

## Annex 1 – Mandatory Conditions

## Gambling Act 2005 – Mandatory and Default Conditions by premises type

All Premises		
All	Summary of the terms and conditions of the premises licence shall be displayed in a prominent place with the premises.	Mandatory
All	The layout of the premises shall be maintained in accordance with the plan.	Mandatory
All	The premises shall not be used for the sale of tickets in a private lottery or customer lottery or the sale of tickets in any other lottery in respect of which the sale of tickets on the premises is otherwise prohibited.	Mandatory

Betting Premises		
Betting Premises	A notice stating that no person under the age of 18 is permitted to enter the premises shall be displayed in a prominent place at every entrance to the premises.	Mandatory
Betting Premises	Access to the premises shall be from a street or from other premises with a betting premises licence. Apart from this there must be no direct access between the premises and other premises which are used for the retail sale of merchandise or services.	Mandatory
Betting Premises	The premises shall not be used for any purpose other than for providing facilities for betting apart from anything permitted under the Gambling Act 2005 and having an ATM, permitted visual/sound apparatus and permitted publications.	Mandatory
Betting Premises	Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to leave any gaming machine or betting machine in order to do so.	Mandatory
Betting Premises	No apparatus for making information or other material available in the form of sounds or visual images may be used on the premises, except for apparatus used for the following purposes: a) Communicating information about, or coverage of, sporting events, including- (i) information relating to betting on such an event; and (ii) any other mater of information, including an advertisement, which is incidental to such an event; b) Communicating information relating to betting on any event (including the result of an event) in connection with which betting transactions may be or have been effected on the premises.	Mandatory
Betting Premises	No publications, other than racing periodicals or specialist betting publications, may be sold or offered for sale on the premises.	Mandatory
Betting Premises	No music, dancing or other entertainment shall be provided or permitted on the premises, save for entertainment provided via the sound / visual apparatus referred to above.	Mandatory
Betting Premises	No alcohol shall be permitted to be consumed on the premises at any time during which facilities for gambling are being provided on the premises. A notice explaining this shall be displayed in a prominent place at every entrance to the premises.	Mandatory
Betting Premises	A notice setting out the terms on which customers are invited to bet on the premises shall be displayed in a prominent place on the premises to which customers have unrestricted access.	Mandatory
Betting Premises	<b>HOURS:</b> No facilities for gambling shall be provided on the premises between the hours of 10pm on one day and 7am on the next day.	Default

Betting Tracks only		
Tracks(all)	No customer shall be able to access the premises directly from another premises which has a casino premises licence or an adult gaming centre premises licence.	Mandatory
Tracks (all)	A notice stating that no person under the age of 18 is permitted to bet on the	Mandatory

	premises shall be displayed in a prominent place at every public entrance to the premises.	
Tracks(all)	The terms on which a bet may be placed must be displayed in a prominent place within the premises to which customers wishing to use facilities for betting have unrestricted access.	Mandatory
Tracks(all)	The premises licence holder shall make arrangements to ensure that betting operators who are admitted to the premises for the purpose of accepting bets- (a) will be operating under a valid operating licence; and (b) are enabled to accept such bets in accordance with- (i) the conditions imposed under sections 92 (general betting operating licence) or 93 (pool betting operating licence) of the 2005 Act, or (ii) an authorisation under section 94 (horse-race pool betting operating licence) of that Act	Mandatory
Tracks(all)	The premises licence holder shall make arrangements to ensure that reasonable steps are taken to remove from the premises any person who is found to be accepting bets on the premises otherwise than in accordance with the 2005 Act.	Mandatory
Tracks(all)	Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to cease gambling in order to do so.	Mandatory
Horseracing Tracks (converted from an existing track)	The licence holder shall ensure that any part of the tracks which, prior to 1 <sup>st</sup> September 2007, were made available for betting operators (or their assistants) will continue to be so.	Mandatory
Horseracing Tracks (converted from an existing track)	The charge for admission to an existing betting area for providing facilities for betting shall not exceed five times the cost of the highest charge paid by members of the public (for betting operators) or the highest charge paid by member of the public (for the betting operator's assistant). All betting operators and betting operators' assistants will be charged the same for admission to the same part of the track. No other charged may be made and the charges must only cover reasonable costs.	Mandatory
Horseracing tracks (all)	The premises licence holder shall provide a place on the premises where betting operators and betting operators' assistants may provide facilities for betting. This does not apply to converted licences until 1 <sup>st</sup> September 2012.	Mandatory
Dog Tracks	A totalisator on the premises shall only be operated at a time when the public are admitted for the purpose of attending dog races and no other sporting events are taking place on the premises, and for the purpose of effecting betting transactions on the dog races taking place on the premises.	Mandatory
Dog Tracks	At any time when the totalisator is being used, no betting operator or betting operator's assistance shall be excluded from the premises for the reason that s/he proposes to negotiate bets on the premises. There must also be space made available where the betting operators and their assistants can conveniently accept and negotiate bets in connection with the dog races running on the premises that day.	Mandatory
Tracks (all)	<b>HOURS:</b> No facilities for gambling shall be provided on the premises between the hours of 10pm on one day and 7am on the next, except where there is a sporting event taking place on the premises. Where there is a sporting event taking place on the premises then gambling may take place at any time that day.	Default

### Bingo

Bingo	A notice stating that no person under the age of 18 is permitted to play bingo on the premises shall be displayed in a prominent place at every entrance to the premises.	Mandatory
Bingo	No customer shall be able to enter the premises directly from any other premises in respect of which one of the following permissions has effect: <ul style="list-style-type: none"> <li>• A casino premises licence</li> </ul>	Mandatory

	<ul style="list-style-type: none"> <li>• An adult gaming centre premises licence</li> <li>• A betting premises licence other than a track premises licence</li> <li>•</li> </ul>	
Bingo	<p>Where children and/or young persons are permitted by the licence holder to enter the premises, and category B or C gaming machines are made available for use on the premises, then the gaming machines must be:</p> <ul style="list-style-type: none"> <li>• separated from the rest of the premises by a physical barrier to prevent access other than via an entrance designed to be the entrance</li> <li>• supervised at all times to ensure children or young persons do not enter the area</li> <li>• arranged so that the area can be observed by persons responsible for supervision or closed circuit television which is monitored</li> </ul> <p>The gaming machines area must also have a notice at the entrance stating that no person under the age of 18 years is permitted to enter the area.</p>	Mandatory
Bingo	Where there is a charge for admission there must be a notice of the charge displayed in a prominent place at the principal entrance to the premises.	Mandatory
Bingo	A notice setting out any other charges in respect of the gaming (except prize gaming) shall be displayed at the main point where payment for the charge is to be made. Such a notice must include the cost (in money) of each game card or set of game cards, payable by an individual in respect of the game of bingo, and the amount that will be charged by way of a participation fee. There should also be in the notice a statement that all/part of the participation fee may be waived at the discretion of the person charging it. This notice can be displayed in electronic form.	Mandatory
Bingo	The rules of each type of game that is available (other than gaming machines) shall be made available to customers within the premises by either displaying a sign, making leaflets or other written material available, or running an audio-visual guide prior to any game commencing.	Mandatory
Bingo	Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to cease gambling in order to do so.	Mandatory
Bingo	<b>HOURS:</b> No facilities for gambling shall be provided on the premises between midnight and 9am, apart from gaming machines.	Default

#### Arcades

Adult Gaming Centres	A notice stating that no person under the age of 18 is permitted to enter the premises shall be displayed in a prominent place at every entrance to the premises.	Mandatory
Adult Gaming Centres	<p>No customer shall be able to access the premises directly from any other premises in respect of which a premises licence of the following types of permit have effect:</p> <ul style="list-style-type: none"> <li>• unlicensed family entertainment centre gaming machine permit</li> <li>• club gaming or club machine permit</li> <li>• alcohol licensed premises gaming machine permit</li> </ul>	Mandatory
Adult Gaming Centres	Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to cease gambling at any gaming machine in order to do so.	Mandatory
Adult Gaming Centres	No alcohol shall be permitted to be consumed on the premises at any time during which facilities for gambling are being provided on the premises. A notice to this effect shall be displayed at every entrance to the premises in a prominent place.	Mandatory
Family Entertainment Centres	<p>No customer shall be able to access the premises directly from a premises where there is:</p> <ul style="list-style-type: none"> <li>• a casino premises licence</li> <li>• an adult gaming centre premises licences</li> <li>• a betting premises licence (other than a track premises licence)</li> </ul>	Mandatory

Family Entertainment Centres	Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to cease gambling at any gaming machine in order to do so.	Mandatory
Family Entertainment Centres	Where category C gaming machines are made available for use on the premises, then the gaming machines must be: <ul style="list-style-type: none"> <li>separated from the rest of the premises by a physical barrier to prevent access other than via an entrance designed to be the entrance</li> <li>supervised at all times to ensure children or young persons do not enter the area</li> <li>arranged so that the area can be observed by persons responsible for supervision, or closed circuit television which is monitored</li> </ul> The gaming machines area must also have a notice at the entrance stating that no person under the age of 18 is permitted to enter the area.	Mandatory
Family Entertainment Centres	No alcohol shall be permitted to be consumed on the premises at any time during which facilities for gambling are being provided on the premises. A notice to this effect shall be displayed at every entrance to the premises in a prominent place.	Mandatory

## Annex 2 – Local Pool of Licence Conditions

The following conditions can be applied to a number of different gambling premises. They can be used as a guide for applicants, residents, Councillors, agencies and responsible authorities such as the Police when making, commenting on or considering applications. This list is not exhaustive and should be used as a guide to help promote the three licensing objectives.

<b>CCTV</b>
CCTV shall operate at all times while the premises remains open to the public and all images captured will be recorded and stored on site for a minimum period of 31 days
Copies of CCTV recordings will be made available to the Police and/or the Licensing Authority on request within 48 hours of the request being made together with facilities for viewing where requested. If the CCTV equipment is inoperative, or is otherwise not installed and working to the satisfaction of the Police or the Licensing Authority, then within 48 hours the Police or Licensing Authority shall be notified and an estimate given of the repair timescale. The premises will comply with all reasonable requests from the Police, which may include the suspension of licensable activities if necessary.
<b>Training</b>
Full training shall be given to each member of staff employed at the premises. This training should include sections on compliance, fraud, robbery and crime prevention.
Written records of all staff training shall be kept at the premises and should be made available to the Police and / or authorised Council officers on request
<b>Responsible Management</b>
An incident log book will be maintained by the premises that details incidents of note that occur in the premises. This shall include refused sales, disorder, and ejections at a minimum. The log book shall be kept on the premises and be made available for inspection at all times the premises is open, and management shall regularly check the book to ensure that all staff are using it. This book should be made available for inspection by the Police or Council Officers at any time the premises is open.
<b>Protecting children, proof of age schemes</b>
A Proof of Age scheme shall operate at the premises and all staff shall be trained in its implementation. Only photographic ID such as a British driving licence, a current passport or a PASS ID card shall be treated as acceptable forms of identification
All staff shall be trained in the Proof of Age policy and how to identify acceptable means of identification.
Posters shall be displayed in prominent positions around the entrance to the premises advising

customers of the Proof of Age policy in force at the premises

A refusals book shall be kept at the premises to record details of all refusals to provide gambling activities. This book shall contain the date and time of the incident, a description of the customer, the name of the staff member who refused the sale, and the reason the sale was refused. The book shall be made available to the Police and/or authorised Council officers, on request.

### **Door Supervisors**

Any door supervisors working at the premises must be licensed by the Security Industry Authority

A minimum of (insert number) door supervisors shall be on duty on the premises during the hours of (insert times) on (insert days of the week)

A minimum of (insert number) of door supervisors shall be provided on (insert days of week) to patrol external areas of the premises between the hours of (insert times)

Random searches of customers shall be undertaken of customers entering the premises between the hours of (insert times) and prominent signage provided to this effect

### **Crime Prevention**

A metal detection device shall randomly be used by door supervisors to search patrons for weapons

A search arch shall be used at the entrance to the premises to detect customers who may be carrying weapons

An electronic door lock (maglock) shall be fitted to the front door of the premises.

Any drugs or weapons confiscated from customers shall be stored in a locked and secure container and the Police shall be notified as soon as reasonably practicable

All gaming machines shall have a control behind the counter to allow machines to be turned on or off.

(Insert crime prevention device – see below) shall be installed at the premises to the satisfaction of the Police licensing officer

- Shutters
- Re – enforced steel back / front doors
- Window bars
- External lighting
- Security mirrors
- Prevention signage

No facilities for gambling shall be provided on the premises between the hours of (Insert time) on one day and (Insert time) on the next day

**Any entrance or exit doors to the premises shall remain closed at all times (i.e. not propped open)**

**A panic button shall be installed behind the counter or service area in the premises. This button should alert the Police to any incident taking place at the premises.**

**Lone working is not permitted in the premises at any time**