements of the Public Sector Equality Duty (PSED). Through this duty and in the application of this policy, the council will carry out its functions in a way that:

- a) Removes discrimination, harassment, victimisation, and any other conduct that is unlawful under the Equality Act (2010)
- b) Promotes equal opportunities between people who have a protected characteristic(s) and those who don't
- c) Encourages good relations between people who have a protected characteristic(s) and those who don't.

Further information on the Council's fulfilment of the Equality Act (2010) is set out in the Equality, Diversity and Inclusion (EDI) Policy (2022) and Reasonable Adjustment Policy (2024).

## 5. Data Protection

The Council regards respect for the privacy of individuals and the lawful and careful treatment of personal information as very important to delivery of services.

5.1 The Council will ensure that it treats personal information lawfully and proportionately as set out in the General Data Protection Regulation (GDPR) and Data Protection Act (2018). For further information on the Council's approach to handling information please see [Data Protection Act \(stevenage.gov.uk\)](https://www.stevenage.gov.uk/data-protection-act)

## 6. Policy

6.1.1 The Licensing Authority will continue to promote and work in partnership with the nominated responsible authorities, the Police and Crime Commissioner, Directors of Public Health, and our partners within the Community Safety Partnership to discharge its responsibilities identified by other Government and local strategies and initiatives, where they impact on the objectives of the Licensing Act. National strategies and initiatives are:

- Stevenage Pubwatch Scheme
- Alcohol Harm Reduction Strategy
- Action plan to Tackle Alcohol Related Crime through local initiatives such as Family Intervention Project (FIP), 'No More' service as examples.
- National Licensing Week.

6.1.2 The Licensing Authority will consider each application on its own merits but may make reference to other adopted Council policies including.

- The Council's Corporate Plan 'Future Town, Future Council'
- SoSafe Stevenage Community Safety Partnership (CSP)
- Joint Advisory Group's Action Plan
- Crime and Disorder Strategies
- Regulators' Code

6.1.3 Stevenage Pubwatch has been developed to enhance the safety, security, comfort and wellbeing of customers and staff for all types of premises that form its membership. The Licensing Authority will take an active part in the scheme and will work with all licence holders to promote Stevenage as being a safe and vibrant place.

6.1.4 The Licensing Authority fully supports the use of proof of age schemes for patrons using venues within Stevenage Borough, namely Validate, Challenge 25 and other PASS schemes in conjunction with our partners at Trading Standards.

6.1.5 Orders made by the Council under the Criminal Justice and Police Act 2001 to control the drinking of alcohol in the streets will be regularly reviewed along with this policy.

## 6.2 Licensable activities

- This policy relates to the following activities that are required to be licensed under the Act:
  - Retail sale of alcohol
  - Supply of alcohol by or on behalf of a club, or to the order of a member of the club
  - Provision of 'regulated entertainment' to the public, club members or with a view to profit
  - Provision of late-night refreshment (Supply of hot food and/or drink from any premises between 11pm and 5am)

### 6.2.1 Regulated entertainment includes:

- Performance of a play
- Exhibition of a film
- Indoor sporting events
- Boxing/wrestling entertainment
- Performance of live music
- Playing of recorded music
- Performance of dance

### 6.2.2 In certain circumstances some of the above activities have been deregulated. The Live Music Act and Deregulation Act 2015 are designed to encourage more performances of 'live' music. The Act removes the licensing requirements for:

- Amplified 'live' music between 8am and 11pm before audiences of no more than 500 people on premises authorised to sell alcohol for consumption on the premises.
- Amplified 'live' music between 8am and 11pm before audiences of no more than 500 people in workplaces not otherwise licensed under the 2003 Act (or licensed only for the provision of late-night refreshment)
- Unamplified 'live' music between 8am and 11pm in all venues.
- The provision of entertainment facilities.

### 6.2.3 The Legislative Reform (Entertainment Licensing) Order 2014 and Deregulation Act 2015 deregulated some of the licensable activities under the 2003 Act in addition to the deregulation created by the Live Music Act

2012. As a result, the following activities are no longer licensable between the hours of 8am and 11pm on any day:-

- Performances of plays up to an audience of 500 people.
- Exhibitions of dance up to an audience of 500 people.
- Indoor sport up to an audience of 1000 people.
- 'Not for profit' film exhibitions up to an audience of 500.
- Playing of recorded music up to an audience of 500 on premises authorised to sell alcohol.
- Playing of recorded music in a church hall, community hall, or other similar community premises, that is not licensed to sell alcohol, up to an audience of 500 people and the organiser obtains consent from the person responsible for the premises.
- Playing of recorded music at a non-residential premises of a local authority, a school or a hospital up to an audience of 500 people and the organiser obtains consent from the local authority or the school or the health care provider for the hospital.

## 6.3 The Licensing Authority as a Responsible Authority

6.3.1 Licensing authorities themselves are included within the prescribed list of responsible authorities under the Act.

6.3.2 As a responsible authority, the Licensing Authority will not make representations on behalf of other parties such as residents, local councillors or local community groups, as they are already afforded the ability to make representations regarding licensing applications.

6.3.3 The only occasion when the Licensing Authority will depart from the above principle is in circumstances where any of the parties have not been afforded an opportunity to make representations, and it is aware that there are relevant grounds on which a representation should be submitted.

6.3.4 In this instance, the representation will be submitted by an officer who has the approved delegation and has not been a part of the administrative process of the application under consideration.

## 6.4 Responsible Authorities



6.4.1 Responsible authorities are public bodies that must be fully notified of applications and that are entitled to make representations to the Licensing Authority in relation to the application for the grant, variation or review of a premises licence. For all premises, responsible authorities include:

- the relevant licensing authority and any other licensing authority in whose area the premises is situated.
- the chief officer of police; • the local fire and rescue authority.
- the relevant enforcing authority under the Health and Safety at Work etc. Act 1974;
- the local authority with responsibility for environmental health;
- the local planning authority;
- a body that represents those who are responsible for, or interested in, matters relating to the protection of children from harm;
- each local authority's Director of Public Health (DPH)
- the local weights and measures authority (trading standards); and
- Home Office Immigration Enforcement (on behalf of the Secretary of State).

6.4.2 Full details of all of the responsible authorities, as prescribed under the Act are available from the Licensing team and will also be available on the Council's website.

## 6.5 Culture, Live Music, Dancing and Theatre

6.5.1 The Licensing Authority wishes to encourage and promote live music, dance and theatre for the wider cultural benefit of the community. It will seek to achieve a balance between the potential for limited neighbourhood disturbance and the benefits of cultural activities, particularly for children, and will not allow the views of vocal minorities to predominate over the general interests of the community.

6.5.2 The Licensing Authority will only attach licence conditions that are reasonable, proportionate, and strictly necessary for the promotion of the licensing objectives. The Authority is aware of the need to avoid measures as far as possible that deter live music, dancing and theatre for example by imposing indirect costs of a disproportionate nature.

6.5.3 The Licensing Authority will monitor the impact of licensing on regulated entertainment in the Borough, particularly on live music and dancing

between the hours of 11pm and 8am and for indoor sporting events, as outlined in supporting regulations to the Act. If there is evidence that licensing requirements deter such activities, the Authority will consider how to prevent this, and if necessary, will revise this, Policy.

- 6.5.4 The Licensing Authority is aware of the value to the community of a broad range of cultural entertainments, particularly live music, dancing and theatre. We wish to encourage these activities for the benefit of all.
- 6.5.5 Informed through community stakeholder consultation and commissioned by Stevenage Borough Council and Arts Council England, 'Stevenage Reimagined', A Ten-Year Arts and Heritage Strategy' was launched in June 2019 and is working to make Stevenage a creative destination town. The strategy brings together a number of ambitions to build on Stevenage's unique arts and heritage legacy in recognition of both the economic and social benefits that a strong cultural offer can bring.
- 6.5.6 The Council on its own behalf has sought premises licences for appropriate public spaces within the Borough, specifically Fairlands Valley Park and King George V Playing Fields. Further licences may be sought in the Council's name going forward. Licensing of these spaces will make it easier for people to organise suitable cultural events. We will consider any request for permission to use such public spaces for cultural activities with our colleagues in Parks and Landscapes, and all such events will be notified to the Council's Safety Advisory Team.
- 6.5.7 Consideration will be given to the particular characteristics of any event, including the type, scale and duration of the proposed entertainment, especially where limited disturbance only may be caused.
- 6.5.8 Incidental performance of live music or the playing of recorded music may not be regarded as regulated entertainment under the Act in certain circumstances. This is where they are incidental to another activity which is not entertainment or the provision of entertainment facilities. Whether or not music is incidental to other activities will be judged on a case-by-case basis but:
- The playing of live or recorded music at volumes which predominate other activities at a premises would not normally be regarded as incidental.

- A juke box played at moderate levels would normally be regarded as incidental to the other activities.

6.5.9 Spontaneous performance of music, singing or dancing does not amount to the provision of regulated entertainment, unless facilities are provided and made available for the purpose or purposes of enabling the entertainment to take place.

## 6.6 Circuses

6.6.1 The Licensing Authority has taken note of the guidance provided by Central Government regarding licensing provisions for circuses.

6.6.2 Should a circus operator wish to sell alcohol, or provide late night refreshment, it would be necessary for the event organiser to apply for the relevant permissions in accordance with the Licensing Act 2003, and also to seek permission before making such an application from the landowner or managing agent, Sports & Leisure Management Ltd)

6.6.3 The Licensing Authority has a premises licence in place for the area known as Fairlands Valley, where historically, circuses have held performances. Any person wishing to hold a circus in this area will need to obtain permission from the premises licence holder (ed Stevenage Borough Council) and would be required to comply with the conditions of the licence for this area.

## 6.7 Cumulative Impact

6.7.1 Cumulative Impact' means the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area. An example of this impact would be the increase in crime and disorder or public nuisance in a town centre resulting from a large concentration of licensed premises in one area over and above the impact of the individual premises themselves. At the present time a saturation policy has not been adopted.

- 6.7.2 The Licensing Authority recognises that there is a difference between the commercial need and the cumulative impact of premises in an area. Commercial need is the commercial demand for other licensed premises and is a matter for planning consideration and market forces. It does not form part of this Licensing Policy Statement.
- 6.7.3 The Licensing Authority will not operate a quota of any kind, nor will it ordinarily seek to impose general limitations on trading hours in particular areas.
- 6.7.4 In considering issues of cumulative impact the Licensing Authority will be mindful that, in addition to the licensing functions, there are a number of other mechanisms, both within and outside the licensing regime, for addressing nuisance and disorder. These include, but are not limited to:
- (i) planning controls
  - (ii) positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of the local authority.
  - (iii) the provision of CCTV surveillance in town centres, ample taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols.
  - (iv) powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly.
  - (v) police enforcement of the general law concerning disorder and antisocial behaviour, including the issuing of fixed penalty notices and new powers introduced by the Anti-social Behaviour, Crime and Policing Act 2014.
  - (vi) the prosecution of any personal licence holder or member of staff at such premises who is selling alcohol to people who are drunk.
  - (vii) the confiscation of alcohol from children.
  - (ix) police and local authority powers to close down instantly for up to twenty-four hours any licensed premises or temporary event on grounds of disorder, the likelihood of disorder or noise emanating from the premises causing a nuisance; and

(x) the power of the police, other responsible authorities or a local resident or business to seek a review of the licence or certificate in question.

6.7.5 The Council will also address the issue of crime and disorder through the SoSafe Community Safety Partnership in line with strategic objectives for crime and disorder reduction within the district. The success of these measures in reducing nuisance and disorder will be subject to ongoing review.

6.7.6 Any decision to carry out a cumulative impact assessment would require a public consultation. The Licensing Authority has no plans to carry out such an assessment at the time of writing this policy.

## 6.8 Early Morning Restriction Orders (EMRO)

6.8.1 The ability to implement an EMRO is a power conferred on licensing authorities by the Police Reform and Social Responsibility Act 2011. An EMRO would enable the Licensing Authority to restrict the sale of alcohol in the whole, or in part, of the district between midnight and 06:00hrs on all or some days.

6.8.2 The Licensing Authority could consider making an EMRO in relation to problem areas if it had evidence that the order is appropriate for the promotion of the licensing objectives.

6.8.3 It is important to be aware that the restriction would only relate to the sale or supply of alcohol and would have no effect on regulated entertainment.

6.8.4 The Licensing Authority is of the view that an EMRO is a power that should be used sparingly due to the potential impact on the night-time economy. There are many other powers available under the Act to address specific problem premises and the police have a number of powers for dealing with disorder under other legislation.

6.8.5 An EMRO is most appropriate for situations where the use of other powers has been unsuccessful or where the problem is so significant that only an EMRO would offer a viable solution.

- 6.8.6 Any decision to implement an EMRO would require a public consultation. The Licensing Authority has no plans to implement any EMROs at the time of writing this policy.

## 6.9 Late Night Levy

- 6.9.1 The ability to implement a levy is a power conferred on licensing authorities by the Police Reform and Social Responsibility Act 2011. This would enable the Council to charge a levy to all persons who are licensed to sell alcohol within a specified time period between midnight and 06:00hrs as a means of raising a contribution towards the costs of policing the late-night economy.
- 6.9.2 The levy would apply to all premises where the licence allowed alcohol sales within the specified period irrespective of whether or not they were trading during those hours. Additionally, the levy would apply to the district as a whole, including premises such as village pubs that are often the centre of a community with little or no impact on the licensing objectives.
- 6.9.3 A minimum of seventy percent of the levy must be given to the police however there is no statutory requirement for it to be spent on policing the late-night economy or even on the district in which it was levied.
- 6.9.4 The Licensing Authority would consider making a levy if it had evidence that the order is appropriate for the promotion of the licensing objectives.
- 6.9.5 The Licensing Authority is strongly of the view that a levy is a power that should be used sparingly due to the potential impact on the night-time economy. There are many other powers available under the Act to address specific problem premises and the police have a number of powers for dealing with disorder under other legislation.

6.9.6 As a levy would impact on all businesses within the specified timings it would be an unreasonable charge for well-managed premises that were not impacting on the licensing objectives.

6.9.7 A levy is most appropriate for situations where the use of other powers has been unsuccessful or where the problem is so widespread within the district that only a levy would offer a viable solution.

6.9.8 Any decision to implement a levy would require a public consultation. The Licensing Authority has no plans to implement a levy at the time of writing this policy.

## 6.10 Licensing Hours

6.10.1 The Government's view is that longer licensing hours should be encouraged in the interests of avoiding a concentration of disturbance while ensuring that nuisance is minimised to local residents. Furthermore, it is held by the Government that shops and public houses generally should be permitted to sell alcohol during hours they intend to operate. Entertainment providers should be encouraged to provide a range of entertainment during their operating hours and to promote live music, dancing and theatre for the wider cultural benefit of the community.

6.10.2 The Licensing Authority acknowledges the view of Government and accepts the principle of 24 hour opening for licensed premises but considers that it is self-evident that a risk of disturbance to residents is greater when licensable activities continue late into the night and the early hours of the morning. It is also acknowledged that the majority of licensed premises will not wish to remain open for 24 hours even if their licence permits it. Where an applicant applies to extend their current opening hours, the Licensing Authority will expect their operating schedule to detail the measures to be taken to ensure the licensing objectives have been addressed, and where necessary for small businesses to comply with the licensing objectives.

6.10.3 The Licensing Authority recognises that longer licensing hours for the sale of alcohol would avoid large numbers of people leaving premises at the same time, which in turn could reduce the friction at late-night fast-food outlets, taxi

ranks, minicab offices and other sources of transport that can lead to disorder and disturbance.

- 6.10.4 Fixed trading hours within designated areas will not be set as this could lead to significant movements of people across boundaries at particular times seeking premises opening later, with the attendant concentration of disturbance and noise. Such an approach could unfairly disadvantage residents in one area with respect to another, as well as potentially lead to peaks of disorder and disturbance, a situation that the Act seeks to avoid.
- 6.10.5 The Licensing Authority will deal with the issue of licensing hours having due regard to the individual merits of each application. However, consideration will be given to imposing stricter conditions in respect of noise control where premises are situated in mainly residential areas and representations have been made to the Licensing Authority.
- 6.10.6 This policy will not attempt to artificially introduce staggered closing times and the principle of a 'lock-in' period after which no further customers are to be admitted to the premises, will not be applied.
- 6.10.7 The Licensing Authority will generally consider granting licences to shops, stores and supermarkets to sell alcohol for consumption off the premises at any times they are open for shopping. However, it may consider there are very good reasons for restricting those hours, for example, where police representations are made in respect of isolated shops known to be the focus of disorder and disturbance.
- 6.11 Conditions
- 6.11.1 Licensing is about the control of licensed premises, qualifying clubs and temporary events within the terms of the Act. Where representations are made and if considered necessary, conditions will be attached to licences, certificates and permissions that will address matters which are within the control of individual licensees and any mandatory conditions prescribed in the Act itself.
- 6.11.2 The Licensing Authority may not impose any condition unless it has been satisfied at a hearing of the necessity to impose conditions on the basis of the representations raised. It will then only impose conditions necessary to promote the licensing objectives.



- 6.11.3 When considering conditions, the Licensing Authority will primarily focus on the impact of the activities taking place at licensed premises on members of the public living, working or engaged in normal activity in the vicinity of the premises. The vicinity means those locations where the licensed premises can be identified as the source or cause of concern.
- 6.11.4 The Licensing Authority acknowledges that the licensing function is not to be used for the general control of anti-social behaviour by individuals when they are beyond the direct control of the licensee and the vicinity of any premises concerned. However, as a matter of policy, the council expects every holder of a licence, certificate or permission to be responsible for minimising the impact of their activities and any anti-social behaviour by their patrons in the vicinity of their premises.
- 6.11.5 In this respect, the Licensing Authority recognises that, apart from the licensing function, there are a number of other mechanisms available for addressing issues of unruly behaviour that can occur away from licensed premises, including:
- planning controls.
  - ongoing measures to create a safe and clean environment in these areas in partnership with local businesses, transport operators and other Council Departments.
  - designation of parts of the Borough as places where alcohol may not be consumed publicly.
  - regular liaison with the Police on law enforcement issues regarding disorder and anti-social behaviour, including the issue of fixed penalty notices, prosecution of those selling alcohol to people who are drunk; confiscation of alcohol from adults and children in designated areas and instantly closing down licensed premises or temporary events on the grounds of disorder, or likelihood of disorder or excessive noise from the premises;
  - the power of the police, other responsible authority or a local resident or business to seek a review of the licence or certificate.
- 6.11.6 The Licensing Authority seeks to address many of these issues through the SoSafe Community Safety Partnership to create a safe and secure Stevenage, in line with the strategic objectives for crime and disorder

reduction within the Borough, through initiatives such as the 'No More' Project and Family Intervention Project, Box Clewa as local examples.

- 6.11.7 The Licensing Authority will also endeavour to work with other local authorities and other enforcement agencies, particularly in Hertfordshire and Bedfordshire, to ensure a consistent approach is taken to licensing matters whilst respecting the differing needs of the individual communities throughout the area.
- 6.11.8 Operating Schedules for licensed premises and club premises are the key to ensuring compliance with the four licensing objectives. In the vast majority of cases, the terms of the Operating Schedule should translate into the licence conditions that set out how the business will be run. The Licensing Authority will endeavour to work in full co-operation with licensees and applicants to minimise the number of disputes that might otherwise arise in this area.
- 6.11.9 Prospective holders of new premises licences, and those seeking variations to existing premises licences, are advised to consult with the Council's licensing officers and the various responsible authorities at the earliest possible planning stages in order to reduce the risk of confusion and dispute arising.
- 6.11.10 The Licensing Authority will seek to impose the minimum conditions necessary on events and premises that present the lowest risk to public safety, particularly where such events are charitable in nature.
- 6.11.11 Conditions attached to licences or certificates will be tailored to the individual style and characteristics of the particular premises and events concerned. In general, conditions attached to either a premises licence or a club premises certificate will be:
- clear
  - enforceable
  - evidenced
  - proportionate
  - relevant
  - be expressed in plain language capable of being understood by those expected to comply with them.

- 6.11.12 Conditions can only be attached to a premises licence or a club premises certificate if they are so applied at a licensing hearing, unless the authority, the premises user and the relevant responsible authority all agree that a hearing is not necessary.
- 6.11.13 However, where considered appropriate, and necessary for the promotion of the Licensing Objectives, the Licensing Authority may consider attaching conditions drawn from its Pool of Conditions. This is available on the Council website using the following link: [www.stevenage.gov.uk/licensing-and-registration/beer-and-entertainment/premises-licence](http://www.stevenage.gov.uk/licensing-and-registration/beer-and-entertainment/premises-licence) but should not be regarded as an exhaustive or exclusive list and will be applied by the Licensing Authority at its discretion.

## 6.12 Mandatory conditions

- 6.12.1 The Licensing Authority acknowledges that there are mandatory conditions that apply to all premises licences and separate mandatory conditions that apply to all club premises certificates.
- 6.12.2 Section 19 of the Act contains a mandatory condition for premises licences whereby there can be no sale of alcohol without a designated premises supervisor named on the licence or where the designated premises supervisor does not hold a valid personal licence, and where every sale of alcohol must be made or authorised by a personal licence holder.
- 6.12.3 The Council does not expect the designated premises supervisor to be available at the premises at all times, however he/she is expected to exercise control over day-to-day management of the premises. In the absence of the designated premises supervisor, a senior member of staff should be authorised, preferably in writing, to deputise for the designated premises supervisor and the deputy's role should be made known to all staff.

- 6.12.4 At a review of a premises where relevant representations are received in relation to ineffective management of the premises when alcohol is available to the public, the Council will consider imposing a condition requiring a personal licence holder to be present at all times whilst alcohol is being supplied.
- 6.12.5 When the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 SI 2010/860 introduced new mandatory conditions as part of section 19 of the Act with effect from 6th April 2010 and 1st October 2010, the Council chose not to re-issue all existing licences to include these conditions. When the Council processes an application to vary an existing licence the full range of mandatory conditions will be included on the licence. The absence of mandatory conditions on a licence does not invalidate those conditions; it is the licence / certificate holders' responsibility to be aware of, and comply with, all mandatory conditions.
- 6.12.6 The Licensing Authority strongly believes that irresponsible drinks promotions, specifically those that encourage patrons to drink more than they otherwise would or within a shorter time period, should be discouraged and will fully implement the respective paragraphs in the Guidance.
- 6.12.7 In the case of a review of an existing licence or certificate where there is evidence that an irresponsible alcohol promotion is contributing to an adverse effect on the licensing objectives, the Council will consider this as evidence of the ineffectiveness of the management of the premises.

## 6.13 Licensing Objectives

- 6.13.1 The following paragraphs set out Stevenage Borough Council Licensing Policy relating specifically to each of the four licensing objectives.
- 6.13.2 All applicants will need to provide evidence to the licensing authority in respect of each of the four licensing objectives information which is relevant to the individual style and characteristics of their premises and events. Existing licensed premises will only be required to supply such information to when a variation is being applied for.

6.13.3 Special measures may be required occasionally or for specific types of events such as when a popular live band or promotions are planned, which are intended, or likely to attract larger audiences or audiences of a different nature. These can often have a significant impact on the achievement of the licensing objectives. Reference should be made in the applicants operating schedule where applicable, to such occasions and the additional measures, which are planned to achieve the licensing objectives.

#### **Prevention of crime and disorder**

6.13.4 The proximity of entertainment venues to residential and other premises is an issue requiring detailed assessment in order to minimise the potential for crime and disorder problems arising from patrons.

6.13.5 In addition to the requirements for the Licensing Authority to promote the licensing objectives, it also has a duty under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder in the Borough.

6.13.6 The Licensing Authority will consider attaching conditions to licences when representations are made, to deter and prevent crime and disorder both inside and within the immediate vicinity of the premises, these may include Conditions drawn from the Pool of Conditions relating to Crime and Disorder or from the premises operating schedule.

6.13.7 In considering all licence applications, the Licensing Authority will consider the adequacy of measures proposed to deal with the potential for crime and disorder having regard to all the circumstances of the application and when representations have been received. The Licensing Authority will particularly consider:

- Control over any areas other than the public highways.
- The steps taken or proposed to be taken, by the applicant to prevent crime and disorder.
- The use of special promotions.
- Any known association with drug taking or dealing.
- Any criminal record, including formal cautions, of the licensee or any person with a significant interest in the business.
- The giving of false or misleading information by the applicant in the operating schedule or verbally to Licensing Authority or other enforcement officers.

- The supply of alcohol for which the requisite excise duty has not been paid.

6.13.8 When addressing crime and disorder the applicant should identify any particular issues (particular to the type of premises and /or activities) which are likely to adversely affect the promotion of the crime and disorder objective. Any steps proposed to address identified issues should be included with the applicant's operating schedule.

### **Public Safety**

6.13.9 The Act covers a wide range of premises that require licensing, including, cinemas, concert halls, theatres, nightclubs, public houses, cafes/restaurants and fast-food outlets and takeaways.

6.13.10 Each of these types of premises present a mixture of risks, with many common to most premises and others unique to specific operations. It is essential that premises are constructed or adapted and operated so as to acknowledge and safeguard occupants against these risks. The Licensing Authority will expect Operating Schedules to satisfactorily address these issues.

6.13.11 It should be noted that conditions relating to public safety should be those that are necessary, in the particular circumstances of any individual premises or club premises and should not duplicate other requirements of the law. Equally, the attachment of conditions to a premises licence or club premises certificate will not in any way relieve the duty holder of the statutory duty to comply with the requirements of other legislation. These include the Health and Safety at Work etc. Act 1974, associated regulations, the requirements under the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 to undertake risk assessments. However, these regulations will not always cover the unique circumstances that arise in connection with licensing and entertainments at specific premises. It is in these cases that licence conditions will be used as appropriate.

6.13.12 The Licensing Authority will consider attaching Conditions to licences and permissions where representations have been made, in order to promote safety. In considering all licence applications, the Licensing Authority will consider the adequacy of measures proposed to ensure public safety having regard to all the circumstances of the application.

6.13.13 Where an applicant identifies an issue in regard to public safety which is not covered by existing legislation, the applicant should identify in their operating schedule the steps to be taken to ensure public safety. Depending on the individual style and characteristics of the premises and/or events, the Licensing Authority will particularly consider:

- the arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- the provision of such information, instruction, training and supervision as is necessary to ensure health and safety.
- the maintenance of premises in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
- the provision and maintenance of an environment that is safe and without risks to health.
- the provision and maintenance of plant and systems of work that are safe and without risks to health.
- controlling the keeping and use of explosive or highly flammable or otherwise dangerous substances,
- measures to prevent overcrowding.
- prior notification of special events.

### **Prevention of Public Nuisance**

6.13.14 The proximity of entertainment venues to residential and other premises is an issue requiring detailed assessment in order to minimise the potential for nuisances to people living, working or sleeping the vicinity of the premises.

6.13.15 The concerns mainly relate to noise nuisance, light pollution and noxious smells and due regard will be taken on the impact these may have and the Licensing Authority will expect Operating Schedules to satisfactorily address these issues. The Licensing Authority will also take into account previous history of the premises.

6.13.16 The Licensing Authority may consider attaching conditions to licences and permissions when relevant representations have been made, to prevent public nuisance. When the licensable activities include the supply of alcohol, the council will consider the adequacy of measures proposed to deal with

the potential for nuisance and/or anti-social behaviour having regard to all the circumstances of each application. The Licensing Authority will particularly consider:

- The steps taken or proposed to be taken by the applicant to prevent noise and vibration escaping from the premises, including music, noise from ventilation equipment, and human voices. Such measures may include the installation of soundproofing, air conditioning, acoustic lobbies, noise limiting devices and other noise amelioration measures.
- The steps taken or proposed to be taken by the applicant to prevent disturbance by customers arriving at or leaving the premises. Such measures may include CCTV and the use of door supervisors in the immediate vicinity of the premises. This will be of greater importance between 22.00 hrs and 07.00 hrs, than at other times of the day.
- The steps taken or proposed to be taken by the applicant to prevent queuing (either by pedestrian or vehicular traffic). If some queuing is inevitable then queues should be diverted away from neighbouring premises or be otherwise managed to prevent disturbance or obstruction.
- The steps taken or proposed to be taken by the applicant to ensure staff and patrons leave the premises quietly and orderly manner.
- The arrangements made or proposed for parking by patrons, and the effect of parking by patrons on local residents and other businesses.
- Whether there is sufficient provision for public transport for patrons, including taxis and private hire vehicles.
- Whether licensed taxis or private hire vehicles are likely to disturb local residents.
- The installation of any special measures where licensed premises are or are proposed to be located near sensitive premises such as dwellings, residential homes, nursing homes, hospitals, hospices or places of worship.
- The use of gardens, patios, forecourts and other open-air areas.
- Delivery and collection arrangements, including proximity to noise sensitive premises and the time of such activities.
- The siting of external lighting, including security lighting that is installed inappropriately.
- The siting of any other equipment or facilities used in conjunction with the premises.
- Whether activities on the premises would lead to increased refuse storage or disposal problems.
- Whether activities on the premises would lead to additional litter, including fly posting and illegal placards in the vicinity of the premises.



- The history of previous nuisance complaints proved against the premises; particularly where statutory notices have been served on the present licensees.
- The contribution the applicant makes or proposes to make towards the cost of CCTV surveillance, litter collection or associated street furniture.

### **Protection of Children from Harm**

- 6.13.17 The wide range of premises that require licensing means that children can be expected to visit many of these, often on their own, for food and/or entertainment.
- 6.13.18 The Act does not prohibit children under 16 from having access to any licensed premises, save for when the premises are being used exclusively or primarily for the supply of alcohol for consumption on the premises under the authorisation of either a premises licence, a club premises certificate or a temporary events notice, unless accompanied by an adult, or between the hours of midnight and 5:00am unaccompanied. However, the Licensing Authority recognises that limitations may have to be considered where it appears necessary to protect and prevent children from experiencing physical, moral, or psychological harm.
- 6.13.19 The Licensing Authority will consult with the appropriate Hertfordshire Safeguarding Children Board on any application that indicates there may be concerns over access for children.
- 6.13.20 The Licensing Authority will judge the merits of each individual application before deciding whether to impose conditions limiting the access of children to individual premises when representations have been made. The Licensing Authority will in particular consider:
- where there have been convictions for supply of alcohol to minors or premises with a reputation for underage drinking
  - where there is a known association with drug taking or dealing
  - where there is a strong element of gambling on the premises
  - where entertainment of an adult or sexual nature is commonly provided
- 6.13.21 The Licensing Authority will consider any of the following options when dealing with a licence application following representations, limiting the access of children is considered necessary to prevent harm to children:

- Limitations on the hours when children may be present.
- Limitations on ages below 16 and/or 18.
- Limitations or exclusion when certain activities are taking place.
- Requirements for an accompanying adult.
- Full exclusion of people under 18 from the premises when any licensable activities are taking place.

6.13.22 No conditions will be imposed requiring that children be admitted to any premises and, where no limitation is imposed, this will be left to the discretion of the individual licensee.

6.13.23 The Act contains a number of sections designed to protect children in licensed premises and the Licensing Authority will work closely with the police to ensure the appropriate enforcement of the law, especially relating to the sale and supply of alcohol to children.

6.13.24 Films cover a vast range of subjects, some of which deal with adult themes and/or contain, for example, scenes of horror, violence or sexual nature that may be considered unsuitable for children within certain age groups.

6.13.25 In order to prevent children from seeing such films, the Licensing Authority will impose conditions requiring licensees to restrict children from viewing age-restricted films classified according to the recommendations of the BBFC, or by the Licensing Authority.

6.13.26 Many children go to see and/or take part in an entertainment arranged especially for them, for example dance or drama school productions, and additional arrangements are required to safeguard them while at the premises.

6.13.26 Where regulated entertainment is specially presented for children, the Licensing Authority will, following representations, require the following arrangements in order to control their access and egress and to assure their safety:

- An adult member of staff to be stationed in the vicinity of each of the exits from any level, subject to there being a minimum of one member of staff per 50 children or part thereof.
- No child, unless accompanied by an adult to be permitted in the front row of any balcony.
- No standing to be permitted in any part of the auditorium during the performance unless an approved area has been agreed by the council.

- Such other measures as may be specified by the area child protection committee.

6.13.27 The Licensing Authority will expect Operating Schedules to satisfactorily address these issues. Following relevant representations, it will consider attaching conditions to licences and permissions to prevent harm to children.

6.13.28 Child sexual exploitation is a form of child abuse which is complex and can be manifested in different ways. Essentially it involves children and young people receiving something – for example, accommodation, alcohol, drugs, gifts or affection in exchange for sexual activity or having others perform sexual activities on them. The Council recognises that this form of exploitation could potentially be linked to licensed premises and as such will seek to promote knowledge and understanding of the issue amongst those in the licensed trade. Where potential instances of child sexual exploitation are identified to the Licensing Authority these will be referred to the appropriate bodies

## 6.14 Naming, Packing and promotion in retail premises.

6.14.1 The Licensing Authority acknowledges that irresponsible naming, packing or promotion of alcoholic drinks may contribute to alcohol related harms and will encourage retailers to sign up to and abide by Portman Groups Retailer Alert Bulletins, to remove irresponsible products and promotions.

6.14.2 The Portman Group operates on behalf of the alcohol industry, a code of practice on the Naming, Packaging and Promotion of Alcoholic Drinks. The Code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years old or older. Complaints about products under the Code are considered by an independent complaints Panel and the Panel's decisions are published on the Portman Group's website, in the trade press and in an annual report. If a products packaging or point-of-sale advertising is found to be in breach of the code, The Portman Group may issue a Retailer Alert Bulletin to notify retailers of the decision and ask them not to replenish stocks of any such product or to display such point-of-sale material, until there has been compliance with the decision.

## 6.15 Enforcement

6.15.1 Stevenage Borough Council delivers a wide range of enforcement services aimed at safeguarding the environment and the community on which business can fairly trade. The administration and enforcement is one part of this service.

- 6.15.2 The Council will have regard to the Regulators' Code which can be found here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/300126/14-705-regulators-code.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/300126/14-705-regulators-code.pdf)
- 6.15.3 The Code provides a clear, flexible and principles-based framework for how regulators should engage with those they regulate. Nearly all regulators, including local authorities, must have regard to it when developing policies and procedures that guide their regulatory activities.
- 6.15.4 The Council is committed to accord with the principles of good enforcement and practice by carrying out its regulatory functions in a fair, open and consistent manner and will abide also by its own Enforcement Policy which is freely available from the Council, as is this Policy and details of the Council's Complaints Procedure.
- 6.15.5 Inspections of all licensed premises will be undertaken by the Licensing Authority on the basis of risk ensuring that enforcement is proportionate and targeted at higher risk premises which require greater attention and allowing a lighter touch in relation to lower risk premises.
- 6.15.6 The Licensing Authority will seek to work proactively with other responsible authorities in enforcing licensing legislation. It expects the responsible authorities to share information about licence holders and licensed premises and to consult closely with the Licensing Authority when any enforcement action may be required. The Licensing Authority has signed the Hertfordshire Licensing Enforcement Protocol in conjunction with the other responsible authorities within the county. Inspections will take place at the discretion of the Licensing Authority and its partner agencies and resources will be concentrated on areas of need.
- 6.15.7 The Council expects responsible authorities to lead on enforcement action that falls within their normal working remit. In respect of non-compliance with an authorisation, the Licensing Authority would ordinarily take the lead assisted, where applicable, by witness statements from responsible authorities.
- 6.15.8 The Licensing Authority may carry additional inspections where complaints have been received from any of the responsible authorities, other agencies, members of the public or where information that a breach of licence may occur.

6.15.9 The Council will consider the use of Closure Notices under section 19 of the Criminal Justice and Police Act 2001 as a method of enforcing licence conditions. This procedure clearly identifies the actions a licence holder needs to take to rectify the situation within a set period of time and the consequences of not doing so. In the event of non-compliance with a Closure Notice, the Council will apply to the courts for a Closure Order.

## 6.16 Licence Reviews

6.16.1 An interested party, a body representative or a local Councillor as defined in the Act, and/or responsible authority have the power to seek a review of either a premises licence or club premises certificate, using the prescribed application form, if they are of the opinion that one or more of the licensing objectives are not being met by the licence holder.

6.16.2 The Licensing Authority, in determining if the application for a review is relevant, will have regard to the current guidance issued by the Secretary of State under section 182 of the Act in so far as to whether an application is frivolous, vexatious or repetitious. Representations made by a responsible authority cannot be deemed as being frivolous, vexatious, or repetitious.

6.16.3 Once the licence is before the Licensing Committee (see Section 21 below) at a review hearing, there are several options available to the committee. They include:

- Modification to the current conditions of the licence.
- Exclusion of a licensable activity currently permitted on a licence, or certificate.
- Removal of the designated premises supervisor.
- Suspension of the licence, or certificate, for a period not exceeding three months; or
- Revocation of the licence, or certificate.

6.16.4 In instances where the crime prevention objective is being undermined, revocation, even in the instance of this being a first review of the premises licence, or club premises certificate, will be given serious consideration. See also here R on the application of Bassetlaw DC v Worksop Magistrates Court.

6.16.5 The Licensing Authority in its duties recognises that it cannot itself initiate any review application. The role of the Licensing Authority will be solely to administer the process, and to determine the application by way of a hearing, at which time evidence to support the review can be given.

6.16.6 The Licensing Authority recognises the importance of partnership working and will pro-actively support working with interested parties and/or businesses in the vicinity of a licensed premise or club, and responsible authorities, to allow the holders of a licence or club premises certificate the opportunity to address concerns raised at the earliest opportunity, with a view to resolve matters informally where possible.

## 6.17 Licence Suspensions

6.17.1 The payment of an annual fee for a premises licence or club premises certificate is a statutory requirement by virtue of the Act. The responsibility for ensuring prompt payment rests entirely with the licence or certificate holder. While the Local Authority will issue an invoice for the due fee and one subsequent reminder, it will not accept the alleged absence or loss of a reminder letter or an invoice as a reason for non-payment as there is no statutory requirement for such documents to be issued.

6.17.2 The suspension of either a premises licence or club premises certificate is not immediate if the payment was not made before, or at the time that it was due, either as a result of there being an administrative error, or where the holder raised a dispute as to their liability to pay the fee on or before the due date. In these instances, there is a grace period of 21 days to allow for resolution of a dispute, or to correct an error. Should the disputed error not be resolved following the end of the 21-day period, the licence will then be suspended.

6.17.2 In all instances of suspension, the Licensing Authority will write to the licence holder to advise of the suspension, the correspondence of which will include the date on which the suspension is to take effect, which in all instances will be 2 days after the day the notice is given.

6.17.3 In all instances of suspension, the Licensing Authority will notify Hertfordshire Constabulary and the relevant responsible authorities as defined under the Act. The procedures for suspension are described in the regulations, and the section 182 guidance; the Licensing Authority will follow these principles.

6.17.4 The lifting of a suspension will only take place from the day on which the Licensing Authority receives the payment of the outstanding fee. In all

instances, confirmation that the suspension has been lifted in writing will be made the following working day after the payment has been received. Notification will also be provided to Hertfordshire Constabulary, and the relevant responsible authorities as notified at the time the suspension notice was given.

## 6.18 Temporary Event Notices

- 6.18.1 The process of issuing a Temporary Event Notice (TEN) is designed to be a light-touch process, and as such, the carrying on of any of the licensable activities does not have to be authorised by the Licensing Authority on an application, instead, the applicant serves notice to the required agencies.
- 6.18.2 Certain temporary events do not require a licence and can be notified to the Licensing Authority by a TEN giving a minimum of 10 working days' notice. This period begins the day after receipt of the notice and does not include the day of the event itself.
- 6.18.3 Premises users are now permitted under the Act a limited number of late TENs. A late TEN is a notice given no earlier than nine and no later than five working days before the event date. Late TENs are designed to assist premises users who require, for reasons beyond their control, to still serve a notice of intent for their event to the required authorities.
- 6.18.4 Applicants in the instance of a late TEN need to be aware that, should an objection be raised by either the Police or Environmental Health with regard to any of the four licensing objectives, the event cannot go ahead. Event size, location or timing may not allow sufficient time for organisers to carry out full and proper discussions on the possible crime and disorder, public nuisance and health and safety issues with the Licensing Authority, Police and other interested parties or body representatives.
- 6.18.5 A number of limitations are imposed on the use of TENs by the 2003 Act:
- the number of times a premises user may give a TEN is 50 times in a calendar year for a personal licence holder and five times in a calendar year for other people.
  - the number of times a premises user may give a late TEN is limited to 10 times in a calendar year for a personal licence holder and twice for other

people. Late TENs count towards the total number of permitted TENs (i.e. the limit of five TENs a year for non-personal licence holders and 50 TENs for personal licence holders). A notice that is given less than ten working days before the event to which it relates, when the premises user has already given the permitted number of late TENs in that calendar year, will be returned as void and the activities described in it will not be authorised.

- the number of times a TEN may be given for any particular premises is 15 times in a calendar year.
- the maximum duration of an event authorised by a TEN is 168 hours (seven days);
- the maximum total duration of the events authorised by TENs in relation to individual premises is 21 days in a calendar year;
- the maximum number of people attending at any one time is 499; and
- the minimum period between events authorised under separate TENs in relation to the same premises (not including withdrawn TENs) by the same premises user is 24 hours

6.18.6 The Licensing Authority recommends that to ensure events occur with the minimum of risk, at least 28 days' notice is given. Some events may be more difficult to assess in advance it recommends that not more than 90 days' notice is given.

6.18.7 The Licensing Authority and relevant authorities including representatives from the Police, Fire and Ambulance have agreed to a Safety Advisory Team (SAT) for the Borough. The purpose of the team is to provide advice on the organisation and safety, and to assist with meeting with the requirements of other legislation that protects local residents and businesses, to persons planning to hold temporary event. Applicants giving notification to the licensing authority of a temporary event should have regard to the SAT advice. For further information please contact the Licensing Team at [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk)

## 6.19 Sexual Entertainment

6.19.1 Stevenage Borough Council has adopted the provisions under the Local Government (Miscellaneous Provisions) Act 1982, schedule 3 for the licensing of sex shops, cinemas and sexual entertainment venues, as amended.

6.19.2 Premises seeking to provide regulated entertainment at their premises that will commonly be of an adult nature should consult with the Licensing Authority in the first instance as to whether separate permission will be required.



6.19.3 Should an application for a sexual entertainment venue be required under the Local Government (Miscellaneous Provisions) Act 1982, and relevant representations received as to this, consideration will be given as to the grant of any additional licence where the premises in question are in the vicinity of:

- Residential Housing;
- Schools;
- Play areas;
- Children’s nurseries or pre-school facilities;
- Places of religious worship or education;
- Historic buildings;
- Tourist attractions;
- Predominantly family shopping areas;
- Community facilities or public buildings e.g. youth clubs, libraries, sports centres.

6.19.4 In so far as it relates to the licensing objectives, and taking into account location, the Licensing Authority may determine the nature of any external signage for the premises seeking to provide the adult entertainment.

6.19.5 The Licensing Authority will also expect that the entertainment occurring on the premises should only be visible to those who have chosen to visit and enter the premises, irrespective of its location in the Borough.

6.19.6 The Licensing Authority is keen to ensure that any premises seeking to provide any such entertainment of an adult nature is proactive in its operations to promote the licensing objective “Protection of Children from Harm”, and will expect operating schedules to address this matter by giving consideration to conditions as to entrance policy, security measures for staff and customers alike, staff training and management policies so as to ensure that this, as well as the other three licensing objectives are fully promoted.

## 6.20 Administration, Exercise and Delegation of Functions

6.20.1 A major principle underlying the Act is that the licensing functions contained within the Act should be delegated to an appropriate level so as to ensure speedy, efficient and cost-effective service delivery.

- 6.20.2 The Licensing Authority is committed to the principle of delegating its powers to ensure that the objectives are met and has arranged for its licensing functions to be discharged in accordance with the guidance issued by the Secretary of State. These arrangements are set out in the table at the Appendix 1.
- 6.20.3 The power of the Licensing Authority under the Act may be carried out by the Council's Licensing Committee, or one or more officers acting under delegated authority.
- 6.20.4 The Licensing Committee will be made up of 13 members with a quorum of four who will hear any relevant representations from authorised persons, responsible authorities and interested parties in the form of a hearing.
- 6.20.5 Many of the decisions and functions are administrative in nature, including the grant of non-contentious applications, such as those licences and certificates where no representations have been made. All such matters will be delegated to Licensing Officers and reported to the members of the Licensing Committee.
- 6.20.6 In support of the table of delegation as at Appendix 1, delegation to officers for the following has also been provided in respect of:
- Power to suspend a premises licence or club premises certificate for non-payment of annual fee
  - Power to specify the date on which suspension takes effect. This will be a minimum of 2 working days.
  - Power to impose existing conditions on a premises licence, club premises certificate and Temporary Event Notice where all parties agree that a hearing is unnecessary.
  - Power to make representations as a responsible authority.
- 6.20.7 This form of delegations is without prejudice to officers being able to refer an application to the committee, if considered appropriate in the circumstances of any particular case.
- 6.20.8 Whilst the hearing of a contested licence application is quasi-judicial in nature, the Committee will aim to keep proceedings as informal as possible. However, a degree of formality is needed to ensure that all parties receive a fair hearing. The procedures adopted by Stevenage Borough Council as the Licensing Authority are designed to ensure that all parties are able to express their view openly and fairly. The Committee procedure is inquisitorial rather than

adversarial and whilst applicants, interested parties, and responsible authorities are entitled to bring legal representation with them if they wish, this is by no means a requirement.

6.20.9 Whilst the Committee usually meets in public, it does have the power to hear certain applications in private. The Committee will, however, always reach its decision in private. A public announcement of the decision will be made at the end of the hearing. The decision determined by the Committee will be accompanied with clear, cogent reasons for the decision, having due regard to the Human Rights Act 1998, the four licensing objectives and all other relevant legislation.

6.20.10 The Committee will determine each case before it on its merits. However, in determining the application the Licensing Committee will consider:

- The case and evidence presented by all parties.
- The promotion of the four licensing objectives.
- Guidance by central Government.
- This Licensing Policy.

6.20.11 Where the Committee determines that it is appropriate to attach conditions to a licence/certificate it will ensure those conditions are focused on the activities taking place at the premises, on members of the public, living working or engaged in normal activity in the area concerned. Such conditions will be proportionate to the activity to be controlled and will only be imposed in the interests of the licensing objectives.

## 6.21 Applications for Personal Licences

6.21.1 Any individual may apply for a personal licence whether or not he or she is currently employed or has business interests associated with the licence use. An applicant has to demonstrate that they have an appropriate licensing qualification, are aged over 18 years, do not have a relevant or foreign criminal conviction or have been required to pay an immigration penalty. In addition, they must also demonstrate that they have the right to work within the United Kingdom. Any Personal Licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the United Kingdom.

- 6.21.2 Applicants with unspent criminal convictions for relevant offences set out in the Licensing Act are encouraged to first discuss their intended application with the police and local authority licensing officers before making an application. The Licensing Authority and police will arrange to hold interview(s) with prospective personal licence holders to discuss the circumstances surrounding the conviction. Applicants may bring with them supporting evidence, character references or representations to the meeting(s).
- 6.21.3 The holder of a Personal Licence is required by the Act to report (as soon as reasonably practicable) to the Licensing Authority any change to their name or address. Similarly, should they receive a conviction for any relevant criminal offence or foreign offence or have been required to pay an immigration penalty they must report this in writing (again as soon as reasonably practicable) on receipt of which the Licensing Authority has the discretion to suspend, for up to 6 months, or to revoke the Licence.
- 6.21.4 A personal licence is required by individuals who may be engaged in making and authorising the sale or supply of alcohol. Not every person retailing alcohol at a premises licensed for that purpose needs to hold a personal licence although the Licensing Authority expects that every person authorised to make a sale of alcohol is clearly identified, for example by way of a written statement.
- 6.21.5 A joint interview will always be arranged where the police are minded to object to the transfer of a designated premises supervisor on the grounds that such a transfer may undermine the crime prevention objective.

## 6.22 Equalities and human rights

### Human Rights

- 6.22.1 The Human Rights Act 1998 incorporated the European Convention on Human Rights and makes it unlawful for a local authority to act in a way which is incompatible with a Convention right. The Licensing Authority will have particular regard to the following relevant provisions in determining licence applications:

- **Article 1**

That every person is entitled to the peaceful enjoyment of his or her possessions

- **Article 6**

In the determination of civil rights and obligations everyone is entitled to a fair public hearing within a reasonable time by an independent and impartial tribunal established by law.

• **Article 8**

That everyone has the right to respect for private and family life, home and correspondence.

### **Equality**

- 6.22.2 The Equality Act 2010 places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations, between persons with different protected characteristics, and to promote equality of opportunity and good relations between persons of different racial groups. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 6.22.3 The Licensing Authority will therefore have due regard to this responsibility when imposing conditions on licences to ensure that they could not directly or indirectly lead to discrimination against any racial group.
- 6.22.4 Further guidance as to this matter is available from the Government Equalities Office and the Equality and Human Rights Commission.

### **Modern slavery**

- 6.22.5 Stevenage Borough Council is committed to ending all forms of modern slavery. Through working in partnership with local residents, Hertfordshire Police, organisations such as the Salvation Army and the Modern Slavery Helpline the council aims to make the borough of Stevenage an even safer, place to live, work and visit. As a signatory of the Charter for Modern Slavery the Council is also aware of its wider social responsibility and is committed to having a positive impact on the working conditions of all those involved in supplying its goods and services.

## 7 Consultation

7.1 Before the Licensing Authority determines its policy for any five-year period, it must consult with those persons listed in section 5(3) of the Act. These are:

- a) The chief officer of police for the borough.
- b) Hertfordshire Fire and Rescue Service.
- c) Hertfordshire Trading Standards.
- d) Hertfordshire Local Safeguarding Children's' Board.
- e) Stevenage SoSafe Community Safety Partnership.
- f) Persons/bodies representative of local holders of premises licences.
- g) Persons/bodies representative of local holders of club premises certificates;
- h) Persons/bodies representative of local holders of personal licences.
- i) Persons/bodies representative of business and residents in the Borough

## 8 Monitoring and Review

8.1 This policy will be reviewed by the relevant Business Unit's Head of Service or Service Manager every 5 years (see page 1 for details of Business Unit) or earlier if there is a change in legislation. Where more than 10% of the policy content is changed the Assistant Director and appropriate Portfolio Holder will be required to decide if the policy needs to be formally reconsidered by Cabinet or appropriate decision-making body.

8.2 Where there is a request for the content of the policy to be reviewed in response to a complaint, the relevant Business Unit's Assistant Director will be notified. If the Assistant Director agrees that a review of policy is required, this will be discussed with the appropriate Portfolio Holder. The Head of Service or Service Manager will be responsible for implementing a subsequent policy review.

## 9 References and Resources

[Licensing Act 2003 \(legislation.gov.uk\)](http://legislation.gov.uk)

[Revised Guidance issued under section 182 of the Licensing Act 2003 \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

[Environmental Protection Act 1990 \(legislation.gov.uk\)](#)

[Noise Act 1996 \(legislation.gov.uk\)](#)

[Clean Neighbourhoods and Environment Act 2005 \(legislation.gov.uk\)](#)

[The Regulatory Reform \(Fire Safety\) Order 2005 \(legislation.gov.uk\)](#)

[Safety, Health and Welfare at Work Act 2005 \(irishstatutebook.ie\)](#)

[Health and Safety at Work etc Act 1974 – legislation explained \(hse.gov.uk\)](#)

[Equality Act 2010 \(legislation.gov.uk\)](#)

[Planning practice guidance - GOV.UK \(www.gov.uk\)](#)

[National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#)

[Equality, Diversity and Inclusion Strategy 2022-2026 \(stevenage.gov.uk\)](#)

[The No More Service \(stevenage.gov.uk\)](#)

[SoSafe Community Safety Strategy 2021 - 2024 \(stevenage.gov.uk\)](#)

[The Legislative Reform \(Entertainment Licensing\) Order 2014 \(legislation.gov.uk\)](#)

[Deregulation Act 2015 \(legislation.gov.uk\)](#)

[Live Music Act 2012 \(legislation.gov.uk\)](#)

[Homepage \(artscouncil.org.uk\)](#)

[20170123-Cultural Strategy-Appendix.pdf \(stevenage.gov.uk\)](#)

[Human Rights Act 1998 \(legislation.gov.uk\)](#)

[Local Government \(Miscellaneous Provisions\) Act 1982 \(legislation.gov.uk\)](#)

[Policing and Crime Act 2009 \(legislation.gov.uk\)](#)

[Anti-social Behaviour Act 2003 \(legislation.gov.uk\)](#)

[Crime and Disorder Act 1998 \(legislation.gov.uk\)](#)

[Crime and Security Act 2010 \(legislation.gov.uk\)](#)

[Criminal Justice and Police Act 2001 \(legislation.gov.uk\)](#)

[Private Security Industry Act 2001 \(legislation.gov.uk\)](#)

[Race Relations \(Amendment\) Act 2000 \(legislation.gov.uk\)](#)

[Health Act Violent Crime Reduction Act 2006 \(legislation.gov.uk\)2006 \(legislation.gov.uk\)](#)

[The Provision of Services Regulations 2009 \(legislation.gov.uk\)](#)

[The Legislative Reform \(Minor Variations to Premises Licences and Club Premises Certificates\) Order 2009 \(legislation.gov.uk\)](#)

[The Legislative Reform \(Supervision of Alcohol Sales in Church and Village Halls &c.\) Order 2009 \(legislation.gov.uk\)](#)

[Crime and Security Act 2010 \(legislation.gov.uk\)](#)

[The Legislative Reform \(Licensing\) \(Interim Authority Notices etc\) Order 2010 \(legislation.gov.uk\)](#)

[Police Reform and Social Responsibility Act 2011 \(legislation.gov.uk\)](#)

[The Licensing Act 2003 \(Mandatory Licensing Conditions\) Order 2010 \(legislation.gov.uk\)](#)

[The Licensing Act 2003 \(Descriptions of Entertainment\) \(Amendment\) Order 2013 \(legislation.gov.uk\)](#)

## **10                    Abbreviations and Definitions**

EDI	Equality, Diversity and Inclusion
GDPR	General Data Protection Regulation
PSED	Public Sector Equality Duty
SBC	Stevenage Brough Council
PPG	Planning Policy Guidance
NPPF	National Planning Policy Framework
FIP	Family Intervention Project
CSP	Community Safety Partnership
PASS	Proof of Age Standards Scheme
EMRO	Early Morning Restriction Order



## 11 Appendices

- 11.1 Table of Delegations of Licensing Functions
- 11.2 Case-law & Guidance Sources
- 11.3 Useful contacts
- 11.4 Equalities Impact Assessment (EqIA) November 2024

## 12 Version History

Date	Outlined Amendments	Author
4 <sup>th</sup> October 2024	Format of Policy has been amended	Julie Dwan
	Date of Policy amended from 2020-2025 to 2025-2030	
	Scope- Section 2.2. Replace the word 'registered' with 'Qualifying'. 'The supply of alcohol to members of a qualifying club'.	
	Legal Framework-Section 3.1 c) has a typo. The Noise Act 1986 has been amended to The Noise Act 1996.	
	Policy- Section 6.1.1. 'No More' project has been amended to the 'No More' service.	
	Policy-section 6.1.2. So Stevenage (Safer Communities) has been amended to SOSafe Stevenage, Community Safety Partnership (CSP)	
	Policy-Section 6.1.4. 'Challenge 21' has been replaced with 'Challenge 25'	
	Policy-Section 6.1.5 has a typo. Police & Criminal Justice Act 2001 has been replaced with Criminal Justice & Police Act 2001.	
	Policy-section 6.2.2. Slight change to the legislation. Amplified 'live' music between 8am and 11pm before audiences of no more than 200 people on premises authorised to sell alcohol for consumption on the premises. & Amplified 'live' music between 8am and 11pm before audiences of no more than 200 people in workplaces not otherwise licensed under the 2003 Act (or licensed only for the	

	provision of late-night refreshment) Audience size has been amended to 500.	
	Circuses-Section 6.6.2, Name of management company has been added, 'Sports & Leisure Management Ltd'.	
	Policy-Section 6.6.3. Premises licence holder amended from Stevenage Leisure Ltd to Stevenage Borough Council.	
	Temporary Event Notices-6.18.7. contact details for the licensing team amended. Telephone number has been removed and replaced with an email address.	
	Conditions – Section 6.11.13. 'The pool of conditions is available on request from the licensing team'. Has been amended to: 'The pool of conditions, this is available on the Council website using the following link'. Link has been added.	
21 <sup>st</sup> November 2024	Amendments following consultation	Julie Dwan
	Policy – Paragraph 3.5. sentence amended as per consultation response from the Planning Authority and now reads: ' The Council's planning policies are set out in its local Plan. Central Government policy and guidance in the form of...' references to 'Executive' in the policy have also been replaced with 'cabinet'.	
	Policy- Section added at 6.14. It refers to the Naming, Packing & Promotion in retail premises. 6.14.1, sentence added stating that the Council will encourage retailers in the area to sign up to and abide by Portman Groups Retailer Alert bulletins. 6.14.2, Text added relating to the Portman Groups regulatory work.	

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## Appendix 11.1 – Table of Delegations of Licensing Functions

<b>MATTER TO BE DEALT WITH</b>	<b>LICENSING COMMITTEE</b>	<b>OFFICERS</b>
Initial and five yearly review of licensing policy	Recommend policy to Full council	
Application for personal licence	If a police objection made	All other cases
Application for personal licence, with unspent convictions	All cases	All other cases
Application for premises licence/club premises certificate	If a relevant representation made	All other cases
Application for provisional statement	If a relevant representation made	All other cases
Application to vary premises licence/club premises Certificate	If a relevant representation made	All other cases
Application to vary designated premises supervisor	If a police objection	All other cases
Request to be removed as designated premises supervisor		All cases
Determination of a Police or Environmental Health Representation to a temporary events notice (except a late TENS)	All cases	
Application for transfer of premises licence	If a police objection made	All other cases
Application for Interim Authorities	If a police objection made	All other cases
Application to review premises licence/club premises certificate	All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious, etc		All cases
Decision to object when local authority is a consultee and not the lead authority	All cases	
Determination of an application to vary a premises licence at a community premises to include alternative licence conditions	If a police objection is made	All other cases
Decision whether to consult other responsible authorities on minor variation applications		All cases
Determination of minor variation application		All cases

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## Appendix 11.2 Case-law & Guidance Sources

### Relevant case law regarding policy statements

Limits of licensing policy:

*BBPA & Others v Canterbury City Council [2005] EWHC 1318 (Admin)*

“Strict” licensing policies and exceptions to policy:

*R (Westminster City Council) v Middlesex crown Court and Chorion plc [2002] LLR 538*

Cumulative impact policies and hours:

*R (JD Weatherspoon plc) v Guildford Borough Council [2006] EWHC 815 (Admin)*

Duplication and conditions:

*R (on the application of Bristol Council) v Bristol Magistrates’ Court [2009] EWHC 625 (Admin)*

Extra-statutory notification by the licensing authority:

*R (on the application of Albert Court Residents Association and Others) v Westminster City Council [2010] EWHC 393 (Admin)*

The prevention of crime and disorder: ambit of the objective

*Blackpool Council, R (on the application of) v Howitt [2008]*

### Guidance Documents

Home Office ‘Practical Guide for Preventing and Dealing with Alcohol Related Problems

Home Office Safer Clubbing Guide

Home Office Alcohol Disorder Zone Guidance

Home Office Designated Public Place Order (DPPO) guidance

Home Office s182 Guidance

Test Purchasing Guidance

Protecting young people from alcohol related harm

Licensing large scale events (music festivals, etc)

Licensing Village Halls

Councillor Handbook: Licensing Act 2003

Councillor Handbook: Community Events

Managing Crowds Safely

5 Steps to Risk Assessment

The Guide to Safety at Sports Grounds

Safety Guidance for Street Arts, Carnivals, Processions and Large-Scale Performances

UK BIDS: Business Improvement Districts (national BIDS advisory service)



## Appendix 11.3 Useful Contacts

### **Association of Convenience Stores (ACS)**

<https://www.acs.org.uk/>

Federation House, 17 Farnborough Street, Farnborough, Hampshire, GU14 8AG

E-mail: [acs@acs.org.uk](mailto:acs@acs.org.uk)

### **Association of Town and City Management (ACTM)**

<http://www.atcm.org/>

PO Box 242 Westerham TN16 9EU

E-mail: [info@atcm.org](mailto:info@atcm.org)

### **British Beer and Pub Association (BBPA)**

<http://www.beerandpub.com>

Brewers Hall, Aldermanbury Square, London, EC2V 7HR

Tel: 020 7627 9191

E-mail: [contact@beerandpub.com](mailto:contact@beerandpub.com)

### **British Board of Film Classification (BBFC)**

<https://bbfc.co.uk/>

3 Soho Square, London, W1D 3HD

E-mail: [feedback@bbfc.co.uk](mailto:feedback@bbfc.co.uk)

### **British Institute of Inn Keeping (BII)**

<https://www.bii.org/>

Infor House, 1 Lakeside Road, Farnborough, GU14 6XP

Email: [enquiries@bii.org](mailto:enquiries@bii.org)

### **British Retail Consortium (BRC)**

<https://www.brc.org.uk/>

2 London Bridge, London SE1 9RA

Email: [info@brc.org.uk](mailto:info@brc.org.uk)

### **Circus Arts Forum**

[www.circusarts.org.uk](http://www.circusarts.org.uk)

E-mail: [info@circusarts.org.uk](mailto:info@circusarts.org.uk)

### **Department for Culture, Media and Sport (DCMS)**

[www.culture.gov.uk](http://www.culture.gov.uk)

100 Parliament Street, London, SW1A 2BQ

E-mail: [enquiries@culture.gov.uk](mailto:enquiries@culture.gov.uk)

## **Equity**

<http://www.equity.org.uk/>

Guild House, Upper St Martins Lane, London, WC2H 9EG

Tel: 020 7379 6000

E-mail: [info@equity.org.uk](mailto:info@equity.org.uk)

## **Federation of Licensed Victuallers Associations (FLVA)**

<http://www.flva.co.uk>

The Raylor Centre, James Street, York, YO10 3DW

Email: [admin@flva.co.uk](mailto:admin@flva.co.uk)

## **Home Office**

[www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

2 Marsham Street, London, SW1P 4DF

Email: [public.enquiries@homeoffice.gov.uk](mailto:public.enquiries@homeoffice.gov.uk)

## **Institute of Licensing (IoL)**

<http://www.instituteoflicensing.org/>

Ridgeway, Upper Milton Wells, Somerset, BA5 3AH

Email: [info@instituteoflicensing.org](mailto:info@instituteoflicensing.org)

## **Local Government Association (LGA)**

<https://www.local.gov.uk/topics/licences-regulations-and-trading-standards>

17 Smith Square, Westminster, London SW1P 3HZ

E-mail: [info@local.gov.uk](mailto:info@local.gov.uk)

## **National Association of Licensing and Enforcement Officers (NALEO)**

<https://www.naleo.org.uk/>

37 Little Paddocks, Ferring, West Sussex, BN12 5NJ

Email: [info@naleo.org.uk](mailto:info@naleo.org.uk)

## **National Pub Watch**

<http://www.nationalpubwatch.org.uk/index.php>

PO Box 3523, Barnet, EN5 9LQ

## **Night Time Industries Association (NTIA)**

<https://www.ntia.co.uk/>

Email: [info@ntia.co.uk](mailto:info@ntia.co.uk)

## **Office for Product Safety and Standards (OPSS)**

<https://www.gov.uk/government/organisations/office-for-product-safety-and-standards>

4th Floor Cannon House, 18 The Priory Queensway, Birmingham, B4 6BS

Email: [OPSS.enquiries@beis.gov.uk](mailto:OPSS.enquiries@beis.gov.uk)

### **Outdoor Arts UK**

[outdoorartsuk.org.uk](http://outdoorartsuk.org.uk)

54 Charlton Street, London, NW1 1HS

Email: [info@outdoorartsuk.org](mailto:info@outdoorartsuk.org)

### **Portman Group**

<https://www.portmangroup.org.uk>

Fora, 201 Borough High Street, London, SE1 1JA

E-mail [info@portmangroup.org.uk](mailto:info@portmangroup.org.uk)

### **UK Cinema Association (UKCA)**

<https://www.cinemauk.org.uk/>

3 Soho Square, London, W1D 3HD

### **UK Hospitality (UKH)**

<https://www.ukhospitality.org.uk/>

6th Floor, 10 Bloomsbury Way, London, WC1A 2SL

Email: [info@ukhospitality.org.uk](mailto:info@ukhospitality.org.uk)

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Estimated time taken to complete: 2 hours\*

\*Please note that this should be a working document and should be actively reviewed throughout the lifetime of the project/policy/service change



# Revised Licensing Statement of Principles Equality Impact Assessment (EqIA) Form

February 2025 – February 2030

<b>Date created</b>	November 2024
<b>Approved by</b>	Assistant Director – Planning & Regulation
<b>Owner</b>	Head of Environmental Health & Licensing
<b>Version</b>	V1.1
<b>Author</b>	Julie Dwan Acting Licensing Manager
<b>Business Unit and Team</b>	Environmental Health & Licensing

Please [click this link](#) to find the EqIA guidance toolkit for support in completing the following form.

For translations, braille or large print versions of this document please email [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk).

**First things first:**

**Does this policy, project, service, or other decision need an EqlA?**

<b>Title:</b>	Revised Licensing Statement of Principles	
<b>Please answer Yes or No to the following questions:</b>		
Does it affect staff, service users or the wider community?		<b>Yes/No</b>
Has it been identified as being important to particular groups of people?		<b>Yes/No</b>
Does it or could it potentially affect different groups of people differently (unequal)?		<b>Yes/No</b>
Does it relate to an area where there are known inequalities or exclusion issues?		<b>Yes/No</b>
Will it have an impact on how other organisations operate?		<b>Yes/No</b>
Is there potential for it to cause controversy or affect the council's reputation as a public service provider?		<b>Yes/No</b>

<b>Where a positive impact is likely, will this help to:</b>	
Remove discrimination and harassment?	N/A
Promote equal opportunities?	N/A
Encourage good relations?	<b>Yes/No</b>

**If you answered 'Yes' to one or more of the above questions you should carry out an EqlA.**

Or if you answered 'No' to all of the questions and decide that your activity doesn't need an EqlA you must explain below why it has no relevance to equality and diversity.

You should reference the information you used to support your decision below and seek approval from your Assistant Director before confirming this by sending this page to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk).

I determine that no EqlA is needed to inform the decision on the .

Name of assessor:

Decision approved by:

Role:

Role: Assistant Director

Date:

Date:

# Equality Impact Assessment Form

For a policy, project, strategy, staff or service change, or other decision that is new, changing or under review

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<b>What is being assessed?</b>		<b>Revised Licensing Statement of Principles</b>			
Lead Assessor	Julie Dwan			Assessment team	
Start date	February 2025	End date	February 2030		
When will the EqIA be reviewed? (Typically every 2 years)		November 2029, unless there are significant changes to the legislation which would require the Council to review the Licensing Statement of Principles sooner.			

Who may be affected by the proposed project?	All residents and businesses within Stevenage, Licensed premises in particular.
What are the key aims of the proposed project?	To provide information and guidance on the general approach that the Council will take to licensing. The Statement does not prevent anyone from making an application, and each application will be considered on its individual merits.

What <b>positive measures</b> are in place (if any) to help <b>fulfil our legislative duties</b> to:					
Remove discrimination & harassment	N/A	Promote equal opportunities	N/A	Encourage good relations	Promotion of better understanding between those

					providing Licensable Activities and those potentially affected by them.
--	--	--	--	--	---

What sources of data / information are you using to inform your assessment?	The legislation, namely the Licensing Act 2003 and related guidance and feedback received from the local consultation on the revised statement.
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In assessing the potential impact on people, are there any overall comments that you would like to make?	The purpose of the Council's Licensing Statement of Principles is to provide information and guidance on the general approach that the Council will take to licensing. The Statement does not prevent anyone from making an application, and each application will be considered on its individual merits.
--	--

## Evidence and Impact Assessment

Explain the potential impact and opportunities it could have for people in terms of the following characteristics, where applicable:

Age					
Positive impact	X	Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	The Licensing Act has as an objective 'Protection of children from Harm'. The policy embraces the promotion of this licensing objective and thus ensures that this age demographic is protected from certain licensable activities that may cause them harm. Each licence application is assessed on its merits and takes into account the views of all concerned, including those of the listed Responsible Authorities. However, we seek to minimise restrictions through the use of appropriate conditions, where possible, and only in extreme cases is there a refusal of an application.				



What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A
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**Disability e.g., physical impairment, mental ill health, learning difficulties, long-standing illness**

Positive impact	Negative impact	Unequal impact	
Please evidence the data and information you used to support this assessment			
No differential impact.			
What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A

**Gender Reassignment**

Positive impact	Negative impact	Unequal impact	
Please evidence the data and information you used to support this assessment			
No differential impact.			
What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A

Marriage or Civil Partnership					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

Pregnancy & Maternity					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

Race					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information	No differential impact.				

you used to support this assessment			
What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A

Religion or Belief					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A		

Sex					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A		

<b>Sexual Orientation e.g., straight, lesbian / gay, bisexual</b>					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

<b>Socio-economic<sup>1</sup></b>					
<b>e.g., low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users, social value in procurement</b>					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

<sup>1</sup>Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.

Additional Considerations					
Please outline any other potential impact on people in any other contexts					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	N/A				
What opportunities are there to promote equality and inclusion?			What do you still need to find out? Include in actions (last page)		

## Consultation Findings

Document any feedback gained from the following groups of people:

Staff?	None	Residents?	None
Voluntary & community sector?	None	Partners?	One consultation response from the <b>Local Planning Authority</b> who proposed amendments to be made to paragraph 3.5 of the draft policy so that it reads 'The Council's planning policies are set out in its local Plan. Central Government policy and guidance in the form of...' the statement also makes reference to 'Executive' which needs to be replaced with 'Cabinet' as the Executive Committee was replaced with Cabinet which took effect from June 2024.

Other stakeholders?	<p>One consultation response received from <b>Portman Group</b> who is a Social responsibility body and regulator for alcohol labelling, packaging and promotion in the UK. They operate a code of practice on the naming, packaging and promotion of alcoholic drinks, this has been provided with their response. They would like the Council to consider comments which are also outlined in their response, of former UK Public Health Minister Andrea Leadsom in February 2024, suggesting that 'Licensing Authorities should consider whether it is appropriate to impose conditions on licences that require the licence holder to comply with the Portman Group's Retailer Alert Bulletins'.</p>		

## Overall Conclusion & Future Activity

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Explain the <b>overall findings</b> of the assessment and <b>reasons for outcome (please choose one)</b> :	
<p>1. No inequality, inclusion issues or opportunities to further improve have been identified</p>	<p>The statement is intended to aid with local decision making in conjunction with the Licensing Act 2003 and associated guidance.</p> <p>The Statement supports a culture of openness where appropriate information can be accessed by all parties. Licensing Committee hearings, when required, will generally be held in public and any enforcement will be in line with the principles promoted within the Regulators' Code. Partnership working and exchange of information (within legal constraints) is also supported with a view to promoting better understanding between those providing licensable activities and those potentially affected by them.</p> <p>The Licensing Act has as an objective 'Protection of children from Harm'. The policy embraces the promotion of this licensing objective and thus ensures that this age demographic is protected from certain licensable activities that may cause them harm. The Council will seek to mediate between applicants and objectors and reach negotiated settlements wherever possible.</p>
	2a. Adjustments made

Negative / unequal impact, barriers to inclusion or improvement opportunities identified	2b. Continue as planned	
	2c. Stop and remove	

Detail the <b>actions that are needed</b> as a result of this assessment and how they will help to <b>remove discrimination &amp; harassment, promote equal opportunities</b> and / or <b>encourage good relations</b> :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?
N/A				

Approved by Assistant Director / Strategic Director: 

Date: 11<sup>th</sup> November 2024

Please send this EqIA to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk) for critical friend feedback and for final submittance with the associated project.

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Appendix B  
Consultation Responses:

- Portman Group
- Local Planning Authority



**Julie Dwan**

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**From:** Licensing  
**Sent:** 29 October 2024 09:08  
**To:** Julie Dwan  
**Subject:** FW: Portman Group response to Stevenage Borough Council's Revised Licensing Policy Statement for 2025-2030

Hi Julie

Looks like a response to the revised licensing Policies

Kind regards.

**Paul Edney | Technical Support Officer | Environmental Health & Licensing |**  
Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, Herts, SG1 1HN |

 01438 242242 | [www.stevenage.gov.uk](http://www.stevenage.gov.uk) | [env.health@stevenage.gov.uk](mailto:env.health@stevenage.gov.uk) | [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk)

**From:** David Saer <DSaer@portmangroup.org.uk>  
**Sent:** Monday, October 28, 2024 9:52 AM  
**To:** Licensing <licensing@stevenage.gov.uk>  
**Cc:** Jacob Coad <JCoat@portmangroup.org.uk>  
**Subject:** [External] Portman Group response to Stevenage Borough Council's Revised Licensing Policy Statement for 2025-2030

Dear Licensing Team,

Thank you for the opportunity to respond to the consultation on Stevenage Borough Council's Revised Licensing Policy Statement for 2025-2030.

We appreciated you signposting to us in the 'Useful contacts' section, though our address needs to be updated to 'Fora, 201 Borough High Street, London, SE1 1JA' and the telephone number needs to be removed.

We note that this is the only mention of the Portman Group in the document. In terms of extra builds to the draft, we would ask that you perhaps consider following other local authorities in adding in a little extra context in the text concerning our regulatory work regarding the Code of Practice for license holders and encouraging retailers in your area to abide by Retailer Alert Bulletins to remove irresponsible products and promotions.

We would suggest including something along the following lines:

#### The Portman Group Code of Practice

*The Portman Group operates, on behalf of the alcohol industry, a Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks. The Code seeks to ensure that drinks sold in licensed premises are packaged and promoted in a socially responsible manner and only to those who are 18 years old or over. Complaints about products under the Code are considered by an Independent Complaints Panel and the Panel's decisions are published online. If a product's packaging or point-of-sale advertising is found to be in breach of the Code, the Portman Group may issue a Retailer Alert Bulletin to notify retailers of the decision and ask them not to replenish stocks of any such product or to display such point-of-sale material, until the decision has been complied with. We would encourage retailers to sign up to and abide by Retailer Alert Bulletins. The Secretary of State's Statutory Guidance under the Licensing Act 2003 states that licensing authorities should, in the exercise of their licensing functions consider whether it is appropriate to impose conditions on licences that require the licence holder to comply with the Portman Group's Retailer Alert Bulletins.*

We would also ask that you consider the [comments](#) from former UK Public Health Minister Andrea Leadsom in February 2024, who suggested that "licensing authorities should consider whether it is appropriate to impose conditions on licences that require the licence holder to comply with the Portman Group's Retailer Alert Bulletins" if there is evidence of irresponsible alcohol promotion undermining licensing objectives.

Finally, could I check if we have the most up to date contacts for your team in terms of our Retail Alert Bulletin distribution list which we hope will aid your work?

If you have any questions or any of the above or how we can be of further assistance in your work, please just let me know.

Best wishes,

David

David Saer  
Director of External Affairs



Fora, 201 Borough High Street, London, [SE1 1JA](#) | Twitter: [@portmangroup](#)



...the majority of the population... and... the moderate majority... have low risk drinking behaviour... or do not drink at all.

...UK alcohol consumption... down 14% in 15 years.

...Near universal coverage... of pregnancy, unit, and CMO guideline messages on UK alcohol products.

**From:** Julie Dwan <Julie.Dwan@stevenage.gov.uk>  
**Sent:** 23 October 2024 15:30  
**Subject:** Consultation on the revised Licensing Policy Statement

Dear Sir or Madam

**Consultation on the revised Licensing Policy Statement**



**Julie Dwan**

---

**From:** Paul Edney  
**Sent:** 13 November 2024 15:47  
**To:** Paul Edney  
**Subject:** Consultation on the revised Licensing Policy Statement

Dear Acting Licensing Manager,

**Consultation on the revised Licensing Policy Statement**

I refer to your recent consultation dated 23<sup>rd</sup> October 2024 with respect to the Council's Statement of Licensing Policy 2025 – 2030. Thank you for giving the Council as Local Planning Authority the opportunity to provide comments on this statement. Please see our comments on the statement below:

We recommend Paragraph 3.5 is amended. The proposed amendment to this paragraph is set out in bold and underlined for reference:- "The Council's planning policies are set out in its **Local Plan. Central Government policy and guidance** in the form of..."

The statement makes reference to "Executive", this need to be replaced with "Cabinet". This is because the Executive Committee was replaced with Cabinet which took effect from June 2024.

We have no further comments to make on the statement.

Yours sincerely,

James Chettleburgh MRTPI | Head of Planning and Enforcement | Development Management | Planning and Regulation | Stevenage Borough Council | Daneshill House | Danestrete | Stevenage | SG1 1HN  
Mob: 07593 528253 | Email: [james.chettleburgh@stevenage.gov.uk](mailto:james.chettleburgh@stevenage.gov.uk)





Our Privacy Policy has been updated to reflect changes to data protection legislation and can be viewed at the following link <http://www.stevenage.gov.uk/privacy-policy>

*Warning: all information provided on your planning application is now publicly available. Individuals and organisations offering their services may contact you. The Council does not endorse or approve any builders, surveyors, trades persons or other supplier, and advises householders to obtain quotes/references, and check the legitimacy of any contractor who contacts them before making payment.*



## Licensing Act SOLP - consolidated list of consultees

- Hertfordshire Constabulary [LicensingEasternArea@herts.pnn.police.uk](mailto:LicensingEasternArea@herts.pnn.police.uk)
- Hertfordshire Fire & Rescue Service [administration.cfs@hertfordshire.gov.uk](mailto:administration.cfs@hertfordshire.gov.uk)
- Trading Standards [tradingstandards@hertfordshire.gov.uk](mailto:tradingstandards@hertfordshire.gov.uk)
- Home Office Immigration Enforcement [alcohol@homeoffice.gov.uk](mailto:alcohol@homeoffice.gov.uk)
- Licensing (internal)
- Environmental Health (internal)
- Planning Department (internal)
- Community Safety (internal)
- Legal Services [simon.pugh@stevenage.gov.uk](mailto:simon.pugh@stevenage.gov.uk)
- Hertfordshire County Council Safeguarding Children Board [admin.hscb@hertfordshire.gov.uk](mailto:admin.hscb@hertfordshire.gov.uk)
- Public Health [publichealth@hertfordshire.gov.uk](mailto:publichealth@hertfordshire.gov.uk)
- Hertfordshire Director of Public Health [sarah.perman@hertfordshire.gov.uk](mailto:sarah.perman@hertfordshire.gov.uk)
- All existing local premises licence holders (by email)
- All existing Club Premises Certificate holders (by post)
- Association of Convenience Stores (ACS) [acs@acs.org.uk](mailto:acs@acs.org.uk)
- Association of Town and City Management (ACTM) [info@atcm.org](mailto:info@atcm.org)
- British Beer and Pub Association (BBPA) [contact@beerandpub.com](mailto:contact@beerandpub.com)
- British Board of Film Classification (BBFC) [feedback@bbfc.co.uk](mailto:feedback@bbfc.co.uk)
- British Institute of Inn Keeping (BII) [enquiries@bii.org](mailto:enquiries@bii.org)
- British Retail Consortium (BRC) [info@brc.org.uk](mailto:info@brc.org.uk)
- Circus Arts Forum [info@circusarts.org.uk](mailto:info@circusarts.org.uk)
- Department for Culture, Media and Sport (DCMS) [enquiries@culture.gov.uk](mailto:enquiries@culture.gov.uk)
- Equity [info@equity.org.uk](mailto:info@equity.org.uk)
- Federation of Licensed Victuallers Associations (FLVA) [admin@flva.co.uk](mailto:admin@flva.co.uk)
- Local Government Association (LGA) [info@local.gov.uk](mailto:info@local.gov.uk)

- National Association of Licensing and Enforcement Officers (NALEO) [info@naleo.org.uk](mailto:info@naleo.org.uk)
  - Stevenage Pub Watch [suewayman@hotmail.com](mailto:suewayman@hotmail.com)
  - Night Time Industries Association (NTIA) [info@ntia.co.uk](mailto:info@ntia.co.uk)
  - Office for Product Safety and Standards (OPSS) [info@outdoorartsuk.org](mailto:info@outdoorartsuk.org)
  - Portman Group [info@portmangroup.org.uk](mailto:info@portmangroup.org.uk)
  - UK Hospitality (UKH) [info@ukhospitality.org.uk](mailto:info@ukhospitality.org.uk)
- 
- Neighbouring local authorities EHDC [Oliver.Rawlings@eastherts.gov.uk](mailto:Oliver.Rawlings@eastherts.gov.uk) ; NHDC [Steven.Cobb@north-herts.gov.uk](mailto:Steven.Cobb@north-herts.gov.uk) ; WHDC [james.vaughan@welhat.gov.uk](mailto:james.vaughan@welhat.gov.uk)
  - Institute of Licensing [info@instituteoflicensing.org](mailto:info@instituteoflicensing.org)
  - Stevenage Town Centre Manager (internal)
  - Stevenage Community Trust [enquiries@stevenagecommunitytrust.org](mailto:enquiries@stevenagecommunitytrust.org)
  - Stevenage Community Safety Partnership (internal)
  - North Herts Council for Voluntary Services [oonaghsherlock@nhcvs.org.uk](mailto:oonaghsherlock@nhcvs.org.uk)
  - North Hertfordshire College [enquiries@nhc.ac.uk](mailto:enquiries@nhc.ac.uk)
  - Hertfordshire Chamber of Commerce [enquiries@hertschamber.com](mailto:enquiries@hertschamber.com)
  - Stevenage Citizens Advice, Daneshill House, Danestrete, Stevenage SG1 1AF [emailadvice@castevenage.org.uk](mailto:emailadvice@castevenage.org.uk)

## Health

East and North Herts NHS Trust [jude.archer@nhs.net](mailto:jude.archer@nhs.net)

East and North Herts CCG (by post)

Healthwatch Hertfordshire [info@healthwatchhertfordshire.co.uk](mailto:info@healthwatchhertfordshire.co.uk)

GPs and Health Centres

- King George & Manor House Surgeries
- Bedwell MC
- Canterbury Way
- Chells surgery
- Knebworth
- Manor House surgery
- Marymeads
- Poplars
- Roebucks

- Shephall Surgery
- St Nicholas HC
- Stanmore Medical group
- Symonds Green HC

## Community Centres

Bedwell Community Centre [bedwellct@yahoo.co.uk](mailto:bedwellct@yahoo.co.uk)  
 Chells Manor community Association [chellsmanorcommunitycentre@gmail.com](mailto:chellsmanorcommunitycentre@gmail.com)  
 Timebridge Community Centre [timebridgeCCA@hotmail.com](mailto:timebridgeCCA@hotmail.com)  
 Douglas Drive Centre [admin@douglasdrive.co.uk](mailto:admin@douglasdrive.co.uk)  
 Hampson Park Community Centre [hampsonparkcc@gmail.com](mailto:hampsonparkcc@gmail.com)  
 Symonds Green Community Association [symondsgreen@symondsgreenc.co.uk](mailto:symondsgreen@symondsgreenc.co.uk)  
 Shephall Community Centre [paula@shephallcentre.co.uk](mailto:paula@shephallcentre.co.uk)  
 Springfield House Community Centre [heather.springfieldhouse@hotmail.co.uk](mailto:heather.springfieldhouse@hotmail.co.uk)  
 St Nicholas Community Centre [terrie.snca@gmail.com](mailto:terrie.snca@gmail.com); [shauneen.taylor@btconnect.com](mailto:shauneen.taylor@btconnect.com)  
 The Oval Community Centre [enquiries@ovalcommunity.com](mailto:enquiries@ovalcommunity.com)

## Community safety

Stevenage Community Trust [enquiries@stevenagecommunitytrust.org](mailto:enquiries@stevenagecommunitytrust.org)  
 Stevenage Credit Union [mail@stevenagecreditunion.com](mailto:mail@stevenagecreditunion.com)  
 Stevenage Education Trust [set@educationtrust.org.uk](mailto:set@educationtrust.org.uk)  
 Stevenage Haven [frankie.packard@stevenagehaven.co.uk](mailto:frankie.packard@stevenagehaven.co.uk)  
 The Living Room [enquiries@livingroomherts.org](mailto:enquiries@livingroomherts.org)  
 Mind in Mid Herts [sharn@mindinmidherts.org.uk](mailto:sharn@mindinmidherts.org.uk)

## Faith and inclusion

Mormon Church [andy@garnham.org.uk](mailto:andy@garnham.org.uk)  
 Mountain Of Fire and Miracles Ministries [mfmstevenage@mountainoffire.org.uk](mailto:mfmstevenage@mountainoffire.org.uk)  
 Oak Church Stevenage [info@oakchurchstevenage.org](mailto:info@oakchurchstevenage.org)  
 Redeemed Christian Church of God [info@rccgstevenage.org.uk](mailto:info@rccgstevenage.org.uk)  
 Stevenage Bangladeshi and Mosque & Muslim Cultural Centre [info@smcc786.co.uk](mailto:info@smcc786.co.uk)  
 Stevenage Liberal Synagogue [info@stevenageliberalsynagogue.org.uk](mailto:info@stevenageliberalsynagogue.org.uk)  
 Stevenage Muslim Community Centre [mohamed.salamkhan@gmail.com](mailto:mohamed.salamkhan@gmail.com)  
 Stevenage United Reformed Church [info@stevenageurc.org.uk](mailto:info@stevenageurc.org.uk)  
 Stevenage Vineyard Church [foodshed@stevenage-vineyard.co.uk](mailto:foodshed@stevenage-vineyard.co.uk)  
 Stevenage World Forum for Ethnic Communities [kate.belinis@cdaherts.org.uk](mailto:kate.belinis@cdaherts.org.uk)  
 Shalom Ministries [shalom-ministries@hotmail.co.uk](mailto:shalom-ministries@hotmail.co.uk)  
 Destiny International Christian Assembly [blessingjoseph77@gmail.com](mailto:blessingjoseph77@gmail.com)  
 Fountain of Life Church [fountainoflifechurchlondon@gmail.com](mailto:fountainoflifechurchlondon@gmail.com)  
 Heaven our Home Ministry International  
 Bridge Builder Christian Trust [amanda.bryant@bridgebuildertrust.org.uk](mailto:amanda.bryant@bridgebuildertrust.org.uk)



Our Ref:  
Contact:  
Direct Line: 01438 242493  
Email: [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk)  
Date: 23 October 2024

Dear Sir or Madam

### Consultation on the revised Licensing Policy Statement

Under the Licensing Act 2003, Stevenage Borough Council is the Licensing Authority and has responsibility for granting premises licences, club premises certificates, temporary event notices and personal licences in the Borough in respect of the sale and/or supply of alcohol and the provision of regulated entertainment and late-night refreshment.

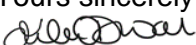
At least every five years, the Council must review and adopt a Licensing Policy Statement that details how the Council will undertake its licensing functions. The current Licensing Policy Statement has been in effect since 26<sup>th</sup> February 2020 and therefore the Council is undertaking a full review. The proposed policy statement will form the basis of the Council's decision-making for licensing alcohol and entertainment premises. This consultation is your opportunity to raise any issues that you think should be taken into account when considering applications and taking enforcement action.

The draft Licensing Policy Statement, with proposed revisions highlighted, is open to public consultation between 23<sup>rd</sup> October and 20<sup>th</sup> November 2024; a copy of the document is available via the following page on the Council's website: <https://www.stevenage.gov.uk/licensing-policy-statement>

All consultation responses must be in writing and submitted by midnight on **20<sup>th</sup> November 2024**. Comments can be made by email to [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk) or by post to:

Acting Licensing Manager  
Stevenage Borough Council  
Daneshill House  
Danestrete  
Stevenage  
SG1 1HN

All consultation responses may be published within a public report.

Yours sincerely  


Julie Dwan  
Acting Licensing Manager

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# STEVENAGE BOROUGH COUNCIL

## PUBLIC NOTICE

### Revised Statement of Licensing Policy Statement

#### LICENSING ACT 2003, Section 5

Under the Licensing Act 2003, Stevenage Borough Council is the Licensing Authority and has responsibility for granting premises licences, club premises certificates, temporary event notices and personal licences in the Borough in respect of the sale and/or supply of alcohol and the provision of regulated entertainment and late-night refreshment.

At least every five years, the Council must review and adopt a Licensing Policy Statement that details how the Council will undertake its licensing functions. The current Licensing Policy Statement has been in effect since 2020 and therefore the Council is undertaking a full review. The proposed policy statement will form the basis of the Council's decision-making for licensing alcohol and entertainment premises.

This consultation is your opportunity to raise any issues that you think should be taken into account when considering applications and taking enforcement action.

The draft Licensing Policy Statement, with proposed revisions highlighted, is open to public consultation between 23<sup>rd</sup> October 2024 and 20<sup>th</sup> November 2024; a copy of the document is available via the following page on the Council's website:  
<https://www.stevenage.gov.uk/licensing-policy-statement>

All consultation responses must be in writing and submitted by midnight on **20<sup>th</sup> November 2024**. Comments can be made by email to [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk) or by post to:

Acting Licensing Manager  
Stevenage Borough Council  
Daneshill House  
Danestrete  
Stevenage  
SG1 1HN

All consultation responses may be published within a public report.





# Public Notices

In Association with



Planning Notices | Traffic Notices | Legal Notices  
 Probate Notices | Other Notices | Church and Religious Notices  
 Tenders and Contracts | Goods Vehicle Operator Licences

To advertise: **020 8478 4444** | email: **sehub@localiq.co.uk**

## OTHER

### NOTICE OF APPLICATION FOR A PREMISES LICENCE UNDER SECTION 17 OF THE LICENSING ACT 2003

Notice is hereby given that **MANNINGS FAIRVIEW COMPANY LIMITED** has applied for a premises licence to Stevenage Borough Council in relation to **STEVENAGE WINTER WONDERLAND, STEVENAGE LEISURE PARK CAR PARK, STEVENAGE, SG1 2UA** to permit the provision of the following licensable activities: Retail Sale of alcohol for consumption on the premises Monday to Sunday 10:00-22:00hrs. The licensing register and details of this application may be inspected during normal office hours at the below address. Any interested party or responsible authority may make representations in writing to, Licensing Authority at Daneshill House, Danestrete, Stevenage, Herts, SG1 1HN or by email: [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk) Such written representation must be received by 21/11/2024 clearly stating the grounds upon which the representation is made in relation to the four objectives of the Licensing Act 2003. It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is unlimited.

## PLANNING



**NORTH HERTFORDSHIRE DISTRICT COUNCIL**  
 Council Offices,  
 Gernon Road,  
 Letchworth Garden City,  
 Herts, SG6 3JF

The following **PROPOSALS** are the subject of an application submitted to the Council.

### PROPOSAL AFFECTING A CONSERVATION AREA

**24/02214/FP**

**Land On The North West Side Of Green Lane Ashwell Hertfordshire SG7 5LW**

Erection of two 2 bed dwellings, three 3 bed dwelling and two four bed dwellings, with associated access, landscaping and parking.

**24/02215/FP St Marys Church Hall Church Street Baldock Hertfordshire SG7 5AE**

Removal and replacement of windows and dormer structures to front elevation (south), removal and replacement of double opening emergency exit door set to side elevation (east) and creation of concrete pad to form level threshold access point forward of emergency exit.

**24/02236/FPH 20 Sollershott East Letchworth Garden City Hertfordshire SG6 3JN**

Two storey rear extension, alterations to existing fenestration and erection of detached garage following demolition of existing garage.

### PROPOSAL AFFECTING A LISTED BUILDING OR A BUILDING OF SPECIAL ARCHITECTURAL OR HISTORIC INTEREST

**24/02181/LBC 4 Church Lane Kimpton Hertfordshire SG4 8RP**

Replace existing PVC rainwater goods with cast iron rainwater goods

**24/02292/LBC 2 Eastholm Letchworth Garden City Hertfordshire SG6 4TN**

Two storey rear extension with solar roof panels, following demolition of existing conservatory, existing single storey rear extension and two rear dormer windows, and internal alterations.

### PROPOSAL AFFECTING THE SETTING OF A LISTED BUILDING AND AFFECTING A CONSERVATION AREA

**24/02291/FPH 2 Eastholm Letchworth Garden City Hertfordshire SG6 4TN**

Two storey rear extension with solar roof panels, following demolition of existing conservatory, existing single storey rear extension and two rear dormer windows.

The application details can be viewed on the Council's web site at [www.north-herts.gov.uk/home/planning](http://www.north-herts.gov.uk/home/planning). Any person who wishes to make representations about the **PROPOSAL** should submit them in writing to this office by no later than 23 days from the date of this notice. For householder applications, in the event of an appeal against refusal of planning permission, which is to be dealt with on the basis of representations in writing, any representations made about this application will be sent to the Secretary of State, and there will be no further opportunity to comment at appeal stage.

Shaun Greaves Development and Conservation Manager

Correspondence address:  
 North Herts Council, PO Box 10613,  
 Nottingham, NG6 6DW  
 Date: 31/10/2024

To view more  
**Public Notices**  
 in your area

Visit our dedicated website:  
[publicnoticeportal.uk/stevenage-comet](http://publicnoticeportal.uk/stevenage-comet)

## PLANNING



### STEVENAGE BOROUGH COUNCIL

#### TOWN AND COUNTRY PLANNING ACT 1990

#### NOTICE OF APPLICATION FOR PLANNING PERMISSION

#### THE FOLLOWING APPLICATION(S) AFFECTING THE CHARACTER OR APPEARANCE OF A CONSERVATION AREA HAVE BEEN RECEIVED

**24/00613/FPH** Erection of single storey front and rear extension.  
 14 Burydale  
 Stevenage

**24/00736/FP** New cladding and windows to northern elevation, insertion of roof lights to the flat roof and alterations to existing window openings to southern elevation.  
 31A Queensway  
 Town Centre  
 Stevenage

Members of the public may inspect copies of the applications, plans and other submitted documents online at [www.stevenage.gov.uk](http://www.stevenage.gov.uk) or can be viewed on the Council's computers at the Customer Service Centre, Danestrete between 9.00am and 5.00pm Monday to Friday. Assistance is available if required.

Anyone who wishes to make representations about any of these applications should write to the Council at Council Offices Daneshill House Danestrete Stevenage by **17 November 2024** under the Local Government (Access to Information) Act 1985, any comments can only be taken into account if they are available for public inspection before the applications are determined and therefore they cannot be treated confidentially.

For applications relating to householder developments, in the event of an appeal against the refusal of planning permission, which is to be dealt with on the basis of representations in writing, any representations made about the application will be sent to the Secretary of State, and there will be no further opportunity to comment at appeal stage.

**DATED : 31 October 2024**

**SIGNED : Zayd Al-Jawad**  
 Assistant Director,  
 Planning & Regulation

## PROBATE & Trustee

### IRENEWEDGE Deceased

Pursuant to the Trustee Act 1925 anyone having a claim against or an interest in the Estate of the deceased, late of 1 Church Close, Codicote, Hitchin, Hertfordshire, SG4 8YT, who died on 15/09/2023, must send written particulars to the address below by 02/01/2025, after which date the Estate will be distributed having regard only to claims and interests notified.  
**Jenna Harrington**  
 c/o Attwaters Jameson Hill,  
 72-74 Fore Street, Hertford,  
 SG14 1BY.  
 Ref: JDH/3004125-0001/Wed

## What are Public Notices?

Public notices are adverts placed by councils and other local authorities to inform people of developments in their areas.

They can cover a wide variety of topics that may impact your life

## STATUTORY

### STEVENAGE BOROUGH COUNCIL

#### PUBLIC NOTICE

#### Revised Gambling Statement of Principles

#### The Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2006, Section 349

Under the Gambling Act 2005, the Council regulates the provision of premises for gambling (including betting shops, bingo halls and amusement arcades), the provision of gaming machines in clubs and alcohol licensed premises and small society lottery registration.

At least every three years, the Council must review and adopt a Statement of Licensing Principles that details how the Council will undertake its licensing functions. The current Statement of Licensing Principles has been in effect since 2022 and therefore the Council has undertaken a full review. The proposed statement of principles will form the basis of the Council's decision-making for licensing gambling premises.

This consultation is your opportunity to raise any issues that you think should be taken into account when considering applications and taking enforcement action.

The draft Statement of Principles, with proposed revisions highlighted, is open to public consultation between 23<sup>rd</sup> October and 20<sup>th</sup> November 2024; a copy of the document is available on the Council's website: <https://www.stevenage.gov.uk/gambling-principles-consultation>

All consultation responses must be in writing and submitted by midnight on **20th November 2024**. Comments can be made by email to [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk) or by post to:

Acting Licensing Manager  
 Stevenage Borough Council  
 Daneshill House  
 Danestrete  
 Stevenage  
 SG1 1HN

All consultation responses may be published within a public report.

### STEVENAGE BOROUGH COUNCIL

#### PUBLIC NOTICE

#### Revised Statement of Licensing Policy Statement LICENSING ACT 2003, Section 5

Under the Licensing Act 2003, Stevenage Borough Council is the Licensing Authority and has responsibility for granting premises licences, club premises certificates, temporary event notices and personal licences in the Borough in respect of the sale and/or supply of alcohol and the provision of regulated entertainment and late-night refreshment.

At least every five years, the Council must review and adopt a Licensing Policy Statement that details how the Council will undertake its licensing functions. The current Licensing Policy Statement has been in effect since 2020 and therefore the Council is undertaking a full review. The proposed policy statement will form the basis of the Council's decision-making for licensing alcohol and entertainment premises.

This consultation is your opportunity to raise any issues that you think should be taken into account when considering applications and taking enforcement action.

The draft Licensing Policy Statement, with proposed revisions highlighted, is open to public consultation between 23<sup>rd</sup> October 2024 and 20<sup>th</sup> November 2024; a copy of the document is available via the following page on the Council's website:

<https://www.stevenage.gov.uk/licensing-policy-statement>

All consultation responses must be in writing and submitted by midnight on **20th November 2024**. Comments can be made by email to [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk) or by post to:

Acting Licensing Manager  
 Stevenage Borough Council  
 Daneshill House  
 Danestrete  
 Stevenage  
 SG1 1HN

All consultation responses may be published within a public report.

You'd want to know if someone was planning to dig up the road next to your house, right?

## Don't be caught out

Every day hundreds of applications are made for permission to close roads.

The **Public Notice Portal** is a free to use, online service that will tell you who is applying for what and for where. It's free to use and if you register and tell us the area you are interested in, we'll keep checking the updates and will email to tell you about any plans for your community before they become a reality.

Find, save and share **Public Notices** that affect you in your local area.



Telling you their plans before they become your problems



## Notice Definitions: Statutory

Legally required notices of varying purpose that don't typically fit within one of the aforementioned notice categories, for example council tax, local elections or bankruptcy.

You can learn more about the wide range of legislation pertaining to public notices at **legislation.gov.uk**

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**Your Input Matters!** We're reviewing our Licensing Policy for 2025-2030 to support safe, well-regulated venues across Stevenage. Take a look at the draft policy and let us know your thoughts—your feedback helps shape our community! You have until 20 November to submit your comments.  

 View the draft and share your feedback: <https://www.stevenage.gov.uk/licensing-and-registration/revised-licensing-policy-statement-consultation>

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## Pool of Model Conditions

When deciding to grant or vary a premises licence under the Licensing Act 2003, we must do so subject to conditions which we consider are appropriate for the promotion of the licensing objectives.

In carrying out our licensing functions we must have regard to Guidance issued under the Act by the Secretary of State. Current Guidance frequently references types of conditions which relate to the four licensing objectives, and which may be considered appropriate in particular circumstances but does not provide an exhaustive list. The Guidance states however, that it is important that conditions should not be applied universally and treated as standard conditions irrespective of circumstances. Under no circumstances should we regard this pool of conditions as standard conditions to be automatically imposed in all cases.

Conditions which are appropriate to promote the licensing objectives should emerge initially from the prospective licence holders risk assessment and be translated to form part of the operating schedule for the premises. This pool of model conditions has been produced to assist prospective licence holders where they consider that they would promote the licensing objectives in the circumstances of their application.

Once an application has been made, the Police, Environmental Health, other responsible authorities, and other parties are encouraged to engage with the applicant if they are considering making a representation to the application. This pool of model conditions will also assist these parties in identifying possible measures that could be suggested to mitigate their concerns.

**The conditions contained within this document should not be considered an exhaustive list of conditions which may be included on a licence or certificate. It does not restrict any applicant, responsible authority, or interested party from proposing any alternative conditions, nor would it restrict a Licensing Sub-Committee from imposing any reasonable condition on a licence it considers appropriate for the promotion of the licensing objectives.**

Where appropriate, conditions should specify who is responsible for its implementation and should state, for example, "The premises licence holder shall..." or "The designated premises supervisor will...".

For ease, the conditions have been split into themes, as follows:

1. Provision of CCTV

2. Staffing
3. Glassware
4. Door Supervisors
5. Admission, queuing and identification systems
6. Entertainment and noise
7. Sale and supply of alcohol
8. Outside areas and seating
9. Rubbish and litter
10. Policies, procedures and record keeping
11. Construction and use of the premises
12. Under 18s
13. Deliveries
14. Advertising
15. Town centre taxi marshals
16. Festivals and music events
17. For premises that are delivery only operating late at night

The conditions will be updated as required and the current version (dated 15th October 2024) published at [www.stevenage.gov.uk](http://www.stevenage.gov.uk) Comments on the content and use of the model conditions are welcomed. Please contact the licensing team on 01438 242724 or email [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk) .

**Key:** The second column in the table that follows indicates the types of premises to which the condition in the third column might be of most relevance.

<b>A</b>	<b>Restaurants</b>
<b>B</b>	<b>Public house, wine bar, Café-bar or other drinking establishment</b>
<b>C</b>	<b>Café</b>
<b>D</b>	<b>Hotel bars</b>
<b>E</b>	<b>Night-clubs (including SEV)</b>
<b>F</b>	<b>Off-licences</b>
<b>G</b>	<b>Pavement licences</b>
<b>H</b>	<b>Qualifying clubs</b>
<b>I</b>	<b>Take-aways (Food)</b>
<b>J</b>	<b>Other entertainment venues</b>
<b>K</b>	<b>Public house, wine bar, Café-bar or other drinking establishment within a Town Centre</b>
<b>L</b>	<b>Alcohol delivery service / Online distributors of alcohol</b>
<b>M</b>	<b>Festivals and Other outdoor events</b>
<b>O</b>	<b>Moveable vessel and structure</b>

## 1. Provision of CCTV

Number	Applicable to premises	Condition
1.1	B, D, E, F J and K	The premises shall install and maintain a CCTV system. All entry, exit and point of sale areas will be covered by the cameras, and the images shall enable frontal identification of every person entering in any light condition. The system shall continually record whilst the premises is open for licensable activities and during all times when staff and customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available to a Police officer or an authorised officer of the licensing authority upon request throughout the preceding 31 day period, providing that such requests are in connection with the prevention or detection of crime.
1.2	B, D, E, F J and K	A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show a Police officer or an authorised officer of the licensing authority data or footage upon request.
1.3	B, D, E, F J and K	The premises shall keep a suitable store of necessary recording media (such as DVD's, SD cards, cloud-based systems or similar) to enable footage to be recorded from the CCTV system and provided to an authorised officer of the licensing authority or Police officer upon demand.
1.4	ALL	All faults/defects in the CCTV system must be reported to Hertfordshire Constabulary within one day of the fault being discovered. The notification must be made to the Hertfordshire Constabulary non-emergency telephone number of 101 and a log number obtained from the Police and recorded in the premises' incident book. The Police Licensing Unit must also be notified as soon as reasonably practicable.
1.5	ALL	All faults with the CCTV system shall be repaired as soon as possible and in any case within two working days after which time, if the system is still inoperative no licensable activities shall take place without the agreement of the Police Licensing Unit and the licensing authority until the fault is rectified.
1.6	ALL	A monitor on which CCTV pictures can be displayed will be installed in the reception area.

## 2. Staffing

Number	Applicable to premises	Condition
2.1	A,B,C,D,E F, J, K and M	There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.
2.2	B, E & J	A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents in the vicinity.
2.3	E	An attendant shall be on duty in the cloakroom during the whole time that it is in use.
2.4	K	A Pubwatch radio must be made available for use by staff trained in its use at all times the premises are open to the public. The radio will be kept in good working order, monitored by a responsible member of staff, and used to report incidents of crime and disorder to the CCTV control room or to the Police. The radio must be carried by the person responsible for its use.
2.5	ALL except I & J	The designated premises supervisor shall attend and pass a formal training course on avoiding underage sales and provide evidence of attendance if requested.
2.6	F	The premises licence holder shall ensure that all tills in operation at the premises automatically provide age-related prompts to staff to check the age of the buyer when alcoholic products are passed through the till, or entered onto the till, for sale.
2.7	F and L	In addition to any other training, the premises licence holder shall ensure all staff are trained to prevent underage sales, to maintain the refusals book, enter sales correct on the tills so the prompts show when appropriate, and monitor staff to ensure their training is put into practice.
2.8	B, J, K and M	The premises licence holder shall ensure that at all times when the public are present on the licensed premises there is at least one competent person able to administer First Aid, also that an adequate and appropriate supply of First Aid equipment and materials is available on the premises. A record of the provision of any First Aid treatment shall be taken and maintained at the premises. This record must include:



## 2. Staffing

		<ul style="list-style-type: none"> <li>• the name of any person who was treated, or a description of the person if they are unable to communicate</li> <li>• the date and time of the treatment</li> <li>• the person providing the treatment</li> <li>• a description of the injury or ailment which requires treatment</li> <li>• details of the treatment provided, and</li> <li>• whether any emergency services were called to provide assistance</li> </ul>
2.9	B & E	At least one First Aider trained to deal with problems associated with alcohol and drugs will be on duty when the premises are open for licensable activities.
2.10	K	<p>1) The Designated Premises Supervisor must be employed at the premises and be responsible for its day-to-day management. When the DPS is away from the Premises – for example on holiday – a nominated deputy who holds a personal licence and whose details have been provided in writing to the Police Licensing Unit in advance shall fulfil this role.</p> <p>(2) The designated premises supervisor (or nominated deputy as defined above) is to be responsible for the bookings of all “significant events” at the Premises (as defined in condition 6.9)</p>
2.11	B, C, D, E, F, H, K	The premises licence holder shall ensure that all staff and licensed door supervisors receive training on checking customer identification, and in not serving those under the influence of alcohol and drugs. Records of such training shall be maintained at the premises and made available to a Police officer or an authorised officer of the licensing authority upon request.
2.12	E & K	All customers, promoters, performers, artists and DJ’s must be searched prior to entry to a “significant event” (as defined in condition 6.9). The search must include (but is not limited to) the use of a metal search arch or use of a metal detecting wand, the searching of bags, and a full pat down search of each person with removal of jackets or coats.

<b>3. Glassware</b>		
<b>Number</b>	<b>Applicable to premises</b>	<b>Condition</b>
3.1	B, E and K	No drinks shall be served in glass containers at any time.
3.2	B, C, D, E and K	Alcohol is to be served in polycarbonate, plastic or shatter-proof glasses [on specified days or events] [when notified in writing at least 28 days in advance by the Police Licensing Unit].
3.3	B, E and K	The designated premises supervisor shall ensure that tables are cleared of all bottles and glasses [on a regular basis] [at least once every 60 minutes] during trading hours to avoid an accumulation of glassware.
3.4	B, E and K	A number of bottle bins shall be provided in designated places as agreed in writing with the Police Licensing Unit and/or an authorised officer of the licensing authority
3.5	K	No glass drinking vessels or containers (including bottles) of any sort may be provided to, or used by, customers on the premises unless agreed in writing with the Police Licensing Unit and the licensing authority.

<b>4. Door supervisors</b>		
<b>Number</b>	<b>Applicable to premises</b>	<b>Condition</b>
4.1	B, D, E, I, J and K	A minimum of <b>(X)</b> SIA licensed door supervisors shall be on duty at the premises at all times whilst it is open for business.
4.2	B, D, E, I, J and K	At least <b>(X)</b> SIA licensed door supervisors shall be on duty at the entrance of the premises at all times whilst it is open for business.
4.3	B, E, J and K	All licensed door supervisors and staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility jackets or vests of a type which is compliant with the requirements of the current British Standard (BS EN 471).
4.4	B, D, E, J and K	Other than searches of pockets, bags and outer clothing, no door supervisor may search a customer of the opposite sex.
4.5	B, C, D, E and K	The Designated Premises Supervisor shall ensure there is a ratio of at least 1 door supervisor licensed by the Security Industry Authority for every 75 customers on duty at the premises at all

#### 4. Door supervisors

		times licensable activities are taking place (unless authorised by Police Licensing Unit otherwise in writing for a particular event).
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#### 5. Admission, queuing and identification systems

Number	Applicable to premises	Condition
5.1	E	No patrons shall be admitted or re-admitted to the premises after (insert time) unless they have passed through a metal detecting search arch and, if the search arch is activated or at the discretion of staff, then physically searched in accordance with a procedure agreed with the Police Licensing Unit, which will include a 'pat down search' and a full bag search.
5.2	B & E	All persons entering or re-entering the premises shall be searched by an SIA trained member of staff.
5.3	B, E & J	The designated queuing area shall be enclosed within appropriate barriers to ensure that the footway is kept clear.
5.4	B & E	There shall be no admittance or re-admittance to the premises after <b>(insert time)</b> hours.
5.5	B & E	Patrons permitted to temporarily leave and then re-enter the premises shall be limited to <b>(XX)</b> persons at any one time.
5.6	B, E, I & J	The premises licence holder or designated premises supervisor shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by licensed door supervisors so as to ensure that there is no public nuisance or obstruction to the public highway.
5.7	B, E, I & J	The number of persons permitted in the premises at any one time (including staff) shall not exceed <b>(X)</b> persons, and such number shall be prominently displayed by each entrance to the premises. The premises licence holder or designated premises supervisor shall ensure a suitable method of calculating the number of people present during licensable activities is in place and the results are securely recorded in a logbook for a period of at least 12 months.
5.8	E	There shall be no payment made by or on behalf of the licence holder to any person for bringing customers to the premises.
5.9	D	In relation to the <i>specified function room</i> there shall be no

## 5. Admission, queuing and identification systems

		admission after midnight other than to (1) residents of the hotel and their bona fide guests, or (2) persons attending the pre-booked function.
5.10	B, D & E	All functions in the <i>specified function room</i> shall be pre-booked or ticketed events.
5.11	B & E	No person who is subject of a court banning order or who is restricted access through a Pubwatch scheme will be allowed in the premises providing that the details of the person have been provided to the premises by the licensing authority or Hertfordshire Constabulary.
5.12	B & E	Any customer who behaves inappropriately will be barred from the premises and their details passed to Pubwatch.
5.13	E & H	The rules of admission to the premises shall be clearly and prominently displayed at each entrance to the Premises.
5.14	E	A clearly visible notice shall be placed at each entrance to the premises advising those attending that it is a condition of entry that customers agree to being searched and that the Police will be informed if anyone is found in possession of controlled substances or weapons.
5.15	B & E	An identification recognition system will be installed and used whilst the premises are open and fully maintained, and records made by the system retained for 31 days in a format to be made available to a Police officer on request
5.16	K	<p>(1) The Premises must employ the Scannet electronic identification system (or an alternative electronic identification system if agreed in writing with the Police Licensing Unit in advance). All customers must have their identity verified using the system before entry, except at times agreed in advance in writing by the Police Licensing Unit.</p> <p>(2) Any faults with the electronic identification system shall be repaired as soon as possible and in any case within two working days after which time, if the system is still inoperative no licensable activities shall take place until the fault is rectified, or an alternative system agreed with the Police Licensing Unit.</p> <p>(3) The premises licence holder must ensure that all data recorded on the Scannet (or alternative electronic identification)</p>

## 5. Admission, queuing and identification systems

		<p>system is kept for at least 31 days and not deleted during that period.</p> <p>(4) Data recorded by the Scannet (or alternative electronic identification) system shall be made immediately available upon request by a Police officer providing that such request is in connection with the prevention or detection of crime.</p>
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## 6. Entertainment and noise

Number	Applicable to premises	Condition
6.1	B, E, H & J	<p>. (a) A suitable environmental noise control device shall be installed in the premises, calibrated and set to the satisfaction of the Council's Environmental Health Officer. The device must be set at an appropriate time in the presence of the aforementioned Officer. No amplified live or recorded music constituting regulated entertainment shall take place in the <b>XX</b> room until this device has been installed and set in accordance with this condition.</p> <p>(b) Once the environmental noise control device has been installed, calibrated and set to the satisfaction of the Council's Environmental Health Officer it must not be removed, adjusted or replaced:</p> <ul style="list-style-type: none"> <li>i) without twenty-eight (28) days prior notification to the Council's Environmental Health Officer and;</li> <li>ii) without the written consent that the removal, adjustment or replacement of the device is permitted and that documentation stating this is received from the Council's Environmental Health Officer.</li> </ul> <p>c) Following the receipt of the documentation stated above, all the requirements of the Council's Environmental Health Officer must be carried out. Use of all noise equipment for amplified live or recorded music constituting regulated entertainment taking place in the <b>XX</b> room is not permitted until such a time that the premises licence holder has received confirmation from the Council's Environmental Health Officer that it is permitted.</p> <p>d) In the event of a malfunction of the environmental noise control device, the Council's Environmental Health Officer shall be notified within two (2) working days of the problem and the remedial action proposed. No amplified live or recorded music constituting regulated</p>

		<p>entertainment shall take place in the <b>XX</b> room until the environmental noise control device is properly functioning and, if appropriate, has been reset, calibrated and set to the satisfaction of the Council's Environmental Health Officer and/or the Council's Environmental Health Team has received and approved the necessary documentation confirming this.</p> <p>e) The environmental noise control device shall be secured in a manner approved by the Council's Environmental Health Officer so as to prevent unauthorised access to and tampering with the controls.</p> <p>f) All noise equipment used for amplified live and recorded music constituting regulated entertainment in the <b>XX</b> room must be routed through the environmental noise control device and this device must be operational during such licensable activities</p>
6.2	ALL	Live and/or recorded music constituting regulated entertainment shall only take place on <b>XX</b> days per week and on no more than <b>XX</b> consecutive days.
6.3	ALL	Live and/or recorded music constituting regulated entertainment shall not be permitted at ( <i>location and times within the premises to be specified</i> ).
6.4	B, E, H & J	All windows and external doors shall be kept closed between <b>XXXX</b> hours and <b>XXXX</b> hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
6.5	B, E, H & J	A noise assessment shall be carried out by a suitably qualified and experienced noise consultant who is a member of the Institute of Acoustics and/or the Association of Noise Consultants. A noise mitigation scheme designed to minimise the impact of the noise shall be submitted to the Council's Environmental Health Officer. Following receipt of the noise mitigation scheme the Council's Environmental Health Officer will consider the measures proposed by the consultant and will advise which measures shall be carried out, including any additional measures identified. Use of all noise equipment for amplified live or recorded music constituting regulated entertainment taking place in the <b>XX</b> room is not permitted until such a time that the premises licence holder has received confirmation from the Council's Environmental Health Officer that it is permitted. This will not be granted until all the measures required by the Council's Environmental Health Officer have been undertaken and are fully implemented.

6.6	B, E, H & J	The noise mitigation measures undertaken in the previous condition shall be maintained in accordance with the approved details thereafter
6.7	A, B, C, D,	Notices shall be prominently displayed at all exits requesting

<b>6. Entertainment and noise</b>		
	H, I & J	patrons to respect the needs of local residents and leave the area quietly.
6.6	B, E & J	<p>Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used on 10 days prior notice being given to the licensing authority where consent has not previously been given.</p> <ul style="list-style-type: none"> <li>• dry ice and cryogenic fog</li> <li>• smoke machines and fog generators</li> <li>• pyrotechnics including fire works</li> <li>• firearms</li> <li>• lasers</li> <li>• explosives and highly flammable substances.</li> <li>• real flame.</li> <li>• strobe lighting.</li> </ul>
6.7	E	The <b>XX</b> area shall be designated as a “chill-out” area whilst music and dancing are permitted on the premises which shall include adequate ventilation or fresh air; ready access to free drinking water; suitable seating accommodation; and access to First Aid facilities.
6.8	B, F and K	28 days’ notice shall be given to the Police Licensing Unit of any events held which are organised by an outside promoter, including full details of the nature of the event and of the promoter, artists, DJs and MCs.

6.9	K	<p>(1) At least 14 days before any “significant event” is held at the Premises, the premises licence holder or Designated Premises Supervisor must serve on the Police Licensing Unit a Hertfordshire Constabulary approved Risk Assessment Form.</p> <p>(2) A “significant event” is an event that is:</p> <p>(a) promoted / advertised to the public at any time before the event, and</p> <p>(b) predominantly features “DJs” or “MCs” performing to a recorded backing track, and</p> <p>(c) is provided between the hours of 10pm and 4am.</p>
6.10	A, B, C, D, I and K	On Monday to Saturday, the provision of late-night refreshment which is available to take-away from the premises shall only be permitted between 23:00 and <b>XXXX</b> . On Sunday, the provision of late night refreshment which is available to take-away from the

## 6. Entertainment and noise

		<p>premises shall only be permitted between 23:00 and <b>XXXX</b>. Customers who have purchased late night refreshment to take-away must vacate the premises 15 minutes after the end of take-away service hours as permitted by this condition.</p>
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## 7. Sale and supply of alcohol

Number	Applicable to premises	Condition
7.1	F	All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises.
7.2	F	Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills/screens or secured behind locked cabinet doors to the satisfaction of the Police Licensing Unit or the licensing authority.
7.3	F	No super-strength beer, lagers or ciders of 5.5% ABV (alcohol by volume) or above shall be sold at the premises.
7.4	F	No single cans or bottles of beer or cider shall be sold at the premises.
7.5	F	No sales of miniature or quarter bottles of spirits of any kind shall be permitted.



7.6	F	No more than ( <b>XX</b> ) % of the sales area to be used at any one time for the sale, exposure for sale, or display of alcohol.
7.7	F	There shall be no self-service of spirits on the premises.
7.8	F	Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on public display, and at the point of sale.
7.9	A & I	Sales of alcohol for consumption off the premises shall only be supplied with, and ancillary to, a substantial take-away meal.
7.10	A & C	The supply of alcohol at the premises shall only be to a person seated taking a table meal there and for consumption by such a person as ancillary to their meal.
7.11	A, B & C	The sale of alcohol shall only be by waiter service to seated customers, and there shall be no sales of alcohol at the bar.
7.12	B & E	Substantial food and non-intoxicating beverages, including

## 7. Sale and supply of alcohol

		drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises during the periods when alcohol is authorised for sale. <b>Note:</b> there is no definition of substantial but provided food by way of table service would be appropriate
7.13	D	With the exception of residents and their bona fide guests, no alcohol shall be consumed more than 30 minutes after the permitted hour for the supply of alcohol.
7.14	B, D, F & H	Clearly visible signage is to be displayed at the entrances and at points of sale indicating it is illegal to sell alcohol to people under the age of 18.
7.15	L	The Premises Licence holder shall ensure that no members of the public shall be admitted to the premises. All orders for alcohol shall only be accepted if they are made remotely.
7.16	L	The premises licence holder or designated premises supervisor shall ensure that orders for alcohol are dispatched to bona fide addresses only.
7.17	L	The premises licence holder shall advertise their age verification policy and inform customers before the sale is completed that age and identity verification may be required at delivery in accordance with the premises licence holder's age verification policy.

<b>8. Outside areas and seating</b>		
<b>Number</b>	<b>Applicable to premises</b>	<b>Condition</b>
8.1	A, B, C & G	Alcohol consumed outside the premises building shall only be consumed by patrons seated at tables within an area owned or leased by the premises, or within an area licensed by a pavement licence.
8.2	A, B, C & G	Outside tables and chairs [in the beer garden] shall be rendered unusable by <b>XX</b> hours each day.
8.3	A, B, C & G	All tables and chairs [in the beer garden] shall be removed from the outside area by <b>XXXX</b> hours each day.
8.4	B, E & J	Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.

<b>8. Outside areas and seating</b>		
8.5	A, B, C, D & E	The Licensee shall make arrangements to ensure so far as is reasonably practicable that no customers shall be permitted to remove from the Premises any open bottles, glasses or foodstuff for consumption or disposal outside the Premises.
8.6	A, B, C, D, E, H & J	Customers will not be permitted to drink outside the premises save for in any seated area authorised under a pavement licence.

8.7	B, C, D, E, J, K	<p>(1) No more than <b>XX</b> customers are permitted in the outside [smoking] area at any one time (unless a different number is agreed in writing in advance with the Police Licensing Unit in consultation with an Environmental Health Officer from Stevenage Borough Council).</p> <p>(2) At least <b>XX</b> door supervisors must monitor the smoking area in person when the Premises is open for licensable activities (unless a different number or ratio of licensed door supervisors to customers is agreed in writing in advance with the Police Licensing Unit).</p> <p>(3) The Designated Premises Supervisor shall ensure that at all “significant events” (as defined in condition 6.9) at least <b>XX</b> licensed door supervisors are tasked with specific responsibility for marshalling the public areas of the Premises to detect and deter the use of illegal drugs.</p> <p>(4) The structure and control of the smoking area (including walls, fences, barriers, lighting and CCTV cameras) is to be of a type and design approved in writing by the Planning Authority.</p> <p>(5) No customers shall be permitted to take food or drink into the smoking area.</p>
8.8	A, B, C, D & E	<p>The Designated Premises Supervisor or some other responsible person shall manage, where necessary, external areas of the premises and the dispersal of patrons from the premises to ensure that noisy or rowdy behaviour is prevented and therefore noise disturbance to local residents is minimised</p>

<b>9. Rubbish and litter</b>		
<b>Number</b>	<b>Applicable to premises</b>	<b>Condition</b>
9.1	ALL	No rubbish, including bottles, shall be disposed of in outside receptacles or outside areas between <b>XXXX</b> hours and <b>XXXX</b>

<b>9. Rubbish and litter</b>		
		hours.
9.2	ALL	The pavement from the building line to the kerb edge immediately outside the premises, including gutter/channel at its junction with the kerb edge or <b>XX</b> metres from the premises (to be specified where the highway boundary is a significant distance from the front of the premises), shall be swept and or washed to keep it free from all litter and other deposits occurring as part of the business. This is to be done at regular intervals of <b>XX</b> hours between <b>XXXX</b> and <b>XXXX</b> hours and a log of cleaning kept for 3 months. Any Litter and sweepings collected must be stored in accordance with the approved refuse storage arrangements.
9.3	A, B & E	No glass waste including bottles shall be handled externally after <b>(insert time)</b> with the exception of the collection of empty glasses and bottles from outside drinking/smoking areas and streets in the vicinity of the premises
9.4	ALL	All litter to include discarded flyers, cigarettes, fast food packaging and any other litter, whether caused by the venue or not, shall be cleaned from an area of XX metres in all directions from the front of the Premises at regular intervals of (insert time) hours. All waste collected is to be disposed by the Premises of as trade waste. The details of all cleaning undertaken under this condition are to be recorded and maintained at the premises for 12 months.
9.5	ALL	Flame retardant ashtrays will be available in the smoking area during the times the premises are open and taken away when the premises are closed

<b>10. Policies, procedures and record keeping</b>		
<b>Number</b>	<b>Applicable to premises</b>	<b>Condition</b>
10.1	B, E & F	A log (which may be electronically recorded) shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the licensing authority at all times whilst the premises is open.

## 10. Policies, procedures and record keeping

10.2	B, E & J	<p>An incident log shall be kept at the premises for at least 12 months, and made available on request to an authorised officer of the licensing authority or the Police Licensing Unit, which will record the following:</p> <ul style="list-style-type: none"> <li>(a) all crimes reported to the venue, or by the venue to the Police</li> <li>(b) all ejections of patrons</li> <li>(c) any complaints received</li> <li>(d) any incidents of disorder</li> <li>(e) seizures of drugs, offensive weapons, fraudulent ID or other items</li> <li>(f) any failures or faults in the CCTV system or searching equipment or scanning equipment</li> <li>(g) any refusal of the sale of alcohol</li> <li>(h) any visit by a responsible authority or emergency service</li> <li>(i) the times on duty, and the licence number, of all licensed door supervisors employed by the premises.</li> <li>(j) assaults or other injuries whether or not police or medical assistance is required</li> <li>(k) all times when CCTV and electronic identification system records have been supplied to Police and licensing authority officers</li> <li>(l) records of reasonable requests from authorised officers in accordance with condition [110].</li> </ul>
10.3	B, E & J	There shall be a dispersal policy for the premises agreed with the Police Licensing Unit and approved by an authorised officer of the licensing authority.
10.4	B, E & F	There shall be a policy agreed with the Police Licensing Unit and approved by an authorised officer of the licensing authority for the premises on the handling of fraudulent identification used to obtain the sale of alcohol.
10.5	B, E & J	There shall be a policy agreed with the Police Licensing Unit and approved by an authorised officer of the licensing authority for the premises relating to illegal drugs found on persons or on the premises
10.6	B, E & J	There shall be a policy agreed with the Police Licensing Unit and approved by an authorised officer of the licensing authority for the premises relating to any unlawful weapons being used by customers.
10.7	ALL	The premises will demonstrate a written policy on the training of all staff regardless of their role in the prevention and reporting

## 10. Policies, procedures and record keeping

		of exploitation of vulnerable persons.
10.8	B, C, D, E, H, K	The Designated Premises Supervisor shall be responsible for implementing a dispersal management plan agreed (and revised from time to time) with the Police Licensing Unit and the licensing authority. They will also ensure that licensed door supervisors remain on duty outside the premises for 30 minutes after the premises close to assist with dispersal of persons from the premises and the vicinity of the premises.
10.9	B, C, D, E, H, K	The Designated Premises Supervisor shall maintain a register/log of licensed door supervisors indicating the number of licensed door supervisors on duty, their identity, contact details including addresses and phone numbers and the times they were on duty. A copy should be available immediately upon request to the Police Licensing Unit or an authorised officer of the licensing authority.
10.10	ALL	All assaults resulting in physical injury to a customer or member of staff must be reported immediately to the Police contact centre (999 or 101 telephone numbers).
10.11	B, C, D, E, H, J, & K	Any person found with illegal drugs must be reported to the Police immediately via 101 or 999 (depending on the circumstances).
10.12	B, C, D, E, H, J, & K	The Premises Licence Holder and Designated Premises Supervisor are to co-operate with pre-arranged Police operations involving the searching of customers at entry for weapons and drugs.
10.13	B, C, D, E, H, J, & K	Whilst licensable activities are taking place, the toilets at the premises must be checked at least hourly for illegal drug use or supply. A written log of all checks must be kept at the premises for at 31 days and made available for immediate inspection on the request of the Police Licensing Unit or an authorised officer of the licensing authority.
10.14	ALL	The Premises must implement a "Challenge 25" policy whereby all customers who appear to be under 25 must produce photographic identification in the form of a passport, driving licence or Proof of Age Scheme (P.A.S.S) approved identification before being allowed to enter the Premises whilst licensable activities are taking place.

## 11. Construction and use of the premises

Number	Applicable to premises	Condition
11.1	ALL	The Licence [or Club Premises Certificate] will have no effect until the Licensing Authority are satisfied that the premises is constructed or altered in accordance with the appropriate provisions of the District Surveyor's Association – Technical Standards for Places of Entertainment and the reasonable requirements of the relevant responsible authorities, at which time this condition will be removed from the Licence [Certificate].
11.2	F & I	The premises will have an <b>[intruder] [panic]</b> alarm installed to the satisfaction of the Police Licensing Unit, such alarm to be properly maintained and regularly tested and staff trained in its use.
11.3	ALL	The Premises Licence Holder will arrange for a crime prevention audit to be conducted by Hertfordshire Constabulary and/or an authorised officer of the Licensing Authority, and the recommendations of the audit to be implemented within <b>XXXX</b> months.
11.4	B, D, E & H	Kegs, bottles, barrels, crates and other similar items are to be securely stored.

## 12. Under 18s

Number	Applicable to premises	Condition
12.1	B, E & J	Entry by children under the age of 18 to [the premises] [a specified part of the premises] is prohibited whilst the following licensable activities take place: [list activities]
12.2	B, E & J	Entry by children under the age of 18 to [the premises] [a specified part of the premises] is prohibited between <b>XXXX</b> hours and <b>XXXX</b> hours.
12.3	B, E & J	Entry by children under the age of XX to [the premises] [a specified part of the premises] is prohibited unless accompanied by an adult over the age of 18.
12.4	B, E & J	No events solely for those under 18 will be permitted on the

<b>12. Under 18s</b>		
		premises.
12.5	E & J	The Premises Licence Holder or designated premises supervisor must ensure that there is a minimum of one member of staff on duty for every fifty children in the Premises at any one time to assist in the evacuation of children in an emergency. Such numbers of staff may include Licensed Door Supervisors.
12.6	E & J	The Premises Licence Holder or designated premises supervisor shall ensure that adequate arrangements, including transport, are implemented for ensuring the well-being of children at the conclusion of any regulated entertainment under this licence.
12.7	E & J	The Premises Licence Holder or designated premises supervisor shall ensure that adequate arrangements are implemented to prevent the consumption of alcohol or unlawful substances, or the carrying of any offensive items, on the premises by children.

<b>13. Deliveries</b>		
<b>Number</b>	<b>Applicable to premises</b>	<b>Condition</b>
13.1	ALL	All deliveries to the premises must be made via the entrance marked on the premises plan.
13.2	ALL	No deliveries may be made to the premises between <b>XXXX</b> hours and <b>XXXX</b> hours.

<b>14. Advertising</b>		
<b>Number</b>	<b>Applicable to premises</b>	<b>Condition</b>
14.1	ALL	No licensable activities shall be advertised by posters, stickers, banners or other printed means which are displayed to the public or at any other premises or other location except for the licensed premises. This condition does not exclude the handling out of leaflets by a distributor acting under the authority of a consent to distribute printed matter which has been issued by Stevenage Borough Council, but does prohibit such items being left unattended on or display at any location except for within the licensed Premises.



<b>15. Taxi marshals</b>		
<b>Number</b>	<b>Applicable to premises</b>	<b>Condition</b>
15.1	K	The Premises Licence Holder will make a contribution, in terms agreed with the licensing authority, to the <b>[enter location]</b> taxi marshalling scheme.

<b>16. Festivals and music events</b>		
<b>Number</b>	<b>Applicable to premises</b>	<b>Condition</b>
16.1	M	The premises licence is limited to one event per calendar year held in <b>[insert month]</b> consisting of <b>[insert number of days]</b> consecutive days only.
16.2	M	The premises licence holder shall produce an Event Management Plan, Fire Risk Assessment, and Crowd Management Plan (including arrangements for access and egress) for the event. The Event Management Plan shall contain the following <ul style="list-style-type: none"> <li>• a traffic management plan</li> <li>• the evacuation procedure</li> <li>• Waste Management Plan</li> </ul>
16.3	M	The Event Management Plan, Fire Risk Assessment, and Crowd Management Plan shall be submitted to Hertfordshire Fire & Rescue Service, Hertfordshire Constabulary, Environmental Health and the licensing authority for approval each year at least 28 days prior to the start of each event. Copies of this documentation shall be retained on site while licensable activities are being provided, and shall be made available to any of the responsible authorities, as defined in the Licensing Act 2003, upon request.

16.4	M	No licensable activities shall be permitted to take place under this licence unless the Event Management Plan, Fire Risk Assessment, and Crowd Management Plan for that event have been approved by Hertfordshire Fire & Rescue Service, Hertfordshire Constabulary, Environmental Health and the licensing authority. Any deviation from this documentation
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<b>16. Festivals and music events</b>		
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		during the event shall only be made in exceptional circumstances, and the details shall be recorded in the event log with detailed reasons at the time. These changes must be raised at the next available Safety Advisory Team meeting.
16.5	M	The event will use and maintain an event log. This will be kept up to date by Event Management and will be used to record all significant policy decisions made during the event by staff. This log will be available at every Safety Advisory Team meeting, and will be available for inspection by the responsible authorities, as defined in the Licensing Act 2003, at any time.
16.6	M	There shall be a written drugs policy in place for the event. This policy shall be agreed between the licence holder and the Police Licensing Unit in writing and this policy shall be implemented whilst licensable activity is taking place. This event will include reference to psychoactive substances and must ensure a zero tolerance policy in this area. This policy must be agreed at least 14 days prior to the start of each event.
16.7	M	There shall be a written ejection policy in place for the event. This policy shall be agreed between the licence holder and the Police Licensing Unit in writing and this policy shall be implemented whilst licensable activity is taking place. This policy must be agreed at least 14 days prior to the start of each event.
16.8	M	The premises licence holder shall ensure that customers will not be allowed to bring their own alcohol on to the site.
16.9	M	The premises licence holder shall ensure that customers do not bring glass bottles onto the site.

16.10	M	Contact telephone numbers for the designated premises supervisor, event managers and site managers shall be provided to Hertfordshire Fire & Rescue Service, the Police Licensing Unit, Environmental Health and the licensing authority before the start of each annual event.
16.11	M	No staff member while on duty and / or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.
16.12	M	All accidents, however minor, will be recorded in the on-site accident book and be reported to the event management team where applicable within 24 hours.
16.13	M	The premises licence holder shall publish a message on the

### **16. Festivals and music events**

		<p>event website at least 1 month prior to the event containing the following information;</p> <ul style="list-style-type: none"> <li>(a) Challenge 25 Policy for entry to the event and for bar service whilst licensable activities are taking place.</li> <li>(b) No alcohol permitted to be brought onto the site and searches will be made on entry</li> <li>(c) No glass drinking vessels and bottles allowed on site</li> <li>(d) Disabled access and facilities information</li> <li>(e) Details of medical facilities</li> </ul>
16.14	M	The premises licence holder shall ensure that there are measures in place to accurately record and monitor entry numbers to the site. Upon request by a responsible authority, as defined in the Licensing Act 2003, the holder of the premises licence or an agent on behalf of and under the authority of the licence holder shall provide precise information regarding the number of people present on the site at the given time.
16.15	M	The premises licence holder shall ensure that all members of staff and SIA personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the Event Management Plan documents relevant to their role.
16.16	M	<p>The premises licence holder shall have procedures in place to;</p> <ul style="list-style-type: none"> <li>(a) Manage the occupancy levels within areas to enable a safe and quick evacuation in the event of an emergency; and</li> <li>(b) Allow unrestricted and unobstructed access for emergency vehicles.</li> </ul>

16.17	M & O	<p>The licence holder shall ensure that all members of staff involved in the sale of alcohol receive training with regards to age restricted sales. This training must include the following:</p> <ul style="list-style-type: none"> <li>• The licensing objectives.</li> <li>• Recognising signs of drunkenness and recognising intoxication through drugs.</li> <li>• Challenge 25 and appropriate forms of identification.</li> <li>• Refusals logs including when and how to use them.</li> </ul> <p>This training must be documented, signed by any person involved in the sale of alcohol on site to state that they understand the training, and kept for a minimum of 6 months following the event. No person shall sell alcohol until they have received the training and signed the training document.</p>
16.18	M & O	Any person involved in the sale or supply of alcohol shall have a

<b>16. Festivals and music events</b>		
		lanyard or similar item which is to be worn on their person detailing the training they have received for easy reference.
16.19	M	Signage advising customers that Challenge 25 is in operation shall be prominently displayed at each bar.
16.20	M & O	No supply of alcohol shall take place at any bar unless a personal licence holder is present in a supervisory capacity.
16.21	M & O	Each bar shall have on display a document showing details of the bar. These details shall be the name of the bar manager, their personal licence number, and the hours of operation.
16.22	M	All bar managers shall have access to a radio link with the event management team and security teams.
16.23	M	All personal licence holders shall be made aware of the licence conditions. Personal licence holders shall sign a declaration to confirm that they have been received a copy of the licence conditions. This shall be documented and a copy of the conditions shall be made available at each bar. The signed declaration shall be made available to the Police Licensing Unit or the Licensing Authority upon request.
16.24	M	There shall be on site at all times a person nominated by the licence holder to liaise with Hertfordshire Constabulary and the Licensing Authority in order to deal with any issues arising as a result of Licensing checks performed at the event.
16.25	M & O	A sign shall be placed at each bar encouraging persons to drink responsibly.

16.26	M	There shall be a fence around the full perimeter of the licensable area. All fencing used shall have no gaps greater than 30 cm in the bottom and shall be at least 2 meters high. The only exemption to this is where there are entrances and exits, or existing fence lines in existence which are deemed suitable both by the event organisers and the Chief Officer of Police.
16.27	M & O	All staff shall be issued with a wristband, lanyard, or similar, which identifies them as staff working at the event.
16.28	M	The specific number of volunteers, stewards, marshals and frontline SIA staff shall be recorded in the Event Management Plan. They will be based on a capacity of staff and customers for the entire licensable area. The numbers of staff will reflect the different challenges of the individual days various events and will not be generic.
16.29	M	The licence holder shall maintain a register giving details of

## 16. Festivals and music events

		<p>each and every person employed in the role of security and shall provide upon request by any Police Officer or authorised officer of the licensing authority, the following details:-</p> <ul style="list-style-type: none"> <li>(a) The licence number, name, date of birth and residential address of that person;</li> <li>(b) The time at which he/she commenced that period of duty</li> <li>(c) The time at which he/she finished the period of duty</li> <li>(d) If that person is not an employee of the licence holder, the name of the person by whom that person is employed or through whom the services of that person were engaged;</li> </ul> <p>The register shall be made available to a Police officer or the Licensing Authority on request. This register may be in paper or digital format.</p>
16.30	M	Every entry and exit point to the venue shall be supervised by SIA licensed security personnel.
16.31	M	All security persons shall have access to a radio to communicate to other staff on site.
16.32	M & O	[Local residents][Adjoining residents][All residents within <i>identified streets</i> ] [Residents of the following properties] shall be provided with appropriate contact telephone numbers for the event organisers, or relevant event staff, prior to each event
16.33	M	The premises licence holder shall ensure that bag searches are carried out as customers enter the event.

16.34	M	The premises licence holder shall ensure that any person appearing to be under the influence of illegal drugs shall be refused entry.
16.35	M	Any person deemed unfit due to drink or drugs at the event shall be asked to leave the event after organisers have considered that it is safe for them to leave the site.
16.36	M	Last entry to customers shall be <b>XXXX</b> hours. There shall be no admittance to customers after this time except in an exceptional circumstance. In the event a circumstance is deemed exceptional each entry will be recorded and the rationale for this admittance documented in the event log.
16.37	M	There shall be no entry or re-entry into the site after [insert time] hours in any circumstance.
16.38	M	The licence holder shall ensure that patrols of the site including the car park area are performed by security staff of the site whilst the site is closed to the public.

### **16. Festivals and music events**

16.39	M	A response team staffed entirely of SIA licensed personnel shall be available for deployment during the event. This team will be in possession of body-worn cameras. All footage captured by these cameras footage will be made available to a Police officer upon request. This team will not be used for any other function.
16.40	M	There shall be an area within the licensable area dedicated to dealing with vulnerable adults. There shall always be on duty at this location a person nominated as in charge. Staff working in this area shall have access to a radio connecting with the event management.
16.41	M	A Medical Team will be set up on-site with trained and experienced staff available to care for ill, intoxicated or vulnerable adults until they are ready to leave safely.
16.42	M	There shall be a facility on site to deal with persons taken unwell or injured during the course of the event. This facility shall be open at all times that the site is open to members of the public. An SIA accredited person shall be present at all times that the facility is open to members of the public. The medical facility shall have access to a radio connecting to the site control. The numbers of medical personnel will be set and recorded in the event management plan taking into account any statutory guidance available at the time of the event.

16.43	M	<p>The premises licence holder shall appoint a suitably qualified and experienced noise consultant who is a member of the Institute of Acoustics and/or the Association of Noise Consultants to produce and fully implement a noise management plan for each event. The Licensing Authority and Council's Environmental Health Officer shall be advised of the name and contact details of this person/company no later than three (3) months prior to the commencement of each event. This timescale shall remain in place unless otherwise agreed in writing by the Council's Environmental Health Officer.</p>
16.44	M	<p>a) A noise management plan shall be submitted to and approved in writing by the Council's Environmental Health Officer no later than four (4) weeks prior to the commencement of each event. The plan shall include, but not be limited to, the following unless otherwise agreed in writing by the Council's Environmental Health Officer:</p> <ul style="list-style-type: none"> <li>(i) details of all music sources and other significant noise sources within the licensed area, their timings and a site plan of their location and orientation;</li> <li>(ii) a background noise survey, if requested by the Council's Environmental Health Officer;</li> <li>(iii) comprehensive sound level predictions at noise sensitive locations based on the type of event proposed within the licensed area;</li> <li>(iv) a scheme designed to minimise the impact of noise from the event to noise sensitive premises;</li> <li>(v) specification of appropriate noise criteria that shall be achieved during the event;</li> <li>(vi) details of the how noise levels will be monitored, communicated and managed at the event and by whom, including on-site and off-site noise monitoring schedules and locations and the procedure for reducing noise levels if the noise criteria are exceeded;</li> <li>(vii) details of proposed sound tests, rehearsals and noise propagation tests, the dates and timings of which are to be agreed in writing by the Council's Environmental Health Officer;</li> <li>(viii) details of a dedicated 24 hour telephone complaint line and the procedure for dealing with noise complaints received about the event;</li> <li>(ix) a scheme designed to notify occupiers of nearby noise</li> </ul>

		<p>sensitive premises, including information on the nature, date and timings of the event (including sound testing) and the dedicated telephone complaint line number.</p> <p>Only in exceptional circumstances will the premises licence holder request a reduction in the timescale for compliance with this condition and it shall only be granted if the Council's Environmental Health Officer confirms the revised timescale in writing.</p> <p>b) Where the requirements of condition 2(a) have been met, if there are any subsequent proposed changes to the event which may impact on noise following the approval of the noise management plan, the premises licence holder shall ensure their noise consultant liaises with the Council's Environmental Health Officer to ascertain if any additional measures, noise predictions or noise criteria are required. If the Council's Environmental Health Officer or the premises licence holder's noise consultant determines that additional measures are required they will form part of the revised noise management plan.</p> <p>c) In addition, no changes to the noise management plan will be permitted in the period commencing seven (7) days prior to the commencement of the event.</p> <p>d) If the noise management plan is not approved in writing by the Council's Environmental Health Officer, their requirements will form part of the noise management plan.</p>
16.45	M	<p>The premises licence holder shall ensure the Licensing Authority and the Council's Environmental Health Officer shall have access to the results of any noise monitoring at all times.</p>



16.46	M	The premises licence holder shall ensure that a post event report is provided to the Licensing Authority and the Council's Environmental Health Officer no later than thirty-one (31) days after each event. This timescale shall remain in place unless otherwise agreed in writing by the Council's Environmental Health Officer. The report shall include the results of all noise monitoring carried out during the event indicating whether or not compliance to all the noise criteria was achieved, details of all noise complaints received and any remedial action taken to minimise noise disturbance off site.
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<b>17. For premises that are delivery only operating late at night</b>		
<b>Number</b>	<b>Applicable to premises</b>	<b>Condition</b>
17.1	I	No members of the public shall be permitted to be in the premises while the premises are being used for licensable activities.
17.2	I	All late-night refreshment provided under this licence shall be for consumption off the premises only and shall be provided wrapped or packed in such a way so that it is supplied not for immediate consumption.
17.3	I	Customers are not permitted to collect food from the premises The Premises Licence holder shall ensure that all orders taken by the premises shall be delivered to customers at a bona fide

<b>17. For premises that are delivery only operating late at night</b>		
		address.
17.4	I	The premises licence holder shall ensure that no external signage or advertisements shall be illuminated between the hours of <b>XXXX</b> and <b>XXXX</b> .

17.5	I	The premises licence holder shall ensure that all glazed windows and doors have internal blinds so that light from the premises is not emitted and that these blinds are pulled down over all areas of glazing at 23:00 until the start of business again the next working day.
17.6	I	Signs shall be clearly displayed at the premises stating that the business is closed from <b>XXXX</b> hours until the start of business again the next working day with the exception of remote delivery orders.
17.8	I	The Premises Licence holder shall ensure that any extract unit at the premises will be turned off at 23:00 hours and shall not be turned on again until the business reopens the following day.
17.9	I	The Premises Licence holder shall ensure that all windows and doors shall be closed at 23:00 hours and remain closed until the business reopens the following day, except for the immediate access or egress of staff.
17.10	I	Delivery vehicles shall switch off their engines whilst stationary and collecting orders for delivery. Delivery vehicle horns shall not be used at any time, except in accordance with the Highway Code.

**Revision date: 15<sup>th</sup> October 2024**

**Meeting** General Purposes Committee  
**Portfolio Area** Communities, Community Safety and Equalities  
**Date** 4<sup>th</sup> December 2024

## **GAMBLING ACT 2005 - REVIEW OF STATEMENT OF PRINCIPLES**

### **NON-KEY DECISION**

**Authors** Julie Dwan | 2493  
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**Contact Officer** Julie Dwan | 2493

### **1 PURPOSE**

1.1 To consider the Council's draft Statement of Principles as required under the Gambling Act 2005.

### **2 RECOMMENDATIONS**

2.1 That the General Purposes Committee agrees the proposed Stevenage Borough Council Gambling Act Statement of Principles 2022-2025 (attached at appendix A).

2.2 That the General Purposes Committee recommend the Stevenage Borough Council draft Statement of Principles to the Executive.

### **3 BACKGROUND**

3.1 The Council is the licensing authority for the purposes of the Gambling Act and consequently is under a duty to prepare a Statement of Gambling Principles that it proposes to apply in exercising its functions under the Act.

- 3.2 The Statement of Principles sets out the general approach the Council will take when carrying out its regulatory role under the Act and promoting the three licensing objectives:
- 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.
- 3.3 The Act was conceived as 'light touch' legislation, covering a wide range of licensable activities such as adult gaming centres and betting premises.
- 3.4 The Act specifies that Local Authorities should "aim to permit" gambling, provided it is in accordance with the Code of Practice and guidance issued by the Gambling Commission, reasonably consistent with the licensing objectives and in accordance with the Statement of Principles. The effect of this duty is that Licensing Authorities must approach their functions in a way that seeks to regulate gambling by using their powers to promote the licensing objectives rather than by setting out to prevent it altogether.
- 3.5 The Policy seeks to strike a balance between the interests of licence holders, applicants and residents in the promotion of the licensing objectives defined by the Act. Additionally, it outlines the licensing authority's expectations of licence holders in promoting the licensing objectives, whilst advising on the licensing authority's obligations under the Act, including its interpretation of the Act and/or Statutory Guidance where necessary. The Statement is designed to offer appropriate protection for residents and a streamlined approach to regulation that eases unnecessary burdens on businesses.
- 3.6 The current Statement was adopted by full Council in March 2022 and must now be reviewed and, where necessary, revised.

### **Proposed changes**

- 3.7 A limited number of additions and amendments to the extant Statement of Principles were consulted upon
- 3.8 The draft policy can be found at **Appendix A**; all significant additions or variations from the 2022-2025 policy can be found in the draft statement under the title 'version history' on page 72 . There are no changes to the intent or direction in the proposed 2025-2028 policy, which sets out how the

Council seeks to regulate gambling activities under its control and provide a framework for consistent decision making.

- 3.9 Looking at the Local Area Profile, the provision of licensed gambling premises in Stevenage Borough is concentrated around the Town Centre, Leisure Park and on the High Street, this is to be expected as a natural part of the leisure facilities offered by the town. There are a smaller amount of betting facilities offered in the neighbourhood areas within Stevenage and consist of betting shops, licensed clubs and premises with gaming machines.
- 3.10 The Town Centre and Leisure Park are situated in the Bedwell ward, identified as the largest area of deprivation within Stevenage. The main inequalities leading to deprivation are income and crime.
- 3.11 The Local Area profile has been constructive to outline where gambling harms can be realised. As a Licensing Authority, Stevenage Borough Council are not aware that harms from gambling are significant in Stevenage and there is no evidence to suggest that the objectives of the Gambling Commission are not being upheld.
- 3.12 The Licensing Authority intends to continue monitoring all licenced gambling premises, prioritising those premises located in the Town Centre, to ensure we are content that the premises are meeting the Gambling Commission operating licence conditions and social responsibility code. The Local Area Profile is located at **Appendix B**
- 3.13 In summary the principal proposed changes are as follows:
- The format of the policy has been amended in line with the corporate structure as recommended by the Council's Cooperate Policy & Performance Manager and all sections re-numbered.
  - Contact details for the Council's Licensing team have been reviewed and updated throughout the 2025-2030 policy document
  - Contact details of all the Responsible Authorities have been reviewed and updated throughout the 2025-2030 policy document.
  - Section 6.10.18 of the draft policy document – The Council will now engage with the Gambling Harms Alliance in addition to the local Public Health team in the further development of this statement of principles and the Local Area Profile.
  - Section 3.3 of the draft policy document - Amendment made to the declaration, removing the reference to a specific edition of the guidance issued by the Gambling commission so that the policy refers to all guidance issued by the Gambling commission.

## Consultation

- 3.14 In preparing the Policy, the licensing authority must publish any proposed policy before giving it effect and must consult with:
- the chief officer of police for the licensing authority's area;
  - one or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area;
  - one or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under this Act.
- 3.15 To comply with this requirement, the licensing authority published the draft Policy on a dedicated webpage on the Council's website and social media pages, including Facebook, Twitter and Instagram with a link to the draft policy document, details of the consultation period and an explanation of how to make a representation. The web page was available between 23<sup>rd</sup> October and 20<sup>th</sup> November 2024 and the social media posts went out on 19<sup>th</sup> November for the remainder of the consultation period. A Public Notice was also displayed on the outside window at Daneshill house and in the Comet, newspaper dated 31<sup>st</sup> October 2024. A consolidated list of persons/bodies who were consulted on the draft policy document by email or letter directing them to the consultation page, can be found at **Appendix C**.
- 3.16 As a result of the consultation exercise, five responses were received from Gamcare, Gambleaware, The Hertfordshire Safeguarding Adults Board, the Stevenage Planning Authority and Hertfordshire Public Health. These can be found at **Appendix D**
- 3.17 **Gamcare** – An independent charity and the leading provider of information, advice and support for anyone affected by gambling harms and operate the National Gambling Helpline. They welcome the position the Council are taking to go beyond the mandatory and default conditions of the Gambling Act 2005 in it's statement of principles and emphasises the importance of developing a local picture of the level of gambling harms so as to best target resources and that the Council should continue to pursue a Local Area Profile approach and use this data as a basis to scrutinise and possibly oppose a licensing application. It is also suggested that any changes to the Council's statement of principles should be viewed in the context of the Gambling Act review and subsequent process of white paper consultations to take account of the fast changing regulatory environment.
- 3.18 **Gambleaware** – An independent charity and strategic commissioner of gambling harm education, prevention, early intervention and treatment in the

UK. They have signposted the Council to an interactive map designed for Local Authorities, it shows the prevalence of problem gambling severity in each local authority area and ward as well as usage of and reported demand for treatment and support for gambling harms. They also attached two links of publications by the Local Government Association which set out the range of options available to local authorities to deal with gambling-related harms using existing powers. They are also fully supportive of local authorities which conduct an analysis to identify areas with increased levels of risk and support the use of additional licence requirements to mitigate the increased level of risk, where there are higher than average resident or visiting populations from groups known to be vulnerable to gambling harms.

- 3.19 **Hertfordshire Safeguarding Adults Board** – Nominated by the Council under section 157 of the Gambling Act 2005 as being the appropriate body to advise Councils of any risks posed by the operation of premises providing gambling facilities to children and young people. They have made no comments to the revised statement of principles but have provided a copy of the Hertfordshire Safeguarding Children Partnership Gambling Policy Statement.
- 3.20 **The Local Planning Authority** – Have proposed that the list of responsible authorities on page 61 be amended in respect of the details for the Local Planning Authority. That communications be addressed to the Head of Planning and Enforcement as opposed to Development Control Manager, so that communications relating to licensing matters are not missed going forward.
- 3.21 **Hertfordshire Public Health** – Are pleased that the Council's statement of principles includes a section on 'Public Health and gambling' and have provided sources of evidence which they recommend including as references evidence of the harms caused by problem gambling. They refer to the Hertfordshire Gambling Harms Strategy, which is to be launched in early 2025, one of the strategic priorities included in the strategy is 'Influencing the licensing and regulatory environment' to protect vulnerable residents from the harm caused by gambling and be clear on the individual roles of the County Council and district and borough Councils. Public Health have recommended that 6.12 of the draft policy (Location) includes that applications will be considered against the cumulative impact of applications locally to protect children and vulnerable persons from being harmed or exploited by gambling.
- 3.22 All consultation responses and comments have been carefully reviewed. Feedback indicates that respondents are generally satisfied with the draft statement of gambling principles and the Councils approach. Notably, the Council's use of the local area profile and the data contained within the document to scrutinise and, where necessary oppose licensing applications in areas with higher populations of groups vulnerable to gambling related harms has been positively received.

- 3.23 Recommendations from the Local Planning Authority to update and amend their contact details on page 61, on the list of responsible authority's has been addressed on version 2 of the draft policy statement attached at Appendix A.
- 3.24 Hertfordshire Public Health's recommendation to amend section 6.12 of the draft policy statement with regards to location has not been included in version 2 of the draft statement. Cumulative impact assessments are not currently authorised under the Gambling Act 2005. This may be subject to future review and potential inclusion as part of the Governments White Paper on gambling reform. Additionally, it should be noted that licensing officers in Stevenage do not hold delegated authority under the Gambling Act. Consequently, decisions to oppose gambling related applications rest solely with the committee. This process is triggered if a representation or objection against an application is received. The Committee's role remains pivotal in ensuring robust scrutiny of applications. Section 6.12 is reflective of this.

#### **4 REASONS FOR RECOMMENDED COURSE OF ACTION AND OTHER OPTIONS**

- 4.1 Section 349 of the Gambling Act 2005 requires licensing authorities to publish a statement of licensing principles every three years in accordance with prescribed requirements. The adoption of the statement of licensing principles is a non-executive function by virtue of the Act and Statutory Guidance and is reserved for Full Council.
- 4.2 The only alternative option would be to adopt a policy that differs in content and/or extent from the document proposed here. An alternative policy has not been considered as the one proposed achieves an effective balance between ensuring the promotion of the licensing objectives and avoiding being overly prescriptive or prohibitive to applicants and licence holders.

#### **5 IMPLICATIONS**

##### **Financial Implications**

- 5.1 Local authorities have the ability to set their own local fees in connection with the Act on a cost recovery only basis, subject to centrally prescribed maximum amounts. The administration and enforcement of the Act, including the adoption of a policy, places no additional financial burden on the Council as all costs are recovered through fees.



### **Legal Implications**

- 5.2 The Licensing Authority has a statutory duty to produce a Statement of Principles under the Gambling Act 2005. Inadequate implementation of the Act would cause considerable difficulty to businesses and residents.

### **Community Safety Implications**

- 5.3 The Act has a community safety implication arising from the licensing objectives. There are currently no local concerns regarding the impact of gambling on community safety, and it does not appear within the Council's community safety plan.

### **Equalities and Diversity Implications**

- 5.4 An Equalities Impact Assessment was carried out in November 2024. No significant impacts were identified to any individuals or businesses. A copy of the Equalities Impact Assessment can be found at Appendix 11.6 of the draft policy document.

## **BACKGROUND DOCUMENTS**

- BD1 Gambling Act 2005
- BD2 Gambling Act 2005 (Licensing Authorities Policy Statement) (England and Wales) Regulations 2006
- BD3 Guidance for Local Authorities, [number] Edition (Gambling Commission, date)
- BD4 Gambling Act 2005; Stevenage Borough Council Statement of Policy 2019-2022

## **APPENDICES**

- A Gambling Act 2005 draft Statement of Principles 2025-2030
- B Local Area Profile
- C Consolidated list of consultees
- D1 Consultation response from Gamcare
- D2 Consultation response from GambleAware
- D3 Consultation response from Hertfordshire Safeguarding Adults Board
- D4 Consultation response from Local Planning Authority
- E1 Consultation letter
- E2 Public Notice
- E3 Newspaper Notice
- E4 Social Media Post

# Gambling Act 2005 Statement of Principles

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Stevenage Borough Council

[2025-2028]

<b>Date created</b>	October 2024
<b>Approved by</b>	
<b>Owner</b>	Rory Cosgrove (Head of Environmental Health & Licensing)
<b>Version</b>	Draft Version 2
<b>Author</b>	Julie Dwan (Acting Licensing Manager)
<b>Business Unit and Team</b>	Planning & Regulation (Environmental Health & Licensing)
<b>Policy Review Date</b>	March 2025
<b>Equality Impact Assessment Date</b>	November 2024

For translations, braille or large print versions of this document please email [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk).

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## 1. Purpose

- 1.1 Licensing authorities are required by the Gambling Act 2005 (the Act) to publish a statement of the principles that they propose to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed from “time to time” and any amended parts re-consulted upon. The statement must be then re-published.
- 1.2 This Policy will replace all previous versions. The Gambling Act Statement of Principles is revised every three years. The previous version of this policy was approved on 9<sup>th</sup> March 2022.

## 2. Scope

- 2.1 In exercising most of their functions under the Act, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act which are:
- a) Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
  - b) Ensuring that gambling is conducted in a fair and open way;
  - c) Protecting children and other vulnerable persons from being harmed or exploited by gambling
- 2.2 It should be noted that the Gambling Commission (“the Commission”) has stated: “The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling”.

### 3 Legal Framework

3.1 This licensing authority is aware that, as per Section 153 of the Gambling Act 2005, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it is:

- In accordance with any relevant code of practice issued by the Commission;
- In accordance with any relevant guidance issued by the Commission.
- Reasonably consistent with the licensing objectives; and
- In accordance with the authority's statement of principles

3.2 Paragraph 6.7 of this Policy sets out in more detail how this authority will support the attainment of the licensing objectives.

#### **Declaration**

3.3 In producing the final statement, this licensing authority declares that it has had regard to the licensing objectives of the Act, the guidance issued by the Commission, and any responses from those consulted upon the statement.

#### **Each application is determined on its own merits.**

3.4 It should be noted that this policy statement will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Act.

#### **3.5 Authorisations under the Act**

3.5.1 The Act provides for three categories of licence: operating licences, personal licences and premises licences. The Council will be responsible for the determination and issuing of premises licences. The responsibility for operating and personal licences rests with the Gambling Commission.

3.5.2 Premises licences issued by the Council cover the following types of premises:

- casinos
- bingo premises



- betting premises
- track betting
- adult gaming centres (AGC)
- family entertainment centres (FEC)

3.5.3 The Council will be responsible for the determination and issuing of five categories of permit:

- unlicensed family entertainment centre (uFEC) gaming machine permits
- (alcohol) licensed premises gaming machine permits
- prize gaming permits
- club gaming permits
- club gaming machine permits

3.5.4 The Council will be responsible for the determination and issuing of two categories of temporary authorisations:

- temporary use notices (TUN)
- occasional use notices (OUN)

3.5.5 The Council will be responsible for the determination and registration of applications for small society lotteries.

## **3.6 The Gambling Commission**

3.6.1 The Commission regulates gambling in the public interest. It does so by keeping crime out of gambling, by ensuring that gambling is conducted in a fair and open way and by protecting children and vulnerable people.

3.6.2 The commission:

provides independent advice to the Government about the way gambling is carried out, the effects of gambling, and the regulation of gambling generally.

- issues guidance pursuant to section 25 of the Act about the way licensing authorities exercise their licensing functions under the Act and, in particular, the principles to be applied.

- issues Codes of Practice pursuant to section 24 of the Act about the way in which facilities for gambling are provided, which may also include provisions about the advertising of gambling facilities.

## **4 Equalities**

4.1 Under the Equality Act (2010) the Council has a legal duty to fulfil the requirements of the Public Sector Equality Duty (PSED). Through this duty and in the application of this policy, the Council will carry out its functions in a way that:

- a. Removes discrimination, harassment, victimisation and any other conduct that is unlawful under the Equality Act (2010)
- b. Promotes equal opportunities between people who have a protected characteristic(s) and those who don't
- c. Encourages good relations between people who have a protected characteristic(s) and those who don't

Further information on the Council's fulfilment of the Equality Act (2010) is set out in the Equality, Diversity and Inclusion (EDI) Policy (2022) and Reasonable Adjustment Policy (2024).

## **5. Data Protection**

5.1 The Council regards respect for the privacy of individuals and the lawful and careful treatment of personal information as very important to delivery of services.

5.2 The Council will ensure that it treats personal information lawfully and proportionately as set out in the General Data Protection Regulation (GDPR) and Data Protection Act (2018). For further information on the Council's approach to handling information please see [Data Protection Act \(stevenage.gov.uk\)](https://www.stevenage.gov.uk)

## 6. Policy

### 6.1 Stevenage Borough

- 6.1.1 Stevenage Borough Council is situated in the County of Hertfordshire, which contains ten District Councils in total. Stevenage was designated as Britain's first new town in 1946 and the Council area has a population estimated at 88104 (2018), making it the smallest in the County by population. In terms of area, it is also the smallest, covering approximately 20 square miles and is surrounded by the districts of North Hertfordshire and East Hertfordshire. A map of the Council area is attached as an appendices at 11.1.
- 6.1.2 Set in the attractive countryside of north Hertfordshire, Stevenage is an urban authority, enjoying the amenities of a well-planned new town, together with a history dating back to Roman times. The town is divided into distinct land use areas, the town centre, Old Town and railway station are the core of the town. They are surrounded by individual residential neighbourhoods containing around 38,000 homes. Local neighbourhood centres provide shops and community facilities for residents. There are two main employment areas, one to the west of the town centre at Gunnels Wood and one to the north-east at Pin Green.
- 6.1.3 There are a range of leisure facilities, retail parks and supermarkets. Open spaces and play areas are well spread throughout the town. Wide roads and a cycle and pedestrian network link all parts of the town. Stevenage's railway station is on the East Coast Main Line. There are long distance rail links between London and the north. Commuter services connect the town to Kings Cross, Cambridge and Peterborough as well as nearby towns including Hitchin, Letchworth and Welwyn Garden City. The town is connected to Junctions 7 and 8 of the A1(M) which links London, the midlands and the north. The A602 connects Stevenage to Hitchin and Ware while the nearby A505 provides connections between Luton Airport and Cambridgeshire. The urban road network of Stevenage comprises three main north-south routes and four main east-west routes.

## **6.2 Responsible Authorities**

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

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

6.2.2 In accordance with the Commission's Guidance for local authorities, this authority designates the Hertfordshire Safeguarding Children Board for this purpose.

6.2.3 Any concerns expressed by a responsible authority in relation to their own functions cannot be taken into account unless they are relevant to the application itself and the licensing objectives. In this regard the Council will not generally take into account representations that are deemed to be irrelevant, such as:

- There are too many gambling premises in the locality (because need for gambling facilities cannot be taken into account)
- The premises are likely to be a fire risk (because public safety is not a licensing objective)
- The location of the premises is likely to lead to traffic congestion (because this does not relate to the licensing objectives)
- The premises will cause crowds to congregate in one area causing noise and nuisance (because other powers are generally available to deal with these issues. It should be noted that, unlike the Licensing Act 2003, the Gambling Act does not include as a specific licensing objective the prevention of public nuisance. Any nuisance associated with gambling premises should be tackled under other relevant laws).

6.2.4 The contact details of all the Responsible Authorities under the Act for applications in respect of premises within the Borough of Stevenage are

included as an appendices at 11.2 . This information is also available via the Council's website at: [www.stevenage.gov.uk](http://www.stevenage.gov.uk)

### 6.3 Interested Parties

6.3.1 Interested parties can make representations about licence applications or apply for a review of an existing licence. These parties are defined in the Act as follows:

“For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person:

- a) Lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) Has business interests that might be affected by the authorised activities, or
- c) Represents persons who satisfy paragraph (a) or (b)”

6.3.2 The licensing authority is required by regulations to state the principles it will apply in exercising its powers under the Act to determine whether a person is an interested party. The principles are: Each case will be decided upon its own merits. This authority will not apply a rigid rule to its decision-making. It will consider the examples of considerations provided in the Commission's Guidance for local authorities at 8.9 to 8.17. It will also consider the Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.

6.3.3 Interested parties can be persons who are democratically elected such as Councillors and MPs. No specific evidence of being asked to represent an interested person will be required as long as the Councillor or MP represent the ward likely to be affected. Likewise, parish councils likely to be affected will be considered to be interested parties. Other than these however, this authority will generally require written evidence that a person/body (e.g. an advocate / relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

6.3.4 If individuals wish to approach Councillors to ask them to represent their views, then care should be taken that the Councillors are not part of the

Licensing Committee dealing with the licence application. If there are any doubts, then please contact the Licensing team by e-mail at [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk)

6.3.5 In the absence of any regulations to the contrary, representations should ideally:

- be made in writing (letter, or e-mail);
- be in black ink on single sides of A4 paper;
- indicate the name and address of the person or organisation making the representation;
- indicate the premises to which the representation relates;
- Indicate the proximity of the premises to the person making the representation. A sketch map or plan may be helpful to show this;
- Clearly set out the reasons for making the representation, and which objective it refers to.

## **6.4 Exchange of Information**

6.4.1 Licensing authorities are required to include in their statements the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Commission, and the functions under section 350 of the Act with respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act. Those persons or bodies are listed in Schedule 6(1) as:

- a constable or police force
- an enforcement officer
- a licensing authority
- HMRC
- the First Tier Tribunal
- the Secretary of State.

6.4.2 The principle that this licensing authority applies is that it will act in accordance with the provisions of the Act in its exchange of information which includes the provision that the Data Protection Act 1998 or General Data Protection Regulation will not be contravened. The licensing authority will also have regard to any Guidance issued by the Commission to local authorities on this matter when it is published, as well as any relevant

regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

- 6.4.3 Details of applications and representations which are referred to a Licensing Committee for determination will be published in reports that are made publicly available. Personal details of people making representations will be disclosed to applicants and only be withheld from publication on the grounds of personal safety where the licensing authority is asked to do so and is satisfied that it is appropriate to do so.
- 6.4.4 The authority will ensure that the information on the returns is accurate and sent to the Commission within agreed timescales.
- 6.4.5 We recognise the need to share information with other agencies about our inspections and compliance activities. The Council has various policies relating to information governance, which will be considered when deciding what information to share and the process for doing so.
- 6.4.6 Information can be accessed by data subjects via a number of routes including a Freedom of Information Request or Subject Access Request.

## **6.5 Enforcement**

- 6.5.1 Licensing authorities are required by regulation under the Act to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.
- 6.5.2 This licensing authority's principles are that it will be guided by the Commission's Guidance for local authorities, and will endeavour to be;
- Proportionate: regulators should only intervene when necessary; remedies should be appropriate to the risk posed, and costs identified and minimised;
  - Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
  - Consistent: rules and standards must be joined up and implemented fairly;
  - Transparent: regulators should be open, and keep regulations simple and user friendly; and

- Targeted: regulation should be focused on the problem and minimise side effects.

6.5.3 In accordance with the Commission's Guidance for local authorities this licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

6.5.4 This licensing authority has adopted and implemented a risk-based inspection programme, based on;

- The licensing objectives
- Relevant codes of practice
- Guidance issued by the Commission, in particular at Part 36
- The council's local area profile
- The principles set out in this statement of licensing policy.

6.5.5 This may include test purchasing activities to measure the compliance of licensed operators with aspects of the Act. When undertaking test purchasing activities, the licensing authority will undertake to liaise with the Gambling Commission and the operator to determine what other, if any, test purchasing schemes may already be in place. Irrespective of the actions of an operator on their broader estate, test purchasing may be deemed to be an appropriate course of action.

6.5.6 The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions that it authorises. The Commission is the enforcement body for operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines or concerns about online or remote gambling will not be dealt with by the licensing authority but will be notified to the Commission.

6.5.7 This licensing authority will also keep itself informed of developments as regards the work of the Office for Product Safety and Standards in its consideration of the regulatory functions of local authorities, in particular, with regard to the Regulators' Code (April 2014) which provides a regulatory framework that supports compliance and growth while enabling resources to be focused where they are most needed. We will make available our enforcement and compliance protocols and written agreements upon request.



6.5.8 Bearing in mind the principle of transparency, the Council has adopted an Enforcement Policy which sets out the Council's approach to securing compliance with regulatory requirements and applies to all our regulatory functions, including gambling. The Policy is available on the Council's website.

## **6.6 Licensing Authority Functions**

6.6.1 The Licensing Authority has delegated some of its functions to the Licensing Committee and to officers. An explanation of these arrangements is shown in Appendix 5.

6.6.2 Licensing Authorities are required under the Act to:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences
- Issue Provisional Statements
- Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities 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 prescribed thresholds
- Issue Prize Gaming Permits
- Receive and Endorse Temporary Use Notices
- Receive Occasional Use Notices
- Provide information to the Gambling Commission regarding details of licences issued (see section above on 'information exchange')
- Maintain registers of the permits and licences that are issued under these functions

It should be noted that local licensing authorities will not be involved in licensing remote gambling at all. This will fall to the Commission via operating licences.

## **6.7 Meeting The Licensing Objectives**

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

6.7.1 The Commission will take the lead role in keeping gambling free from crime by vetting applicants for operator and personal licences. The licensing authority will have to be satisfied that the premises will not adversely affect the licensing objective and is compliant with the Commission's Guidance, codes of practice and this policy statement.

6.7.2 The licensing authority will expect the applicant to have a good understanding of the local area in which they either operate, or intend to operate, a gambling premises. As part of the application, the applicant will provide evidence to demonstrate that in operating the premises they will meet this licensing objective.

6.7.3 Examples of the specific steps the licensing authority may take to address this area can be found in the section covering specific premises in Part C and in relation to permits and notices in Part D of this policy.

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

6.8.1 The Commission is the body primarily concerned with ensuring that operators conduct gambling activities in a fair and open way, except in the case of tracks.

6.8.2 The licensing authority will notify the Commission of any concerns about misleading advertising, the absence of required game rules, or any other matters as set out in the Commission's Licence Conditions and Code of Practice.

6.8.3 Examples of the specific steps the licensing authority may take to address this area can be found in the section covering specific premises in

paragraph 6.10, and in relation to permits and notices in paragraph 6.27 of this statement.

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

6.9.1 Protection of Children: Persons under 18 cannot be admitted to many types of gambling premises. This objective means preventing children from taking part in most types of gambling.

6.9.2 Section 45 of the Act provides the definition for child and young person:

Meaning of “child” and “young person”

- 1) In this Act “child” means an individual who is less than 16 years old.
- 2) In this Act “young person” means an individual who is not a child but who is less than 18 years old.

6.9.3 Children and young persons may take part in private and non-commercial betting and gaming, but the Act restricts the circumstances in which they may participate in gambling or be on premises where gambling is taking place as follows:

- casinos, betting shops and adult gaming centres are not permitted to admit anyone under 18;
- bingo clubs may admit those under 18 but must have policies to ensure that they do not play bingo, or play category B or C machines that are restricted to those over 18;
- family entertainment centres and premises licensed to sell alcohol for consumption on the premises can admit under 18s, but they are not permitted to play category C machines which are restricted to those over 18;
- clubs with a club premises certificate can admit under 18s, but they must have policies to ensure those under 18 do not play machines other than category D machines;
- All tracks can admit under 18s, but they may only have access to gambling areas on days where races or other sporting events are taking place or are expected to take place. Tracks will be required to have policies

to ensure that under 18s do not participate in gambling other than on category D machines.

6.9.4 The licensing authority will have regard to any code of practice which the Commission issues as regards this licensing objective in relation to specific premises.

6.9.5 The licensing authority will consider whether specific measures are required at particular premises, with regard to this licensing objective. These measures may include supervision of entrances / machines, segregation of areas, etc. Examples of the specific steps the Council may take to address this area can be found in the section covering specific premises in paragraph 6.10 and in relation to permits and notices in paragraph 6.27 of this policy.

6.9.6 Where gambling premises are located in sensitive areas where young and/or vulnerable persons may be present, for example near schools, this licensing authority will consider imposing restrictions on advertising the gambling facilities on such premises where it is considered relevant and reasonably consistent with the Licensing Objectives.

6.9.7 Protection of vulnerable people: It is difficult to define the term "vulnerable person". The Commission, in its Guidance to Local Authorities, does not seek to offer a definition, but will, for regulatory purposes assume that this group includes people:

"Who gamble more than they want to, people who gamble beyond their means, elderly persons, and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, or because of the influence of alcohol or drugs. "

6.9.8 The Commission's Code of Practice clearly describes the policies and procedures that operators should put in place regarding:

- combating problem gambling
- access to gambling by children and young persons
- information on how to gamble responsibly and help for problem gamblers

- customer interaction
- self-exclusion
- employment of children and young persons

6.9.9 The licensing authority may consider any of the measures detailed below as suitable methods to protect persons (children or vulnerable persons) from harm or at risk of being exploited by gambling. The business' local risk assessment in accordance with SR code provision 10.1.2, will consider these controls and any subsequent controls that have equal or better effect:

- leaflets offering assistance to problem gamblers should be available on gambling premises in a location that is both prominent and discreet
- training for staff members which focuses on an employee's ability to detect a person who may be vulnerable and providing support to vulnerable persons
- self-exclusion schemes
- operators should demonstrate their understanding of best practice issued by organisations that represent the interests of vulnerable people
- posters and leaflets with GamCare Helpline and website displayed in prominent locations
- external advertising to be positioned or designed not to entice passers-by.

6.9.10 It is a requirement of the Commission's Licence Conditions and Codes of Practice (LCCP), under Section 3, that licensees must have and put into effect policies and procedures intended to promote socially responsible gambling.

6.9.11 The LCCP say that licensees must make an annual financial contribution to one or more organisation(s) which between them research into the prevention and treatment of gambling related harm, develop harm prevention approaches and identify and fund treatment to those harmed by gambling.

- 6.9.12 The Council strongly believes that all licensed premises have a responsibility to ensure that safeguarding is a key priority for all businesses in respect of staff, customers and any person in the vicinity of the premises.
- 6.9.13 All business owners and management should sufficiently understand safeguarding matters including, but not limited to:
- gangs and knife crime
  - county lines
  - modern day slavery
  - child sexual exploitation
  - supply, distribution or taking of illegal substances
- to enable them to spot warning signs of any safeguarding matter and know who to report it to. Information and training materials can be found on the websites of Hertfordshire County Council and Hertfordshire Police.
- 6.9.14 Applicants and licence holders are encouraged to ensure that suitable management controls are in place to address potential safeguarding concerns. Measures could include, but would not be limited to:
- awareness training for staff, including indicators to look out for.
  - regular patrols of the premises, including external areas and the immediate proximity, to identify any vulnerable persons;
  - close monitoring of patrons as they leave the premises;
  - recording and reporting concerns to the police;
  - implementing suitable safeguarding policies and procedures
- 6.9.15 The Council acknowledges that child sexual exploitation awareness (CSE) should be applied more broadly than licensed premises, particularly as children are not permitted access to most gambling premises. Applicants should be equally aware of children in the proximity of the premises that may be waiting for, or seeking, older persons.
- 6.9.16 Applicants and Licence Holders of relevant premises (pubs and clubs with gaming machines, bingo premises and unlicensed family entertainment centres) are to ensure that suitable management controls are in place to safeguard children against the risk of CSE. Measures may include, but are not limited to:
- awareness training for staff;

- regular patrols of the premises, including external areas and the immediate proximity, to identify any vulnerable children;
- close monitoring of patrons as they leave the premises;
- recording and reporting concerns to the police.

6.9.17 The Council anticipates applicants to be aware of 'risk indicators' of CSE which include, but are not limited to:

- developing relationships between a child and an older person
- children in the company of a group of older persons
- children regularly attending premises and meeting with several different older persons, particularly where older persons may be facilitating gambling for children
- children outside of licensed premises developing relationships with an older person, particularly an older person facilitating gambling for children
- children leaving the locality of the premises with older persons, particularly with a group of older persons
- children looking uncomfortable in the company of, or leaving with, older persons, particularly groups of older persons.

6.9.18 Whilst the Council does not wish to create the impression that all contact between children and older persons is inappropriate, it is strongly of the view that licence holders should be aware of the risks of CSE and should proactively manage their premises to minimise those risks.

6.9.19 The Hertfordshire Safeguarding Children Board (HSCB) have a dual role in respect of preventing CSE within licensed premises. The HSCB is a responsible authority under the Act having been nominated by the Council to undertake this function. The HSCB also monitors compliance with the statutory requirements under section 11 of the Children Act 2004 to safeguard and promote the welfare of children. Applicants are encouraged to visit the HSCB website for advice [www.hertssafeguarding.org.uk](http://www.hertssafeguarding.org.uk).

## **6.10 Premises Licence: consideration of Applications**

### **General Principles**

- 6.10.1 The Act contains three licensing objectives. In this revision of its Statement of Policy, the Licensing Authority seeks to assist applicants by setting out the considerations we will apply when determining applications under the Act.
- 6.10.2 The Council will issue premises licences to allow premises to be used for certain types of gambling. These are:
- a) casino premises,
  - b) bingo premises,
  - c) betting premises including tracks and premises used by betting intermediaries,
  - d) adult gaming centre premises, or
  - e) family entertainment centre premises.
- 6.10.3 Premises licences are subject to the requirements set out in the Act and regulations, as well as specific mandatory and default conditions, which the Secretary of State has detailed in regulations. The Council will exclude default conditions and attach others, where were considered appropriate due to evidence of a risk to the licensing objectives. Paragraph 6.16 below clarifies the position with respect to mandatory and default conditions.
- 6.10.4 The Commission has issued Codes of Practice for each interest area for which they must have regard. The Council will also have regard to these Codes of Practice.

### **Decision Making**

- 6.10.5 When making decisions about premises licences the Council is under a statutory duty by virtue of s.153 of the Act to aim to permit the use of premises for gambling in so far it is considered to be:
- in accordance with any relevant code of practice issued by the Commission;
  - in accordance with any relevant guidance issued by the Commission;
  - reasonably consistent with the licensing objectives; and



- in accordance with our Statement.

- 6.10.6 The licensing authority will not accept moral objections to gambling as a valid reason to reject applications for premises licences (except with regard to any 'no casino resolution' - see section on Casinos). Issues of nuisance, planning permission and building regulation are not issues that can be taken into account when considering an application for a premises licence.
- 6.10.7 The licensing authority will not consider whether there is demand for gambling as valid criteria when deciding whether to grant or reject applications for premises licences. Each application must be considered on its merits without regard for demand, reflecting the statutory 'aim to permit' principle outlined above.
- 6.10.8 However, the authority will consider the location of a premises so far as it relates to the licensing objectives and whether there is need for condition(s) to mitigate risks in respect of gambling in a particular location.
- 6.10.9 The Council's Scheme of Delegation is reproduced in 11.4 of the appendices.. The General Purposes Committee has been established to deal with licensing issues and the determination of applications in certain cases, i.e. those where representations have been made or where premises licences require review. Uncontentious applications (i.e. those where no representations have been made) will be delegated to officers.
- 6.10.10 Where representations are received the Council will consider whether they are vexatious, frivolous or if they would influence the Council's determination of the application.

### **Environment considerations**

- 6.10.11 Whilst the Council acknowledges that protection of the environment is not a licensing objective therefore not a relevant consideration in the decision-making process, it has declared a climate emergency and expects applicants to make every effort to protect the environment.
- 6.10.12 Matters that applicants/licence holders could promote to protect the environment include, but are not limited to:
- avoiding single use plastic cups if providing drinks to customers

- avoiding the use of plastic pen for completing betting slips
- consideration of the building's carbon footprint
- company policies on environmental issues

### **Public health and gambling**

- 6.10.13 The Council agrees with the Gambling Commission's position that gambling-related harm should be considered a public health issue.
- 6.10.14 Gambling is a legitimate leisure activity enjoyed by many and the majority of those who gamble appear to do so without exhibiting any signs of problematic behaviour. There are however significant numbers of people who do experience significant harm as a result of their gambling and these people's problems are often undetected.
- 6.10.15 For these problem gamblers, harm can include higher levels of physical and mental illness, debt problems, relationship breakdown and, in some cases, criminality. It can also be associated with substance misuse.
- 6.10.16 There can also be considerable negative effects experienced by the wider group of people around a problem gambler. The health and wellbeing of partners, children, and friends can all be negatively affected.
- 6.10.17 The Council considers that public health teams, whilst not a statutory responsible authority under the Act, can still assist the Council to address problem gambling-related harms in its district.
- 6.10.18 The Council will therefore engage with the local public health team and the Hertfordshire Gambling Harms Alliance in the further development of this Statement of Principles and the Local Area Profile. The public health team and Hertfordshire Gambling Harms Alliance should, where appropriate, be able to assist with matters including, but not limited to:
- identifying and interpreting health data and evidence to inform the review of the Statement and develop a locally tailored local area profile
  - making decisions that benefit and protect the health and wellbeing of the district
  - conducting a health impact assessment of gambling in the district or assessing any existing relevant data.

### Definition of 'premises'

- 6.10.19 Premises are defined in the Act as “any place”. Section 152 therefore prevents more than one premises licence applying to any place. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. However, the authority will pay particular attention if there are issues about sub-divisions of a single building or plot and should ensure that mandatory conditions relating to access between premises are observed.
- 6.10.20 The Commission states in its Guidance to Licensing Authorities that: “In most cases the expectation is that a single building / plot will be the subject of an application for a licence, for example, 32 High Street. But, that does not mean 32 High Street cannot be the subject of separate premises licences for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer. However, the Commission does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises. If a premises is located within a wider venue, a licensing authority should request a plan of the venue on which the premises should be identified as a separate unit. The Commission recognises that different configurations may be appropriate under different circumstances, but the crux of the matter is whether the proposed premises are genuinely separate premises that merit their own licence - with the machine entitlements that brings – and are not an artificially created part of what is readily identifiable as a single premises.”
- 6.10.21 The licensing authority takes particular note of the Commission’s Guidance, which states that licensing authorities should pay attention in considering applications for multiple licences for a building, and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular this Authority is aware that entrances and exits from parts of a building covered by

one or more licences should be separate and identifiable so that the separation of different premises is not compromised, and that people do not 'drift' into a gambling area. The Authority will pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Additionally, the third licensing objective seeks to protect children from being harmed by gambling. In practice, this means not only preventing children from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore, licence holders should configure premises so that they do not invite children to participate in, have accidental access to or closely observe gambling where they are prohibited from participating.

6.10.22 The Guidance also gives a list of factors which the licensing authority should be aware of, which may include:

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

6.10.23 Clearly, there will be specific issues that the Authority will consider before granting such applications, for example, whether children can gain access; compatibility of the two establishments; and ability to comply with the requirements of the Act. But, in addition, an overriding consideration should be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would be prohibited under the Act.

6.10.24 This authority will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

6.10.25 The Commission's relevant access provisions for each premises type are reproduced below:

### **Casinos**

- The principal access entrance to the premises must be from a street (as defined at 7.23 of the Guidance)
  
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons
  
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence.

### **Adult Gaming Centre**

- No customer must be able to access the premises directly from any other licensed gambling premises.

### **Betting Shops**

- Access must be from a street (as per Para 7.23 Guidance to Licensing Authorities) or from another premises with a betting premises licence
  
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

### **Tracks**

- No customer should be able to access the premises directly from: -
  - a casino
  - an adult gaming centre

### **Bingo Premises**

- No customer must be able to access the premises directly from:
  - a casino
  - an adult gaming centre
  - a betting premises, other than a track

## **Family entertainment Centre**

- No customer must be able to access the premises directly from:
  - a casino
  - an adult gaming centre
  - a betting premises, other than a track

6.10.26 Part 7 of the Commission's Guidance to Licensing Authorities contains further guidance on this issue, which this authority will also take into account in its decision-making.

### **6.11 Premises 'ready for gambling'**

6.11.1 The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

6.11.2 Premises licence applications will be considered upon application. Where applicants do not have the right to occupy and/or does not have an operating licence issued by the Gambling Commission, the applicant will be advised to submit a provisional statement instead.

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

- First, whether the premises ought to be permitted to be used for gambling
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

6.11.4 Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

6.11.5 More detailed examples of the circumstances in which such a licence may be granted can be found at paragraphs 7.58-7.65 of the Guidance.

## 6.12 Location

6.12.1 The Council will not consider demand issues with regard to the location of premises but will consider the potential impact of the location on the licensing objectives in its decision making. In line with the Commission's Guidance to Licensing Authorities, the Council will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.

6.12.2 With regards to these licensing objectives, it is the Council's policy, upon receipt of any relevant representation to look at specific location issues which include:

- the possible impact that a gambling premises may have on any sensitive premises that provide services to children, young people or vulnerable people; e.g. a school or vulnerable adult centre;
- the possible impact a gambling premises may have on a residential area where there is a high concentration of families with children;
- the nature and size of the gambling activities taking place;
- any levels of crime in the area.

6.12.3 A local area profile will be produced by the authority and published on its website. This will highlight areas, if any, within the district which the licensing authority, in consultation with the responsible authorities and other partner agencies (in particular, the Public Health unit of Hertfordshire County Council), considers presenting higher than normal risks for the location of a gambling premises. This may be due to large levels of vulnerable persons living in a particular locality, the proximity of a school, youth centre or medical facility, a

high level of deprivation, or other factors which the authority believes should be taken into consideration.

- 6.12.4 We expect operators, both when applying for new premises licences and when reviewing their existing premises, to take account of our local area profile within their own local risk assessments (described below), and to implement suitable and sufficient measures to mitigate any risks identified which may arise as a result of the opening or continuation of trade at those premises.
- 6.12.5 We will use the local area profile in assessing premises licence applications and the risk assessments supplied by the applicant or existing licence holders.
- 6.12.6 The Council will need to be satisfied that there is sufficient evidence that the particular location of the premises would be harmful to the licensing objectives before the location can be considered as inappropriate for a licensed premises. It is a requirement of the LCCP, under Section 10, for licensees to assess the local risks to the licensing objectives posed by the provisions of gambling facilities at each of their premises, and have policies, procedures and control measures to mitigate those risks. In undertaking their risk assessments, they must take into account relevant matters identified in this policy statement.
- 6.12.7 The LCCP say that licensees must review (and update as necessary) their local risk assessments:
- to take account of significant changes in local circumstances, including those identified in this policy statement;
  - when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
  - when applying for a variation of a premises licence; and
  - in any case, undertake a local risk assessment when applying for a new premises licence.
- 6.12.8 This authority will expect the local risk assessment to consider as a minimum:
- the location of services for children such as schools, playgrounds, leisure/community centres and other areas where children will gather;



- the demographics of the area in relation to vulnerable groups;
- whether the premises is in an area subject to high levels of crime and/or disorder.

6.12.9 Local risk assessments should show how all vulnerable people, including people with gambling dependencies are protected.

6.12.10 This authority would also strongly recommend that the following matters are considered by operators when making their risk assessment, and they have taken action, in the form of conditions, where the operators have not demonstrated that they are sufficiently mitigating the risks. This list is not exhaustive and other factors not in this list that are identified must be taken into consideration:

- Information held by the licensee regarding self-exclusions and incidences of underage gambling;
- Gaming trends that may reflect benefit payments;
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends;
- Urban setting such as proximity to schools, commercial environment, factors affecting footfall.
- Assessing staffing levels when a local college or similar establishment closes for the day, and the students begin to vacate the grounds;
- Proximity of machines to the entrance door.
- Age verification policies including 'Think 21' and 'Think 25'.
- Consideration of line of sight from the counter to gambling machines;
- Larger operators (e.g. William Hill, Coral, Ladbrokes, Betfred, and Paddy Power) are responsible for conducting/taking part in underage testing, the results of which are shared with the Gambling Commission. However, operators are urged to also make the results available to licensing authorities. Where the licensing authority receives intelligence in relation to failed 'Think 21' or similar test purchases, the licensing authority would encourage the consideration of

additional tasking over the standard once a year visits as a means of assessing risk.

- Providing the licensing authority with details when a child or young person repeatedly attempts to gamble on their premises. This may provide the Licensing Authority with an opportunity to consider safeguarding concerns.
- Range of facilities in proximity to the licensed premises such as other gambling outlets, banks, post offices, refreshment and entertainment type facilities
- Known problems in the area, street drinkers, youths participating in anti-social behaviour, drug dealing activities, etc.

- 6.12.11 The authority would expect a risk assessment to be tailored to each premises and not solely based on a 'standard' template. The Council would also expect that each assessment is completed by a suitably competent person.
- 6.12.12 It will be the responsibility of the gambling operator to assign the assessor for assessing the local risks for their premises. The person assigned as the assessor must be competent to undertake this role as failure properly to carry out this function could result in a breach of the provisions of the LCCP. The Commission has not produced any guidance on the competencies of assessors; however, the Council would expect the assessor to understand how the premises operate or will operate, its design, and where it is located. The assessor will need to understand the local area and can use staff or area managers to assist in gaining an understanding of that local area. The assessor should also be suitably experienced in assessing gambling related risk and identification of appropriate controls.
- 6.12.13 The authority expects that local risk assessments are kept on the individual premises and are available for inspection.
- 6.12.14 It should be noted that this policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant to show how potential concerns can be overcome.
- 6.12.15 This authority expects that local risk assessments and any supplementary information, such as plans, local statistical data, etc., would be presented to this authority as part of any application for a new or variation of a licence.

## **6.13 Planning**

6.13.1 The Commission's Guidance to Licensing Authorities states:

(Para. 7.58) –

In determining applications, the licensing authority should not take into consideration matters that are not related to gambling and the licensing objectives. One example would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal. Licensing authorities should bear in mind that a premises licence, once it comes into effect, authorises premises to be used for gambling. Accordingly, a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use. Equally, licences should only be issued where they are expected to be used for the gambling activity named on the licence. This is why the Act allows a potential operator to apply for a provisional statement if construction of the premises is not yet complete, or they need alteration, or he does not yet have a right to occupy them.

6.13.2 This authority will not take into account irrelevant matters as per the above guidance. In addition, this authority notes the following excerpt from the Guidance:

(Para. 7.65) –

When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have to comply with the necessary planning or building consents. Nor should fire or health and safety risks be taken into account. Those matters should be dealt

with under relevant planning control, building and other regulations, and must not form part of the consideration for the premises licence. S.210 of the Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally, the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.

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

- 6.14.1 This licensing authority seeks to avoid any duplication with other statutory or regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it. It will though, listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.
- 6.14.2 When dealing with a premises licence application for finished buildings, this authority will not take into account whether those buildings have to comply with the necessary planning or buildings consents. Fire or health and safety risks will not be taken into account, as these matters are dealt with under relevant planning control, buildings and other regulations and must not form part of the consideration for the premises licence.

## **6.15 Licensing Objectives**

- 6.15.1 Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, we have considered the Commission's Guidance and have set out our policy in Part B.

## **6.16 Conditions**

- 6.16.1 The Secretary of State has set mandatory and default conditions and the Commission has set Licence Conditions and Codes of Practice on Operator's Licences which are necessary for the general good conduct of gambling premises, therefore it is unlikely that the Council will need to impose individual conditions imposing a more restricted regime in relation to matters that have already been dealt with.

- 6.16.2 If the licensing authority is minded to impose conditions because there are regulatory concerns of an exceptional nature, then any additional licence conditions must relate to the licensing objectives.
- 6.16.3 Any conditions attached to licences will be proportionate and will be:
- Relevant to the need to make the proposed building suitable as a gambling facility;
  - Directly related to the premises and the type of licence applied for;
  - Fairly and reasonably related to the scale and type of premises; and
  - Reasonable in all other respects.
- 6.16.4 Decisions upon individual conditions will be made on a case-by-case basis, although there will be a number of measures this licensing authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas, etc. There are specific comments made in this regard under some of the licence types below. This licensing authority will also expect the licence applicant to offer his/her own suggestions as to way in which the licensing objectives can be met effectively.
- 6.16.5 This licensing authority will also consider specific measures that may be required for buildings that are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Commission's Guidance.
- 6.16.6 This authority will also consider whether additional safeguards are necessary in premises where category C or above machines are on offer and children are

admitted. Each premise will be considered individually, and additional safeguards may include:

- All such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- Only adults are admitted to the area where these machines are located;
- Access to the area where the machines are located is supervised.
- The area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and,
- At the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

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

6.16.7 This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Commission's Guidance, this licensing authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

6.16.8 It is noted that there are conditions that the licensing authority cannot attach to premises licences, which are:

- Any condition on the premises licence which makes it impossible to comply with an operating licence condition.
- Conditions relating to gaming machine categories, numbers, or method of operation.
- Conditions which provide that membership of a club or body be required (the Act specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and,

- Conditions in relation to stakes, fees, winning or prizes.

## **6.17 Door Supervisors**

- 6.17.1 The Commission advises in its Guidance for licensing authorities that if a licensing authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require entrances to the premises are controlled by door supervisors in order to protect of children and vulnerable persons from being harmed or exploited by gambling, and also in terms of preventing premises becoming a source of crime. The licensing authority is entitled, under those circumstances, to impose a premises licence condition to this effect.
- 6.17.2 Where operators and licensing authorities decide that supervision of entrances/machines is appropriate for particular cases it will need to be decided whether these supervisors need to be SIA licensed or not. It will not be automatically assumed that they need to be, as the statutory requirements for different types of premises vary (as per Guidance, Part 33)

## **6.18 Adult Gaming Centres**

- 6.18.1 An Adult Gaming Centre (AGC) is one of three types of amusement arcade. This type of arcade can provide higher pay-out gaming machines (Category B3 and B4) and access is restricted to persons who are aged 18 years or over.
- 6.18.2 This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.
- 6.18.3 This licensing authority may consider measures to meet the licensing objectives such as:
- Proof of age schemes

- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

## **6.19 Licensed Family entertainment Centres**

- 6.19.1 A Licensed family entertainment centre (LFEC) is the second type of amusement arcade. This type of arcade can provide the lowest two categories of gaming machine (category C and D). Children can enter an LFEC, but they can only gamble on category D machines. All category C machines must be located in a separate area, which can only be accessed by persons who are aged 18 years or over.
- 6.19.2 This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the 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.
- 6.19.3 This licensing authority may consider measures to meet the licensing objectives such as:
- CCTV
  - Supervision of entrances/machine areas
  - Physical separation of areas
  - Location of entry



- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare
- Measures/training for staff on how to deal with suspected truant school children on the premises.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 6.19.4 This licensing authority will, as per the Commission's guidance, refer to the Commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated. This licensing authority will also make itself aware of any mandatory or default conditions on these premises' licences, when they have been published.

## 6.20 Casinos

The Act states that a casino is an arrangement whereby people are given the opportunity to participate in one or more casino games. Casino games are defined as a game of chance which is not equal chance gaming. This means that casino games offer the chance for multiple participants to take part in a game competing against the house or bank at different odds to their fellow players. Casinos can also provide equal chance gaming and gaming machines. Large and small casinos can also provide betting machines.

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

## **6.21 Bingo Premises**

- 6.21.1 A Bingo Hall is a place in which Bingo is played. There is no legal definition of Bingo, but it is a game in which players mark off numbers on cards as the numbers are drawn randomly by the caller, the winner being the first person to mark off all the numbers on their card.
- 6.21.2 The Commission's Guidance states at paragraph 18.5: "Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence." This will be a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas.
- 6.21.3 This authority notes the Guidance at paragraph 18.9 regarding the unusual circumstances in which the splitting of a pre-existing premises into two adjacent premises might be permitted, and in particular that it is not permissible to locate sixteen category B3 gaming machines in one of the resulting premises, as the gaming machine entitlement for that premises would be exceeded.
- 6.21.4 The authority also notes the Guidance at paragraph 18.7 that children and young people are allowed into bingo premises; however, they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed.

## **6.22 Betting Premises**

- 6.22.1 The Act contains a single class of licence for betting premises however within this single class there are different types of premises which require licensing such as high street bookmakers, bookmakers located in self-contained facilities

at racecourses as well as the general betting premises licences that track operators will require.

6.22.2 With regard to betting machines, Section 181 of the Act states:

“A condition of a betting premises licence may relate to –

- a) the number of machines used on the premises for the purpose of making or accepting bets;
- b) the nature of those machines;
- c) the circumstances in which those machines are made available for use.”

6.22.3 When considering whether to impose a condition on a licence the council 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.

6.22.4 Where certain measures are not already addressed by the mandatory and default conditions and the Commission’s Codes of Practice or by the applicant, the council may consider licence conditions to address such issues.

## **6.23 Gaming Machines in gambling premises**

6.23.1 The Social responsibility code provisions 9.1.1 and 9.1.2 deal with the provision of gaming machines in betting and bingo premises respectively.

Both provisions state that:

6.23.2 Gaming machines may be made available for use on licensed betting/bingo premises only where there are also substantive facilities for non-remote betting/bingo, provided in reliance on this licence, available at the premises.

6.23.3 In both cases the provisions require:

- facilities for gambling must only be offered in a manner which provides for appropriate supervision of those facilities by staff at all times; and
- the license must ensure that the function along with the internal and/or external presentation of the premises are such that a customer can reasonably

be expected to recognise that it is a premises licensed for the purpose of providing betting/bingo facilities.

## **6.24 Tracks**

6.24.1 There are no, or very few, opportunities for betting at tracks within the Borough. Only one premises licence can be issued for any particular premises at any time unless the premises is a 'track'. A track is a site where races or other sporting events take place.

6.24.2 This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Commission's Guidance, this licensing authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

6.24.3 This authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

6.24.4 This licensing authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas

- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 6.24.5 Gaming machines - Where the applicant holds a pool betting operating licence and is going to use his entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded. Children and young persons are not prohibited from playing category D gaming machines on a track.
- 6.24.6 Betting machines - This licensing authority will, as per Part 6 of the Commission's Guidance, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.
- 6.24.7 Applications and plans - The Act requires applicants to submit plans of the premises with their application, in order to ensure that the licensing authority has the necessary information to make an informed judgment about whether the premises are fit for gambling. The plan will also be used for the licensing authority to plan future premises inspection activity.
- 6.24.8 Plans for tracks do not need to be in a particular scale but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.
- 6.24.9 Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises.

- 6.24.10 In the rare cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases betting facilities may be better provided through occasional use notices where the boundary premises do not need to be defined.
- 6.24.11 This authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of betting facilities is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting areas subject to the “five times rule” (commonly known as betting rings) must be indicated on the plan.

## **6.25 Travelling Fairs**

- 6.25.1 It will fall to this 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.
- 6.25.2 The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.
- 6.25.3 It has been noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This licensing authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

## **6.26 Provisional Statements**

- 6.26.1 Developers may wish to apply to this authority for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

- 6.26.2 Section 204 of the Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:
- expects to be constructed;
  - expects to be altered; or
  - expects to acquire a right to occupy.
- 6.26.3 The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.
- 6.26.4 In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.
- 6.26.5 The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The licensing authority will be constrained in the matters it can consider when determining the premises licence application and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:
- they concern matters which could not have been addressed at the provisional statement stage, or
  - they reflect a change in the applicant's circumstances.
- 6.26.6 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:
- which could not have been raised by objectors at the provisional licence stage; or
  - which in the authority's opinion reflect a change in the operator's circumstances; or

- where the premises have not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this licensing authority notes that it can discuss any concerns it has with the applicant before making a decision.

## **6.27 Reviews**

- 6.26.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities; 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:
- In accordance with any relevant code of practice issued by the Commission;
  - In accordance with any relevant guidance issued by the Commission;
  - Reasonably consistent with the licensing objectives; and
  - In accordance with the authority's statement of licensing policy
- 6.26.2 The licensing authority will consider whether the request is frivolous, vexatious, or whether it will cause it to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.
- 6.26.3 The licensing authority can also initiate a review of a particular premises licence, or a particular class of premises licence based on any reason, which is considered appropriate.
- 6.26.4 Once a valid application for a review has been received by the licensing authority, representations can be made by responsible authorities and interested parties during a 28-day period. This period begins 7 days after the application was received by the licensing authority, which will publish notice of the application within 7 days of receipt.
- 6.26.5 The licensing authority must carry out the review as soon as possible after the 28-day period for making representations has passed.
- 6.26.6 The purpose of the review will be to determine whether the licensing authority should take any action in relation to the licence. If action is justified, the options open to the licensing authority are: -



- add, remove or amend a licence condition imposed by the licensing authority;
- exclude a default condition imposed by the Secretary of State or Scottish Ministers (e.g., opening hours) or remove or amend such an exclusion.
- suspend the premises licence for a period not exceeding three months; and
- Revoke the premises licence.

6.26.7 In determining what action, if any, should be taken following a review, the licensing authority must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.

6.26.8 In particular, the licensing authority may also initiate a review of 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.

6.26.9 Once the review has been completed, the licensing authority must, as soon as possible, notify its decision to:

- the licence holder
- the applicant for review (if any)
- the Commission
- any person who made representations
- the chief officer of police or chief constable; and
- Her Majesty's Commissioners for Revenue and Customs.

## 6.27 **Permits/Temporary an Occasional Use Notices**

### **Unlicensed Family Entertainment Centre gaming machine permits (Statement of Principles on Permits – Schedule 10 paragraph 7)**

6.27.1 An unlicensed family entertainment centre (FEC) is the third type of amusement arcade. The category of machine in this type of arcade is restricted to the lowest category D and children can enter and gamble.

6.27.2 Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (Section 238).

6.27.3 The Act states that a licensing authority may prepare a statement of principles that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25. The Commission's Guidance for local authorities also states: "In their three-year licensing policy statement, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits...., licensing authorities will want to give weight to child protection issues." (24.8)

6.27.4 Guidance further states: "An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application. Licensing authorities might wish to consider asking applicants to demonstrate:

- A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- That the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act; and
- That staff are trained to have a full understanding of the maximum stakes and prizes. (24.9)

It should be noted that a licensing authority cannot attach conditions to this type of permit.

## 6.28 **Statement of Principles – Permits on unlicensed FECs**

6.28.1 This licensing authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits; however, they may include:

- Appropriate measures/training for staff as regards suspected truant school children on the premises

- Measures/training covering how staff would deal with unsupervised very young children being on the premises;
- Measures/training covering how staff would deal with children causing perceived problems on/around the premises
- .
- Demonstrate an awareness of local school holiday times and how to contact the local education office should truants be identified.

6.28.2 This licensing authority will also expect, as per Commission Guidance, that applicants:

- Demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- Have no relevant convictions (those that are set out in Schedule 7 of the Act), and in addition that any management and staff who will be working at the unlicensed FEC have no relevant convictions; and
- Have staff that are trained to have a full understanding of the maximum stakes and prizes.

6.28.3 Compliance with any relevant industry Code of Practice for FECs issued by BACTA or other trade associations may be taken by the licensing authority as evidence that (apart from the criteria relating to criminal convictions) the applicant has met the above.

6.28.4 Applicants must submit with their application two copies of plans of the premises, to a scale of 1:100, showing the exits/entrances to the premises, location of gaming machines.

6.28.5 The licensing authority may refuse an application for renewal of a permit only on the grounds that an authorised local authority officer has been refused access to the premises without reasonable excuse, or that renewal would not be reasonably consistent with pursuit of the licensing objectives.

**6.29 (Alcohol) Licensed premises gaming machine permits - (Schedule 13 paragraph 4(1))**

- 6.29.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the licensing authority.
- 6.29.2 The licensing authority can remove the automatic authorisation in respect of any particular premises if:
- Provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
  - Gaming has taken place on the premises that breaches a condition of section 282 of the 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 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 Act has been committed on the premises.
- 6.29.3 If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon: the licensing objectives; any guidance issued by the Commission issued under Section 25 of the Act, and any “such matters” considered relevant.
- 6.29.4 This licensing authority considers that “such matters” will be decided on a case-by-case basis, but generally there will be regard to the need to protect children and vulnerable persons from harmed or being exploited by gambling. Stevenage Borough Council will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under-18-year-olds do not have access to the adult only gaming machines. Measures which will satisfy the

authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.

- 6.29.5 It is recognised that some alcohol-licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for and dealt with as an Adult Gaming Centre premises licence.
- 6.29.6 It should be noted that the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions other than these cannot be attached.
- 6.29.7 Notifications and applications for any number of machines will be dealt with by licensing authority officers.
- 6.29.8 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Commission about the location and operation of the machine.
- 6.30 Prize Gaming Permits - (Statement of Principles on Permits - Schedule 14 paragraph 8 (3))**
- 6.30.1 The Act states that a licensing authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the licensing authority proposes to consider in determining the suitability of the applicant for a permit”.
- 6.30.2 This authority has not prepared a statement of principles. Should it decide to do so, details will be included in a revised version of the Statement.
- 6.30.3 In making its decision on an application for this permit the licensing authority does not need to have regard to the licensing objectives but must have regard to any Commission guidance.

6.30.4 It should be noted that there are conditions in the Act by which the permit holder must comply, but that 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.

### **6.31 Club Gaming and Club Machine Permits**

6.31.1 Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Club Machine Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in forthcoming regulations. A Club Machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).

6.31.2 This licensing authority acknowledges the following guidance from the Commission:

"The Act states that members' clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is restricted to that of a prescribed kind (currently bridge and whist). Members' club must be permanent in nature, but there is no need for a club to have an alcohol licence." Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.

6.31.3 The Guidance goes on to state that "licensing authorities 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 Commission or the police."

6.31.4 There is also a 'fast-track' procedure available under the Act for premises that hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). As the Commission's Guidance for local authorities' states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which an authority can refuse a permit are reduced." and "The grounds on which an application under the process may be refused are:

a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;

b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or

c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

6.31.5 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

## 6.32 Temporary Use Notices

6.32.1 Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises

temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Commission, would include hotels, conference centres and sporting venues.

- 6.32.2 The licensing authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence, i.e., a non-remote casino operating licence.
- 6.32.3 The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this Statement the relevant regulations (SI no 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities or equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.
- 6.32.4 There are a number of statutory limits as regards temporary use notices. Discussion of the meaning of "premises" can be found in Part 7 of the Commission's Guidance to Licensing Authorities. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. The Act defines "premises" as including "any place".
- 6.32.5 In considering whether a place falls within the definition of "a set of premises", the Council will look at, amongst other things, the ownership/occupation and control of the premises.
- 6.32.6 This licensing authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Commission's Guidance to Licensing Authorities.

### **6.33 Occasional Use Notices**

- 6.33.1 The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This licensing authority will though consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.



## **6.34 Small Society Lotteries**

6.34.1 This licensing authority will adopt a risk based approach towards its enforcement responsibilities for small society lotteries. This authority considers that the following list, although not exclusive, could affect the risk status of the operator:

- submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held)
- submission of incomplete or incorrect returns
- breaches of the limits for small society lotteries

6.34.2 Non-commercial gaming is permitted if it takes place at a non-commercial event, either as an incidental or principal activity at the event. Events are non-commercial if no part of the proceeds is for private profit or gain. The proceeds of such events may benefit one or more individuals if the activity is organised:

- by, or on behalf of, a charity or for charitable purposes
- to enable participation in, or support of, sporting, athletic or cultural activities.

6.34.3 Charities and community groups should contact this licensing authority on 01438 [242242](tel:242242) or at [Licensing@stevenage.gov.uk](mailto:Licensing@stevenage.gov.uk) to seek further advice.

## 7 Consultation

- 7.1 Stevenage Borough Council will consult widely upon this statement before finalising and publishing it. This is carried out in accordance with the Cabinet Office guidance on consultation principles, (published March 2018) which is available at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/691383/Consultation\\_Principles\\_1\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/691383/Consultation_Principles_1_.pdf)

- 7.2 The Gambling Act requires that the following parties are consulted by Licensing Authorities:

- 1) The Chief Officer of Police.

The authority has therefore consulted:

- a) Hertfordshire Constabulary

- 2) One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area. The authority has therefore consulted:

- a) British Amusement Catering Trade Association
- b) British Casino Association
- c) British Association of Leisure Parks, Piers and Attractions Ltd
- d) Business in Sport and Leisure
- e) British Beer and Pub Association
- f) Association of British Bookmakers
- g) The Bingo Association
- h) National Casino Forum
- i) Ladbrokes Coral Group
- j) Mecca Bingo Ltd
- k) William Hill Organisation Ltd
- l) Paddy Power Betfair
- m) Betfred
- n) Admiral Casino
- o) Future Machines Ltd

3) One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005. The authority has therefore consulted:

- a) Gambling Commission
- b) Licensing Authority
- c) Planning and Development, Stevenage Borough Council
- d) Hertfordshire Fire and Rescue Service
- e) Environmental Health
- f) HM Revenues and Customs
- g) Local Safeguarding Children Board
- h) Community Safety/Development Stevenage Borough Council
- i) Stevenage Town Centre Manager
- j) Stevenage Community Safety Partnership
- k) Clubs with club premises certificates under the Licensing Act 2003
- l) Premises with licences permitting the sale of alcohol on the premises under the Licensing Act 2003
- m) Stevenage PubWatch
- n) Existing Gambling Permit holders
- o) Residents and local media
- p) East and North Herts NHS Trust
- q) North Herts Council for Voluntary Services
- r) Stevenage Citizen's Advice Bureau
- s) Stevenage Community Trust
- t) North Hertfordshire College
- u) Hertfordshire Chamber of Commerce
- v) GamCare

## 8 Monitoring and Review

- 8.1 This policy will be reviewed by the relevant Business Unit's Head of Service or Service Manager every 3 years (see page 1 for details of Business Unit) or earlier if there is a change in legislation. Where more than 10% of the policy content is changed the Assistant Director and appropriate Portfolio Holder will be required to decide if the policy needs to be formally reconsidered by the Executive or appropriate decision-making body.

- 8.2 Where there is a request for the content of the policy to be reviewed in response to a complaint, the relevant Business Unit’s Assistant Director will be notified. If the Assistant Director agrees that a review of policy is required, this will be discussed with the appropriate Portfolio Holder. The Head of Service or Service Manager will be responsible for implementing a subsequent policy review.

## 9 References and Resources

[Gambling Act 2005 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

[Hertfordshire Gambling Harms Strategy 2024 | Hertfordshire County Council](#)

[Guidance to licensing authorities \(gamblingcommission.gov.uk\)](https://www.gamblingcommission.gov.uk)

[Equality Act 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

[Hertfordshire Safeguarding Children Partnership | Hertfordshire County Council](#)

[Data Protection Act 2018 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

[Regulator's code | ICO](#)

[Licensing Act 2003 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

[Talk to us now - GamCare](#)

[LCCP Condition 3.1.1 - Combating problem gambling \(gamblingcommission.gov.uk\)](https://www.gamblingcommission.gov.uk)

## 10 Abbreviations and Definitions

EDI	Equality, Diversity and Inclusion
GDPR	General Data Protection Regulation
PSED	Public Sector Equality Duty
SBC	Stevenage Brough Council
FEC	Family Entertainment Centre
AGC	Adult Gaming Centres
TUN	Temporary Use Notices
OUN	Occasional Use Notices
uFEC	Unlicensed Family Entertainment Centre
PSED	Public Sector Equality Duty
CSE	Child Sexual Exploitation
LCCP	Licence conditions Codes of Practice

## 11 Appendices

- 11.1 Map of Stevenage Borough Council Area
- 11.2 Responsible Authorities
- 11.3 Summary of gaming machine categories and entitlements
- 11.4 Table of Delegations
- 11.5 Glossary of Terms
- 11.6 Equality impact Assessment (EqIA) November 2024

## 12 Version History

Date	Outlined Amendments	Author
18 October 2024	Format of Policy amended	Julie Dwan
	Date of Policy amended from 2022-2025 to 2025-2028	
	Legal Framework -Section 3.1: 'As per section 153 of the Act 2005 amended to 'As per section 153 of the Gambling Act 2005'.	
	Legal Framework – Section 3.2: 'Part B of this Policy'. Amended, part B removed and replaced with paragraph 6.7	
	Legal Framework – Section 3.3 – Declaration, amendment made: 'The guidance issued by the Commission (5 <sup>th</sup> edition March 2015)'. Removed (5 <sup>th</sup> edition March 2015)	
	Policy – Section 6.1.1: 'A map of the Council area is attached as Appendix 1'. Appendix 1 removed and replaced with 'As an appendices at 11.1'.	
	Policy – Section 6.2.4: 'Contact details of all responsible authorities under the Act are included as Appendix 3'. Appendix 3 removed and replaced with 'As an appendices at 11.2'. Contact details of all responsible authorities have also been updated.	
	Policy – Section 6.3.4: Contact details	

	amended, telephone number removed and email address has been added.	
	Policy – Section 6.3.5, Point 1: ‘be made in writing (letter, fax or email)’. The word ‘fax’ has been removed. Sentence now worded: ‘be made in writing (letter or email)’.	
	Policy – Section 6.8.3: ‘Part C’ has been replaced with ‘paragraph 6.10’. ‘Part D’ has been replaced with ‘paragraph 6.27’.	
	Policy – Section 6.9.5: ‘Part C’ has been replaced with ‘paragraph 6.10’. ‘Part D’ has been replaced with ‘paragraph 6.27’.	
	Policy – General Principles, Section 6.10.3: ‘C9.1’ has been replaced with ‘paragraph 6.16’.	
	Policy- Decision Making, Section 6.10.9: the Council’s Scheme of Delegations is produced as Appendix 5’. Appendix 5 has been removed and replaced with ‘in 11.4 of the appendices’.	
	Policy – Public Health & Gambling, Section 6.10.18: ‘The Council will therefore engage with the local public health team in the further development of this Statement of Principles and the Local Area Profile. The public health team should’, is replaced with ‘The Council will therefore engage with the local public health team and the Hertfordshire Gambling Harms Alliance in the further development of this Statement of Principles and the Local Area Profile. The public health team and Hertfordshire Gambling harms Alliance should ‘.	
	Policy – Small Society Lotteries, Section 6.34.3. email address has been added.	
21 <sup>st</sup> November 2024	Amendments following consultation:	Julie Dwan
	List of Responsible Authorities on page 61 has been amended in respect of the Local Planning Authority. Communications are now to be addressed to the Head of Planning and Enforcement and not to Development control Manager as was before.	

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Appendix 11.1 Map of Stevenage Borough Council Area



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**Appendix 11.2. Responsible Authorities**

<b>Responsible Authority</b>	<b>Contact Details</b>
Environmental Health	Commercial Environmental Health Manager Stevenage Borough Council Daneshill House Danestrete Stevenage Herts. SG1 1HN <a href="mailto:envhealth@stevenage.gov.uk">envhealth@stevenage.gov.uk</a>
Safeguarding Children Board	Safeguarding Manager Hertfordshire Safeguarding Children Partnership Postal Point CH0116 Room 152, County Hall Pegs Lane Hertford SG13 8DF  <a href="mailto:admin.hscb@hertfordshire.gov.uk">admin.hscb@hertfordshire.gov.uk</a>
HM Revenues and Customs	National Registration Unit Portcullis House 21 India Street Glasgow G2 4PZ  <a href="mailto:nrubetting&amp;gaming@hmrc.gov.uk">nrubetting&amp;gaming@hmrc.gov.uk</a>
Gambling commission	Victoria Square House Victoria Square Birmingham B2 4BP  <a href="mailto:info@gamblingcommission.gov.uk">info@gamblingcommission.gov.uk</a>

Licensing Authority	<p>Stevenage Borough Council  Daneshill House  Danestrete  Stevenage  Herts.  SG1 1HN</p> <p><a href="mailto:licensing@stevenage.gov.uk">licensing@stevenage.gov.uk</a></p>
Hertfordshire Constabulary	<p>Stevenage Police Station  Lytton Way  Stevenage  Herts SG1 1HF</p> <p><a href="mailto:LicensingEasternArea@herts.police.uk">LicensingEasternArea@herts.police.uk</a></p>
Hertfordshire Fire & Rescue Service	<p>Fire Protection  Mundells – MU103  Welwyn Garden City AL7 1FT</p> <p><a href="mailto:administration.cfs@hertfordshire.gov.uk">administration.cfs@hertfordshire.gov.uk</a></p>
Planning	<p>Head of Planning &amp; Enforcement  Stevenage Borough Council  Daneshill House  Danestrete  Stevenage  Herts.  SG1 1HN</p> <p><a href="mailto:plan.devcon@stevenage.gov.uk">plan.devcon@stevenage.gov.uk</a></p>

### Appendix 11.3. Summary of gaming machine categories and entitlements

Category of machine	Maximum stake (from April 2019)	Maximum prize (from Jan 2014)
A	Unlimited – No category A gaming machines are currently permitted	Unlimited – No category A gaming machines are currently permitted
B1	£5	£10,000 <sup>†</sup>
B2	£2	£500
B3A	£2	£500
B3	£2	£500
B4	£2	£400
C	£1	£100
D – non-money prize	30p	£8

D – non-money prize (crane grab machines only)	£1	£50
D – money prize	10p	£5
D – combined money and non-money prize	10p	£8 (of which no more than £5 may be a money prize)
D – combined money and non-money prize (coin pusher or penny falls machines only)	20p	£20 (of which no more than £10 may be a money prize)

## References

† With option of max £20,000 linked progressive jackpot on premises basis only

	<b>Machine category</b>						
<b>Premises type</b>	<b>A</b>	<b>B1</b>	<b>B2</b>	<b>B3</b>	<b>B4</b>	<b>C</b>	<b>D</b>
<b>Large casino</b> (machine/table ratio of 5-1 up to maximum)	Maximum of 150 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 150 (subject to machine/table ratio)						
<b>Small casino</b> (machine/table ratio of 2-1 up to maximum)	Maximum of 80 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 80 (subject to machine/table ratio)						
<b>Pre-2005 Act casino</b> (no machine/table ratio)	Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead						
<b>Betting premises and tracks occupied by pool betting</b>	Maximum of 4 machines categories B2 to D (except B3A machines)						
<b>Bingo premises<sup>1</sup></b>				Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4**	No limit on category C or D machines		
<b>Adult gaming centre<sup>2</sup></b>				Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4**	No limit on category C or D machines		
<b>Licensed Family entertainment centre<sup>3</sup></b>						No limit on category C or D machines	
<b>Family entertainment centre (with permit)<sup>3</sup></b>						No limit on category D machines	
<b>Clubs or miners' welfare institute (with permits)<sup>4</sup></b>				Maximum of 3 machines in categories B3A or B4 to D*			
<b>Qualifying alcohol-licensed premises</b>				1 or 2 machines of category C or D automatic upon notification			

<b>Qualifying alcohol-licensed premises</b> (with licensed premises gaming machine permit)					Number of category C-D machines as specified on permit
<b>Travelling fair</b>					No limit on category D machines

<sup>1</sup> Bingo premises licence are entitled to make available for use a number of category B gaming machines not exceeding 20% of the total number of gaming machines on the premises. Where a premises licence was granted before 13 July 2011, they are entitled to make available eight ([The Gambling Act 2005 \(Gaming Machines in Bingo Premises\) Order 2009 \(opens in new tab\)](#)) category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. Category B machines at bingo premises are restricted to sub-category B3 and B4 machines, but not B3A machines.

<sup>2</sup> Adult gaming centres are entitled to make available for use a number of category B gaming machines not exceeding 20% of the total number of gaming machines which are available for use on the premises and any number of category C or D machines. Where a premises licence was granted before 13 July 2011, they are entitled to make available four category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. Category B machines at adult gaming centres are restricted to sub-category B3 and B4 machines, but not B3A machines.

<sup>3</sup> Only premises that are wholly or mainly used for making gaming machines available may hold an unlicensed FEC gaming machine permit or an FEC premises licence. Category C machines may only be sited within licensed FECs and where an FEC permit is in force. They must be in a separate area to ensure the segregation and supervision of machines that may only be played by adults. There is no power for the licensing authority to set a limit on the number of machines under the FEC permit.

<sup>4</sup> Members' clubs and miners' welfare institutes with a club gaming permit or with a club machine permit, are entitled to site a total of three machines in categories B3A to D but only one B3A machine can be sited as part of this entitlement.

<sup>5</sup> Commercial clubs with club machine or gaming permits are entitled to a total of three machines in categories B4 to D.



#### Appendix 11.4. Table of Delegations

The Licensing Authority will delegate its functions under the Gambling Act 2005 as follows:

Matter to be dealt with	Full Council	Licensing Committee	Officers
Final Approval of 3 year Gambling Statement of Principles	X		
Policy not to permit Casinos	X		
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/ have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/ have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ have been withdrawn
Review of a premises licence		X	
Application for club gaming/club machine permits		Where objections have been made (and not withdrawn)	Where no objections made/ have been withdrawn
Cancellation of club gaming/club machine permits		X	
Applications for other permits			X

Application for permits in alcohol licensed premises (for any number of machines)			X
Cancellation of licensed premises gaming machine			X

<b>Matter to be dealt with</b>	<b>Full Council</b>	<b>Licensing Committee</b>	<b>Officers</b>
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice			X
Determination as to whether a representation is relevant.			X
Fee Setting (within bands)			X
Small society lottery registration			X



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## Appendix 11.5. Glossary of Terms

Term	Definition
Act	Gambling Act 2005
Adult Gaming Centres	Commercial premises offering a variety of games and gaming machines. Category B, C and D gaming machines available.
Betting Premises	Currently known as a betting office
Bingo Premises	A commercial club which promotes equal chance gaming in the form of cash or prize bingo.
Casino	A commercial gaming club whereby people are given an opportunity to participate in one or more casino games. Casino games are defined as a game of chance which is not equal chance gaming.
Club gaming permits	Members club (not commercial clubs) permits which authorise the establishment to provide gaming machines, equal chance gaming and games of chance.
Code of Practice	Any code of practice under section 24 of the Gambling Act
Default condition	A specified condition provided by regulations to be attached to a licence, unless excluded by Stevenage Borough Council
Family entertainment centres (FEC)	A centre with a variety of rides and games including amusement machines and skills games. Licensed FECs provide category C and D machines. Unlicensed FECs provide category D machines only, and are regulated through
Gaming Machine	A game of chance machine which requires coins or tokens to be activated
Interested Party	Defined by the Act as a person who: <ul style="list-style-type: none"> <li>1) Lives sufficiently close to the premises to be likely to be affected by the authorised activities;</li> <li>2) Has business interests that might be affected by the authorised activities;</li> </ul>
Licensing Authority	Stevenage Borough Council
Licensing Committee	This term shall include any duly constituted Licensing Sub-Committee.

Licensing objectives	<p>There are 3 licensing objectives defined in the Gambling Act as:</p> <ol style="list-style-type: none"> <li>1) Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.</li> <li>2) Ensuring that gambling is conducted in a fair and open way</li> <li>3) Protecting children and other vulnerable persons from being harmed or exploited by gambling</li> </ol>
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Mandatory Condition	A specified condition provided by regulations to be attached to the licence
Premises	Any place
Prize gaming permits	A permit issued to authorise the provision of facilities for gaming with prizes
Regulations	Regulations made under the Gambling Act 2005
Responsible Authority	<p>Defined by the Act as:</p> <ol style="list-style-type: none"> <li>1) Licensing Authority</li> <li>2) Gambling Commission</li> <li>3) Police</li> <li>4) Fire Service</li> <li>5) Planning</li> </ol>
Small Society Lottery	A lottery promoted on behalf of a non-commercial society that is registered by the licensing Authority
Temporary Use Notices	These allow use of a 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
Tracks	Tracks are sites that include horse racecourses and dog tracks
Travelling Fair	A fair consisting wholly or principally of the provision of amusements, provided by people who travel from place to place providing fairs AND in a place which has been used for no more than 27 days in that calendar year
Vulnerable persons	This group includes people who gamble more than they want to; people who gambling beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.

Estimated time taken to complete: 2 hours\*

\*Please note that this should be a working document and should be actively reviewed throughout the lifetime of the project/policy/service change



# Revised Gambling Statement of Principles Equality Impact Assessment (EqIA) Form

March 2025 - March 2028

<b>Date created</b>	November 2024
<b>Approved by</b>	Assistant Director – Planning & Regulation
<b>Owner</b>	Head of Environmental Health & Licensing
<b>Version</b>	V1.1
<b>Author</b>	Julie Dwan Acting Licensing Manager
<b>Business Unit and Team</b>	Environmental Health & Licensing

Please [click this link](#) to find the EqIA guidance toolkit for support in completing the following form.

For translations, braille or large print versions of this document please email [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk).

**First things first:**

**Does this policy, project, service, or other decision need an EqlA?**

<b>Title:</b>	<b>Revised Gambling Statement of Principles</b>	
<b>Please answer Yes or No to the following questions:</b>		
Does it affect staff, service users or the wider community?		<b>Yes/No</b>
Has it been identified as being important to particular groups of people?		<b>Yes/No</b>
Does it or could it potentially affect different groups of people differently (unequal)?		<b>Yes/No</b>
Does it relate to an area where there are known inequalities or exclusion issues?		<b>Yes/No</b>
Will it have an impact on how other organisations operate?		<b>Yes/No</b>
Is there potential for it to cause controversy or affect the council's reputation as a public service provider?		<b>Yes/No</b>

<b>Where a positive impact is likely, will this help to:</b>	
Remove discrimination and harassment?	N/A
Promote equal opportunities?	N/A
Encourage good relations?	<b>Yes/No</b>

**If you answered 'Yes' to one or more of the above questions you should carry out an EqlA.**

Or if you answered 'No' to all of the questions and decide that your activity doesn't need an EqlA you must explain below why it has no relevance to equality and diversity.

You should reference the information you used to support your decision below and seek approval from your Assistant Director before confirming this by sending this page to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk).

I determine that no EqlA is needed to inform the decision on the .

Name of assessor:

Decision approved by:

Role:

Role: Assistant Director

Date:

Date:



# Equality Impact Assessment Form

For a policy, project, strategy, staff or service change, or other decision that is new, changing or under review

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<b>What is being assessed?</b>		<b>Revised Gambling Statement of Principles</b>			
Lead Assessor	Julie Dwan			Assessment team	
Start date	March 2025	End date	March 2028		
When will the EqIA be reviewed? (Typically every 2 years)		November 2027, unless there are significant changes to the legislation which would require the Council to review the Gambling Statement of Principles sooner.			

Who may be affected by the proposed project?	All residents and businesses within Stevenage, and gambling premises in particular.
What are the key aims of the proposed project?	To provide information and guidance on the general approach that the Council will take to licensing. The Statement does not prevent anyone from making an application, and each application will be considered on its individual merits.

What <b>positive measures</b> are in place (if any) to help <b>fulfil our legislative duties</b> to:					
Remove discrimination & harassment	N/A	Promote equal opportunities	N/A	Encourage good relations	Promotion of better understanding between those providing gambling opportunities and

					those potentially affected by them.
--	--	--	--	--	-------------------------------------

What sources of data / information are you using to inform your assessment?	Information provided by the Gambling Commission, feedback from the local consultation on the revised Statement and data collected in the Local Area Profile.
---	--

In assessing the potential impact on people, are there any overall comments that you would like to make?	The purpose of the Council's Gambling Statement of Principles is to provide information and guidance on the general approach that the Council will take to licensing. The Statement does not prevent anyone from making an application, and each application will be considered on its individual merits.
--	---

**Evidence and Impact Assessment**  
Explain the potential impact and opportunities it could have for people in terms of the following characteristics, where applicable:

<b>Age</b>					
Positive impact	X	Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	The Gambling Act has as an objective to protect children and vulnerable groups from being harmed. The policy embraces the promotion of this licensing objective and thus ensures that this age demographic is protected from certain licensable activities that may cause them harm. Each licence application is assessed on its merits and takes into account the views of all concerned, including those of the listed Responsible Authorities. However, we seek to minimise restrictions through the use of appropriate conditions, where possible, and only in extreme cases is there a refusal of an application.				

What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A
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**Disability e.g., physical impairment, mental ill health, learning difficulties, long-standing illness**

Positive impact	X	Negative impact		Unequal impact	
-----------------	---	-----------------	--	----------------	--

Please evidence the data and information you used to support this assessment	<p>The Gambling Act has as a licensing objective to 'protect children and vulnerable groups from being harmed and exploited by Gambling'. The policy embraces the promotion of this objective.</p> <p>It is difficult to define the term 'vulnerable person'. The Gambling commission, in its guidance to Local Authorities does not seek to offer a definition, but for regulatory purposes we will assume that this group includes people: 'Who gamble more than they want to, people who gamble beyond their means, elderly persons and people who may not be able to make informed or balanced decisions about gambling due to their mental impairment'. (Paragraph 6.9.7 of the policy refers)</p> <p>This policy seeks to protect vulnerable persons or those with such disabilities.</p> <p>Each licence application is assessed on its merits and takes into account the views of all concerned, including those of the listed Responsible Authorities. However, we seek to minimise restrictions through the use of appropriate conditions, where possible, and only in extreme cases is there a refusal of an application.</p> <p>Gambling operators when submitting an application for a gambling premises are required to provide a risk assessment and details of suitable measures which will be provided to protect children and vulnerable persons from harm or risk of being exploited by gambling. This includes the provision of training for employees focussing on their ability to detect a person who may be vulnerable and providing appropriate support for those persons.</p>				
--	---	--	--	--	--

What opportunities are there to promote	N/A	What do you still need to find out?	N/A
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equality and inclusion?		Include in actions (last page)	
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**Gender Reassignment**

Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

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**Marriage or Civil Partnership**

Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

**Pregnancy & Maternity**

Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

<b>Race</b>					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

<b>Religion or Belief</b>					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				

What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A
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Sex					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A		

Sexual Orientation e.g., straight, lesbian / gay, bisexual					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	No differential impact.				
What opportunities are there to promote equality and inclusion?	N/A	What do you still need to find out? Include in actions (last page)	N/A		

<p align="center"><b>Socio-economic<sup>1</sup></b></p> <p align="center">e.g., low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users, social value in procurement</p>					
Positive impact	X	Negative impact		Unequal impact	
Please evidence the data and information you used to support this assessment	<p>The Gambling Act has as an objective to protect children and vulnerable groups from being harmed. The policy embraces the promotion of this licensing objective and thus ensures to protect those people who may be at risk of gambling harms due to their social or economic status.</p> <p>The Council engages with Hertfordshire Public Health and the Hertfordshire Gambling harms Alliance in the development of this statement of principles and the Local Area Profile which accompanies it. The Local Area Profile is referred to throughout this statement and helps the Council to identify areas of Stevenage where people may be more at risk of gambling harms due to their social and economic status.</p> <p>Each licence application is assessed on its merits and takes into account the views of all concerned, including those of the listed Responsible Authorities. However, we seek to minimise restrictions through the use of appropriate conditions, where possible, and only in extreme cases is there a refusal of an application.</p>				
What opportunities are there to promote equality and inclusion?	N/A		What do you still need to find out? Include in actions (last page)	N/A	

<p align="center"><b>Additional Considerations</b></p> <p align="center">Please outline any other potential impact on people in any other contexts</p>					
Positive impact		Negative impact		Unequal impact	
Please evidence the data and information	N/A				

<sup>1</sup>Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.

you used to support this assessment			
What opportunities are there to promote equality and inclusion?		What do you still need to find out? Include in actions (last page)	

## Consultation Findings

Document any feedback gained from the following groups of people:

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Staff?	None	Residents?	None
Voluntary & community sector?	None	Partners?	<p>Consultation responses have been received from two Responsible Authorities. Stevenage Borough Council Planning Department, and Hertfordshire Safeguarding Adults Board</p> <p><b>The Planning Department</b> have asked for the post 'Development Control Manager' referenced on page 61 to be replaced with 'Head of Planning and Enforcement' to avoid communications relating to licensing matters being missed.</p> <p><b>Hertfordshire Safeguarding Adults Board</b> have provided a copy of the Hertfordshire Safeguarding Children Partnership Gambling Policy Statement.</p> <p><b>Hertfordshire Public Health</b> -Are pleased that the Council's statement of principles includes a section on 'Public Health and gambling' and have provided sources of evidence which they recommend including as references evidence of the harms caused by problem gambling. They refer to the Hertfordshire Gambling Harms Strategy, which is to be launched in early 2025, one of</p>



			<p>the strategic priorities included in the strategy is 'Influencing the licensing and regulatory environment' to protect vulnerable residents from the harm caused by gambling and be clear on the individual roles of the County Council and district and borough Councils. Public Health have recommended that 6.12 of the draft policy (Location) includes that applications will be considered against the cumulative impact of applications locally to protect children and vulnerable persons from being harmed or exploited by gambling</p>
<p>Other stakeholders?</p>	<p>Two Consultation responses have been received from GambleAware and Gamcare. These are organisations which offer free, confidential information, advice and support for people affected by gambling harm. GambleAware have provided some useful links to <a href="#">interactive maps</a> to show the prevalence of problem gambling and its severity in each local authority as well as usage of, and reported demand for treatment and support for gambling harms.</p> <p><b>GambleAware</b> are supportive of local authorities which conduct analysis to identify areas with increased risk levels. In particular they support those who also include additional licence requirements to mitigate the increased level of risk. Areas where there are higher than average resident or visiting populations from groups we know to be vulnerable to gambling harms include children, the unemployed, the homeless, certain ethnic-minorities, lower socio-economic groups, those attending mental health (including gambling disorders) or substance addiction treatment services.</p> <p><b>Gamcare</b> welcome the position the Council is taking to go beyond the mandatory and default conditions of the Gambling Act 2005 in it's statement of principles and express the importance of the Council developing a local picture of the level of gambling harms. In the absence of cumulative Impact Assessments as a method to which the 'aim to permit' approach can be challenged; Stevenage council should continue to pursue a Local Area Profile approach that specifically analysis gambling risk and use this data as a basis to scrutinise and possibly oppose a licensing application. It is also suggested that the changes to the Council's statement of principles should be viewed in the context of the Gambling Act Review and the process of the white paper consultations.</p>		

## Overall Conclusion & Future Activity

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Explain the <b>overall findings</b> of the assessment and <b>reasons for outcome (please choose one):</b>	
1. No inequality, inclusion issues or opportunities to further improve have been identified	<p>The statement is intended to aid with local decision making in conjunction with the Gambling Act 2005 and the Gambling Commission's guidance to licensing authorities.</p> <p>The statement supports a culture of openness where appropriate information can be accessed by all parties. Licensing Committee hearings, when required, will generally be held in public and any enforcement will be in line with the principles promoted within the Regulators' Code. Partnership working and exchange of information (within legal constraints) is also supported with a view to promoting better understanding between those providing gambling opportunities and those potentially affected by them.</p> <p>The Gambling Act has as an objective to protect children and vulnerable groups from being harmed. The policy embraces the promotion of this licensing objective and thus ensures that the age demographic, those with disabilities and those at risk of gambling harms because of their social or economic status are protected from certain licensable activities that may cause them harm. The Council will seek to mediate between applicants and objectors and reach negotiated settlements wherever possible.</p>
Negative / unequal impact, barriers to inclusion or improvement opportunities identified	2a. Adjustments made
	2b. Continue as planned
	2c. Stop and remove

Detail the <b>actions that are needed</b> as a result of this assessment and how they will help to <b>remove discrimination &amp; harassment, promote equal opportunities</b> and / or <b>encourage good relations</b> :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?

N/A				



**Approved by Assistant Director / Strategic Director:**

**Date:** 11<sup>th</sup> November 2024

Please send this EqIA to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk) for critical friend feedback and for final submittance with the associated project.

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Local Area Profile  
as part of the  
Gambling Statement of Principles  
2025-2028

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## 1. Introduction

### 1.1 Background

The Gambling Act 2005 (the Act) is the primary legislation governing gambling activity in Great Britain. It consolidated and updated previous gambling legislation and, following its full implementation in 2007, brought together the vast majority of commercial gambling into a single regulatory framework. As well as establishing a dedicated national regulator (the Gambling Commission), the Act gave local regulators broad discretion to manage local gambling provision.

The Act has three licensing objectives;

- 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

These objectives influence the way the Gambling Commission and licensing authorities perform their functions, and the way gambling businesses carry out their activities.

Under S.349 of the Act, licensing authorities are required to publish a statement of licensing principles, commonly known as a policy statement. This statement, typically valid for a three-year period, sets out the local approach to regulation and ensures operators have sufficient awareness and understanding of the licensing authorities requirements. The Gambling Commission encourages licensing authorities to produce a policy statement reflective of local issues, in order to identify and reduce risk to the licensing objectives. To assist this process, it is recommended that authorities produce a local area profile<sup>1</sup>.

### 1.2 Aims and Limitations

This profile report aims to summarise existing national research relating to gambling related harm and identify potential risks relating to vulnerable groups and/or geographical areas within Stevenage (see section 3.2 of this report for the list of groups). Data from various sources will be utilised to identify these risks, which should be considered throughout the application process. Findings should assist the local authority in meeting the licensing objectives and ensure specific needs of local communities are considered and vulnerable groups are protected.

Where groups have been identified as being 'at risk' of gambling related harm, datasets have been sought to explore their prevalence within Stevenage and/or

Hertfordshire. In several areas, data could not be identified, or the data was not available at a local level. As a result, potential risks have not been explored. Where data could be identified, its currency could be questioned (e.g. the Census), or the data was not available at ward level.

## 2. The National Picture

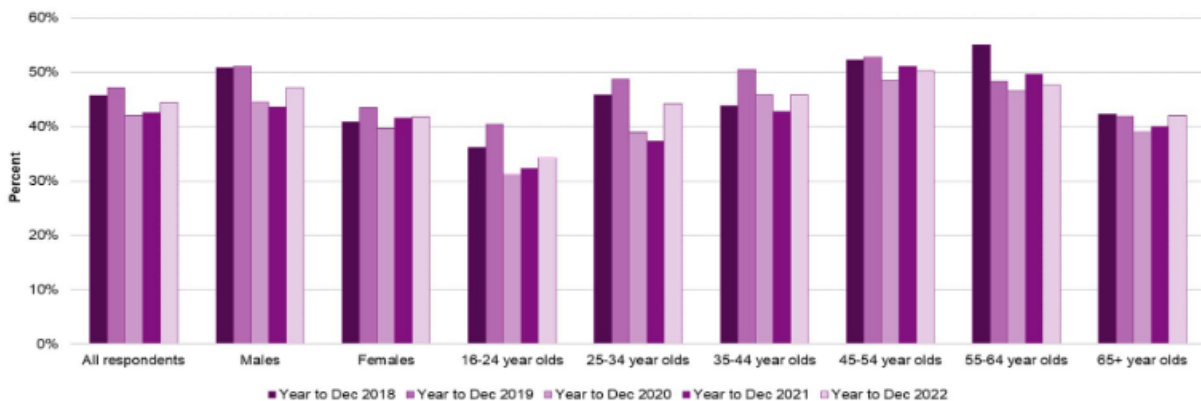
The Gambling Commission's annual report of the Gambling survey for Great Britain published in July 2024<sup>2</sup> provides an insight into attitudes and gambling behaviours following responses from, a nationally representative sample of 9,804 adults aged 18 and over during the period July 2023 and February 2024. The survey provided the following results:

- 48% of adults (18+) said they had participated in at least one form of gambling in the previous four weeks. This percentage dropped to 27% when those who only participated in lottery draws were excluded. 52% of Male participants were more likely to have participated in any gambling in the past 4 weeks compared to 44% of female participants.
- Overall gambling participation is highest for males aged 45 to 54 years old. However, removing lottery draw only players, shifts the age profile downwards, resulting in males aged 35 to 44 having the highest gambling participation rates.
- The online gambling participation rate (in the past four weeks) was 38%, this falls to 16% when lottery draw only players are removed. This highlights the large proportion of online players that only gamble on lottery draws
- The in-person gambling participation rate (in the past four weeks) was 29%. Excluding lottery draw only players, the participation rate was 18%.
- The most popular gambling activities (in the past four weeks) were lotteries, including National Lottery draws (32%) and other charity lottery draws (16%), Betting (9%) and online instant win games (8%)
- The most popular reason given as to why respondents gambled was 'for the chance to win big money' (86%) 'because it is fun' (70%) and because it was exciting (55%)



- Male participants were more likely to have higher Problem Gambling Severity Index (PGSI) scores than females and those aged between 18 and 34 had a higher PGSI scores than other age groups.
- The proportion of participants with a PGSI score of 8 or more, ( people gambling at risky levels) was more than 6 times higher for those who had gambled on online slots, when compared to all people who had gambled in the last 12 months.

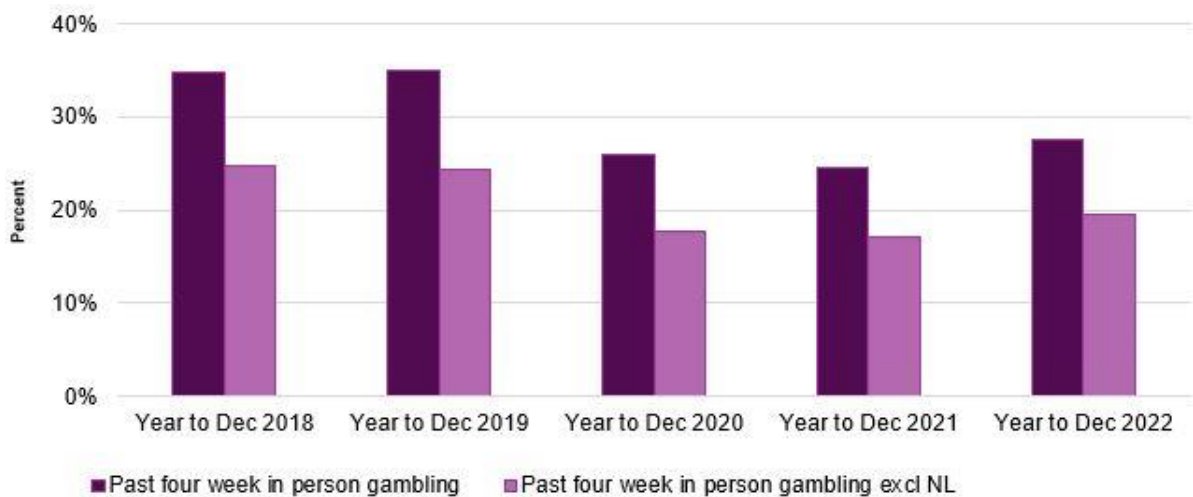
There is a significant increase in gambling participation in certain demographic groups, including males (a 47 percent gambling participation rate in 2022, compared to 44 percent in year ending December 2021) and 25 to 34-year-olds (a 44 percent participation rate in 2022, compared to 37 percent in the year ending December 2021).



**Fig. 1 – Gambling Behaviour 2018-2022 (Gambling Commission)**

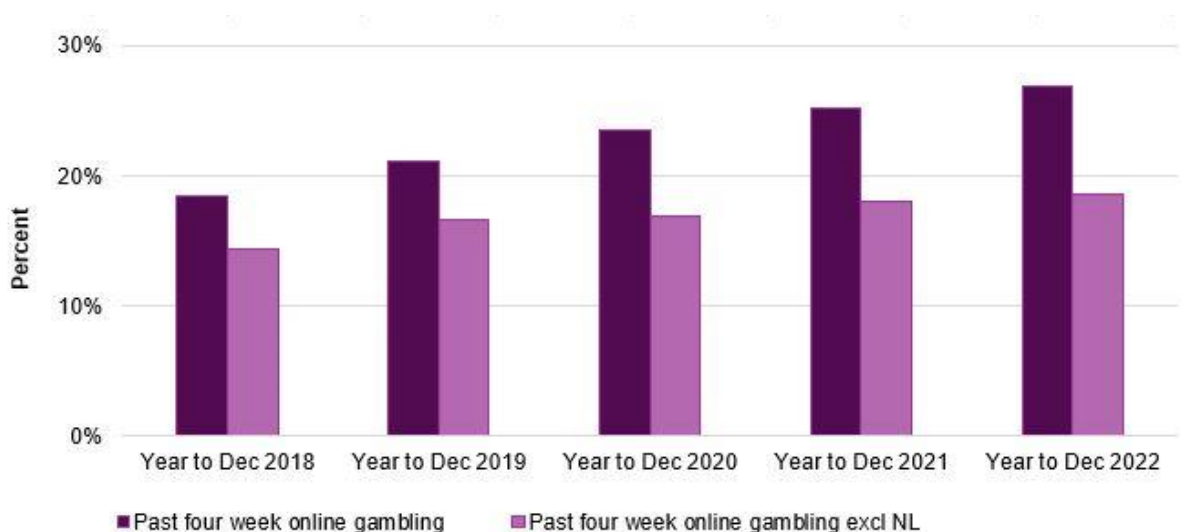
The Gambling commission reports that in year ending December 2022, 28 percent of adults had gambled in person in the previous four weeks, a significantly higher proportion to that seen in year ending December 2021 (25 percent). However, there is a significant decline from pre-pandemic participation rates (35 percent participation rate in the year ending December 2019).

In the year ending December 2022, participation in many gambling activities have remained stable, compared to the previous year. The most popular gambling activities remained National Lottery draws at 29% followed by other lotteries at 13% and scratch cards at 8%. In the year ending December 2022, National Lottery draws experienced a significant increase in participation compared to the year ending December 2021.



**Fig. 2 – Gambling Behaviour 2018-2022 (Gambling Commission)**

Overall, in the year ending December 2022, 27 percent of adults had gambled online in the previous four weeks, which is statistically stable since the year ending December 2021, but does show a steady long-term increase over time.<sup>3</sup>



**Fig. 3 – Gambling Behaviour 2018-2022 (Gambling Commission)**

### 3. The Local Picture – Stevenage

Stevenage is 1 of 10 districts in the county of Hertfordshire in the East of England, and borders Greater London to the South, Cambridgeshire to the North, Essex to the East and Bedfordshire and Buckinghamshire to the West.

Stevenage is an urban borough covering 25.96sq km, and represents 1.58% of the total land area of the county of Hertfordshire. The borough is made up of 13 wards and has direct borders with the neighbouring districts of North Hertfordshire and East Hertfordshire.

The 2021 Census published by the Office for National Statistics (ONS) puts the population of Stevenage at 89,500 an increase of 6.6% from just under 84,000 in 2011. (44,158 males and 45,337 females).

The mean age of Stevenage residents is 38 years old (40 years in England) based on figures from the 2021 census. In Stevenage, residents aged between 50 and 64 years of age had increased by 2.3% . 8.1%of the population is aged between 65 and 74 years and 2.24% of the population is aged 85 years or over.

The number of occupied households in Stevenage was 36,512 in 2021 with 58.3% of residents owning their own home compared to an average of 63.4% for England. Stevenage had the second largest percentage fall in the proportion of households in the social housing sector (from 28.4% in 2011 to 26.3% in 2021) Despite this decrease Stevenage was the highest (10%) of English local Authority areas for the share of households in the social housing section in 2021<sup>4</sup>.

### **3.1 Gambling Premises**

Licensing authorities, as defined in Section 2 of the Act, are responsible for licensing gambling premises<sup>5</sup>. For the purpose of this profile, licences currently in force across the borough have been categorised in two ways; those relating to 'high risk' premises and those relating to 'low risk' premises.

High risk premises include gaming centres, betting shops, bingo halls and premises with more than two gaming machines and/or machines with higher stakes and pay-outs. Low risk premises include those with two or less low stake gaming machines and unlicensed family entertainment centres.

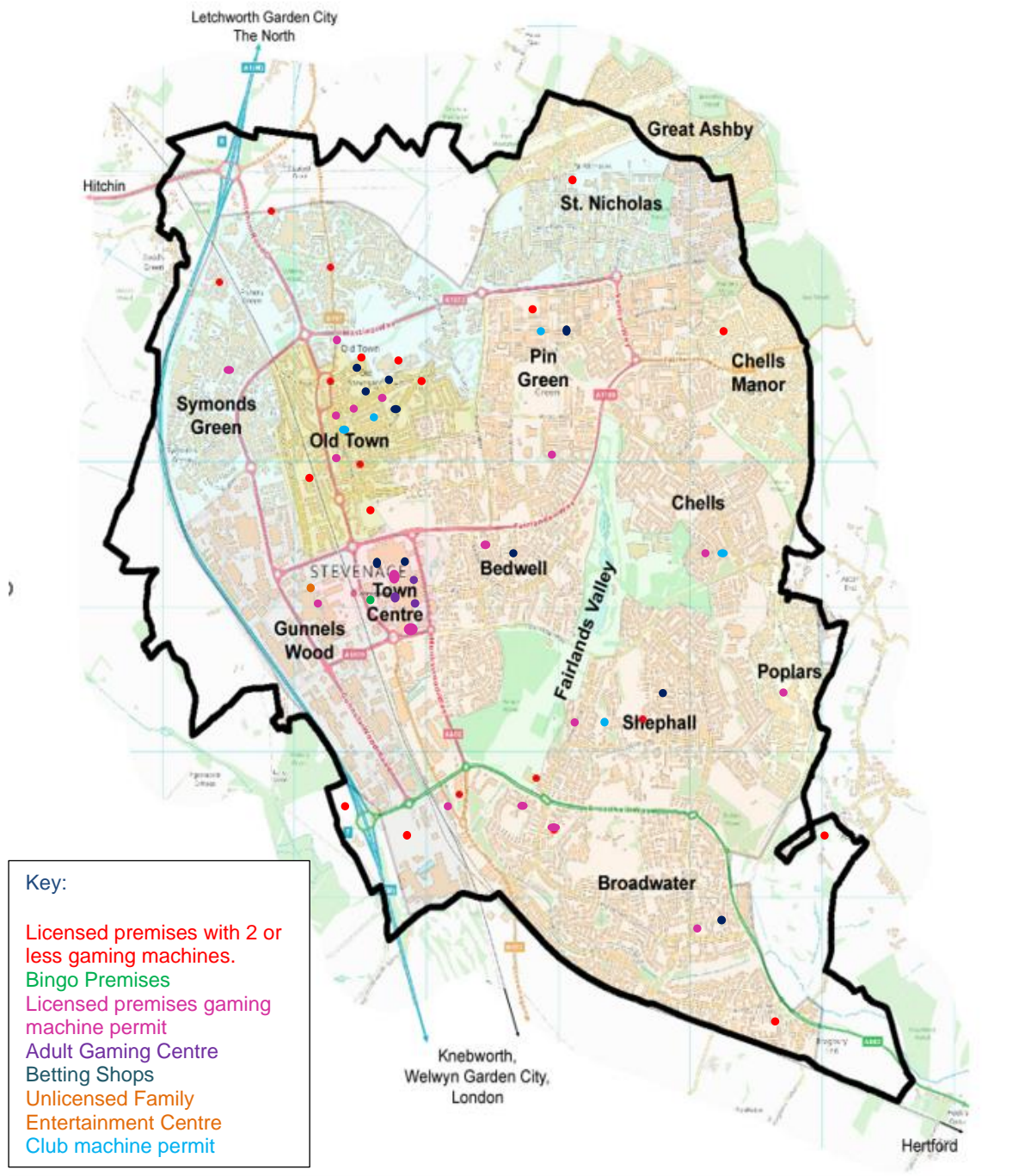
Nationally, gambling premises tend to be found in more urban areas, town centre locations or around coastal areas. Gambling venues also cluster in certain areas within towns and cities<sup>6</sup>. A report by the University of Bristol in 2021 also found that as of November 2020, 21% of gambling premises were based within the most deprived decile of areas in the country, compared to just 2% in the least deprived decile<sup>7</sup>.

In total, 93 gambling permissions are currently granted across Stevenage. thirty-two of these permissions are small lotteries, which are registrations by non-commercial

societies. Figure 4 maps the licensed gambling premises in Stevenage (not including small lotteries). There is a concentration of licensed gambling premises in the Town Centre (Danestrete) and at the High Street.

In the main, participation in all gambling activities is predominately online, with exception of National Lottery and other lottery draws, bingo & football pools. (year to December 2019)<sup>7</sup>

Fig 4: Licensed gambling premises in Stevenage



### 3.2 Problem Gambling and 'At Risk' Groups in Stevenage

Problem gambling is defined as 'gambling to a degree that compromises, disrupts or damages family, personal or recreational pursuits'<sup>8</sup>. In 2023, Public Health England published a review of the evidence on gambling harms<sup>9</sup>. The report provided a comprehensive estimate of the economic burden of gambling on society, these include not only harms to associated with the individual gambler at risk of harm, but also their children, their families, and their communities. The total financial costs associated with gambling harms was estimated at £1.05 to 1.77 billion nationally in 2023.

Data collected by Gamble Aware across different Local Authorities has given a clearer view of how the rates of Gambling has affected the population of Stevenage and how this compares both across the County and nationally<sup>10</sup>. The Problem Gambling Severity Index (PGSI) is used as a tool to help identify people who are experiencing problems or negative consequences associated with gambling, these people are referred to as 'problem & at-risk gamblers. There are 9 questions and a possible score ranging from 0 to 27. A PGSI score of 8 or more suggests the person is gambling at risky levels and is a common threshold for a clinical diagnosis. Scores between 3 and 7 suggest 'moderate risk' gambling. Persons scoring 1 or two suggests 'low risk' gambling.

**Fig 5. Estimates of prevalence of gambling behavior, fiscal costs and % of people seeking help across Hertfordshire (Annual GB Treatment and Support Survey 2022) <sup>11</sup> :**

District	Prevalence of gambling behaviour			Estimated Fiscal Cost	% of people seeking help		
	PGSI1+	PGSI3+	PGSI8+		PGSI1+	PGSI3+	PGSI8+
National	13.4%	5.9%	2.9%	NA	14.8%	32.1%	65.5%
Broxbourne	14.4%	6.3%	4.0%	£2.1 million	15.1%	32.7%	66.0%
Dacorum	13.7%	6.1%	3.3%	£3.6 million	14.1%	31.5%	61.0%
East Herts	12.0%	4.8%	2.1%	£2.2 million	12.2%	29.0%	63.8%
Hertsmere	13.0%	5.8%	2.6%	£1.9 million	14.6%	31.0%	66.6%
North Herts	12.5%	5.2%	2.5%	£2.2 million	14.3%	33.3%	68.4%
St Albans	12.1%	5.2%	2.4%	£2.5 million	13.3%	29.5%	64.0%
<b>Stevenage</b>	<b>15.1%</b>	<b>6.3%</b>	<b>3.2%</b>	<b>£2.0 million</b>	<b>14.8%</b>	<b>32.9%</b>	<b>65.0%</b>
Three Rivers	12.8%	5.5%	2.5%	£1.6 million	14.0%	30.8%	65.8%
Watford	15.1%	7.4%	3.9%	£2.6 million	19.6%	38.5%	71.4%
Welwyn Hatfield	13.8%	6.0%	3.0%	£2.6 million	15.8%	34.1%	66.0%

Analysis of Hertfordshire Joint Strategic Needs Assessment briefing with regards to gambling related harms was published in September 2023<sup>12</sup>. Gambling premises were mapped according to Lower Layer Super Output Areas (LSOAs) and the LSOAs' level of deprivation in Hertfordshire. It showed that gambling premises

across Hertfordshire were clustered around areas with higher levels of deprivation. 41% of gambling premises were situated in LSOAs in the most deprived areas of Hertfordshire compared to 2.56% of gambling premises situated in LSOAs in the least deprived areas of Hertfordshire.

**Fig 6. Type and total gambling premises by Hertfordshire district and rate of gambling premises per 100,000 adults aged 18 years and older by Hertfordshire district, September 2023: (Office for Health Improvement and Disparities, 2023)<sup>13</sup>**

District	Adult Gaming Centre	Betting Shop	Bingo	Total gambling premises	Premises per 100,000 adults aged 18+
Broxbourne	1	15	0	16	19.5
Dacorum	2	11	0	13	10.8
East Herts	0	13	0	13	11.1
Hertsmere	4	12	1	17	20.4
North Herts	1	9	0	10	9.5
St Albans	0	5	1	6	5.4
Stevenage	3	10	1	14	20.2
Three Rivers	0	6	0	6	8.3
Watford	1	15	2	18	22.9
Welwyn Hatfield	0	11	0	11	11.6
Hertfordshire	11	112	5	128	13.7

In 2015-6, Geofutures' Gambling and Place Research Hub undertook research for Westminster and Manchester City Councils to explore the concept of area vulnerability to gambling related harm<sup>14</sup>.

The first phase of the research involved a detailed literature review aimed at identifying which groups in society are vulnerable to gambling related harm. The research found evidence to support suggestions that the following groups are more vulnerable:

- children, adolescents and young adults (including students)
- people with mental health issues, including those experiencing substance abuse issues (problem gambling is often 'co-morbid' with these substance addictions<sup>9</sup>)
- individuals from certain minority ethnic groups, such as Asian/Asian British, Black/Black British and Chinese/other ethnicity
- the unemployed
- the homeless
- those with low intellectual functioning
- problem gamblers seeking treatment
- people with financially constrained circumstances

- those living in deprived areas.

In addition, the Gambling Act 2005 identifies children and vulnerable persons as requiring specific regulatory focus to prevent harm and exploitation. Vulnerability is likely 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, for example, mental health, a learning disability or substance misuse relating to alcohol or drugs”*<sup>11</sup>.

The remainder of this report will set out the local picture in Stevenage in terms of some of the vulnerable groups listed.

### 3.2.1 Children & Young People

Protecting children from being harmed or exploited by gambling is a licensing objective of the Act. There is also strong evidence that children, adolescents and young adults are vulnerable to the experience of gambling problems, or at risk of experiencing gambling problems<sup>15</sup>. Generally in the UK, the minimum legal age for gambling is 18. Exceptions to this include lotteries, scratch cards and football pools where the participant can be 16<sup>12</sup>.

The Young People and Gambling Survey 2022<sup>16</sup> reports that amongst the people aged between 11 and 16 years of age who were surveyed, the estimated prevalence of problem gambling was 0.9% and a further 2.4% were identified as at risk gamblers. There are concerns around the newer forms of gambling which have no age restriction, such as loot boxes within online games which children and young people pay for. The Gambling commission reports a quarter (24%) of the 11 to 16 year olds who were surveyed had paid to open loot boxes to get in-game items.

In Stevenage, figures obtained from the 2021 census suggests that 6,712.50 people, or 7.5% of the population are aged between 10 and 15 years of age. 3,759 people or 4.2% of the population are aged between 16 and 19 years of age children aged 15 years and under account for 20.4% of the Stevenage population, slightly higher than the county rate of 20.1% and national rate of 18.5%. When considering potential risks to young people, the location of the town's schools and colleges are of particular note. There are 47 education establishments across Stevenage serving all neighbourhoods. North Herts College offers higher education with 2 campuses in Stevenage, at Monkswood Way & Fulton Close. Secondary schools are located off the High Street (Greenside School, Barclay Academy & Thomas Alleyne Academy) and there are no schools in the Town Centre; although a future school is planned in the redevelopment of Stevenage Town Centre.



### 3.2.2 Those who are unemployed

There is a consistent body of evidence showing those who are unemployed and who gamble are more likely to experience adverse outcomes from their gambling than those in paid employment<sup>10</sup>.

The percentage of the working population within Stevenage that were unemployed in the year ending December 2023 was 3.6% compared to 3.7% for the UK.

The percentage of all people of working age claiming Universal Credit in March 2024 was 3.2%, compared to 3.6% in the East of England and 3.7% across the UK.

Employment deprivation is one of the seven domains that comprise the Index of Multiple Deprivation (IMD). It measures the proportion of the working-age population in an area involuntarily excluded from the labour market. The IMD is explored later in this profile.

A further consideration is the location of job centres as they are accessed by people who are likely to be unemployed and considered to have a combination of very low income and large amount of personal disposable time. There is a Jobcentre Plus in Stevenage at The Forum, which serves the Borough population.

### 3.2.3 Those from certain ethnic backgrounds

Results from the British Gambling Prevalence Survey 2010<sup>17</sup> show that although Asian and Asian/British ethnic groups had the lowest prevalence of at-risk gambling by ethnic group, they had the highest prevalence of problem gambling (1.1% compared to 0.5% for White/White British ethnicity groups) the survey also revealed that Asian and Asian/British individuals were over 3 times more likely to suffer gambling related harms, and Black or Black/British individuals were over 2 times more likely than White individuals..

According to the 2021 Census, 82.8% of Stevenage's population identified with the ethnicity of White, a decrease from 97.7% in 2011 but higher than the Hertfordshire and England 2021 averages of 81.8% and 81.0% respectively. The percentage of Stevenage residents who identify with a Black and Minority Ethnic (BAME) ethnicity has increased from 16.9% in 2011 to 17.2% in 2021. Specifically, the Asian / Asian British / Asian Welsh population in Stevenage has risen from 5.8% in 2011 to 7.5% in 2021. The Black / Black British / Black Welsh / Caribbean / African population has grown from 2.3% in 2011 to 4.8% in 2021 within Stevenage. Similarly, the Mixed / Multiple Ethnic Groups have increased from 2.7% in 2011 to 3.6% in 2021. All other ethnic groups in Stevenage have also risen from 0.5% in 2011 to 1.3% in 2021.

### 3.2.4 Those living in deprived areas

Evidence from a range of surveys has shown that those living in more deprived areas are more likely to experience problems with their gambling behaviour<sup>18</sup>. The Index of Multiple Deprivation (IMD) is a measure of relative deprivation for small areas in England, and ranks every small area from 1 (most deprived) to 32,844 (least deprived). These small areas are Lower-layer Super Output Areas (LSOAs). The IMD combines information from the following seven domains to produce an overall relative measure;

- Income Deprivation
- Employment Deprivation
- Education, Skills and Training Deprivation
- Health Deprivation and Disability
- Crime
- Barriers to Housing and Services
- Living Environment Deprivation

According to the 2019 English Index of Multiple Deprivation, Stevenage continues to be the most deprived authority in Hertfordshire, increasing its deprivation score by 5.8% and has dropped in the national ranking of lower tier authorities by 16 places.

Of the ten most deprived neighbourhoods in the county, two are in Stevenage - Bedwell now the second most deprived in the county, up from third in 2015, and Bandley Hill the eighth most deprived, down from sixth in 2015. Bedwell and Martins Wood are the fourth and third most deprived LSOAs (Lower Super Output Areas) in Stevenage. The map in Figure 3 has been colour coded to display the decile the neighbourhood falls into nationally (dark blue indicating relatively more deprived and pale green indicating relatively less deprived). Bedwell ward incorporates the Town Centre and Leisure Park, which together have a large concentration of licensed gambling premises.

The greatest contributors to the increase in deprivation between 2015 and 2019 across the town are health, crime, traffic accidents and housing affordability. Across Stevenage, whilst overall deprivation has increased, inequality across the town has decreased as a result of the least deprived areas performing poorly. Stevenage neighbourhoods have the greatest inequality in income and crime incidents, and least inequality in education and health.

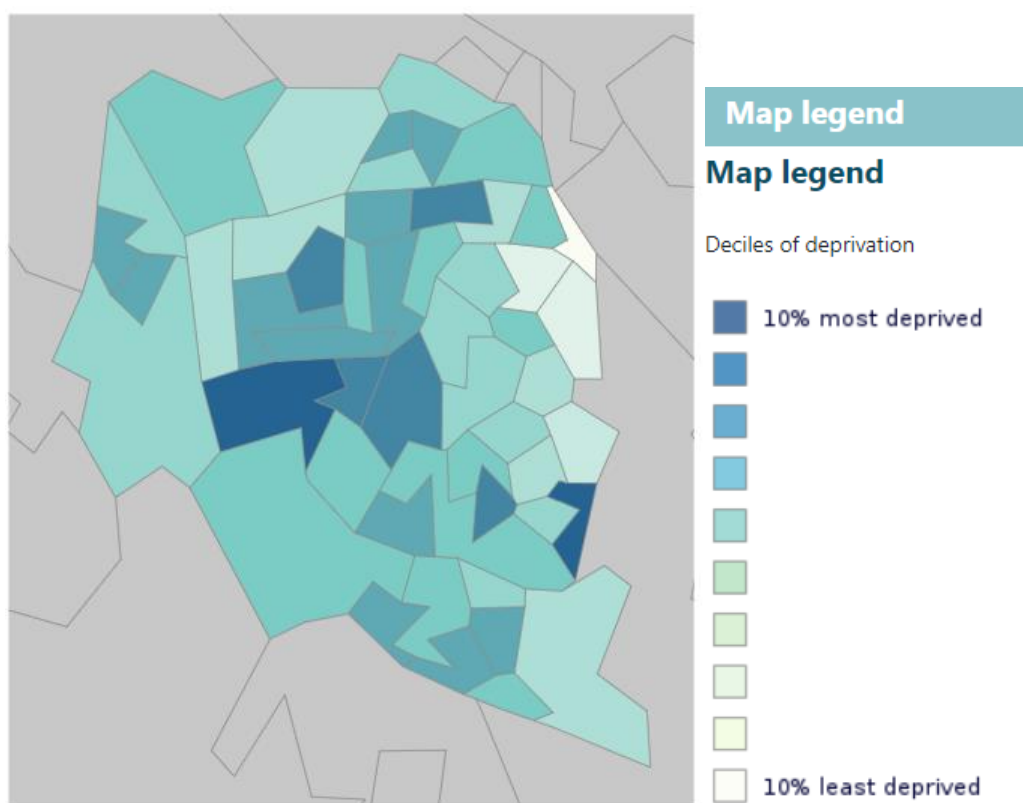


Fig. 7 Indices of Deprivation (IoD) 2019 Interactive Dashboard (Ministry of Housing, Communities and Local Government)

A further objective of the Act is preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime. People harmed by gambling, may commit offences associated with their gambling habits, like theft from family or friends, fraud by taking out loans in other peoples names or selling drugs. This can have an impact on those closely associated with people suffering from gambling harms as well as the larger community. Figure 8 shows the number of reported crimes in Hertfordshire between October 2023 and September 2024<sup>19</sup>. The number of crimes reported in Stevenage has decreased compared to those recorded for other areas in the County, this is and improvement compared to the previous figures recorded in October 2021, where Stevenage and Dacorum consistently reported more crime than other areas in the county. . Unfortunately it has not been possible as part of this report to provide evidence of the links between local crime in Stevenage and gambling.

All reported crimes over the last 12 months* in Hertfordshire												
Name	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Hertfordshire	6,462	6,438	5,973	6,174	5,886	6,229	5,972	6,874	7,119	7,183	7,144	6,430
Broxbourne	598	587	559	623	581	610	527	631	657	644	622	560
Dacorum	875	772	834	827	734	771	779	882	910	937	902	794
Hertsmere	677	705	656	610	662	583	644	734	674	672	720	629

All reported crimes over the last 12 months* in Hertfordshire												
Name	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
North Hertfordshire	556	567	493	504	506	564	501	648	677	738	668	617
Three Rivers	444	459	324	403	379	416	405	432	474	421	439	413
Watford	713	725	658	699	653	621	670	723	798	782	762	626
St Albans	636	697	642	631	683	712	656	787	805	848	901	811
Welwyn Hatfield	786	749	663	683	651	742	633	740	761	736	757	720
East Hertfordshire	639	590	523	538	573	656	622	697	761	748	735	623
Stevenage	538	587	621	656	464	554	535	600	602	657	638	637

Fig. 8 Crime Rates in Hertfordshire (Oct 2023-Sept 2024- )

### 3.2.5 Those with substance abuse/misuse issues and existing problem gamblers

There is a significant link between number of alcohol units consumed per week and increased problem gambling. Addictions are often overlapping.

There are two clinics/treatment centres for addiction in Stevenage; on Bessemer Drive (Alcohol clinic) and Norton Road (Drug & Alcohol Recovery Service). Both are outside of the Town Centre, sited within the Borough's industrial area.

It is not possible to identify how many people living in Stevenage have substance abuse problems and if any links can be established with existing problem gamblers. It is possible however to identify the number of Stevenage residents per 100,000 of the population of Hertfordshire who have died as an outcome of drug misuse between 2015 and 2019. Figure 5 shows that in 2017-19 Stevenage had a slightly lower number of deaths per 100,000 (4) compared with the rest of England (4.7)<sup>20</sup>.

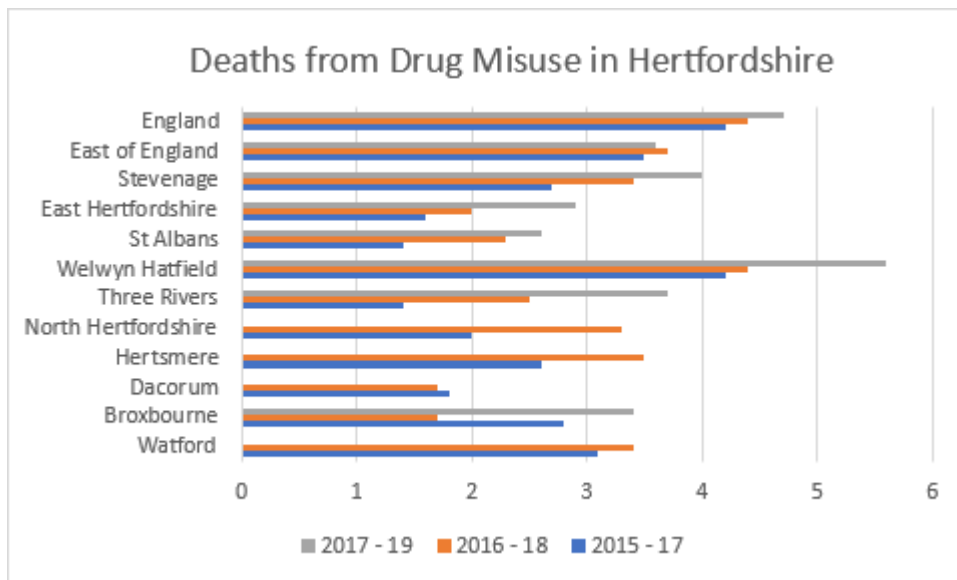


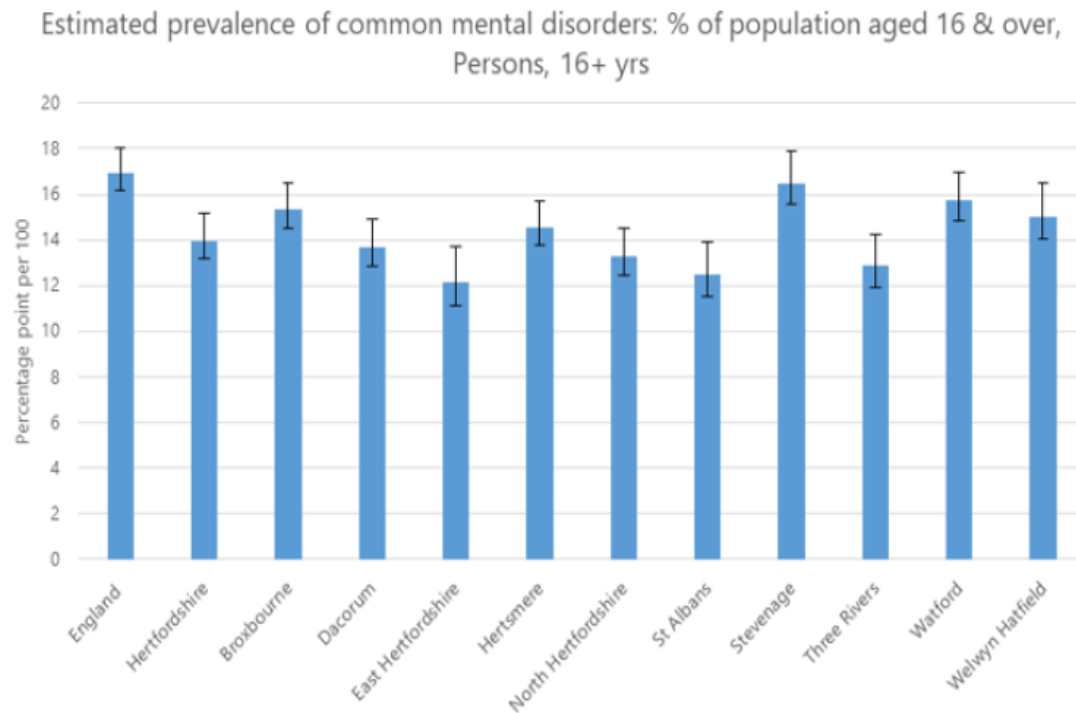
Fig. 9 – Deaths from Drug Misuse in Hertfordshire 2015 - 2019

### 3.2.6 Those with poor mental health

There is a consistent body of evidence demonstrating a strong association between gambling problems and many mental health conditions. This suggests that those with Common Mental Disorders (CMD), substance use/abuse problems, psychoses and other conditions have higher rates of problem or at-risk gambling than those without these conditions<sup>10</sup>.

The Joint Strategic Needs Assessment (JSNA) on Mental Health and Wellbeing in Adults<sup>21</sup> published by Hertfordshire County Council in June 2021 indicates that mental disorders represent the second largest single cause of disability in the UK across all ages, with 1 in 4 adults experiencing at least one diagnosable mental health problem each year. Half of all mental health conditions begin before the age of 14, with three-quarters established by 24 years of age.

Figure 10 shows the prevalence of common mental health disorders across Hertfordshire before the COVID-19 pandemic. Common mental health disorders (CMDs) include: depression, generalised anxiety disorder (GAD), panic disorder, phobias, social anxiety disorder, obsessive-compulsive disorder (OCD) and post-traumatic stress disorder (PTSD). Stevenage was the only district with a statistically significantly higher prevalence of CMDs than Hertfordshire overall. Stevenage, Watford, Welwyn Hatfield and Broxbourne were statistically similar to England, whereas all other districts were significantly lower.



#### 4. Conclusion

The provision of licenced gambling premises in Stevenage Borough is concentrated in the Town Centre, Leisure Park and High Street; this is to be expected as a natural part of the leisure facilities offered by a town. In the neighbourhoods, there is prevalence for betting shops, licenced clubs and premises with gaming machines in each hub area.

The town centre and Leisure Park are situated in Bedwell ward, identified as greatest area of deprivation within Stevenage. The main inequalities leading to deprivation are income and crime.

As a licensing authority, Stevenage Borough Council is not aware that harms from gambling are significant in Stevenage and there is no evidence to suggest that the objectives of the Gambling Commission are not being upheld.

This review has been constructive to outline where gambling harms can be realised.

As such, the Licensing Authority intends to prioritise evaluating premises in the Town Centre to ensure we are content that the licensed gambling premises are meeting the Gambling Commissions operating licence conditions and social responsibility code.

The volume of licensed gambling premises within the Town Centre has been static over the recent years. In 2021, an unlicensed family entertainment centre was

licensed by the Licensing Authority on the Leisure Park and in January 2023 an application for a betting shop was granted on the High Street

Licensed gambling operators in the town centre and on the Leisure Park will be required to produce/review their risk assessment when certain triggers are met. These are,

- New premises application
- Variation of the premises licence
- Significant changes in local circumstances

The Gambling Commission, as part of its current public health strategy, recognises that working collaboratively with Public Health colleagues can assist in developing a true picture of actual and future gambling harms within a Council area. The Licensing Authority intends to collaborate further with our Public Health colleagues and those who are fellow members of the Gambling Harms Alliance Group which first convened in June 2023, to understand the local issues and introduce local controls in response, where required. This will be valuable partnership working as Stevenage town centre is being developed to increase the numbers of residents living in the town centre.

## 5. References & Footnotes

<sup>1</sup> <http://www.gamblingcommission.gov.uk/for-licensing-authorities/GLA/Part-1-General-guidance-on-the-role-and-responsibilities-of-licensing-authorities-in-gambling-regulation>

<sup>2</sup> [Gambling behaviour 2022 - Findings from the quarterly telephone survey \(gamblingcommission.gov.uk\)](#)

[Statistics on gambling participation – Annual report Year 1 \(2023\): Official statistics \(gamblingcommission.gov.uk\)](#)

<sup>3</sup> [Gambling behaviour 2022 - Findings from the quarterly telephone survey \(gamblingcommission.gov.uk\)](#)

<sup>4</sup> [How life has changed in Stevenage: Census 2021 \(ons.gov.uk\)](#)

[http://www.gamblingcommission.gov.uk/for-licensing-authorities/GLA/Part-4-Licensing-authorities.aspx#DynamicJumpMenuManager\\_1\\_Anchor\\_1](http://www.gamblingcommission.gov.uk/for-licensing-authorities/GLA/Part-4-Licensing-authorities.aspx#DynamicJumpMenuManager_1_Anchor_1)

<sup>5</sup> Exploring area-based vulnerability to gambling-related harm [2015]

<sup>6</sup> [The Geography of Gambling Premises in Britain \(2021\)](#)

<sup>7</sup> <https://assets.ctfassets.net/j16ev64qyf6l/7ulxjm1SNQMygdOFV2bzxN/ea74db1104925f015edb11db0596f98b/Gambling-participation-in-2019-behaviour-awareness-and-attitudes.pdf>

<sup>8</sup> [Gambling Behaviour in 2020: Findings for the quarterly telephone survey \(Gambling Commission\)](#)

<sup>9</sup> [The economic cost of gambling-related harm in England: evidence update 2023 \(publishing.service.gov.uk\)](#)

[Gambling Prevalence, Harm & Support Map - Great Britain \(gambleaware.org\)](#)

<sup>10</sup> [Gambling Prevalence, Harm & Support Map - Great Britain \(gambleaware.org\)](#)

<sup>11</sup> [GambleAware 2022 Treatment and Support Report.pdf](#)

ONS Mid-2016 Population Estimates for 2016 Wards in England and Wales

<sup>12</sup> [gambling-related-harms-jsna-briefing-2022.pdf \(hertfordshire.gov.uk\)](#)

<https://www.begambleaware.org/understanding-gambling/how-is-gambling-regulated>

<sup>13</sup> [Public Health Outcomes Framework: September 2023 data update - GOV.UK \(www.gov.uk\)](#)

<sup>14</sup> [Gambling research | Westminster City Council](#)

<sup>15</sup> Public Health Outcomes Framework (Indicator C19d)

<sup>16</sup> [Young People and Gambling 2022: Official statistics \(gamblingcommission.gov.uk\)](#)

<sup>17</sup> [British gambling prevalence survey 2010 - GOV.UK \(www.gov.uk\)](#)

<sup>18</sup> [The Geography of Gambling Premises in Britain \(2020\)](#)

<sup>19</sup> [Local communities | Herts Insight \(hertfordshire.gov.uk\)](#)

<sup>20</sup> Public Health Outcomes Framework (Indicator C19d)

<sup>21</sup> <https://www.hertfordshire.gov.uk/microsites/jsna/jsna-documents/mental-health-adults.pdf>



## **Gambling Act SOLP - consolidated list of consultees**

- Hertfordshire Constabulary [LicensingEasternArea@herts.pnn.police.uk](mailto:LicensingEasternArea@herts.pnn.police.uk)
- Hertfordshire Fire & Rescue Service [administration.cfs@hertfordshire.gov.uk](mailto:administration.cfs@hertfordshire.gov.uk)
- The Gambling Commission [licensing@gamblingcommission.gov.uk](mailto:licensing@gamblingcommission.gov.uk)
- HM Revenue and Customs [nrubetting&gaming@hmrc.gsi.gov.uk](mailto:nrubetting&gaming@hmrc.gsi.gov.uk)
- Development Control (internal)
  - Licensing (internal)
  - Trading Standards (internal)
- Environmental Health (internal)
- Community Safety (internal)
- Legal Services (internal)
- Hertfordshire County Council Safeguarding Children Board [admin.hscb@hertfordshire.gov.uk](mailto:admin.hscb@hertfordshire.gov.uk)
- Hertfordshire Director of Public Health [sarah.perman@hertfordshire.gov.uk](mailto:sarah.perman@hertfordshire.gov.uk)
- All existing Gambling Act 2005 premises licence and permit holders (by email)
- Premises licence and club premises certificate holders under the Licensing Act 2003 affected by this Policy (by email and post)
- Current small society lotteries registered with the Council (by email and by post)
- Neighbouring local authorities EHDC [Oliver.Rawlings@eastherts.gov.uk](mailto:Oliver.Rawlings@eastherts.gov.uk) ; NHDC [Steven.Cobb@north-herts.gov.uk](mailto:Steven.Cobb@north-herts.gov.uk) ; WHDC [james.vaughan@welhat.gov.uk](mailto:james.vaughan@welhat.gov.uk)
- Institute of Licensing [info@instituteoflicensing.org](mailto:info@instituteoflicensing.org)
- Gambling Harms Alliance. [Lucy.thomas1@hertfordshire.gov.uk](mailto:Lucy.thomas1@hertfordshire.gov.uk)
- Association of British Bookmakers Ltd [mail@abb.uk.com](mailto:mail@abb.uk.com)
- British Amusement Catering Trade Association [info@bacta.org.uk](mailto:info@bacta.org.uk)
- Bingo Association [info@bingo-association.co.uk](mailto:info@bingo-association.co.uk)
- British Association of Leisure Parks, Piers and Attractions Limited [information@balppa.org](mailto:information@balppa.org)
- Business in Sport and Leisure [info@bisl.org](mailto:info@bisl.org)
- Gamcare [info@gamcare.org.uk](mailto:info@gamcare.org.uk)
- BeGambleAware [info@gambleaware.org](mailto:info@gambleaware.org)

- StepChange [administration.team@stepchange.org](mailto:administration.team@stepchange.org)
- Paddy Power Betfair
- Betfred [support@betfred.com](mailto:support@betfred.com)
- Admiral [support@admiralcasino.co.uk](mailto:support@admiralcasino.co.uk)
- Future Machines Ltd., Unit 20 Fleetway West Business Park, Perivale, UB6 7LD (by post)
- British Beer and Pub Association [contact@beerandpub.com](mailto:contact@beerandpub.com)
- National Casino Forum [info@nationalcasinoforum.co.uk](mailto:info@nationalcasinoforum.co.uk)
- Ladbrokes Coral Group [corpdev@gvcgroup.com](mailto:corpdev@gvcgroup.com)
- Mecca Bingo [support@meccabingo.com](mailto:support@meccabingo.com)
- William Hill [support@willhill.com](mailto:support@willhill.com)
- Stevenage Town Centre Manager (internal)
- Stevenage Community Trust [enquiries@stevenagecommunitytrust.org](mailto:enquiries@stevenagecommunitytrust.org)
- Stevenage Community Safety Partnership (internal)
- North Herts Council for Voluntary Services [oonaghsherlock@nhcvs.org.uk](mailto:oonaghsherlock@nhcvs.org.uk)
- North Hertfordshire College [enquiries@nhc.ac.uk](mailto:enquiries@nhc.ac.uk)
- Hertfordshire Chamber of Commerce [enquiries@hertschamber.com](mailto:enquiries@hertschamber.com)
- Stevenage Citizens Advice, Daneshill House, Danestrete, Stevenage SG1 1AF  
[emailadvice@castevenage.org.uk](mailto:emailadvice@castevenage.org.uk)

## Health

East and North Herts NHS Trust [jude.archer@nhs.net](mailto:jude.archer@nhs.net)

East and North Herts CCG (by post)

Healthwatch Hertfordshire [info@healthwatchhertfordshire.co.uk](mailto:info@healthwatchhertfordshire.co.uk)

GPs and Health Centres

- King George & Manor House Surgeries
- Bedwell MC
- Canterbury Way
- Chells surgery
- Knebworth
- Manor House surgery
- Marymeads
- Poplars
- Roebucks
- Shephall Surgery
- St Nicholas HC
- Stanmore Medical group
- Symonds Green HC

## Community Centres

Bedwell Community Centre [bedwellct@yahoo.co.uk](mailto:bedwellct@yahoo.co.uk)

Chells Manor community Association [chellsmanorcommunitycentre@gmail.com](mailto:chellsmanorcommunitycentre@gmail.com)

Timebridge Community Centre [timebridgeCCA@hotmail.com](mailto:timebridgeCCA@hotmail.com)

Douglas Drive Centre [admin@douglasdrive.co.uk](mailto:admin@douglasdrive.co.uk)  
Hampson Park Community Centre [hampsonparkcc@gmail.com](mailto:hampsonparkcc@gmail.com)  
Symonds Green Community Association [symondsgreen@symondsgreenc.co.uk](mailto:symondsgreen@symondsgreenc.co.uk)  
Shephall Community Centre [paula@shephallcentre.co.uk](mailto:paula@shephallcentre.co.uk)  
Springfield House Community Centre [heather.springfieldhouse@hotmail.co.uk](mailto:heather.springfieldhouse@hotmail.co.uk)  
St Nicholas Community Centre [terrie.snca@gmail.com](mailto:terrie.snca@gmail.com); [shauneen.taylor@btconnect.com](mailto:shauneen.taylor@btconnect.com)  
The Oval Community Centre [enquiries@ovalcommunity.com](mailto:enquiries@ovalcommunity.com)

### **Community safety**

Stevenage Community Trust [enquiries@stevenagecommunitytrust.org](mailto:enquiries@stevenagecommunitytrust.org)  
Stevenage Credit Union [mail@stevenagecreditunion.com](mailto:mail@stevenagecreditunion.com)  
Stevenage Education Trust [set@educationtrust.org.uk](mailto:set@educationtrust.org.uk)  
Stevenage Haven [frankie.packard@stevenagehaven.co.uk](mailto:frankie.packard@stevenagehaven.co.uk)  
The Living Room [enquiries@livingroomherts.org](mailto:enquiries@livingroomherts.org)  
Mind in Mid Herts [sharn@mindinmidherts.org.uk](mailto:sharn@mindinmidherts.org.uk)

### **Faith and inclusion**

Mormon Church [andy@garnham.org.uk](mailto:andy@garnham.org.uk)  
Mountain Of Fire and Miracles Ministries [mfmstevenage@mountainoffire.org.uk](mailto:mfmstevenage@mountainoffire.org.uk)  
Oak Church Stevenage [info@oakchurchstevenage.org](mailto:info@oakchurchstevenage.org)  
Redeemed Christian Church of God [info@rccgstevenage.org.uk](mailto:info@rccgstevenage.org.uk)  
Stevenage Bangladeshi and Mosque & Muslim Cultural Centre [info@smcc786.co.uk](mailto:info@smcc786.co.uk)  
Stevenage Liberal Synagogue [info@stevenageliberalsynagogue.org.uk](mailto:info@stevenageliberalsynagogue.org.uk)  
Stevenage Muslim Community Centre [mohamed.salamkhan@gmail.com](mailto:mohamed.salamkhan@gmail.com)  
Stevenage United Reformed Church [info@stevenageurc.org.uk](mailto:info@stevenageurc.org.uk)  
Stevenage Vineyard Church [foodshed@stevenage-vineyard.co.uk](mailto:foodshed@stevenage-vineyard.co.uk)  
Stevenage World Forum for Ethnic Communities [kate.belinis@cdaherts.org.uk](mailto:kate.belinis@cdaherts.org.uk)  
Shalom Ministries [shalom-ministries@hotmail.co.uk](mailto:shalom-ministries@hotmail.co.uk)  
Destiny International Christian Assembly [blessingjoseph77@gmail.com](mailto:blessingjoseph77@gmail.com)  
Fountain of Life Church [fountainoflifechurchlondon@gmail.com](mailto:fountainoflifechurchlondon@gmail.com)  
Heaven our Home Ministry International  
Bridge Builder Christian Trust [amanda.bryant@bridgebuildertrust.org.uk](mailto:amanda.bryant@bridgebuildertrust.org.uk)

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Appendix D  
Consultation Responses:

- Gamcare
- GambleAware
- Hertfordshire Safeguarding Adults Board
- Local Planning Authority
- Hertfordshire Public Health





## GamCare’s response to Stevenage Borough Council – Consultation on the revision of statement of principles under the Gambling Act 2005

### About GamCare:

GamCare is an independent charity and the leading provider of information, advice, and support for anyone affected by gambling harms. We operate the National Gambling Helpline, provide structured support for anyone harmed by gambling, and create awareness about safer gambling and treatments. For 26 years, our confidential, non-judgemental services, have supported more than half a million people to get their lives back on track.

We hold data locally and nationally through our National Gambling Helpline. We also work closely with those who have lived experience in shaping and delivering our services and programmes, ensuring that all our work is coproduced with our lived experience community at its heart.

### GamCare’s comments on the revision of the statement of principles:

- We welcome the position Stevenage Council is taking to go beyond the mandatory and default conditions of the Gambling Act 2005 in its statement of principles.
- Local authorities can play a greater role in reducing gambling harm, particularly for those of our clients who experience harm in land-based gambling venues, due to council’s licensing responsibilities.
- It is vital that Stevenage Council develops a local picture of the level of gambling harms, in order to best target resources and tailor service provision. This could be achieved by gathering data from the National Gambling Helpline, as well as those already providing services in the area.
- Building on the proactive approach the council is already taking, we were pleased to see Stevenage Council commit in its statement of principles to a **public health approach** to gambling.
- This commitment should include training frontline and primary care staff to recognise the signs of gambling harm and develop referral pathways to the National Gambling Helpline or local treatment providers. GamCare has worked with Haringey Council to implement a similar system, that has received widespread support.
- In the absence of Cumulative Impact Assessments as a method by which the “aim to permit” approach can be challenged, Stevenage Council should continue to pursue a [Local Area Profile](#) approach that specifically analyses gambling risk, and use this data as a basis from which to scrutinise and possibly oppose a licensing application.
- The changes to Stevenage Council’s statement of principles should be viewed in the context of the Gambling Act Review and subsequent process of white paper consultations, so take account of the rapidly changing regulatory environment.



*If you have any questions or would like to discuss in more detail, please contact Pollyanna Hopkins,  
Senior External Affairs Officer: [pollyanna.hopkins@gamcare.org.uk](mailto:pollyanna.hopkins@gamcare.org.uk)*



## Julie Dwan

---

**From:** Info <[info@gambleaware.org](mailto:info@gambleaware.org)>  
**Sent:** 24 October 2024 12:39  
**To:** Julie Dwan  
**Subject:** [External] RE: Consultation on the revised Statement of Principles for Gambling (2025-2028)

**Categories:** To Do

Hello Julie,

Thank you for consulting us.

You may find GambleAware's recently published [interactive maps](#) useful, which have been designed for use by local authorities. The maps show the prevalence of problem gambling severity in each local authority and ward area as well as usage of, and reported demand for, treatment and support for gambling harms.

GambleAware also strongly commends two publications by the Local Government Association which set out the range of options available to local authorities to deal with gambling-related harms using existing powers:

- <https://www.local.gov.uk/tackling-gambling-related-harm-whole-council-approach>
- <https://www.local.gov.uk/gambling-regulation-councillor-handbook-england-and-wales>

GambleAware is also fully supportive of local authorities which conduct an analysis to identify areas with increased levels of risk for any reason. In particular we support those who also include additional licence requirements to mitigate the increased level of risk. Areas where there are higher than average resident or visiting populations from groups we know to be vulnerable to gambling harms include children, the unemployed, the homeless, certain ethnic-minorities, lower socio-economic groups, those attending mental health (including gambling disorders) or substance addiction treatment services

**Charlotte**  
Project Support Officer  
Pronouns: She/Her

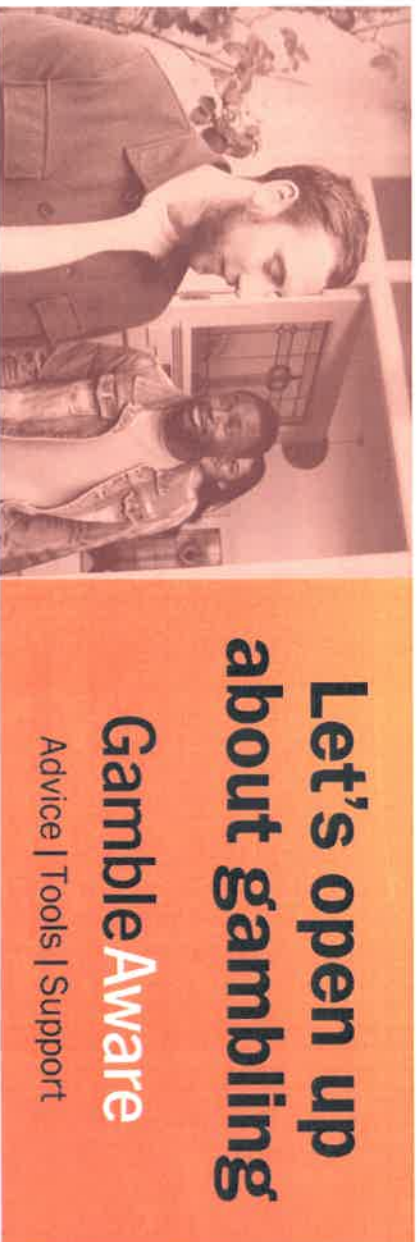
5th Floor, Lincoln House, 296-302 High Holborn, WC1V 7JH

For information/advice & corporate info: [gambleaware.org](https://gambleaware.org)

For confidential support and treatment: National Gambling Helpline 0808 8020 133

GAMBLEAWARE \* Company registered in England No 4384279 ● Charity No England & Wales 1093910 ● Scotland SC049433

GambleAware processes personal information for certain legitimate business interests and records sensitive personal information when necessary to meet its duty of care. To learn more about these interests, when we may process your information in this way, and your rights please [click here](#).



From: Julie Dwan <[Julie.Dwan@stevenage.gov.uk](mailto:Julie.Dwan@stevenage.gov.uk)>

Sent: 23 October 2024 15:37

Subject: Consultation on the revised Statement of Principles for Gambling {2025-2028}

CloudTech24 couldn't recognize this email as this is the first time you received an email from this sender. [Julie.Dwan@stevenage.gov.uk](mailto:Julie.Dwan@stevenage.gov.uk)

You don't often get email from [julie.dwan@stevenage.gov.uk](mailto:julie.dwan@stevenage.gov.uk). [Learn why this is important](#)

Dear Sir or Madam

**Julie Dwan**

---

**From:** Innocentia Dogbatse <Innocentia.Dogbatse@hertfordshire.gov.uk> on behalf of Admin HSCP <Admin.HSCP@hertfordshire.gov.uk>  
**Sent:** 23 October 2024 16:53  
**To:** Julie Dwan  
**Subject:** RE: Consultation on the revised Licensing Policy Statement  
**Attachments:** HSCP Gambling Policy Statement.docx

Hello,

Thank you for your email. Please find attached HSCB Gambling Policy Statement.

Thank you.

Kind regards,

Innocentia Dogbatse  
Business Support Officer

**Hertfordshire Safeguarding Adults Board**

Safeguarding Boards Business Unit

Farnham House, Six Hills Way Stevenage, SG1 2FQ

Post Point Address: CH0116, County Hall, Pegs Lane, Hertford, SG13 8DQ

**Telephone number: 01438844655**

**Commet: 54186**

**Email address:** [innocentia.dogbatse@hertfordshire.gov.uk](mailto:innocentia.dogbatse@hertfordshire.gov.uk)

**Website:** [www.hertfordshire.gov.uk/HSAB](http://www.hertfordshire.gov.uk/HSAB)

**Follow us on Twitter @HertsSab**

**Hertfordshire**

**Safeguarding Adults Board**

*Working together to prevent abuse*



## Hertfordshire Safeguarding Children Partnership– Gambling Policy Statement

The Safeguarding Children Partnership is nominated by the Council under section 157 of the Gambling Act 2005 as being the appropriate body to advise [insert name] Borough Council of any risks posed by the operation of premises providing gambling facilities to children and young people.

The activity of gambling can be harmful to people of all ages, but the law prohibits anyone under the age of 18yrs from gambling due to the significant harm that it can cause them.

The HSCP recognises that certain issues in relation to the protection of children from gambling are considered or regulated at a national level, for instance rules relating to advertising, general rules on access to premises and the availability of online gambling.

HSCP role is to focus on activities carried out a local level from physical premises in the County. HSCP's concerns will relate to preventing or controlling access to gambling premises and preventing the act of gambling by children. Risk assessments should identify risks and have measures in place to mitigate them. HSCP would expect operators to not allow the inside of the premises to be viewed and not to carry advertising on the front of its premises that may be attractive to children or contain images of popular professional sportsmen or celebrities that are likely to make gambling attractive to children.

Where gaming machines are provided in settings which children can access, for instance in pubs, clubs or family entertainment centres, the HSCP will expect the location of machines to be situated in areas where access to them, or the area, is controlled, clearly identified and under the physical supervision of a member of staff at all times.

Operators should consider a challenge 25 policy and the keeping of records such as challenge or refusal registers that provide evidence of the suitability of the procedures.

HSCP will also consider the wider picture of safeguarding of children – it would not normally be the case that the authorities would expect children to be present in or outside premises that provide gambling facilities. HSCP would expect operators to risk assess this, include it as part of their training procedures and be alert to instances where children and young people are regularly seeking access to the premises, being found inside premises or waiting outside premise for money or gifts from an adult who is gambling within.



**Julie Dwan**

---

**From:** James Chettleburgh  
**Sent:** 05 November 2024 15:57  
**To:** Licensing  
**Subject:** FW: Consultation on the revised Statement of Principles for Gambling

Dear Acting Licensing Manager,

**Consultation on the revised Gambling Act 2005 Statement of Principles.**

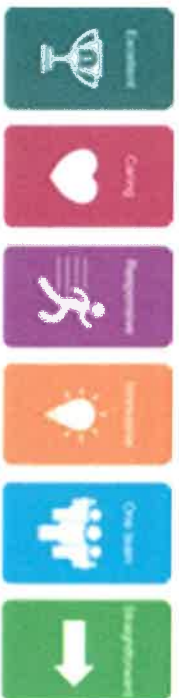
I refer to your recent consultation dated 23<sup>rd</sup> October 2024 with respect to the Council's Gambling Act 2005 Statement of Principles (2025 – 2028). Thank you for giving the Council as Local Planning Authority the opportunity to provide comments on this statement. The only comment we wish to make is the post "Development Control Manager" as referenced on Page 61 has been replaced with the "Head of Planning and Enforcement". Can this be updated to avoid any communications relating to Licensing Matters being missed within the department in the future.

We have no further comments to make on the statement.

Yours sincerely,

Page 263

James Chettleburgh MRTPI | Head of Planning and Enforcement | Development Management | Planning and Regulation | Stevenage Borough Council |  
Daneshill House | Danestrete | Stevenage | SG1 1HN  
Mob: 07593 528253 | Email: [james.chettleburgh@stevenage.gov.uk](mailto:james.chettleburgh@stevenage.gov.uk)





Our Privacy Policy has been updated to reflect changes to data protection legislation and can be viewed at the following link  
<http://www.stevenage.gov.uk/privacy-policy>

*Warning: all information provided on your planning application is now publicly available. Individuals and organisations offering their services may contact you. The Council does not endorse or approve any builders, surveyors, trades persons or other supplier, and advises householders to obtain quotes/references, and check the legitimacy of any contractor who contacts them before making payment.*





Julie Dwan  
Acting Licensing Manager  
Stevenage Borough Council  
Daneshill House  
Danestrete  
Stevenage  
SG1 1HN

Director of Public Health  
Sarah Perman  
Hertfordshire County Council  
Public Health Service  
Farnham House  
Postal point: SFAR232  
Stevenage  
Herts  
SG1 2FQ

Email: [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk)

Email: [Sarah.perman@hertfordshire.gov.uk](mailto:Sarah.perman@hertfordshire.gov.uk)

Date: 19/11/2024

Dear Julie,

Reference: **Gambling Act 2005 Statement of Principles Consultation**

Thank you for the opportunity to comment on the Gambling Statement of Principles consultation for Stevenage.

We are pleased to see the Gambling Statement of Principles includes a section on “Public Health and gambling” (6.10.13 – 6.10.18). Our response provides sources of evidence which it is recommended to include as references to evidence the harm caused by problem gambling.

### **Hertfordshire Gambling Harms Strategy and Joint Strategic Needs Assessment (JSNA)**

Hertfordshire County Council will be launching its first Gambling Harms Strategy in early 2025. The 12-week public consultation for the strategy ran from 1<sup>st</sup> July – 22<sup>nd</sup> September 2024. 115 consultation responses were received. If you would like to receive the summary report, please contact [PublicHealth@hertfordshire.gov.uk](mailto:PublicHealth@hertfordshire.gov.uk). One of the strategic priorities included in the strategy is “Influencing the licencing and regulatory environment” to protect vulnerable residents from the harm caused by gambling and be clear on the individual roles of the County Council and District and Borough Councils.

The Hertfordshire JSNA Briefing: Gambling-related harms<sup>1</sup> was published in February 2022. It provides a wealth of evidence which is recommended to be referred to in the Gambling Statement of Principles (and in particular paragraph 6.10.18).

<sup>1</sup> [gambling-related-harms-jsna-briefing-2022.pdf \(hertshealthevidence.org\)](#)

## Harm caused by problem gambling

The harms associated with problem gambling are wide-ranging. These include not only harms to the individual gambler but their children, their families, and their communities. According to a YouGov data on gambling treatment and support from 2020<sup>2</sup> around 7% of the population of Great Britain (adults and children) were found to be negatively affected by someone else's gambling, most commonly from an immediate family member. The annual excess direct financial cost to government associated with harmful gambling is equivalent to £412.9 million. The annual societal value of health impacts is equivalent to between £635 and £1,355.5 million (in 2021 to 2022 prices). The total financial costs are approximated at £1.05 to £1.77 billion in 2023 nationally<sup>3</sup>.

Gambling-related harms can include the following:

- **Financial harms:** debt, bankruptcy, homelessness and child poverty
- **Relationships:** loss of trust, loneliness, separation, abuse
- **Mental and physical health:** depression, sleep problems, deaths from suicide
- **Employment and education:** unemployment, poor education
- **Criminal activity:** theft from family members and others

## Gambling rates and density of gambling premises higher in areas of higher deprivation

[Data has been collected by Gamble Aware](#) for local authorities to have a clearer view on how the rates of gambling affected their population and how this compares nationally. The Problem Gambling Severity Index (PGSI) is a frequently used tool that helps to identify people experiencing problems or negative consequences from their gambling (problem & at-risk gamblers). This tool was specifically developed to be used in the general population rather than a clinical context. It has 9 questions and a possible score range of 0 to 27. A PGSI score of eight or more represents a person who is gambling at risky levels and is set as a common threshold for clinical diagnosis. Scores between three and seven represent 'moderate risk' gambling and a score of one or two represents 'low risk' gambling. For the 10 districts in Hertfordshire, the estimates are as the following from their Annual GB Treatment and Support Survey 2022 (table 1):

**Table 1: Estimates of prevalence of gambling behaviour, fiscal costs and % of people seeking help**

District	Prevalence of gambling behaviour			Estimated Fiscal Cost	% of people seeking help		
	PGSI1+	PGSI3+	PGSI8+		PGSI1+	PGSI3+	PGSI8+
National	13.4%	5.9%	2.9%	NA	14.8%	32.1%	65.5%
Broxbourne	14.4%	6.3%	4.0%	£2.1 million	15.1%	32.7%	66.0%
Dacorum	13.7%	6.1%	3.3%	£3.6 million	14.1%	31.5%	61.0%
East Herts	12.0%	4.8%	2.1%	£2.2 million	12.2%	29.0%	63.8%

<sup>2</sup> [gambling-treatment-and-support.pdf \(gambleaware.org\)](#)

<sup>3</sup> [Gambling-related harms evidence review: summary - GOV.UK \(www.gov.uk\)](#)

Hertsmere	13.0%	5.8%	2.6%	£1.9 million	14.6%	31.0%	66.6%
North Herts	12.5%	5.2%	2.5%	£2.2 million	14.3%	33.3%	68.4%
St Albans	12.1%	5.2%	2.4%	£2.5 million	13.3%	29.5%	64.0%
Stevenage	15.1%	6.3%	3.2%	£2.0 million	14.8%	32.9%	65.0%
Three Rivers	12.8%	5.5%	2.5%	£1.6 million	14.0%	30.8%	65.8%
Watford	15.1%	7.4%	3.9%	£2.6 million	19.6%	38.5%	71.4%
Welwyn Hatfield	13.8%	6.0%	3.0%	£2.6 million	15.8%	34.1%	66.0%

The data shows a total estimated fiscal cost of £23.3 million for Hertfordshire according to National Institute of Economic and Social Research (NIESR) for problem gambling (PGSI 8+) in 2023.

There are variable numbers of gambling premises in each district (table 2) and analysis in the Hertfordshire JSNA briefing: Gambling Related Harms<sup>4</sup> showed that gambling premises clustered around areas with greater levels of deprivation. A commonly used unit of comparison is Lower Super Output Area (LSOA) which comprises between 400 and 1,200 households and have a usual resident population between 1,000 and 3,000 persons. In Hertfordshire, 41.0% of gambling premises were in LSOAs in the most deprived quintile of Hertfordshire whereas 2.56% of gambling premises were in LSOAs in the least deprived quintile of Hertfordshire.

**Table 2: Type and total gambling premises by Hertfordshire district and rate of gambling premises per 100,000 adults aged 18 years and older by Hertfordshire district, September 2023<sup>5</sup>**

District	Adult Gaming Centre	Betting Shop	Bingo	Total gambling premises	Premises per 100,000 adults aged 18+
Broxbourne	1	15	0	16	19.5
Dacorum	2	11	0	13	10.8
East Herts	0	13	0	13	11.1
Hertsmere	4	12	1	17	20.4
North Herts	1	9	0	10	9.5
St Albans	0	5	1	6	5.4
Stevenage	3	10	1	14	20.2
Three Rivers	0	6	0	6	8.3
Watford	1	15	2	18	22.9
Welwyn Hatfield	0	11	0	11	11.6
Hertfordshire	11	112	5	128	13.7
National (Mar 2023)	1348	5995	650	8301	15.7

<sup>4</sup> [gambling-related-harms-jsna-briefing-2022.pdf \(hertshealthevidence.org\)](#)

<sup>5</sup> Source: Full premises register, The Gambling Commission, 2022; ONS 2020 Mid-Year Population Estimates, HertsInsight. [JSNA](#))

## Increased risks of suicide from problem gambling

The Hertfordshire Suicide Prevention Strategy for 2025-2030 is currently being refreshed with district health and environmental leads involved in the development. The England Suicide Prevention Strategy<sup>6</sup> released in September 2023, contains actions related to gambling. There is a clear relationship between gambling, financial issues and mental health, leading to depression, anxiety and in more serious cases, suicide ideation, attempts and taking of one's own life. It is important that this impact is recognised. This further impacts on families through bereavement, domestic abuse and impact on children and loved ones. The Hertfordshire Suicide Prevention Strategy for 2025-2030 will include priorities to reduce the harm caused by gambling.

District's based on number of cases	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2013-2022 Total per District
Dacorum	14	8	9	17	10	9	10	12	7	12	108
St Albans	11	7	10	13	14	6	8	8	11	7	95
East Herts	8	10	10	13	9	11	5	5	11	5	87
North Herts	12	7	6	11	10	11	9	4	12	4	86
Welwyn Hatfield	9	5	9	9	10	9	4	13	9	4	81
Hertsmere	7	5	11	15	8	10	5	7	6	3	77
Three Rivers	6	3	8	5	8	6	7	4	5	6	58
Broxbourne	7	6	4	6	13	5	3	11	4	3	62
Stevenage	6	3	7	11	8	3	5	4	2	1	50
Watford	1	2	3	5	12	6	8	6	4	7	54
<b>Hertfordshire</b>	<b>81</b>	<b>56</b>	<b>77</b>	<b>105</b>	<b>102</b>	<b>76</b>	<b>64</b>	<b>74</b>	<b>71</b>	<b>52</b>	<b>758</b>

## Concerns about vulnerable people being harmed by gambling

Consideration for vulnerable people should be at the heart of licensing applications. This includes awareness of areas of deprivation and/or concentrated presence of children and young people (CYP) and other at-risk individuals within areas of a district.

**CYP:** While prevalence of gambling is lower in CYP, the rates are still alarming. The Young People and Gambling Survey (2019) found that the prevalence of problem gambling was 1.7% in a sample of 11-16 year olds and a further 2.7% were identified as at-risk gamblers. Around 11% had played a gambling game in the past 7 days (13% boys and 7% girls) and gambling participation was highest for placing a private bet for money (e.g. with friends) (5%) and fruit or slot machines (4%)<sup>7</sup>. There is also increased concern over online gaming and gambling in CYP, with the Gambling Commission's report on gambling in young people suggesting that there has been an increase in playing for loot boxes in video games. A

<sup>6</sup> [Suicide prevention strategy for England: 2023 to 2028 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/114444/suicide-prevention-strategy-for-england-2023-to-2028.pdf)

<sup>7</sup> [Health Survey for England 2018: Supplementary analysis on gambling - NHS England Digital](https://www.nhs.uk/health-survey-for-england-2018/supplementary-analysis-on-gambling/)

large-scale survey of 16- to -18-year-olds found a statistically significant link between loot box spending and problem gambling in older adolescents<sup>8</sup>.

**Health/behaviour:** Mental health conditions and behavioural characteristics are risk factors for gambling harms. These include depression, impulsive behaviour, low life satisfaction and wellbeing, high alcohol consumption, loneliness, violent and antisocial behaviour, and poor academic performance<sup>9</sup>.

**Economic factors:** Problem gambling is more frequent in those who are unemployed (2.1%) vs employed (0.7%) & those living in the most deprived quintiles compared to the least deprived (1.2% vs 0.2%). A survey found 42% of problem gamblers said they would gamble more over the next year due to the cost-of-living compared to 6% of the UK<sup>10</sup>.

**Gender and age:** Men are 4.2 times more likely to be harmful gamblers than women. Young to middle aged men have the highest prevalence of problem gambling<sup>9</sup>.

**Ethnicity:** Asian & British Asian groups have the lowest risk of gambling, but the highest risk of problem gambling. Ethnic minority groups are less likely to receive treatment for gambling harm<sup>10</sup>.

**Homelessness and veterans:** Studies indicate a link between homelessness and gambling; one survey found 11.4% of those experiencing homelessness reported problem gambling. One report suggested veterans were over 8 times more likely to be problem gamblers compared to non-veterans<sup>11</sup>.

### Assessing the cumulative impact

Hertfordshire Public Health recommends that section 6.12 (Location) includes that applications will be considered against the **cumulative impact** of applications locally to protect children and vulnerable persons from being harmed or exploited by gambling.<sup>12</sup>

We recommend the above noted points are included within the appropriate sections of the Gambling Statement of Principles.

If you have any questions, please do not hesitate to contact me.

Kind regards,

Sarah Perman  
Director of Public Health  
Public Health  
Hertfordshire County Council

---

<sup>8</sup> [Video game loot boxes are psychologically akin to gambling | Nature Human Behaviour](#)

<sup>9</sup> [Gambling-related harms evidence review: summary - GOV.UK \(www.gov.uk\)](#)

<sup>10</sup> [Gambling-related harms evidence review: quantitative analysis of gambling involvement and gambling-related harms among the general population in England \(publishing.service.gov.uk\)](#)

<sup>11</sup> [Rates of Problematic Gambling in a British Homeless Sample: A Preliminary Study | Journal of Gambling Studies \(springer.com\)](#)

<sup>12</sup> [Gambling regulation: Government Response to the Committee's Second Report - Culture, Media and Sport Committee \(parliament.uk\); committees.parliament.uk/writtenevidence/122415/pdf/](#)



Our Ref:  
Contact:  
Direct Line: 01438 242493  
Email: [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk)  
Date: 23 October 2024

Dear Sir or Madam

### **Consultation on the revised Statement of Principles for Gambling**

Under the Gambling Act 2005, the Council regulates the provision of premises for gambling (including betting shops, bingo halls and amusement arcades), the provision of gaming machines in clubs and alcohol licensed premises and small society lottery registration.

At least every three years, the Council must review and adopt a Statement of Licensing Principles that details how the Council will undertake its licensing functions. The current Statement of Licensing Principles has been in effect since 9<sup>th</sup> March 2022, therefore the Council has undertaken a full review. The proposed statement of principles will form the basis of the Council's decision-making for licensing gambling premises. This consultation is your opportunity to raise any issues that you think should be taken into account when considering applications and taking enforcement action.

The draft Statement of Principles, with proposed revisions highlighted, is open to public consultation between 23<sup>rd</sup> October and 20<sup>th</sup> November 2024; a copy of the document is available on the Council's website: <https://www.stevenage.gov.uk/gambling-principles-consultation>

All consultation responses must be in writing and submitted by midnight on **20<sup>th</sup> November 2024**. Comments can be made by email to [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk) or by post to:

Acting Licensing Manager  
Stevenage Borough Council  
Daneshill House  
Danestrete  
Stevenage  
SG1 1HN

All consultation responses may be published in a public report.

Yours sincerely



Julie Dwan  
Acting Licensing Manager

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# STEVENAGE BOROUGH COUNCIL

## PUBLIC NOTICE

### Revised Gambling Statement of Principles

**The Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2006, Section 349**

Under the Gambling Act 2005, the Council regulates the provision of premises for gambling (including betting shops, bingo halls and amusement arcades), the provision of gaming machines in clubs and alcohol licensed premises and small society lottery registration.

At least every three years, the Council must review and adopt a Statement of Licensing Principles that details how the Council will undertake its licensing functions. The current Statement of Licensing Principles has been in effect since 2022 and therefore the Council has undertaken a full review. The proposed statement of principles will form the basis of the Council's decision-making for licensing gambling premises.

This consultation is your opportunity to raise any issues that you think should be taken into account when considering applications and taking enforcement action.

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All consultation responses must be in writing and submitted by midnight on **20th November 2024**. Comments can be made by email to [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk) or by post to:

Acting Licensing Manager  
Stevenage Borough Council  
Daneshill House  
Danestrete  
Stevenage  
SG1 1HN

All consultation responses may be published within a public report.



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## OTHER

### NOTICE OF APPLICATION FOR A PREMISES LICENCE UNDER SECTION 17 OF THE LICENSING ACT 2003

Notice is hereby given that **MANNINGS FAIRVIEW COMPANY LIMITED** has applied for a premises licence to Stevenage Borough Council in relation to **STEVENAGE WINTER WONDERLAND, STEVENAGE LEISURE PARK CAR PARK, STEVENAGE, SG1 2UA** to permit the provision of the following licensable activities: Retail Sale of alcohol for consumption on the premises Monday to Sunday 10:00-22:00hrs. The licensing register and details of this application may be inspected during normal office hours at the below address. Any interested party or responsible authority may make representations in writing to, Licensing Authority at Daneshill House, Danestrete, Stevenage, Herts, SG1 1HN or by email: [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk) Such written representation must be received by 21/11/2024 clearly stating the grounds upon which the representation is made in relation to the four objectives of the Licensing Act 2003. It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is unlimited.

## PLANNING



**NORTH HERTFORDSHIRE DISTRICT COUNCIL**  
 Council Offices,  
 Gernon Road,  
 Letchworth Garden City,  
 Herts, SG6 3JF

The following **PROPOSALS** are the subject of an application submitted to the Council.

### PROPOSAL AFFECTING A CONSERVATION AREA

**24/02214/FP**

**Land On The North West Side Of Green Lane Ashwell Hertfordshire SG7 5LW**

Erection of two 2 bed dwellings, three 3 bed dwelling and two four bed dwellings, with associated access, landscaping and parking.

**24/02215/FP St Marys Church Hall Church Street Baldock Hertfordshire SG7 5AE**

Removal and replacement of windows and dormer structures to front elevation (south), removal and replacement of double opening emergency exit door set to side elevation (east) and creation of concrete pad to form level threshold access point forward of emergency exit.

**24/02236/FPH 20 Sollershott East Letchworth Garden City Hertfordshire SG6 3JN**

Two storey rear extension, alterations to existing fenestration and erection of detached garage following demolition of existing garage.

### PROPOSAL AFFECTING A LISTED BUILDING OR A BUILDING OF SPECIAL ARCHITECTURAL OR HISTORIC INTEREST

**24/02181/LBC 4 Church Lane Kimpton Hertfordshire SG4 8RP**

Replace existing PVC rainwater goods with cast iron rainwater goods

**24/02292/LBC 2 Eastholm Letchworth Garden City Hertfordshire SG6 4TN**

Two storey rear extension with solar roof panels, following demolition of existing conservatory, existing single storey rear extension and two rear dormer windows, and internal alterations.

### PROPOSAL AFFECTING THE SETTING OF A LISTED BUILDING AND AFFECTING A CONSERVATION AREA

**24/02291/FPH 2 Eastholm Letchworth Garden City Hertfordshire SG6 4TN**

Two storey rear extension with solar roof panels, following demolition of existing conservatory, existing single storey rear extension and two rear dormer windows.

The application details can be viewed on the Council's web site at [www.north-herts.gov.uk/home/planning](http://www.north-herts.gov.uk/home/planning). Any person who wishes to make representations about the **PROPOSAL** should submit them in writing to this office by no later than 23 days from the date of this notice. For householder applications, in the event of an appeal against refusal of planning permission, which is to be dealt with on the basis of representations in writing, any representations made about this application will be sent to the Secretary of State, and there will be no further opportunity to comment at appeal stage.

Shaun Greaves Development and Conservation Manager

Correspondence address:  
 North Herts Council, PO Box 10613,  
 Nottingham, NG6 6DW  
 Date: 31/10/2024

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[publicnoticeportal.uk/stevenage-comet](http://publicnoticeportal.uk/stevenage-comet)

## PLANNING



### STEVENAGE BOROUGH COUNCIL

#### TOWN AND COUNTRY PLANNING ACT 1990

#### NOTICE OF APPLICATION FOR PLANNING PERMISSION

#### THE FOLLOWING APPLICATION(S) AFFECTING THE CHARACTER OR APPEARANCE OF A CONSERVATION AREA HAVE BEEN RECEIVED

**24/00613/FPH** Erection of single storey front and rear extension.  
 14 Burydale  
 Stevenage

**24/00736/FP** New cladding and windows to northern elevation, insertion of roof lights to the flat roof and alterations to existing window openings to southern elevation.  
 31A Queensway  
 Town Centre  
 Stevenage

Members of the public may inspect copies of the applications, plans and other submitted documents online at [www.stevenage.gov.uk](http://www.stevenage.gov.uk) or can be viewed on the Council's computers at the Customer Service Centre, Danestrete between 9.00am and 5.00pm Monday to Friday. Assistance is available if required.

Anyone who wishes to make representations about any of these applications should write to the Council at Council Offices Daneshill House Danestrete Stevenage by **17 November 2024** under the Local Government (Access to Information) Act 1985, any comments can only be taken into account if they are available for public inspection before the applications are determined and therefore they cannot be treated confidentially.

For applications relating to householder developments, in the event of an appeal against the refusal of planning permission, which is to be dealt with on the basis of representations in writing, any representations made about the application will be sent to the Secretary of State, and there will be no further opportunity to comment at appeal stage.

**DATED : 31 October 2024**

**SIGNED : Zayd Al-Jawad**  
 Assistant Director,  
 Planning & Regulation

## PROBATE & Trustee

### IRENEWEDGE Deceased

Pursuant to the Trustee Act 1925 anyone having a claim against or an interest in the Estate of the deceased, late of 1 Church Close, Codicote, Hitchin, Hertfordshire, SG4 8YT, who died on 15/09/2023, must send written particulars to the address below by 02/01/2025, after which date the Estate will be distributed having regard only to claims and interests notified.

Jenna Harrington  
 c/o Attwaters Jameson Hill,  
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 Ref: JDH/3004125-0001/Wed

## What are Public Notices?

Public notices are adverts placed by councils and other local authorities to inform people of developments in their areas.

They can cover a wide variety of topics that may impact your life

## STATUTORY

### STEVENAGE BOROUGH COUNCIL

#### PUBLIC NOTICE

#### Revised Gambling Statement of Principles

#### The Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2006, Section 349

Under the Gambling Act 2005, the Council regulates the provision of premises for gambling (including betting shops, bingo halls and amusement arcades), the provision of gaming machines in clubs and alcohol licensed premises and small society lottery registration.

At least every three years, the Council must review and adopt a Statement of Licensing Principles that details how the Council will undertake its licensing functions. The current Statement of Licensing Principles has been in effect since 2022 and therefore the Council has undertaken a full review. The proposed statement of principles will form the basis of the Council's decision-making for licensing gambling premises.

This consultation is your opportunity to raise any issues that you think should be taken into account when considering applications and taking enforcement action.

The draft Statement of Principles, with proposed revisions highlighted, is open to public consultation between 23<sup>rd</sup> October and 20<sup>th</sup> November 2024; a copy of the document is available on the Council's website: <https://www.stevenage.gov.uk/gambling-principles-consultation>

All consultation responses must be in writing and submitted by midnight on **20th November 2024**. Comments can be made by email to [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk) or by post to:

Acting Licensing Manager  
 Stevenage Borough Council  
 Daneshill House  
 Danestrete  
 Stevenage  
 SG1 1HN

All consultation responses may be published within a public report.

### STEVENAGE BOROUGH COUNCIL

#### PUBLIC NOTICE

#### Revised Statement of Licensing Policy Statement LICENSING ACT 2003, Section 5

Under the Licensing Act 2003, Stevenage Borough Council is the Licensing Authority and has responsibility for granting premises licences, club premises certificates, temporary event notices and personal licences in the Borough in respect of the sale and/or supply of alcohol and the provision of regulated entertainment and late-night refreshment.

At least every five years, the Council must review and adopt a Licensing Policy Statement that details how the Council will undertake its licensing functions. The current Licensing Policy Statement has been in effect since 2020 and therefore the Council is undertaking a full review. The proposed policy statement will form the basis of the Council's decision-making for licensing alcohol and entertainment premises.

This consultation is your opportunity to raise any issues that you think should be taken into account when considering applications and taking enforcement action.

The draft Licensing Policy Statement, with proposed revisions highlighted, is open to public consultation between 23<sup>rd</sup> October 2024 and 20<sup>th</sup> November 2024; a copy of the document is available via the following page on the Council's website:

<https://www.stevenage.gov.uk/licensing-policy-statement>

All consultation responses must be in writing and submitted by midnight on **20th November 2024**. Comments can be made by email to [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk) or by post to:

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**You'd want to know if someone was planning to dig up the road next to your house, right?**

## Don't be caught out

Every day hundreds of applications are made for permission to close roads.

The **Public Notice Portal** is a free to use, online service that will tell you who is applying for what and for where. It's free to use and if you register and tell us the area you are interested in, we'll keep checking the updates and will email to tell you about any plans for your community before they become a reality.

Find, save and share **Public Notices** that affect you in your local area.



Telling you their plans before they become your problems

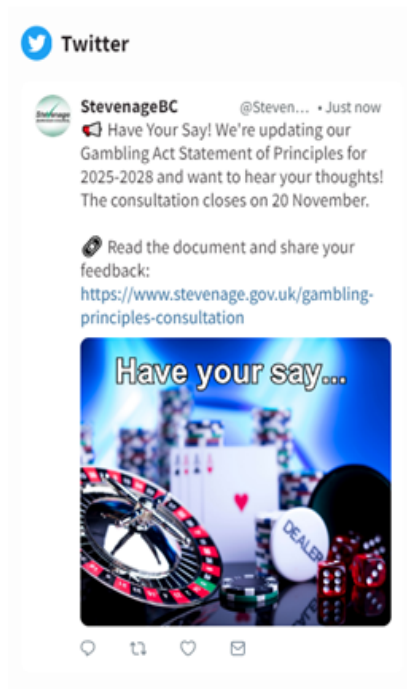
## Notice Definitions: Statutory

Legally required notices of varying purpose that don't typically fit within one of the aforementioned notice categories, for example council tax, local elections or bankruptcy.

You can learn more about the wide range of legislation pertaining to public notices at **legislation.gov.uk**

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Gambling will go out today at midday and Tuesday 19 November at 2pm – on all channels – Facebook, Twitter and Insta:



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