



Shropshire Council
Legal and Democratic Services
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Date: Tuesday, 1 October 2024

Committee:
Strategic Licensing Committee

Date: Wednesday, 9 October 2024
Time: 10.00 am
Venue: Shrewsbury Room - Shirehall

You are requested to attend the above meeting. The Agenda is attached

There will be some access to the meeting room for members of the press and public, but this will be limited. If you wish to attend the meeting please email democracy@shropshire.gov.uk to check that a seat will be available for you.

Please click [here](#) to view the livestream of the meeting on the date and time stated on the agenda

The recording of the event will also be made available shortly after the meeting on the Shropshire Council Youtube Channel [Here](#)

Tim Collard
Assistant Director - Legal and Governance

Members of the Committee

Roy Aldcroft (Chairman)
Nigel Lumby (Vice Chairman)
Jeff Anderson
Peter Broomhall
Garry Burchett
Mary Davies
David Evans
Richard Huffer
Simon Jones
Duncan Kerr
Christian Lea
Pamela Moseley
Kevin Pardy
Vivienne Parry
Edward Towers

Substitute Members of the Committee

Caroline Bagnall
Joyce Barrow
Ed Bird
Ted Clarke
Julian Dean
Paul Gill
Nigel Hartin
Vince Hunt
Ruth Houghton
Heather Kidd
Dan Thomas

Your Committee Officer is:

Tim Ward Committee Officer

Tel: 01743 257713

Email: tim.ward@shropshire.gov.uk

AGENDA

1 Apologies

To receive apologies for absence

2 Minutes of Previous Meeting (Pages 1 - 4)

To approve the minutes of the previous meeting as a true record

3 Public Question Time

To receive any public questions or petitions from the public, notice of which has been given in accordance with Procedure Rule 14. The deadline for this meeting is 12 noon on Thursday 3rd October 2024

4 Disclosable Pecuniary Interests

Members are reminded that they must declare their disclosable pecuniary interests and other registrable or non-registrable interests in any matter being considered at the meeting as set out in Appendix B of the Members' Code of Conduct and consider if they should leave the room prior to the item being considered. Further advice can be sought from the Monitoring Officer in advance of the meeting.

5 Gambling Act 2005 Policy Statement 2025 to 2028 (Pages 5 - 174)

Report of the Transactional and Licensing Team Manager is attached.

Contact: Mandy Beever (01743 251702)

6 Revision of the Hackney Carriage Table of Fares (Pages 175 - 218)

Report of the Transactional and Licensing Team Manager is attached.

Contact: Mandy Beever (01743 251702)

7 Licensing Fees and Charges 2025 - 2026 (Pages 219 - 278)

Report of the Transactional and Licensing Team Manager is attached.

Contact: Mandy Beever (01743 251702)

8 Exercise of Delegated Powers (Pages 279 - 288)

Report of the Transactional and Licensing Team Manager is attached.

Contact: Mandy Beever (01743 251702)

9 Date of Next Meeting

To note that the next scheduled meeting of the Strategic Licensing Committee will be held on Wednesday 11 December 2024 at 10.00am

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Strategic Licensing
Committee

9 October 2024

Item

Public

**MINUTES OF THE STRATEGIC LICENSING COMMITTEE MEETING HELD ON 12
JUNE 2024
10.00 - 10.09 AM**

Responsible Officer: Tim Ward

Email: tim.ward@shropshire.gov.uk Tel: 01743 257713

Present

Councillors Nigel Lumby (Vice Chairman), Peter Broomhall, Mary Davies, David Evans, Simon Jones, Duncan Kerr, Christian Lea, Pamela Moseley, Vivienne Parry and Edward Towers

4 Apologies

4.1 Apologies for absence were received from Councillor Roy Aldcroft, Jeff Anderson and Kevin Pardy.

5 Minutes of Previous Meetings

5.1 RESOLVED:

That the minutes of the meetings of the Strategic Licencing Committee held on 13 March 2024 and 9 May 2024 be agreed as a true record and signed by the Chairman

6 Public Question Time

6.1 There were no public questions

7 Disclosable Pecuniary Interests

7.1 There were no interests declared

8 Request for a Review of the Hackney Carriage Fare Card

8.1 Members received the report of the Transactional Management and Licensing – Team Manager set out the proposal for a revision of the Hackney Carriage Fare Card and the formal consultation to be undertaken.

8.2 The Transactional Management and Licensing – Team Manager advised the meeting that a request had been received from the Hackney Carriage Trade to review the fare card and that Officers had revised the fare card to take into account the proposed changes and carried out a period of informal consultation, following which 1 response had been received in support of the proposed changes.

8.3 The Transactional Management and Licensing – Team Manager informed members that legislation required a period of formal consultation, and it was proposed that this would take place from 1 July to 4 August, she went on to say that if no representations were received the proposed Hackney Carriage Table of Fares at Appendix D will come into effect on the 2 September 2024, but that if representations were received and not withdrawn a further report would be drafted for consideration at the Strategic Licensing Committee meeting due to be held on 9 October 2024.

8.4 A Member commented that she often got complaints about the costs of taxis and also that there was a lack of taxis operating in the evening in her area. The Transactional Management and Licensing – Team Manager reminded the meeting that the fare card set out the maximum fare that could be charged and that the passenger could negotiate a lower fee with the proprietor. She added that unfortunately the hours that operators worked were outside the remit of the Council.

8.5 **RESOLVED:**

That the Strategic Licensing Committee note the contents of the report and the legal requirement to consult on this process

9 **Exercise of Delegated Powers**

9.1 Members received the report of the Transactional Management and Licensing – Team Manager which gave details of the licences issued and the variations that have been made between 1 February 2024 and the 10 May 2024 and a summary of applications considered by the Committee.

9.2 The Transactional and Licensing Team Manager reminded Members that the report was brought to each meeting of the committee and that it updated them on the number and types of licences that had been issued since the last meeting.

9.3 In response to a query the Transactional and Licensing Team Manager that the number of Hackney Carriage Licence Holders remained fairly static.

9.4 A Member commented that some people were put off applying for a Hackney Carriage Licence because of the amount of paperwork involved. The Transactional and Licensing Team Manager stated that the process was driven by legislation which required things such as DBS checks which added to the paperwork. She added that the Council had a duty to ensure that people were “fit and proper people” to hold a licence.

9.5 **RESOLVED:**

That members note the position as set out in the report

10 **Date of Next Meeting**

10.1 Members noted that the next scheduled meeting of the Strategic Licensing Committee would be held on Wednesday 9 October 2024 at 10.00am

<TRAILER_SECTION>

Signed (Chairman)

Date:

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Committee and Date

Strategic Licensing Committee

9 October 2024

Item

Public



Gambling Act 2005 Policy Statement 2025 to 2028

Responsible Officer:	Mandy Beever, Transactional Management and Licensing – Team Manager		
email:	Mandy.Beever@shropshire.gov.uk	Tel:	01743 251702
Cabinet Member (Portfolio Holder):	Councillor Chris Schofield, Portfolio Holder for Planning and Regulatory Services		

1. Synopsis

- 1.1 The Gambling Act 2005 (the Act) requires the Council to prepare and publish a statement of the principles (policy statement) that it proposes to apply in exercising its functions under the Act. The policy statement under the Act lasts for a maximum period of 3 years but can be reviewed and revised by the Council at any time.

2. Executive Summary

- 2.1. The Shropshire Plan recognises the importance of supporting businesses to provide safer services. The fundamental purpose of the Licensing service is to support businesses to deliver their services in a way which both allows them to thrive whilst protecting the safety and welfare of the public who live, work and visit Shropshire; together this will help to achieve a Healthy Economy.

- 2.2 As agreed by the Strategic Licensing Committee, a period of formal consultation has been undertaken in respect of the draft policy statement that was considered by the Committee on 13 March 2024. This report sets out the representations received from consultees for further consideration which has resulted in minor typographical amendments to the draft policy statement, with a view to agreeing a revised statement that may be reported to Council for final approval.

3. Recommendations

- 3.1. That the Committee considers the representations received following the formal consultation on the draft Gambling Policy Statement in **Appendix 1** and agrees the officers' comments in **Appendix 2** in response to the comments made and recommends to the Council that the policy statement is published and advertised by the Transactional Management and Licensing Team Manager in accordance with the provisions of the Act and that the policy statement will take effect from 31 January 2025.
- 3.2. That Committee delegates to the Transactional Management and Licensing Team Manager, in consultation with the Chair of the Strategic Licensing Committee, the authority to amend any typographical errors and/or administrative inconsistencies in the proposed Gambling Policy Statement as set out in **Appendix 1** prior to the policy statement being presented to the Council for final approval.

Report

4. Risk Assessment and Opportunities Appraisal

- 4.1. The preparation and publishing of the policy statement is a legal requirement under the Act.
- 4.2. If the Council fails to prepare and publish the policy statement the Council may be challenged when exercising its functions under the Act through a number of routes, e.g. service complaints to the Local Government Ombudsman and judicial review. Conversely, by preparing and publishing the policy statement, the Council is complying with its legal obligation. In addition, the Council provides a defined framework within which to exercise its functions and makes it clear to all stakeholders the manner by which the Council intends to exercise its functions.
- 4.3. Due regard has been given to the Public Sector Equality Duty in accordance with the Equality Act 2010. As part of this process social inclusion has also been considered in line with the Council's overall approach to equality and diversity. An initial Equality, Social Inclusion and Health Impact Assessment (ESHIA) was completed ahead of consultation, with a follow up now produced and attached at **Appendix 3**.
- 4.4. The overall impact on all groups with Protected Characteristics as defined in the Equality Act 2010 and those who are likely to be impacted in terms of social inclusion is anticipated to be low in terms of access to and use of services that are affected by the revised policy statement. However, the Council's ability to further tackle and eliminate discrimination, advance equality of opportunity and foster good

relations is overall more likely to be positive. This is largely due to the proposed policy statement being drawn up in line with the requirements of both national legislation and national guidance (both of which will have been subject to equalities impact assessments in their own right by the Government and the Gambling Commission respectively), together with the fact that the proposed policy statement is a revision of the principles that were adopted on 31 January 2022 and the formal consultation feedback at that time did not directly raise any equality, diversity or social inclusion issues that had not previously been considered during the drafting of the proposed policy statement.

- 4.5 The ESHIA screenings build upon previous ESHIAs and have been updated to clarify the groupings for whom there will be anticipated direct impacts, and with whom there will continue to be efforts made to ensure that impacts are kept under review. Across all nine national Protected Characteristic groupings and our considerations in Shropshire around social inclusion, based on feedback from the formal consultation, the impact is predicted to be 'low positive'. It is not anticipated that there is a need to take specific actions to mitigate or enhance the impact, beyond continued engagement with all those working with or on behalf of vulnerable children, young people and adults. The assessment seeks to take into account children and young people who are looked after by Shropshire Council and the families of children in need when considering the Protected Characteristic grouping of Age and our additional grouping of young people leaving care. The impacts have also been considered for adults with care and support needs, e.g. adults with learning disabilities and their carers, when considering the Protected Characteristic grouping of Disability. In this respect, the revised draft policy statement emphasises the Council's focus on protecting children and young people, particularly in relation to child exploitation, and also young people and adults with care and support needs.
- 4.6 From a good practice angle, we have also given consideration to impacts for those individuals and households whom we may describe as vulnerable, within the additional grouping we term 'social inclusion'. This includes armed forces service personnel and ex-armed forces personnel and their families.
- 4.7 Ongoing consideration will be given to the definition of 'vulnerable', as it relates specifically to gambling, through working with the Council's Feedback and Insight Team and taking account of the outcomes of the Local Government Association supported research, being led by Westminster and Manchester Councils, which aims to assess and map area vulnerability to gambling related harm. As and when the outcomes of this research are made available, together with other emerging information, trends and risks, the Council will have to consider the implications for the definition of 'vulnerable' and also the impact on its 'local area profile' and policy statement accordingly.
- 4.8 The recommendation is not a variance with the Human Rights Act 1998 and is unlikely to result in any adverse Human Rights Act implications. The recommendation is in line with relevant legal procedures prescribed by the Act and with guidance issued by the Gambling Commission.
- 4.9 Formal consultation, in accordance with the decision made by the Strategic Licensing Committee on 13 March 2024, was undertaken between 18 March 2024 to the 9 June 2024, which provided, in particular, an opportunity for gambling industry representatives to provide feedback.

- 4.10 With respect to ‘age’ and ‘disability’ and to ‘social inclusion’, in particular around the Council’s safeguarding responsibilities, there will be ongoing dialogue with the Shropshire Safeguarding Children Board and the Keeping Adults Safe in Shropshire Board. In addition, dialogue with West Mercia Police and those service areas within the Council that have particular responsibilities for the care of children, young people and adults with care and support needs, i.e. currently Children Services and Adult Services, will occur as a result of the increasing role that officers from these services play in the licensing processes.
- 4.11 The representations received during the formal consultation period are produced at **Appendix 2, documents 1 to 3**. **Appendix 2** sets out the officer response to the representations, including any changes made to the policy statement and, where relevant, the reasons why changes have not been made. There were no fundamental or significant amendments as a result of the representations made.

5. Financial Implications

- 5.1. There are no direct financial implications associated with the recommendation in this report; although prior to the policy statement formally taking effect, a cost will be incurred to place the required legal notice in the Shropshire Star newspaper in order to satisfy the requirement to advertise the fact that the policy statement has been published. This cost will be approximately £900 and is recoverable through the licensing fee process.

6. Climate Change Appraisal

- 6.1. There is no anticipated environmental impact associated with the recommendation in this report.

7. Background

- 7.1. Under the Gambling Act 2005, the Council is the licensing authority and is responsible for licensing and overseeing local gambling establishments. Part of this responsibility is the duty to prepare and publish a statement of the principles (policy statement) that the Council proposes to apply in exercising its functions under the Act.
- 7.2. The Council’s current Gambling Act policy statement came into effect on the 31 January 2022 and will cease to have effect on the 30 January 2025. The timetable to undertake the necessary legal process has been set accordingly. The Council must be in a position to formally adopt a revised policy statement with effect from 31 January 2025.
- 7.3. There are legally prescribed procedures that the Council must follow before the policy statement can take effect. This involves making the statement publicly available by a variety of means for at least 4 weeks and by advertising that it has been published.
- 7.4. The policy statement must be adopted by full Council; this function cannot be delegated to either the Strategic Licensing Committee or Cabinet. The proposed

statement must, therefore, be presented to Council no later than the 12 December 2024, to allow sufficient time for the necessary publication and advertising to take place prior to the 31 January 2025.

- 7.5. The formal consultation was publicised through the ‘Get Involved’ pages of the Council’s website. In addition, direct emails, providing a link to the Council’s web page consultation, were sent to key stakeholders. Part 5 of the policy statement includes a list of the stakeholders that were consulted.
- 7.6. Officers have taken the opportunity to revise the policy statement to reflect the latest guidance issued to licensing authorities by the Gambling Commission. In particular:
- a) It is recognised nationally that there is a greater need to focus on understanding and mitigating gambling related harm more broadly, rather than focussing on problem gambling alone. In this respect, the revised policy statement emphasises the Council’s focus on protecting children and young people, particularly in relation to child exploitation, and also young people and adults with care and support needs.
 - b) The Gambling Commission has emphasised the need to incorporate the work of Public Health colleagues to further support the greater need to identify areas of concern and focus on gambling related harm. Shropshire Councils Public Health Team have been consulted and you can find their response at **Appendix 2, Document 1**.
 - c) Nationally, gambling policy and the regulatory environment overall has an increasing focus on risk. Whilst not compulsory, it is now recommended that the Council creates a ‘local area profile’, this is included as part of the policy statement, to inform its understanding of risk and to allow appropriate decisions to be made and steps taken to mitigate these risks. Since April 2016, gambling establishment operators have been required to undertake ‘local area risk assessments’ before submitting a premises licence application or variation and will be expected to give due consideration to the information available in the Council’s ‘local area profile’. The Council’s ‘local area profile’ will naturally develop over time and will be influenced by information and intelligence from key partners and other stakeholders. The ‘local area profile’ has been updated and included as part of the policy document found in **Appendix 1**.
- 7.7. The Gambling Act singles out children, young persons and adults with care and support needs for special regulatory attention and the proposed policy statement does focus on protecting these particular groups. However, in relation to gambling activities, the question as to who is vulnerable, why and under what circumstances, has been subject to little investigation. As and when further research and guidance is made available on this, together with other emerging information, trends and risks, the Council will have to consider the implications for both its ‘local area profile’ and policy statement accordingly.

8) Additional Information

- 8.1 Unless there are specific reasons for an earlier review and publication of a revised policy statement, the Council will be required to undertake the next formal

consultation process under the Act in the latter part of 2027 with the aim of a revised policy statement being effective from 31 January 2028.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

The Gambling Act 2005 (2005 Chapter 19)

The Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2006 (SI 2006 No. 636)

Gambling Act 2005 Policy Statement 2025 to 2028 pre consultation report

[Agenda for Strategic Licensing Committee on Wednesday, 13th March, 2024, 10.00 am — Shropshire Council](#)

Shropshire Council's Gambling Policy Statement (effective 31 January 2019)
(<https://shropshire.gov.uk/media/12775/gambling-act-2005-policy-statement-2019-to-2022-final.pdf>)

Shropshire Council's Gambling Policy Statement (effective 31 January 2022)
[gambling-act-2005-policy-statement-2022-to-2025.pdf](#) (shropshire.gov.uk)

Guidance to Licensing Authorities published by the Gambling Commission
(<https://www.gamblingcommission.gov.uk/for-licensing-authorities/GLA/Guidance-to-licensing-authorities.aspx>)

Statement of gambling licensing policy – A Councillors Guide, March 2018 published by the Gambling Commission
(<https://www.gamblingcommission.gov.uk/PDF/quick-guides/Councillors-guide.pdf>)

Gambling Regulation Councillor Handbook (England and Wales) June 2015 published by the Local Government Association (<https://www.local.gov.uk/sites/default/files/documents/L15-230%20Councillor%20handbook%20-%20gambling%20regulation%20FINAL.pdf>)

Gambling Regulation Councillor Handbook (England and Wales) Updated Guidance 2018 published by the Local Government Association
(https://www.local.gov.uk/sites/default/files/documents/10.18%20Gambling%20regulation%20Councillor%20handbook_v06_WEB_1.pdf)

Gambling Commission Strategy 2018 – 2021: Making Gambling Fairer and Safer
(<http://www.gamblingcommission.gov.uk/PDF/Strategy-2018-2021.pdf>)

Updated Gambling Commission Guidance April 2021
<https://beta.gamblingcommission.gov.uk/guidance/guidance-to-licensing-authorities>

Local Member: This report covers all areas of Shropshire.

Appendices

Appendix 1 - Draft Gambling Act 2005 Policy Statement 2025 - 2028

Appendix 2 – Officer Comments to the Consultation Responses Received.

Appendix 2, documents 1 to 3 – Representations received during the formal consultation process.

Appendix 3 – Equality, Social Inclusion and Health Impact Assessment (ESHIA)

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Gambling Act 2005 Policy Statement 2025 to 2028

Date policy adopted:

Policy adopted by:

Date policy formally published:

Date policy implemented:

Next review period: January 2027 to December 2027

Executive Summary

The Policy is divided into six parts with five supporting appendices.

Part 1

Under Section 349 of the Gambling Act 2005, Shropshire Council is required to prepare a statement of principles that it proposes to apply in relation to its regulatory responsibilities pertaining to gambling. This legal duty is fulfilled through this Gambling Policy Statement ('the Policy'). Gambling is unlawful in the UK unless permitted by the measures contained in the Gambling Act 2005 (with the exception of the National Lottery and spread betting which are controlled under other legislation).

The Policy sets out the regulatory and policy framework within which the Council will operate. It describes the geographical area to which the Policy relates and includes a local area profile that maps areas of concern, including actual and emerging risks. The local area profile will need to be reviewed and updated on a regular basis to reflect changes to the local landscape and environment. The Council's position concerning consultation and communication and the process for reviewing the Policy are also set out.

The Policy makes it clear that the Council will proactively promote the three Gambling Act 2005 licensing objectives, namely:

- 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; and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

These objectives underpin the functions that the Council perform. The Council will also aim to permit the use of premises for gambling providing that it is consistent with these licensing objectives.

The Policy describes the regulating bodies relevant to the licensing of gambling premises and activities and their primary responsibilities, together with the scope and purpose of the Policy. In particular, the Policy is concerned with the authorising of and regulatory controls associated with betting shops, bingo halls, adult gaming centres, family entertainment centres, casinos, tracks, alcohol licenced premises and clubs (members' clubs, miners' welfare institutes and commercial clubs) that have gaming ('fruit' machines), prize gaming and small society lotteries.

The Policy acts as the primary vehicle for setting out the Council's approach to gambling regulation having taken into account public interest, local circumstances, issues, data, risk and the expectations that the Council has of operators who either currently offer gambling facilities or may do so in the future. This provides greater scope for the Council to work in partnership with operators and other local businesses, communities and responsible authorities to identify and proactively

mitigate local risks to the licensing objectives. The Policy also provides guidance to interested parties; in particular, with regard to the fundamental principles that the Council is particularly minded to ensure are covered.

The fundamental purpose of the Policy is to reduce the harm and exploitation that is caused by problem gambling; in particular, to safeguard children, young persons and vulnerable adults, and to reduce crime and disorder associated with gambling, whilst simultaneously recognising the contribution that responsible gambling brings to supporting local businesses and the growth and prosperity of Shropshire's economy. The Policy sets out the type of people that the Council considers are likely to be vulnerable.

The Policy also sets out the Council's position with respect to the application of licensing conditions and the code of practice requirements that flow from the Gambling Act 2005 provisions. Specific reference is made to the matters that will be considered when dealing with applications for self-service betting terminals (SSBT). It is also made clear when the Council cannot attach conditions to a premises licence. With respect to the codes of practice requirements, the Policy sets out the Council's expectations, particularly with regard to the 'ordinary provisions' and the requirement for future and existing licensees to assess local risks to the licensing objectives and to have policies, procedures and control measures in place to mitigate these risks.

Part 2

The second part of the Policy focusses on the functions that the Council undertakes and the principles the Council will follow when administering applications, reviewing conditions and setting fees. Overarching principles, together with specific principles relating to each of the licensing objectives are set out. The Council expects compliance with these principles to assist applicants and licence holders to meet the statutory licensing objectives when undertaking gambling activities that are regulated by the Council. This part also explains the roles and duties of the Strategic Licensing Committee, the Licensing Act Sub-Committee and officers of the Council. The Council's powers and decision-making processes are clearly set out, together with details relating to rights of appeal and the review of premises licences, including the making of representations.

Responsible authorities are listed, together with their roles and responsibilities. It is also made clear that the Council has designated the Shropshire Safeguarding Children Board as the body competent to advise about the protection of children from harm and by doing so confirms that this body is also a designated responsible authority under the Gambling Act 2005. The Council also sets out the parameters it considers relevant when determining who is an 'interested party' under Section 158 of the Act.

The second part of the Policy also sets out the principles that the Council will apply in relation to the exchange of information with the Gambling Commission, other enforcement and government persons/bodies, other organisations and operators. Also included is the Council's position with respect to the disclosure of information

under the Freedom of Information Act 2000 and with respect to the confidentiality of anyone making representations as part of the licensing and/or review process.

The final elements of this part confirm the Council's commitment to partnership working and the position with respect to the setting of fees.

Part 3

The third part of the Policy focusses on the specific activities that are subject to authorisations and sets out how applicants obtain and hold a licence, permit or registration and, where relevant, how they provide notifications. These steps will include the standards that applicants must attain and the conditions that apply.

There are a number of general principles that apply to all licence types, together with guidance on the meaning of 'premises' and the principles that the Council will apply in relation to the meaning of premises. In addition, the Policy sets out the circumstances where it will consider the suitability of the applicant and where a criminal records disclosure is, therefore, required.

This part of the Policy confirms that the Council has not passed a resolution not to issue a casino premises licence. It then sets out, in relation to each licence/permit/notice/registration type (as appropriate and where relevant), the following matters:

- description of the licence/permit
- principles that will be applied by the Council
- period of the licence/permit
- application or notification process (new and renewal)
- objection process
- conditions
- right of appeal
- processes relating to changes to permits, including variations, transfer, lost, stolen or damaged
- returns to the Council
- annual fee (renewal)
- decisions of the Council

The final element of this part of the Policy sets out those activities that do not require specific permissions.

Part 4

This part of the Policy addresses inspection, compliance, enforcement and complaints; in particular, the principles that will be applied when the Council carries out the inspection of premises and when it institutes criminal proceedings in respect of specified offences under the Act. Within this part, the Council addresses test purchasing and age verification and the publication of information relating to the Council's regulatory function.

Part 5

This part provides a summary of the consultation process that was undertaken prior to the Policy taking effect, together with a list of the consultees.

Part 6

This part sets out the contact details for information, advice and guidance relating to the Policy and the licensing and permitting of gambling premises and activities. It provides a link to the relevant website pages for information and the contact details in respect of licence fee payments via the telephone and online.

Appendices

The appendices include a map of the geographical area to which the Policy applies; the Council's local area profile; further information concerning child sexual exploitation and trafficking of children and young people; safeguarding adults; an extract from the Council's constitution setting out the delegations; and the criteria that the Council will apply in respect of assessing the suitability of an applicant.

CONTENTS

Policy

Part 1	Introduction	Page 7
Part 2	Licensing Principles, Process and Delegation	Page 20
Part 3	Activities Subject to Authorisations	Page 43
Part 3A	Premises Licences	Page 49
Part 3B	Permits	Page 55
Part 3C	Temporary and Occasional Use	Page 65
Part 3D	Lotteries	Page 70
Part 3E	Activities not requiring permissions	Page 74
Part 4	Inspection, Compliance, Enforcement and Complaints	Page 76
Part 5	Consultation	Page 81
Part 6	Licensing Contacts	Page 84

Appendices

Appendix A	Map of geographical area of the administrative area of Shropshire Council	Page 87
Appendix B	Local Area Profile	Page 89
Appendix C	Safeguarding of Children, young people and adults with care and support needs	Page 112
Appendix D	Extract from the Shropshire Council Constitution setting out Delegations	Page 117
Appendix E	Criminal Record Disclosure	Page 120

PART 1

INTRODUCTION

PART 1 – INTRODUCTION

1.0 Background

- 1.1 Under Section 349 of the Gambling Act 2005 ('the Act'), licensing authorities are required to prepare a statement of principles that they propose to apply in relation to their regulatory responsibilities pertaining to gambling. Shropshire Council ('the Council') is the Licensing Authority for the county of Shropshire (excluding the area that is the responsibility of Telford & Wrekin Council) and is fulfilling its legal duty to prepare a statement of principles through this Gambling Policy Statement ('the Policy').
- 1.2 The Council is required to publish the Policy at least every three years. It will also review the Policy from time to time and revise it when appropriate to do so. Any amendments to the Policy must be the subject of further consultation and the Policy, or relevant parts of the Policy, must then be re-published.

2.0 County area

Geographical profile

- 2.1 The geographical area to which this Policy applies is the administrative area of Shropshire Council as outlined in the map produced at **Appendix A**.
- 2.2 Shropshire is a diverse, predominantly rural, inland county, situated on the far western edge of the West Midlands region. Shropshire borders Wales to the West, Telford and Wrekin and Staffordshire to the North East, Worcestershire and Herefordshire to the South and Cheshire to the North.
- 2.3 Based on the mid-year population estimates published by the Office for National Statistics (ONS), the population of Shropshire has grown by 6.5% from 307,100 at mid-2011 to 327,200 at mid-2022. This compares with 7.5% growth for England. The ONS 2018 sub-national population projections, which pre-date the 2021 Census, estimate Shropshire's population will rise by 13.7%, reaching 371,900 by 2038.
- 2.4 Shropshire has a population density of 1 person per hectare (319,730 hectares), compared to 4.4 persons per hectare nationally (13,027,843 hectares). Shropshire is one of the most sparsely populated local authorities in the country with approximately 540 hamlets, villages and market towns widely dispersed across the County. The 2021 Census revealed only six settlements had a population of over 10,000 people (Whitchurch – 10,100, Shrewsbury – 76,800, Oswestry – 17,500, Ludlow – 10,000, Bridgnorth – 11,900 and Market Drayton – 12,600).
- 2.5 The 2021 Census showed 97.7% of Shropshire's population lived in 139,581 households and 2.3% lived in communal establishments. The number of

households in Shropshire has grown by 7.6% since 2011. Household growth in Shropshire has largely been driven by a significant rise in single person households and couple households with no children, a reflection of Shropshire's ageing population. These household types make up 62.7% of all households in Shropshire.

- 2.6 The ONS 2018 sub-national household projections, which pre-date the 2021 Census, estimate the number of households in Shropshire will reach 171,876 by 2038, growth of 23.1%. The 2021 Census revealed there were 147,757 dwellings in Shropshire, growth of 8.99% since the 2011 Census (135,572 dwellings). The Census estimated 0.35% of Shropshire's housing stock were second homes and 5.18% were vacant.
- 2.7 The Shropshire Core Strategy 2011 and SAMDev 2015, planned for 25,700 new homes in Shropshire during 2006-2026. A new draft Shropshire Local Plan (2016-2038) was submitted to the Secretary of State for examination in September 2021 and this is ongoing. The draft Local Plan proposes a requirement for 30,800 new dwellings and around 300 hectares of employment land during 2016-2038.

Local area profile

- 2.8 The Council has updated the assessment of the local environment that was originally undertaken in 2015 to map local areas of concern, including actual and future emerging risks. The outcome of the latest assessment is produced at **Appendix B**.
- 2.9 The assessment will continue to be reviewed and updated to reflect changes to the local landscape and environment, particularly as the process to undertake the assessment and the techniques by which it can be made more effective are more fully understood and developed by the Council. Formal consultation will be undertaken where changes to the profile are likely to have a significant impact on stakeholders and the areas of concern and risks associated with the local area; otherwise changes will be highlighted on an ongoing basis on the Council's website. The risks identified in the local area profile are evidence (not perception) based.
- 2.10 The profile takes account of a range of factors, data and information held by the Council and a wide range of partners and has been brought together through proactive engagement with both responsible authorities and other relevant organisations.
- 2.11 The profile aims to increase awareness of local risks and improve information sharing in order to facilitate constructive engagement with licensees and a more coordinated response to local risks. The Council encourages operators

to use the local area profile to help inform them of specific risks that need to be considered in local risk assessments prior to submitting any new or variation to a premises licence application.

2.12 The profile aims to:

- enable the Council to better serve the Shropshire community by more accurately reflecting the community and the risks within it;
- provide greater clarity for gambling premises operators as to the relevant factors in the Council's decision-making process;
- improve premises licence applications as operators will be able to incorporate necessary controls and measures to mitigate relevant risks in their applications;
- enable licensing authorities to make robust and fair decisions, based on a clear, published set of factors and risks, which are therefore less susceptible to challenge; and
- encourage a proactive approach to risk that is likely to result in an increase in compliance and a reduction in enforcement action.

Estimated prevalence of problem gambling in Shropshire

2.13 The purpose of this estimate is to quantify the scale of problem gambling among Shropshire residents to inform local strategies and plan to manage the problem. The estimates can be found at **Appendix C**.

3.0 Consultation and communication

3.1 In determining the Policy the Council has consulted as set out in Part 5 of this Policy.

3.2 In order to deliver a transparent, accountable and efficient licensing service the Council is committed to proactive engagement, ongoing communicating and consultation with all stakeholders, specifically including local operators. The Council wants to facilitate an open and constructive partnership with all stakeholders in order to improve compliance and reduce regulatory costs.

3.3 In particular, the Council welcomes the opportunity to communicate and consult with representatives of the gambling trade to enable and encourage the exchange of views and information in relation to the Policy, to mitigate risks to the licensing objectives, to ensure conditions are relevant, proportionate and necessary, to ensure changes in the law are widely communicated and understood and the need for licence reviews are reduced to a minimum. The specific methods to achieve this communication and consultation will be determined as required.

4.0 Gambling Act 2005

4.1 The Act consolidated and updated previous gambling legislation and created a framework for three different types of gambling: gaming, betting and lotteries. The Act contains the regulatory system that governs the provision of

all gambling in Great Britain, other than the National Lottery and spread betting.

4.2 It contains three licensing objectives which underpin the functions that the Gambling Commission ('the Commission') and licensing authorities will perform. These objectives are central to the Act and are:

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

4.3 The Council will proactively promote these licensing objectives through the adoption, implementation and enforcement of this Policy. The Council, in accordance with Section 153 of the Act, will also aim to permit the use of premises for gambling providing that it is consistent with the licensing objectives.

5.0 Regulating bodies

Lead Government Department

5.1 The Department for Culture, Media and Sport (DCMS) is the lead government department for gambling issues. The government wants to ensure that the gambling industry is run responsibly so that it provides a safe and enjoyable leisure activity and continues to be an important source of revenue and jobs. It wants to keep gambling crime-free, make sure that gambling is fair and open and protect children and vulnerable adults.

Gambling Commission

5.2 The Commission is an independent non-departmental public body and is the main advisory body to national and local government on gambling. It is sponsored by the DCMS and the Chair of the Commission is appointed by the Culture Secretary. It is the unified regulator for gambling in Great Britain and is responsible for regulating gambling in accordance with the Act.

5.3 The Commission has responsibility for granting operating and personal licences for commercial gambling operators and personnel working in the industry. It also regulates certain lottery managers and promoters. To help fulfil its role, the Commission issues codes of practice for the gambling industry about the manner in which gambling facilities should be provided and guidance to licensing authorities on how to implement their responsibilities under the Act.

5.4 The Commission is required to aim to permit gambling, providing that it is consistent with the licensing objectives.

- 5.5 For further information about the Gambling Commission refer to the website <http://www.gamblingcommission.gov.uk/Home.aspx>

Licensing Authorities

- 5.6 The Council is, by definition, the Licensing Authority for the purposes of the Act for the administrative area of Shropshire Council. Licensing authorities play a vital role and are key partners in gambling regulation, with a responsibility for overseeing gambling that takes place in gambling premises (non-remote gambling) in their local areas. This involves:
- setting the local framework for gambling through their statement of principles;
 - considering applications and issuing licences for premises where gambling takes place, with conditions where appropriate;
 - reviewing or revoking premises licences;
 - issuing permits for some forms of gambling; and
 - undertaking inspection and enforcement activities, including tackling illegal gambling.
- 5.7 Licensing authorities licence gambling premises within their area, as well as undertaking functions in relation to lower stake gaming machines in clubs and miners' welfare institutes.
- 5.8 In addition, local authorities deal with the system of temporary and occasional use notices. These notices authorise premises that are not generally licensed for gambling purposes to be used for certain types of gambling for limited periods.
- 5.9 Licensing authorities do not have any regulatory responsibilities in relation to remote gambling, i.e. gambling that is typically undertaken by phone or online; this is the responsibility of the Commission

6.0 Scope

- 6.1 This Policy supersedes all previous Council policies relating to gambling. Any application determined on or after the date that this Policy takes effect will be administered under the requirements set out in this Policy irrespective of the date the application was submitted to or received by the Council.
- 6.2 The Policy forms the Council's mandate for managing local gambling provision and sets out how the Council views the local risk environment and therefore its expectations in relation to operators with premises in the administrative area of Shropshire Council.
- 6.3 In particular, the Policy is concerned with the licensing/permitting of and regulatory controls associated with betting shops, bingo halls, adult gaming

centres, family entertainment centres, casinos, tracks¹, alcohol licenced premises and clubs (members' clubs, miners' welfare institutes and commercial clubs) that have gaming ('fruit' machines), prize gaming and small society lotteries.

- 6.4 The Policy does not override the right of any person to make an application and to have that application considered on its own merits. In addition, it does not undermine the right of any person to make representations on an application or to seek a review of the licence where a legal provision is made for them to do so.
- 6.5 The Policy does NOT attempt to explain all the requirements of the Act for each type of gambling premises and the associated gambling activities. The requirements of the Act are detailed and complex; consequently, to ensure the provisions are fully understood, potential applicants and existing licence/permit/registration holders are strongly encouraged, with respect to the type of premises and activity being considered to:
- make themselves familiar with the relevant provisions of the Act, regulations and orders;
 - consult the guidance available on the Commission's website;
 - seek advice from appropriate legal experts; and
 - discuss specific requirements with the Council's licensing team.
- 6.6 The Policy is not a stand-alone document and must be read in conjunction with relevant legislation, codes of practice and guidance. Whilst the Policy sets out the Council's position with respect to the Gambling Act 2005, the legal interpretation and application of the Act is ultimately a matter for the Courts.

7.0 Purpose

- 7.1 The Policy acts as the primary vehicle for setting out the Council's approach to gambling regulation having taken into account public interest, local circumstances, issues, data, risk and the expectations that the Council has of operators who either currently offer gambling facilities or may do so in the future. This provides greater scope for the Council to work in partnership with operators and other local businesses, communities and responsible authorities to identify and proactively mitigate local risks to the licensing objectives.
- 7.2 The fundamental purpose of the Policy is to reduce the harm and exploitation that is caused by problem gambling; in particular, to safeguard children, young persons and adults with care and support needs, and to reduce crime and disorder associated with gambling, whilst simultaneously recognising the

¹ Examples of tracks include: horse racecourses, greyhound tracks, point-to-point horserace meeting, football, cricket and rugby grounds, athletics stadium, golf course, venues hosting darts, bowls, or snooker tournaments, premises staging boxing matches, section of river hosting a fishing competition, motor racing events.

contribution that responsible gambling² brings to supporting local businesses and the growth and prosperity of Shropshire's economy.

7.3 For the purposes of this Policy, the Council considers that vulnerable persons³ 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. The Act makes it clear, through the third licensing objective that children are vulnerable and there is an expectation that steps will be taken to prevent them from being harmed or exploited by gambling. However, this objective also refers to 'other vulnerable persons' and whilst the Act does not define 'vulnerable person' the Council considers that these may include, but is not limited to:

- young persons including students
- adults with care and support needs
- homeless persons
- persons who are affected by mental health, learning disabilities/difficulties, social isolation and constrained social and economic circumstances
- low educational attainment
- persons who are affected by substance misuse relating to alcohol or drugs
- first generation immigrants
- persons from ethnic minority groups
- persons who are affected by multiple deprivation
- ex-service and serving armed forces personnel
- offenders

7.4 The Policy provides guidance to any person with an interest in the licensing and permitting of gambling activities; in particular, but not restricted to:

- persons who wish to apply for gambling licences and permits;
- persons who hold existing licences and permits, including those that are the subject of review;
- the Council, in its capacity as the licensing authority, including licensing officers and members of the relevant licensing committees;
- the Gambling Commission;
- licensing consultants, solicitors and barristers advising and/or representing applicants and licence/permit holders; and
- magistrates and judges hearing appeals against Council decisions.

7.5 The Council is committed to the licensing objectives set out in the Act and is particularly concerned to ensure:

² Responsible gambling occurs where operators provide socially responsible gambling products and players are able to control their play.

³ Exploring area-based vulnerability to gambling-related harm: Who is vulnerable? Findings from a quick scoping review. Heather Wardle, Gambling and Place Research Hub – 13 July 2015.

- that the action to promote the welfare of children and to protect them from harm is everyone's responsibility, in particular, prospective and existing proprietors of gambling premises who will have dealings with children and families have a duty to report matters of concern that could relate to the safety of children, young persons and adults with care and support needs to the relevant authorities (refer to **Appendix D** for further information);
- that the public are safeguarded from dishonest persons;
- that gambling premises and associated gambling activities are lawful;
- that premises used for gambling activities are safe and fit for the purpose for which they are licensed;
- that gambling activities do not lead to crime and disorder;
- where the Council has responsibility for determining the suitability of the applicant that they are a fit and proper person to hold the relevant gambling permit; and
- that regulation is not aimed at preventing legitimate gambling.

7.6 The Council will aim to ensure that its regulatory approach imposes the minimum burden necessary to promote the licensing objectives in the Act, having regard to its impact on different types and sizes of licence/permit applicants and holders, and does not unduly hinder economic growth.

8.0 Review of the Policy

8.1 The Policy will be prepared and published every three years. However, it will be the subject of continuous evaluation and from time to time reviewed and, where necessary, revised and published before any revision is given effect. At the time of review all relevant stakeholders will again be consulted. Any gambling trade representative may request a review of the policy at any time.

9.0 Regulatory and policy framework

9.1 The operation of the Council's licensing service, as it relates to the licensing of gambling activities, is undertaken primarily in accordance with:

- the Gambling Act 2005, as amended;
- regulations and orders made under the Act;
- guidance issued by the Gambling Commission to local authorities; and
- the principles of better regulation, particularly as set out in the Regulators' Code (BRDO 14/705 April 2014)⁴.

9.2 In addition, the service is provided in accordance with all relevant Council policies, duties and responsibilities; in particular, those relating to:

- Protection of children, young persons and adults with care and support needs
- Better regulation and enforcement
- Access to information

⁴ Regulators' Code (previously the Regulators' Compliance Code), Department of Business, Innovation and Skills, 2014, issued under section 23 of the Legislative and Regulatory Reform Act 2006.

- Public sector equality duty
- Human rights⁵

9.3 So far as is reasonable practicable the Council will avoid duplication with other regulatory regimes. In particular, this Policy and associated conditions do not address health and safety at work, fire safety or planning requirements. Gambling trade representatives are required to ensure all relevant provisions are satisfied in these respects.

10.0 Licensing conditions and codes of practice requirements

Conditions and authorisations by virtue of the Act

10.1 There are specific sections of the Act that provide for conditions to be attached automatically to premises licences and for authorisations to be granted automatically in relation to:

- number of gaming machines
- betting on virtual events
- gambling in addition to casino games
- access by children and young persons
- giving of credit
- door supervision
- pool betting
- Christmas day

10.2 The Secretary of State may make regulations requiring these conditions to be set out on the premises licence. The Council has no discretion to decide not to include them or to modify them. The table below summarises which sections of the Act apply to which types of premises licences (excluding casinos) and applicants/licensees are encouraged to make themselves familiar with the requirements of the relevant sections in relation to the particular type of premises and activity for which they are responsible.

Premises Licence Type	Section of Gambling Act 2005						
	S.172	S.173	S.177	S.178	S.179	S.182	S.183
All	X			X			X
Bingo			X				
Betting		X					
Betting in respect of a track					X	X	

Licensing conditions

⁵ Human Rights Act 1998, in particular, Article 1, Protocol 1 – peaceful enjoyment of possessions (a licence is considered a possession in law and people should not be deprived of their possessions except in the public interest); Article 6 – right to a fair hearing; Article 8 – respect for private and family life (in particular, removal or restriction of a licence may affect a person's private life); Article 10 – right to freedom of expression.

- 10.3 The Act sets out mandatory conditions and default conditions and also permits the Council to attach further conditions or exclude any default condition.
- 10.4 The Council will clearly apply the mandatory conditions in all relevant circumstances.
- 10.5 Where there are regulatory concerns of an exceptional nature the Council may impose additional individual conditions in relation to matters that are already dealt with by mandatory conditions; however, these will relate to the licensing objectives.
- 10.6 The Council will apply the default conditions unless the Council is aware of, or made aware by a third party, of circumstances that indicate such conditions would be inappropriate or the applicant can demonstrate to the satisfaction of the Council why the conditions ought to be excluded. Where the Council excludes a default condition it will generally replace this condition with an alternative condition that achieves the desired outcome. Where the alternative condition is more restrictive than the excluded condition the Council will ensure that it sets out the regulatory reasons for doing so.
- 10.7 The Council may also apply further conditions. Conditions on premises licences will only be applied where there is evidence of a risk to the licensing objectives that requires the mandatory and default conditions to be supplemented and as considered appropriate in light of the overarching principles to be applied by the Council. Where the Commission's Licence Conditions and Codes of Practice (LCCP) or other legislation places particular responsibilities or restrictions on an applicant or licence/permit holder, the Council will not impose the same responsibilities or restrictions through conditions on a premises licence.
- 10.8 Decisions on individual conditions will be made on a case by case basis and will only be applied where it is legally permissible, evidence based, proportionate and necessary to do so; in particular, but not limited to, ensuring that gambling trade representatives:
- comply with the fundamental purpose of the Policy set out above;
 - provide only socially responsible gambling products;
 - take appropriate steps that are within their control to help players control their play;
 - take proactive steps to promote and achieve the three Gambling Act licensing objectives; and
 - comply with all relevant legislative requirements.
- 10.9 In particular, the Council will ensure that premises licence conditions are:
- relevant to the need to make the proposed building suitable as a gambling facility;
 - directly related to the premises (including the locality and any identified local risks) and the type of licence applied for;

- fairly and reasonably related to the scale and type of premises; and
 - reasonable taking into account all the circumstances associated with the particular licence application or variation.
- 10.10 The Council has considered the local area profile. Given the current position demonstrated by the profile there are wards within the Shropshire Council administrative area where it may be considered necessary to include specific conditions in relation to premises licences. Where specific risks associated with a particular locality emerge, the Council will consider the need for additional conditions on any premises licence.
- 10.11 With respect to self-service betting terminals (SSBT), the Council has the power to restrict the number, their nature and the circumstances in which they are made available by attaching licence conditions to a betting premises licence. When considering whether to impose a condition to restrict the number of SSBT in any particular premises, the Council amongst other things, will take into account the ability of employees to monitor the use of the machines by children and young persons or by vulnerable people, the size of the premises and the number of counter positions available for person-to-person transactions.
- 10.12 Where SSBT include the functionality to be marketed or presented in foreign languages, the Council will seek to ensure that the operator has considered the ordinary code provision about making the following information also available in those languages:
- the information on how to gamble responsibly and access to help referred to in the LCCP;
 - the players' guides to any game, bet or lottery required to be made available to customers under provisions in LCCP; and
 - the summary of the contractual terms on which gambling is offered, which is required to be provided to customers as a condition of the licensee's operating licence.
- 10.13 The Council cannot and will not attach conditions to premises licences that:
- makes it impossible to comply with an operating licence condition
 - relate to gaming machine categories, numbers, or method of operation
 - requires membership of a club or body
 - imposes conditions in relation to stakes, fees, winnings or prizes

Codes of practice requirements

- 10.14 The Gambling Commission issue codes of practice under Section 24 of the Gambling Act 2005. Codes of practice include **social responsibility provisions** that must be adhered to by all licence/permit holders and **ordinary provisions** that are not compulsory but failure to take account of them can be used as evidence in criminal or civil proceedings.

- 10.15 Clearly licence/permit holders must adhere to all social responsibility provisions in full. In addition, the Council expects licence/permit holders to adhere to all ordinary provisions unless the Council is aware of, or made aware by a third party, of circumstances that indicate such provisions would be inappropriate or the applicant can demonstrate to the satisfaction of the Council why the provisions are not applicable or that they have satisfied the provisions by suitable alternative means that are equally effective and acceptable to the Council.
- 10.16 Specific attention is drawn to the provision that formalises the requirement for future and existing licensees to assess (and also review and update as necessary) local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and have policies, procedures and control measures to mitigate those risks. In undertaking risk assessments, licensees must take into account relevant matters identified in this Policy.
- 10.17 Licensees are also expected to share their risk assessments with the Council when applying for a premises licence or applying for a variation to existing licensed premises, or otherwise on request. Under the code of practice, the requirement to share risk assessments with the Council is not mandatory; however, the Council will expect licensees to do this unless there are exceptional circumstances that are accepted by the Council and which would exempt a licensee from the requirement to share their risk assessment.
- 10.18 The relevant mandatory and default conditions can be found in the Gambling Act 2005 (Mandatory and Default Conditions) (England and Wales) Regulations 2007 (SI 2007 No 1409) and within the document entitled '**Licence Conditions and Codes of Practice**' (LCCP) issued by the Gambling Commission.

PART 2

LICENSING PRINCIPLES, PROCESS AND DELEGATION

PART 2 – LICENSING PRINCIPLES, PROCESS AND DELEGATION

11.0 Introduction

- 11.1 This part of the Policy focusses on the functions that the Council undertakes and the principles the Council will follow when administering applications, reviewing conditions and setting fees. The Council expects compliance with these principles to assist applicants and licence holders to meet the statutory licensing objectives when undertaking gambling activities that are regulated by the Council.
- 11.2 This part also explains the roles and duties of the Strategic Licensing Committee, the Licensing Act Sub-Committee and officers of the Council.

12.0 Council licensing functions

- 12.1 The Council seeks to ensure that gambling facilities are suitable and that gambling activities are conducted in such a manner to minimise the risks to the licensing objectives. The specific regulatory functions of the Council, including the activities that the Council is able to licence, as it relates to the licensing of gambling establishments and activities for which it has responsibility are:

- licensing premises where gambling activities take place by issuing premises licences, including provisional statements
- regulating gaming and gaming machines in members' clubs and miners' welfare institutes by issuing club gaming permits and/or club machine permits
- regulating gaming machines in commercial clubs by issuing club machine permits
- granting permits to family entertainment centres for the use of certain lower stake gaming machines
- regulating gaming and gaming machines on alcohol licensed premises by receiving notifications for the use of two or fewer gaming machines
- regulating gaming machines on alcohol licensed premises by issuing gaming machine permits where there are more than two gaming machines
- granting permits for prize gaming
- registering societies to allow them to hold small society lotteries;
- receiving and endorsing temporary use notices
- receiving occasional use notices
- providing information to the Gambling Commission regarding details of licences/permits issued (see information exchange)
- maintaining registers of the licences and permits issued
- setting and collecting licence/permit fees
- inspection, compliance and enforcement locally in relation to licences, permits and permissions issued under the above functions

- 12.2 With respect to premises licences and permits, the Council also has the regulatory responsibility for dealing with variations, change of circumstances,

transfers, reinstatements and producing copies of lost, stolen or damaged licences in accordance with specific regulatory provisions that relate to each licence or permit type.

- 12.3 The Council does not license operators of gambling establishments or individuals who work in the gambling industry. It also does not regulate the National Lottery. These licences are the responsibility of the Gambling Commission. A person considering becoming involved in the provision of gambling establishments and/or activities must ensure they have the appropriate operator and personal licences in place (or confirmation that such licences are not required) prior to approaching the Council for a premises licence and/or permit.

13.0 Overarching licensing principles

- 13.1 The Council aims to provide a clear, consistent and responsive service to prospective and current licence/permit holders, members of the public and other relevant stakeholders.
- 13.2 The Council will seek to build and maintain good liaison and working relationships with the Commission, other regulators and law enforcement bodies, including sharing relevant information and, where appropriate, investigating offences.
- 13.3 In accordance with Section 153⁶ of the Act, the Council will aim to permit the use of premises for gambling, i.e. it will seek to regulate gambling by using powers to moderate the impact on the licensing objectives rather than by starting out to prevent gambling altogether, providing it is:
- in accordance with the relevant code of practice issued by the Commission under Section 24 of the Act;
 - in accordance with any relevant guidance issued to local authorities by the Commission under Section 25 of the Act (Guidance to licensing authorities 5th Edition September 2016, which can be found at <http://www.gamblingcommission.gov.uk/PDF/GLA5-updated-September-2016.pdf>;
 - reasonably consistent with the licensing objectives; and
 - in accordance with this Policy.
- 13.4 Whilst the Council will aim to permit the use of premises for gambling, as set out above, it will not grant a licence/permit/registration if it believes that to do so will mean taking a course of action that does not accord with any relevant Commission code of practice or guidance, the licensing objectives or this Policy.
- 13.5 When considering any application, the Council will grant the application subject to the mandatory and default conditions providing these are sufficient to ensure the gambling operation is consistent with the licensing objectives.

⁶ References are made throughout this Policy to Section 153 of the Gambling Act 2005. In all cases, such references relate to the requirements set out in paragraph 13.3.

- 13.6 When determining whether to grant a licence/permit, the Council will not have regard to the expected demand for the gambling facilities that it is proposed to provide or whether the application is to be permitted in accordance with law relating to planning permission, building regulations approval or building consent. However, the Council, in terms of both the licensing and planning regimes, will consider carefully any conflict that may exist between licence conditions and planning/building regulation restrictions and will work with applicants and licence/permit holders to resolve such conflicts.
- 13.7 The Council will be mindful of the needs of the applicant but this will be balanced against the clear duty that the Council has to take account of the over-riding principles set out in Section 153 of the Act and the Council's desire to ensure the overall purpose of this Policy is delivered.
- 13.8 In all cases, licence/permit applications will be considered and determined on their own individual merits.
- 13.9 The Council will make general advice, relating to its functions under the Act, available through its website. In addition, on request, the Council will provide specific advice about compliance to prospective and actual licence/permit/registration holders and will, in partnership with the Commission, advise the public on what activities they may undertake without the need for specific permissions.
- 13.10 The Council will employ or otherwise source staff with the necessary skills and knowledge and will delegate to them the necessary powers they need to carry out licensing, compliance and enforcement functions.
- 13.11 In the event that the Council perceives a conflict between a provision of a Commission code of practice or guidance and this Policy or view as to the application of the licensing objectives, the Commission's codes and guidance will take precedence.
- 13.12 The Council will have regard to any other codes of practice or guidance that may from time to time be issued by the Gambling Commission and other relevant stakeholders.
- 14.0 Principles adopted specifically in relation to the licensing objectives**
- 14.1 The general principles that the Council will apply when considering whether the licensing objectives are being met are set out below in relation to each of the objectives in turn. As there will inevitably be overlap between the objectives, the Council will apply the principles widely and across all the objectives where this is appropriate to do so. Applicants and licence/permit/registration holders will be expected to apply the same approach when considering the way in which the operation of their particular gambling activity will satisfy the licensing objectives.

14.2 In particular, in relation to all three licensing objectives, the Council is likely to apply relevant conditions where these are determined necessary by the Council's local area profile. The Council expects operators to submit their own risk assessments which identify risks and put in place measures to sufficiently mitigate them. Where operators fail to satisfy the Council that identified risks are sufficiently mitigated, the Council may conduct a review of the premises licence.

15.0 Objective 1: Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime

15.1 The Council's licensing, compliance and enforcement processes are designed to ensure that:

- only appropriate premises are granted premises licences for gambling activities;
- the appropriateness of premises licences to continue will be reconsidered in the light of any subsequent criminal and/or disorder activity or in connection with such activity;
- where it is within the control of the Council, i.e. with respect to certain permits and registrations, only suitable applicants are granted and allowed to retain such permits and registrations;
- compliance activity at licenced premises is targeted at those premises where there is the greatest risk of crime and disorder.

15.2 Whilst each case will be considered on its merits, where it is the responsibility of the Council to assess the suitability of applicants, it is likely to refuse an application or review a licence where there is evidence of convictions for relevant offences. Where such evidence is known to the Council and relates to persons who hold operator and personal licences, the Council will inform the Commission.

15.3 Whilst it is recognised that there is no clear line between nuisance and disorder, the Council considers disorder as activity that is more serious and disruptive than nuisance. The Council is more likely to consider disorder to be behaviour that others, who have seen and heard the disorder, feel threatened by and/or that requires police assistance. The Council cannot address concerns about nuisance under the Gambling Act.

15.4 The Council has specifically considered the location of premises and the controls that are necessary to prevent premises being associated with or used to support crime. In this respect, the Council has not, at this time, prohibited any specific areas where gambling premises may be located on the basis that there is no evidence to support such an approach. If this position changes, the Council will update this Policy accordingly. Nevertheless, the Council is likely to refuse an application for a premises licence if the premises is in an area associated with unacceptable levels of crime that are creating burdens for the police and other enforcement agencies where there is evidence that the crime is a risk to the licensing objectives. However, where the applicant

can sufficiently demonstrate, by way of their risk assessment and proposed conditions and/or agree to the imposition of additional conditions proposed by the Council, to ensure the premises would not further increase the current levels of crime, the Council is likely to grant an application.

- 15.5 Where the Council determines it is necessary, the Council will give serious consideration to including a condition requiring door supervision to prevent disorder. Any person employed on door supervision will be required to hold a licence issued by the Security Industry Authority (SIA) unless the persons carrying out the door supervision are in-house employees at casino and bingo premises.
- 15.6 Where door supervision is being carried out by in-house employees at casino and bingo premises, the Council will expect a minimum of one supervisor for every 100 persons (or part thereof) to be in place. This is to take account of the nature of the door supervisor role that such employees will have to undertake, including the difficult tasks of dealing with potentially aggressive customers and searching individuals for the presence of offensive weapons.
- 15.7 In relation to fixed odds betting terminals (FOBT), the Council's local area profile has not highlighted this as either an existing or emerging risk in local communities. However, if this position changes, the Council will give due consideration to the need to apply conditions to betting shop premises licences including, but not limited to, recording and reporting all attacks on FOBT to the police and/or the Council.
- 15.8 Where there are voluntary initiatives/schemes aimed at addressing issues such as underage access, staff safety and security, the Council will expect applicants and licence/permit holders to have, as a minimum, considered the value that such initiatives/schemes would bring to the licensed premises and, where appropriate, to subscribe and actively promote the initiatives and schemes, e.g. The Safe Bet Alliances Voluntary Code on Safety and Security National Standards for Bookmakers
- 15.9 Where there are persistent or serious disorder problems or other evidence or information concerning criminality that causes the Council to question the suitability of an applicant, e.g. an operator is failing to act on the advice of officers of the Council to prevent crime and disorder occurring, the Council will bring this to the attention of the Commission without delay so that the Commission can consider the continuing suitability of the operator to hold an operating licence.
- 15.10 The adoption of these principles also support the Council's duty under Section 17 of the Crime and Disorder Act 1998, i.e. to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all it reasonably can, to prevent crime and disorder in Shropshire.

16.0 Objective 2: Ensuring that gambling is conducted in a fair and open way

- 16.1 The Council is unlikely to deal with issues of fairness and openness on a frequent basis as these are likely to be matters for either the way specific gambling products are provided and, therefore, subject to the operating licence, or will be in relation to the suitability and actions of an individual and, therefore, subject to the personal licence. These are matters for the Gambling Commission.
- 16.2 However, where the Council suspects that gambling is not being conducted in a fair and open way the Council will bring this to the attention of the Commission so that it can consider the continuing suitability of the operator to hold an operating licence or of an individual to hold a personal licence.
- 16.3 In relation to the licensing of tracks, the Council's role is different from other licensed premises in that track owners will not necessarily have an operating licence. In these circumstances, the Council is more likely to apply conditions to the premises licence to ensure that the environment in which betting takes place is suitable; in particular to ensure that:
- rules are transparent to those who may wish to bet and that they know what to expect;
 - rules are fair;
 - easily understandable information about the rules is made available by licence holders to those who wish to bet, e.g. the rules are prominently displayed in or near to betting areas or distributed by other appropriate measures; and
 - the terms and conditions on which bets are made are clear.

17.0 Objective 3: Protecting children and other vulnerable persons from being harmed or exploited by gambling

- 17.1 The Council considers this objective to include preventing children and vulnerable persons from taking part in gambling as well as restricting advertising so that gambling products are not aimed at, or are made particularly attractive to, children and vulnerable persons. Consequently, the Council is likely to reject an application or revoke an existing licence/permit where there is insufficient emphasis placed on⁷:
- explaining precisely what activity/activities the Council is being asked to authorise
 - explaining the way in which gambling facilities will be managed/operated, including relevant plans
 - determining the need for separate premises licences to ensure clarity of responsibilities
 - staff training
 - staff ability to adequately supervise entrances, whether directly or by CCTV or other means

⁷ This list is not mandatory in its entirety, but operators are expected to have considered these matters and made positive decisions on the need (or not) for specific actions. The list is also not exhaustive; it provides indicative measures that operators ought to consider.

- staff ability to adequately supervise gaming machines in non-adult gambling specific premises, whether directly or by CCTV or other means
- physical segregation of gambling and non-gambling areas frequented by children
- physical segregation of adult gambling areas from those areas suitable for children
- appropriate notices and signs for adult only areas
- with respect to tracks, distinct entrances to each type of premises
- excluding children from gambling areas where they are not permitted to enter
- the employment of door supervisors
- verifying the age of customers
- measures to deal with suspected truanting school children
- the location of entry
- the location of gaming machines and betting machines
- specific opening hours
- the provision of information to support vulnerable persons and problem gamblers, including helpline contacts for organisations that provide support
- self-exclusion schemes, where customers ask operators to refuse to accept their custom

17.2 This is particularly relevant to tracks that may be subject to one or more premises licences where each licence relates to a specified area of the track. The Council will work with operators to consider how any impediments to the supervision of premises might be most appropriately remedied.

17.3 Where the Council considers the structure or layout of premises to be an inhibition or potential inhibition to satisfying this licensing objective, the Council will expect the licensee to consider what changes are required to ensure the risk is mitigated. The Council will expect the licensee to consider the positioning of staff or CCTV, the use of floorwalkers and the relocation of the staff counter to enable direct line of sight. The Council will not unnecessarily expect licensees to make changes to the physical layout but will consider the proportionality of this against other measures that could be put in place.

17.4 Where category C or above gaming machines are on offer in any premises to which children are admitted (including buildings where multiple premises licences apply), the Council expects:

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

- 17.5 The Council has specifically considered the location of premises and the controls that are necessary to protect children and other vulnerable persons from being harmed or exploited. In this respect, the Council has not prohibited any specific areas where gambling premises may be located on the basis that there is no evidence to support such an approach. If this position changes the Council will update this policy accordingly. Nevertheless, the Council is likely to refuse an application for a premises licence if it is located close to a mainstream school or a residential school for children with truanting problems or a hostel for vulnerable persons or a centre that provides support for problem gamblers where there is evidence that the proximity to such establishments is a risk to the licensing objectives. However, where the applicant can sufficiently demonstrate, by way of their risk assessment and proposed conditions and/or agree to the imposition of additional conditions proposed by the Council, how they would ensure the proximity would not undermine the licensing objectives, the Council is likely to grant an application.
- 17.6 Where there is a need and/or requirement to ensure under 18-year olds do not access gambling premises or make use of adult gaming machines or under 16 year olds do not sell or purchase lottery tickets, the Council expects applicants and licence/permit holders to:
- introduce a policy linked with effective ID challenges and proof of age schemes (the preferred policy is 'Challenge 25'; however, it is recognised that the Gambling Commission's Ordinary Code provisions requires staff to check the age of any customer who appears to be under 21)
 - use a 'challenge log' to record all age restriction challenges (where this information is recorded for either the Gambling Commission or any other party this record will satisfy this requirement)
 - ensure a system is in place to ensure that the circumstances in which a customer may or may not be permitted access is understood and consistently applied
 - have a mechanism in place to inform customers of the law and policies/procedures that are in operation at the premises
 - train staff to ensure the law and policies/procedures are understood, up-to-date and applied consistently, including setting out how staff knowledge and understanding will be assessed.
- 17.7 The Council will pay significant regard to any guidance and codes of practice provisions, issued by the Commission, in relation to how gambling premises ought to be presented in order to prevent access by children.
- 17.8 Although the Council's role does not extend to the treatment or care of those who have gambling problems, the Council does have an interest in keeping up to date with developments and trends in work of this kind, in particular, to inform its local area profile.
- 17.9 Whilst the Act does not seek to prohibit vulnerable groups of adults from gambling in the same way that it prohibits children, the Council has considered the need for special considerations in relation to the protection of

vulnerable persons. This has been balanced against the Council's objective to aim to permit the use of premises for gambling. The Council has concluded that, in general, no special considerations are required and that the considerations in relation to protecting children will apply.

- 17.10 The Council will give due consideration to the need to apply conditions to betting shop premises licences including, but not limited to, setting out minimum staffing levels to ensure sufficient staff are on the premises to enable staff to comprehensively promote responsible gambling, adequately protect players, particularly in relation to players who are deemed to be vulnerable (as defined within this Policy) and to prevent under 18 year olds accessing gambling facilities. Additional conditions will only be applied on the basis that there is evidence of a risk to the licensing objectives.

18.0 Delegation of Council licensing functions

- 18.1 Licensing of the gambling industry, as set out at paragraph 12.0, is a Council function that is delegated to the Strategic Licensing Committee. The Strategic Licensing Committee has delegated this function to the Licensing Act Sub-Committee and to officers of the Council who will determine all applications in accordance with this Policy.
- 18.2 The specific delegations are set out in the Council's Constitution, which is available at <https://shropshire.gov.uk/committee-services/ecCatDisplay.aspx?sch=doc&cat=13331&path=0%20>. The relevant extract from the Constitution is produced at **Appendix D** of this Policy.
- 18.3 Officers and the Licensing Act Sub-Committee may elect not to exercise their delegated decision-making authority in respect of any particular licence/permit application. This is likely to be the case where delegation may give rise to a risk of judicial review challenge, particularly on the basis of appearance of bias.
- 18.4 Whilst officers and the relevant committees will, in the majority of cases, follow the Policy, there may be specific circumstances where the Council believes it is right to depart from the Policy. This may also be the case in relation to the Gambling Commission Guidance to Licensing Authorities 5th Edition (September 2016). In either case, the Council will take account of the implications of any departure from the Policy and/or the Guidance and shall ensure there are strong reasons for such departure. In all cases, these reasons will be clearly expressed and explained.

19.0 Committees

Strategic Licensing Committee

- 19.1 This Committee is made up of 15 members of the Council. It deals with policy issues, including the setting of gambling licence fees where this is required and/or permitted by relevant legislation.

Licensing Act Sub-Committee

- 19.2 This Committee is made up of a selection of Members from the Strategic Licensing Committee. Three Members will sit on hearings to determine new applications, variations, transfers, provisional statements and club gaming/club machine permits. In all cases, the Sub-Committee will only be convened where, in respect of the various applications, representations have been received and not withdrawn. In addition, Members will sit on hearings to deal with the decision to give a counter notice to a temporary use notice and in respect of any licence review. With respect to all other applications, officers have the delegated authority to make the necessary determinations.
- 19.3 Members on the Sub-Committee, when determining applications, making a decision to give a counter notice to a temporary use notice or hearing a licence review, will have regard to relevant gambling legislation, in particular the Gambling Act 2005 and associated regulations and orders, this Policy, the Gambling Commission Guidance to Licensing Authorities 5th Edition (September 2016), the Human Rights Act 1998, the Equality Act 2010, any relevant legal case law, other relevant Council policies and any other relevant guidance that may from time to time be made available by the Gambling Commission or other appropriate organisations or stakeholders.
- 19.4 Decisions**
- 19.5 The Council will ensure that licensing and regulatory decisions are properly reasoned and evidence-based and taken at the most appropriate level. The Council will adopt a presumption in favour of decisions being made at the lowest appropriate level within the Council so that decisions of similar complexity and impact are generally made at similar levels within the Council.
- 19.6 The decisions that the Council can take, either by way of a Licensing Act Sub-Committee hearing, including where the hearing is for the purposes of a premises licence review, or by an officer under delegated authority, are dependent on the type of licence or permit being considered and the specific circumstances associated with the licence/permit.
- 19.7 However, broadly, the Council has the power to:
- grant or reject/refuse new and renewal applications
 - grant or reject/refuse applications for variations and transfers
 - revoke or cancel existing licences/permits under certain circumstances, including for the non-payment of fees
 - suspend a premises licence
 - add, remove, amend and exclude licence/permit conditions
 - review premises licences
- 19.8 In addition, the Council may choose to issue written warnings and prosecute (including offering a simple caution) in respect of specified criminal offences. Further details, in this regard, are provided in Part 4 of this Policy.

- 19.9 Any decision to grant, reject/refuse, revoke, cancel or suspend a licence/permit or to add, remove, amend or exclude conditions or to issue a written warning will be made in accordance with relevant legislative provisions, the Council's scheme of delegation and any other appropriate procedures. The Council will base any decision to reject/refuse, revoke or suspend on reasons that demonstrate that the licensing objectives are not being, or are unlikely to be, met, and/or objections do not relate to the licensing objectives.
- 19.10 When applications are to be determined, the officer and/or Licensing Act Sub-Committee will take into consideration the facts of the application, any information and evidence provided by the responsible authorities, any information and evidence from other interested parties, together with the options set out in the licensing officer's report. The licensing officer will not normally make a specific recommendation but may do so in exceptional circumstances.
- 19.11 In order to provide applicants with the opportunity to consider and respond by way of written and/or verbal representations, as appropriate, the Council will provide the relevant details that have given rise to the need for an officer decision and/or hearing.
- 19.12 The Council will not turn down applications for premises licences where relevant objections can be dealt with through the use of conditions. Equally the Council will not attach conditions that limit the use of premises for gambling unless it is necessary to do so in accordance with the requirements set out in Section 153 of the Act. In determining applications for premises licences and permits, the Council will request as much information as it requires to satisfy itself that all the requirements set out at Section 153 of the Act are met.
- 19.13 Following the determination of an application by the Council (or any other regulatory enforcement decision), the applicant or licensee and any other relevant party will receive a copy of the decision in writing. The reasons for the decision will be clearly set out and will reflect the extent to which the decision has been made with regard to the Council's Policy and any Commission guidance. It will be delivered as soon as is practicable after the decision has been made. This will include information on the right of appeal, where this is relevant.
- 19.14 The Council will publish a register of licensing decisions. It may also publish details of licence applications that were refused, or withdrawn before they were determined, where it considers it is in the public interest to do so. Such information will be published as soon as practicable after a decision has been taken, whether or not the decision is the subject of an appeal.

20.0 Appeals

- 20.1 Parties aggrieved by a decision of the Council have a right of appeal to the Magistrates' Court. Appeals must be lodged with the Court in accordance

with the relevant statutory provisions. The Council strongly advises parties to promptly seek appropriate independent legal advice if they wish to consider pursuing an appeal.

20.2 With respect to premises licences, parties aggrieved by a decision may further appeal to the High Court; however, this is only in respect of a point of law.

20.3 Any party to a decision may apply for judicial review (although the Court may decline an application) and ask the Court to grant a particular type of order if they believe that the decision taken by the Council is:

- illegal, i.e. beyond the powers available to the Council;
- subject to procedural impropriety or unfairness with a failure in the process of reaching the decision; or
- irrational such that no sensible person could have reached that decision.

21.0 Responsible authorities

21.1 The Act requires applicants to give notice of premises licence applications to certain public bodies - 'responsible authorities' - that are listed in Section 157 of the Act. This requirement also applies to certain permit applications; however, the extent of the notice requirements applicable to permits are generally less onerous and are different depending on the individual permit type.

21.2 Responsible authorities have the right to make representations, in writing, in relation to premises for which applications for gambling licences/permits have been submitted to the Council and in relation to any licence review. They may also apply to the Council for a review of an existing licence.

21.3 The responsible authorities are:

- The Council in its capacity as the licensing authority, the planning authority and the authority which has functions in respect of minimising or preventing the risk of pollution of the environment or of harm to human health
- Gambling Commission
- Chief Officer of Police for West Mercia Police
- Shropshire Fire and Rescue Service
- Shropshire Safeguarding Children Board
- Her Majesty's Revenue and Customs (HMRC)
- In relation to a vessel (including pleasure boats), the navigation authorities, as defined in the Water Resources Act 1991, that have statutory functions in relation to the waters where the vessel is usually moored or berthed, or any waters where it is proposed to be navigated at a time when it is used for licensable activities, namely:
 - Environment Agency in England and Wales (Scottish Environment Protection Agency in Scotland)
 - British Waterways Board
 - Maritime and Coastguard Agency (Secretary of State for Transport)

The contact details for each of the responsible authorities are available on the Council's website at <http://shropshire.gov.uk/licensing/licensing-types/gambling-act/responsible-authorities/>

22.0 Body competent to advise about the protection of children from harm

22.1 The principles that the Council will apply in exercising its powers to designate, in writing, a body competent to advise the Council about the protection of children from harm are set out below.

22.2 The body needs to:

- be responsible for the whole geographical administrative area of the Council;
- be independent and have an independent chair that can hold all agencies including the council to account, individually and collectively;
- comprise of a wide range of agencies, including lay members who represent the local community, that contribute to safeguarding and promoting the welfare of children;
- have statutory responsibilities for coordinating and monitoring the effectiveness of services that work together to safeguard and promote the welfare of children; and
- be reportable to democratically elected persons rather than any particular vested interest groups

22.3 Having taken into consideration the principles set out above, the Council has designated the Shropshire Safeguarding Children Board as the body competent to advise about the protection of children from harm and by doing so this Board is also a designated responsible authority under the provisions of the Gambling Act 2005.

23.0 Interested parties

23.1 Interested parties have the right to make representations in relation to premises for which applications for gambling licences/permits have been submitted to the Council and in relation to any licence review. Interested parties will be expected to submit their representations in writing to the Council. Interested parties may also apply to the Council for a review of an existing licence.

23.2 An 'interested party' is defined in Section 158 of the Act as a person who:

- (a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- (b) has business interests that might be affected by the authorised activities, or
- (c) represents persons who satisfy (a) or (b)

23.3 It is a matter for the Council to decide whether a person is an interested party with regard to a particular premises and this will be decided on a case by case

basis. However, the principles that will be applied when determining whether a person is an interested party in relation to a premises licence, or in relation to an application for or in respect of a premises licence are set out below.

- The ‘status’ of each person in each case will be determined on their own merits.
- Specific regard will be given to what a potential interested party says about their status to make representations.
- Adherence to a set of strict and rigid rules will be avoided with a reasonable and proportionate approach adopted in each case.
- When determining whether a person ‘lives sufficiently close to the premises’, the Council will consider the following non-exhaustive list of relevant factors:
 - size of the premises
 - nature of the premises
 - distance of the premises from the location of the person making the representation
 - potential impact of the premises, e.g. number of customers, routes likely to be taken by those visiting the establishment
 - circumstances of the person who lives close to the premises; this is not their personal characteristics, but their interests which may be relevant to the distance from the premises
 - living sufficiently close to the premises may be different for different parties, e.g. a private resident, a residential school for children with truanting problems, a residential hostel for vulnerable adults
- ‘Business interests’ will be given a wide interpretation and is deemed to include, but is not limited to, the activities of sole traders, partnerships, companies, charities, faith groups and medical practices.
- When determining whether business interests may be affected, the Council will consider the following non-exhaustive list of relevant factors:
 - size of the premises
 - ‘catchment’ area of the premises, i.e. how far people travel to visit the premises
 - whether the person making the representation has business interests in that catchment area that might be affected
 - nature and scope of the likely impact
- A representation, by an existing gambling business, stating that it is going to be affected by another gambling business starting up in the area will not be considered a relevant representation, unless it is supported by other specific evidence, as such a representation relates to demand or competition and not to the licensing objectives.
- Trade associations, trade unions, residents’ and tenants’ associations will generally not be viewed as interested parties unless they are representing a specific member who is held to be an interested party in accordance with the provisions of Section 158 of the Act.
- A school head or governor will generally not be viewed as an interested party unless they are representing the interests of pupils or parents who are held to

be interested parties in accordance with the provisions of Section 158 of the Act.

- A community group will generally not be viewed as an interested party unless they are representing the interests of vulnerable people who are held to be interested parties in accordance with the provisions of Section 158 of the Act.
- Persons who are democratically elected, e.g. Councillors and Members of Parliament, are considered to be interested parties. The Council will not require such elected persons to provide evidence that they have been asked to represent any particular person providing the elected person represents the area/location that will be affected by the licence/permit application or review.

[Note: If any individual wishes to approach a Shropshire Council Councillor to act as their representative, care must be taken to ensure that the Councillor in question is not a member of the Strategic Licensing Committee and in particular absolutely must not be a member of the Licensing Act Sub-Committee dealing with the licence/permit application or licence review. If there is any doubt, the individual is advised to contact the Council's Licensing Team for clarification.]

- Parish and Town Councils are also considered to be interested parties. The Council will not require such Councils to provide evidence that they have been asked to represent any particular person providing the geographical area (or any location within this area) of the Council will be affected by the licence/permit application or review.
- In all other cases, any person wishing to represent an interested party/parties will be required to produce written evidence that the person(s) they are representing either live sufficiently close to the premises to be likely to be affected by the authorised activities or has business interests that might be affected by the authorised activities.

24.0 Review of premises licence

- 24.1 A premises licence may be reviewed by the Council of its own volition on the basis of any reason it thinks is appropriate or following the receipt of an application requesting a review from a responsible authority or an interested party. However, where an application requesting a review is received from a third party, it is for the Council to decide whether the review is to be carried out.
- 24.2 The Council will carry out licence reviews in pursuit of the principles set out in Section 153 of the Act. All reviews will be determined by the Licensing Act Sub-Committee.
- 24.3 Before carrying out a review, the Council will normally undertake a process of ensuring compliance by a licence/permit holder through constructive discussions, an initial investigation by a Council officer, informal mediation and/or dispute resolution. If the concerns are not resolved then the Council will carry out a formal review and, where appropriate, may impose additional conditions or revoke the licence.

- 24.4 Where the Council is willing to enter into constructive discussions with the relevant licence/permit holder, the licence/permit holder will be asked, as a minimum, to provide an up-to-date local risk assessment which sets out the controls it has put in place to mitigate the risks that pertain to the concerns raised and to offer suggestions as to the nature of additional conditions that could be placed on the premises licence to mitigate the risks and address the concerns. Where the licence/permit holder fails to provide an up-to-date local risk assessment and/or does not offer reasonable or practical suggestions to mitigate the risks and address the concerns, the Council will carry out a review under the relevant provisions of the Act.
- 24.5 The Act does not provide a pre-defined list of issues that might prompt a licence review; however, the Council is likely to consider carrying out a review where there are reasonable concerns relating to:
- the licensing objectives being undermined or that compliance with the objectives is at risk;
 - the fundamental purpose of the Council's Policy being undermined or that compliance with the purpose is at risk;
 - complaints from residents, responsible authorities or other interested parties about the operation of the premises;
 - premises licence conditions not being observed;
 - the premises operating outside of the principles set out in the Council's Policy; and/or
 - an inherent conflict with the Commission's codes of practice and guidance, the licensing objectives or the Council's own Policy.
- 24.6 The Council must follow prescribed procedures when undertaking a review as set down in the Gambling Act 2005 (Premises Licences) (Review) Regulations 2007 (SI 2007/2258), as amended.
- 24.7 Where a responsible authority or an interested party (the applicant) intends to submit a review application, they are strongly advised to contact the licensing team to discuss their concerns in advance of submitting their application. This is on the basis that the Council prefers to provide licence/permit holders the opportunity to first enter into constructive discussions to secure compliance without recourse to a formal licence review where it is practical to do so.
- 24.8 In the event that an application for a review is to be submitted, the following process applies:
- Applicant submits the application to the Council on the required form (the relevant form is available on the Council's website) together with a statement of the reasons why a review is being requested and with any supporting information and documents.
 - Applicant provides written notice of the application to the premises licence holder and to all responsible authorities (contact details are available on the Council's website) within seven days of making their application. Failure to do so will halt the application process until notice is received by all parties.

- Representations (see paragraph 25.0 on how to make representations) to the application must be made within 28 days, commencing seven days after the date on which the application was received. During these seven days the Council will publish notice of the application in accordance with prescribed rules.
- 24.9 It is the Council's decision whether to grant an application for a review; however, it will do so, unless it considers that the grounds on which the review is sought are:
- not relevant to the licensing objectives, the Commission's codes of practice and guidance, or the Council's Policy⁸;
 - frivolous;
 - vexatious;
 - 'will certainly not' cause the Council to revoke or suspend a licence or remove, amend or attach conditions on the premises licence;
 - substantially the same as ground(s) cited in a previous application relating to the same premises, taking into account the period of time that has passed since the previous application or representations were made; or
 - substantially the same as representations made at the time the application for a premises licence was considered, taking into account the period of time that has passed since the previous application or representations were made.
- 24.10 Where the Council has given notice of its intention to initiate a review or having decided to grant a review following an application, the Council will carry out the review as soon as possible after the 28 day period for making representations has passed.
- 24.11 The purpose of the review will be to determine whether the Council should take any action in relation to the licence, namely:
- add, remove or amend a licence condition imposed by the Council;
 - exclude a default condition or remove or amend an exclusion;
 - suspend the premises licence for a period not exceeding three months; or
 - revoke the premises licence.
- 24.12 The Council may take the above action 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. Equally, the Council may take the above action on the grounds that the premises licence holder was offering a type of gambling that they were not licensed for and therefore not permitted to offer.
- 24.13 The Council will hold a hearing, unless the applicant and any person who has made representations consent to the review being conducted without one.

⁸ General objections to gambling as an activity, that relate to demand for gambling premises, or raise issues relating to planning, public safety, and traffic congestion are unlikely to be considered an appropriate basis for review, and are, therefore, likely to lead to an application for review being rejected by the Council.

The licensing authority must have regard to any relevant representations when reviewing the matter and must have regard to the principles in Section 153 of the Act.

24.14 Once the review has been completed the Council will notify its decision as soon as practicable to:

- the licence holder
- the applicant for review (if any)
- the Commission
- any person who made representations
- Chief Officer of Police, West Mercia Police
- HMRC

24.15 The applicant, any person who made representations on the application, the person (if any) who applied for the review and the Commission may appeal a decision in respect of a licence review. See paragraph 20.0 in relation to appeals.

25.0 Making representations

25.1 Any objections to premises licence applications or requests for a review must be based on the licensing objectives. The attention of applicants and persons wishing to make representations is drawn, in particular, to the factors that will not be relevant to the exercise of the Council's functions, and will, therefore, not be considered for the purposes of applications or reviews. These factors include, but are not limited to:

- preventing public nuisance and anti-social behaviour (unlike the Licensing Act 2003, the Gambling Act 2005 does not include this as a specific licensing objective);
- the expected demand for gambling facilities;
- the law relating to planning or building matters, e.g. whether or not planning permission may be granted for a particular building;
- moral or ethical objections to gambling; and
- dislike of gambling, or a general notion that it is undesirable to allow gambling premises in an area (with the exception of the casino resolution powers).

25.2 Where applicants, responsible authorities and interested parties wish to make representations in respect of an application and/or licence review, the parties will be given the opportunity to provide written representations. Oral representations will only be allowed in exceptional circumstances.

25.3 Officers have the delegated authority to determine whether a representation, on the balance of probabilities, is irrelevant (does not relate to the licensing objectives), is frivolous or vexatious or is certain not to influence the determination of the application and such a decision would result in such representations not going before the Licensing Act Sub-Committee.

26.0 Exchange of information

- 26.1 The principles that the Council will apply in relation to the exchange of information with the Commission and other persons/bodies are set out below.
- 26.2 The Council recognises that shared regulation depends on effective partnerships and collaboration and that the exchange of information between the Council and the Commission and other appropriate persons/bodies is an important aspect of this and benefits all parties.
- 26.3 Where the Council is required or wishes to exchange information with other persons/bodies, the information will be relevant and it will be appropriate, necessary and proportional to do so for the purposes of carrying out its functions under the Act and to also enable those other persons/bodies to carry out their functions under the Act.
- 26.4 The exchange of information will be undertaken in accordance with the Data Protection Act 1998 and the associated 'Guide to data protection', 'Data Sharing Code of Practice (May 2011) and 'Guide to the General Data Protection Regulation (GDPR) (May 2018)' are published by the Information Commissioner's Office (ICO), or such other guidance that may from time to time be made available. Both the Guide and the Code of Practice are available on the ICO website at <https://ico.org.uk/>.
- 26.5 The Council has not established any information exchange protocols specifically for the purposes of the Gambling Act and does not currently intend to do so. However, where there are existing information exchange protocols established in relation to other matters, the Council will have due regard to any relevant principles set out in such protocols and apply them as if they were established for the purposes of information exchange with other persons/bodies under the Act. If at any time during the lifetime of this Policy it becomes necessary to establish specific information exchange protocols under the Gambling Act, the Council will take appropriate steps to do so.

Exchange of information between the Council and the Commission

- 26.6 The Council will share information about gambling activity across Shropshire to enable the Commission:
- to develop an overarching view of all gambling activity across Great Britain;
 - to identify risks;
 - to feed information and intelligence back to the Council (and to other licensing authorities) to support it to carry out its regulatory responsibilities;
 - to avoid duplication or over-regulation and to maximise the efficient use of resources; and
 - to fulfil its duty to advise the Secretary of State about the incidence of gambling and the manner in which it is conducted.

26.7 Specifically, the Council will provide information to the Commission where the information forms part of the registers that the Council is required to maintain under the Act and where information is in the Council's possession in connection with any provision of the Act.

Exchange of information between the Council and other persons

26.8 The Council will exchange information with other persons/bodies for use in the exercise of functions under the Act. These other persons/bodies are:

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

26.9 Specifically, the Council is more likely to exchange information with West Mercia Police and licensing authorities that share geographical borders with the Shropshire Council area; however, the Council will also exchange information on a wider basis where it is appropriate to do so.

26.10 The Council may exchange information with other organisations and operators to achieve the most appropriate outcomes for the parties concerned. This will only occur where the law permits such information exchange, e.g. where the Council has obtained permission.

Freedom of information

26.11 As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 (FOIA). Information disclosed in relation to freedom of information requests will be disclosed in accordance with the legislation and the 'Guide to freedom of information' issued by the ICO or such other guidance that may from time to time be made available. The Guide is available on the ICO website at <https://ico.org.uk/>.

26.12 The information submitted to the Council in pursuance of applications will be kept confidential unless it is necessary to share it for the purposes of the Council exercising its functions under the Act. The Council will undertake to keep personal names and addresses (in particular those provided in respect of Club Gaming Permit and Club Machine Permit applications) confidential; however, the Council cannot give an assurance that this confidentiality can be maintained in all circumstances because under the FOIA, there is a statutory Code of Practice with which the Council must comply and which deals, amongst other things, with obligations of confidence.

26.13 Persons who wish to access information about themselves that the Council may hold should submit a FOIA request.

Confidentiality of those making representations

- 26.14 Representations, including personal information, will be subject to publication in accordance with the necessary regulatory processes associated with the processing of applications and reviews. In addition, representations, including personal information, may be subject to release to other parties or to disclosure in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA), The General Data Protection Regulation (GDPR) (May 2018) and the Environmental Information Regulations 2004).
- 26.15 If persons making representations want information, including personal data that they have provided to be treated as confidential, they must be aware that, under the FOIA, there is a statutory Code of Practice with which the Council must comply and which deals, amongst other things, with obligations of confidence.
- 26.16 In view of this, where persons want information and personal data to be treated as confidential, the Council expects persons making representations to explain why they regard the information and/or personal data they have provided as confidential. The Council will take full account of the explanation provided but cannot give an assurance that the requested confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by an IT system will not, of itself, be regarded as binding on the Council.
- 26.17 The Council will give due consideration to all representations and treat any information and/or personal data as confidential where it may, on the balance of probabilities, have a disproportionate and unnecessary adverse impact on any individual or business, particularly where they are not directly affected by the application or review that is the subject of the representation. Nevertheless, for the same reasons that are set out above, the Council cannot give an assurance that the information it may deem ought to be treated as confidential can be maintained as such in all circumstances.

27.0 Working in partnership

- 27.1 The Council aims to work in partnership when dealing with matters relating to the licensing/permitting of gambling establishments and activities, including the adoption of a partnership approach to address problems that may arise. Such partnerships will include (but are not restricted to) the Gambling Commission, relevant gambling trade associations, other local authorities, West Mercia Police, consumer groups and problem gambling support groups. With respect to betting shops, the Council will pay due regard to the 'LGA – ABB framework for local partnerships on betting shops'.
- 27.2 The Council works in partnership with the Gambling Commission specifically on a shared regulation approach. In doing so, the Council takes the lead on regulating local gambling and the Commission focusses on operators and issues of national or regional significance.

27.3 The Council will work cooperatively with local businesses to reduce the risk to the licensing objectives to acceptable levels. However, it must be recognised that the Council, as the primary local regulator, will ensure that all relevant provisions relating to the effective administration of the licensing functions are robustly enforced to take account of the Gambling Act licensing objectives and the fundamental purpose of this Policy.

28.0 Setting fees

28.1 The Council's compliance and enforcement work and the costs of dealing with illegal gambling is covered by fees from premises licences and permits.

28.2 The Council aims to ensure that the income from fees, as nearly as possible, equates to the costs of providing the service to which the fees relate; in this respect, the Council is committed to continuous improvement across the fee setting process.

28.3 The Council aims to make its fee setting as transparent as possible. Costs are tracked to enable the Council to evidence, as much as is reasonably practicable, how it arrives at the specified fee levels. Fees are calculated on a cost recovery basis only.

28.4 The Strategic Licensing Committee reviews and sets the fees annually under delegated authority from the Council.

PART 3

**ACTIVITIES
SUBJECT TO
AUTHORISATIONS**

PART 3 – ACTIVITIES SUBJECT TO AUTHORISATIONS

29.0 Introduction

- 29.1 This part of the Policy focusses on the activities that are subject to authorisations and sets out how applicants obtain and hold a licence, permit or registration and, where relevant, how they provide notifications. These steps will include the standards that applicants must attain and the conditions that apply.
- 29.2 Where appropriate and unless specifically indicated to the contrary, any reference to 'licence' is deemed to include a licence, permit, registration and notice and any reference to 'applicant' is deemed to include existing licence/permit/registration holders.

30.0 Appointments

- 30.1 The Council runs an appointment system for all licensing matters. Where an applicant wishes to see an officer for any reason, they must make an appointment as they will otherwise not be seen.

31.0 General principles relevant to all licence types

- 31.1 The appropriate application form must be fully completed and accurate, contain or be accompanied by all the relevant information and documents and be accompanied by the appropriate fee. If any part of the application form is incomplete or the relevant information or documents are not provided, the applicant will be requested to provide the missing information/documentation and informed that the application has not been correctly made and will not be processed until such time as all the information/documentation is provided. The full fee for the licence is payable at the time the application is submitted.
- 31.2 The Council will aim to visit all premises before granting any new licence.
- 31.3 Where the law is not specific about a consultation period, the Council will allow 28 days for responsible authorities/interested parties to make representations.
- 31.4 Applicants will be permitted to make minor changes to their proposals, but the Council will not permit applicants to make material changes to their application during the process. Material changes to an application are likely to result in an applicant being invited to withdraw their application and submit a new application, accompanied by the appropriate fee, or it may result in an application being refused.
- 31.5 The Council will provide assistance to applicants to help them through the application process; however, the responsibility for providing information rests with applicants. The Council will treat repeated delays in providing

information as a strong indicator that it ought to consider refusing the application.

- 31.6 The Council expects applicants to work with it in an open and cooperative way and to disclose anything which the Council would reasonably expect to know. The Council will attach significant weight to an applicant's failure to work in an open and cooperative way.
- 31.8 Where an applicant has failed to declare relevant information or provided false information, the application is likely to be refused; where this relates to an existing licence, the licence is likely to be revoked. Applicants are reminded that it is an offence without reasonable excuse to provide false or misleading information.
- 31.9 All fees for applications/notices are payable at the time the application/notice is submitted. Where an application/notice is withdrawn or not granted the fee will not be refunded except in exceptional circumstances at the discretion of the Council.
- 31.10 Annual fees are non-refundable. Outgoing licence/registration holders will not be eligible for a refund of any part of an annual fee paid by them. Similarly, if a licence/registration is surrendered or lapses, no part of the annual fee will be refundable.
- 31.11 In the event that an application for a licence is paid by cheque, the application will not be valid until such time as the cheque has cleared. In the event that the cheque does not clear and the licence has been issued, the Council will cancel the licence on the basis of non-payment of the application fee.
- 31.12 Where a licence has lapsed, been surrendered or revoked a new application must be submitted in accordance with the relevant new licence procedures before the Council will consider the application.
- 31.13 Where renewals and annual fees apply, the Council will notify licence holders that their licence is due to expire at least four weeks before the actual expiry date. Where the licence holder fails to pay the fee, the licence will cease to exist.
- 31.14 When a licence expires and is subject to renewal provisions, the Council will not permit any 'periods of grace', beyond those set down in the relevant legislation, for the submission of a renewal application unless there is satisfactory evidence of exceptional circumstances that are accepted by the Council.
- 31.15 Where changes are made to a premises layout, an application for a variation to the premises licence will only be required where there are material changes to the layout of the premises. What constitutes a material change will be a

matter for the Council to determine but the Council will adopt a common-sense approach in this regard.

- 31.16 All applicants must be aged 18 or over.
- 31.17 All applicants must provide evidence of Public Liability Insurance with a minimum cover of £5,000,000.00, except for the purposes of Small Society Lotteries.
- 31.18 The relevant application forms and manner in which applications must be made, together with the forms to notify relevant responsible authorities, can be found on the Council's licensing web pages.
- 31.19 The Council will accept applications electronically (fax or email) and by post.
- 31.20 For those licence types that require a local risk assessment the Council expects applicants, as a minimum, to use their risk assessment to assess specific risks to the licensing objectives in the local area, determine the extent to which mandatory and default conditions mitigate the risks and to assess whether and what additional control measures are required.

32.0 Meaning of 'premises'

- 32.1 'Premises' is defined as including 'any place' and no more than one premises licence can apply to any place. However, a single building can be subject to more than one premises licence, providing each licence is for different parts of the building, and the different parts of the building can reasonably be regarded as being different premises.
- 32.2 Premises licences can be granted for passenger vessels. A vessel is defined as:
- anything (other than a seaplane or amphibious vehicle) designed or adapted for use on water;
 - a hovercraft; or
 - anything, or part of any place, situated on or in water (structures that are an extension of the land are not vessels, even if they arch over water, e.g. piers, bridges are not vessels and they remain caught by the definition of 'premises').
- 32.3 Vehicles (trains, road vehicles, aircraft, sea planes and amphibious vehicles, other than a hovercraft) may not be the subject of a premises licence and, therefore, all forms of commercial betting and gaming is unlawful in a vehicle in Great Britain. Certain allowances are made for private and non-commercial gaming or betting to take place in a vehicle, but these are subject to a number of stringent requirements to ensure that the gambling cannot, at any point, become a commercial activity.
- 32.4 Specifically with respect to temporary use notices, the Act refers to a 'set of premises' and provides that a set of premises is the subject of a TUN where

'any part' of the premises is the subject of a notice. The reference to 'a set of premises' prevents one large premises from having a TUN in effect for more than 21 days in a year by giving notification in relation to different parts of the premises and re-setting the clock. Note that this definition of a 'set of premises' differs to the definition of 'premises'.

- 32.5 A licensed family entertainment centre (FEC) is classified as 'premises' and only premises that are wholly or mainly used for making gaming machines available may hold a FEC premises licence. As a result, it is generally not permissible for such premises to correspond to an entire shopping centre, airport, motorway service station or similar. Typically, the machines would be in a designated and enclosed area.

33.0 Principles to be applied in relation to the meaning of premises

- 33.1 Where large, multiple unit premises such as pleasure parks, tracks or shopping malls apply for a number of discrete premises licences, the Council will pay particular regard to ensuring that appropriate safeguards are in place. Any issues concerning the sub-division of a single building or plot will be closely examined and significant emphasis will be given to compliance with the mandatory conditions relating to access between premises.
- 33.2 In most cases the Council will expect that a single building will be the subject of an application for a premises licence. However, the Council accepts that this does not mean that a single building cannot be the subject of separate premises licences for separate parts of the building, e.g. the basement and ground floor, providing they are configured in an acceptable manner; the location and the suitability of any division will be matters that the Council will wish to discuss with the operator. Nevertheless, the Council is likely to consider those applications where a single building is the subject of a single premises licence application more favourably.
- 33.3 The Council does not consider that areas of a building that are artificially or temporarily separated, e.g. by ropes or moveable partitions, can properly be regarded as different premises.
- 33.4 Where a premises to which a premises application relates is located within a wider venue, the Council will request a plan of the whole venue on which the premises must be identified as a separate unit.
- 33.5 The Council is unlikely to issue a premises licence unless the proposed premises are genuinely separate premises that merit their own licence. Where there is any indication that the premises is an artificially created part, of what is readily identifiable as a single premises, the Council is likely to refuse such an application.
- 33.6 An application must be made to the Council where the premises is wholly or partly situated within Shropshire. In circumstances where the premises lie within Shropshire but also in another licensing authority's area, the Council would expect the operator to discuss the matter with both (or all, if more than

two) authorities and reach agreement about which authority they will submit their application to. The operator will then have to notify the 'other' authority of the application and that 'other' authority will be entitled to make representations as a responsible authority.

- 33.7 Premises licences for vessels will be accepted by the Council only in relation to vessels that are usually moored or berthed within the Shropshire area.
- 33.8 The Council accepts premises licence applications for pleasure boats providing they are usually moored or berthed within the Shropshire area. As with multi-purpose buildings, the Council will licence the part(s) of the vessel where gambling takes place and will expect the usual restrictions on access for children to be robustly applied.
- 33.9 Where a premises licence is sought in connection with a vessel that will be navigated while licensable activities take place, the Council will be concerned with the promotion of the licensing objectives on board the vessel. It will not focus on matters relating to safe navigation or operation of the vessel, the general safety of passengers or emergency provision. (All such matters are subject to regulations which must be met before the vessel is issued with its Passenger Certificate and Safety Management Certificate.)
- 33.10 With respect to multiple activity premises, i.e. different licensed activities taking place within an area, such as at a track or holiday park, e.g. an area could include family entertainment centres (FECs), adult gaming centres (AGCs) and bingo, whilst also having an alcohol licence. In such circumstances, the Council will pay particular attention, through checks on plans and site visits, to ensure that the relevant gaming machine entitlements (machines available for use) are not exceeded and, where applicable, that appropriate signage to prevent unlawful entry is in place.
- 33.11 The Council considers that it is not permissible for gaming machines, which should be contained within a FEC premises, to be located in corridors and walkways which form part of the larger building. This is because the machines are not subject to the controls necessary to minimise gambling-related harm and to protect children and vulnerable people. Locating machines in corridors and walkways exposes young people to ambient gambling that the Act was designed to prevent through the removal of machines from takeaways, taxi offices, etc.

34.0 Criminal record disclosure

- 34.1 Criminal record disclosure is relevant to those persons who wish to apply for Unlicensed Family Entertainment Centre Gaming Machine Permits and Prize Gaming Permits because the Council has a responsibility to ensure the suitability of the applicant for these particular permits. In addition, this is also applicable to persons submitting Small Society Lottery applications. Refer to **Appendix F** for further details in this respect.

34.2 For all other permits and premises licence applications, the Council will not consider the suitability of the applicant, including in relation to any crime; this will already have been considered by the Commission under the procedures for granting operator and personal licences.

Part 3A - Premises Licences

35.0 Where an individual or company uses premises, or causes or permits premises to be used, to offer gambling, they must apply for a premises licence. Premises licences, and the regulatory tools associated with them, are a key means by which the Council ensures that risks to the licensing objectives are mitigated effectively.

35.1 The Council can grant premises licences without conditions or subject to conditions and it can also review or revoke such licences. Premises licences are issued by the Council and authorise the provision of gambling facilities on:

- casino premises
- bingo premises⁹
- betting premises, including tracks
- adult gaming centres
- family entertainment centres

35.2 Except in the case of tracks (where the occupier of the track who holds the premises licence may not be the person who actually offers the gambling), premises licences may only be issued to those who hold a relevant operating licence, or who have applied for one. Premises licences may be transferred to someone else holding a valid operating licence.

35.3 In addition to licences, there are other forms of authorisation that the Council may grant, including authorisations for the temporary use of premises, occasional use notices and different permits for unlicensed family entertainment centres, prize gaming, gaming machines on alcohol-licensed premises and club gaming and club machine permits. The Council also registers persons who wish to provide small society lotteries.

35.4 The following sections of the Policy set out the Council's specific principles on which it proposes to determine applications for the different licence types (these are in addition to the general principles set out in Section 2 of the Policy), together with the practical steps that applicants are required to take in order to submit valid applications.

36.0 Casinos

36.1 The Council has not passed a resolution not to issue casino premises licences under Section 166 (1) of the Act. Should the Council decide to do so

⁹ Bingo is equal chance gaming and is commonly either cash bingo or prize bingo. The Commission has published its view of what bingo is and how it differs from other forms of gambling. This can be found in the Commission's advice note 'What Constitutes Bingo'.

in the future details of the resolution will be included in this Policy, including the date on which such a resolution will take effect.

- 36.2 Despite the fact that the Council has not passed such a resolution, the Council is currently not enabled by the Secretary of State (in accordance with regulations made under Section 175 of the Act) to grant a premises licence for a small or large casino. In practice, this means that the Council cannot grant such a licence.

37.0 Other premises licenses (not provisional statements)

Description

- 37.1 A premises licence is issued in accordance with Part 8 of the Gambling Act 2005.
- 37.2 Any person who operates premises for the purposes of the following activities, must hold the appropriate premises licence:
- playing bingo
 - using Category B gaming machines (adult gaming centre)
 - using Category C gaming machines (family entertainment centre); or
 - betting

Principles

- 37.3 The Council will check with the Gambling Commission to ensure the applicant has a valid operator's licence issued by the Gambling Commission.
- 37.4 Whilst operators can apply for a premises licence in respect of premises that have yet to be constructed or altered, the Council expects operators, wherever practicable, to ensure that premises are completely constructed or fully altered, in accordance with scaled plans, before submitting a premises licence application. This is to assist the Council in its approach to be satisfied that the premises is going to be ready for use in the near future and to enable Council officers, and any other body with inspection powers, to fully inspect the premises for compliance with all necessary legal requirements.
- 37.5 Where buildings are not completely constructed or fully altered, the Council expects operators to avail themselves of the provisional statement application process in relation to the licensing of premises. Operators need to refer to the principles set out in relation to provisional statements.
- 37.6 Where an operator prefers to submit a full premises licence application in relation to buildings that are not completely constructed or fully altered, the Council would prefer to discuss with the individual operator which route, i.e. full premises licence or provisional statement, is most appropriate in order to avoid the operator having to pay a fee for an application that the Council is

unlikely to be in a position to grant. Nevertheless, where an operator chooses to submit a full premises licence application, the Council will determine any such application on its merits. The Council will, however, consider such applications in a two-stage process:

- first, the Council will decide whether, as a matter of substance after applying the principles in Section 153 of the Act, the premises ought to be permitted to be used for gambling; and
- second, in deciding whether or not to grant the application the Council will consider if appropriate conditions can be put in place to cater for the situation that the premises is not yet in the state in which it ought to be before gambling takes place.

37.7 Where conditions are put in place in respect of buildings not completely constructed or fully altered, the Council will require evidence that the completed works comply with the original (or changed) plan attached to the premises licence. Depending upon the individual circumstances, the Council is likely to achieve this either through physical inspection of the premises by a Council officer, written confirmation from the applicant or a report from an independent surveyor that relevant conditions have been satisfied.

37.8 Where plans, submitted at the time of an original premises licence application, are changed in any *material respect* during the fitting of the premises after the grant of the licence, the Council expects operators to make a fresh premises licence application in order to preserve the rights of interested parties and responsible authorities to make representations in respect of the application.

37.9 Where an application to vary a premises licence for betting is received in order to extend the opening hours, the Council will pay particular regard to ensuring that the reason for the application is in line with the requirements of the operating licence conditions.

37.10 With respect to adult gaming centres (AGC), the Council will have particular regard to the location of and entry to the AGC to minimise the opportunities for under 18 year olds to gain access. This will be of particular importance in areas where young people may be unsupervised, e.g. where an AGC is in a complex, such as a shopping centre.

Period of licence

37.11 A premises licence does not have a defined period of validity; it does not have an 'expiry date'. Once granted, a premises licence continues to have effect unless and until it ceases to have effect in accordance with other relevant provisions of the Act.

37.12 A licence ceases to have effect when:

- it is surrendered
- the holder of the licence fails to pay the annual fee
- it lapses

- the company ceases to exist or goes into liquidation
- the licence holders dies
- the licence holder becomes bankrupt
- the licence holder becomes incapable by reason of mental or physical incapacity

Application process

37.13 The following sets out a summary of the main application process requirements as it relates to:

- new applications;
- applications to vary or transfer a licence;
- applications for the reinstatement of a lapsed licence.

37.14 However, it is essential that applicants consider the requirements of the Gambling Act 2005 (Premises Licences and Provisional Statements) Regulations 2007 (SI 2007/459), as amended, to ensure they fully satisfy the application requirements.

37.15 All applicants must hold an operating licence issued by the Commission (or have made an application for such a licence) authorising them to carry on the specific gambling activity for which their premises licence application relates prior to applying for a premises licence from the Council.

37.16 In addition, applicants must:

- Submit a completed application form
- Pay the appropriate fee
- Where applicable, provide evidence if the premises has previously been granted a provisional statement
- Provide evidence that they hold an operating licence
- Provide evidence that they have the right to occupy the premises to which their application relates
- Provide a scale plan of the premises; specific elements must be shown on the plan and these are dependent on the actual gambling activity for which the licence is being sought
- Provide evidence that the building is completely constructed so that it can be fully inspected
- Set out how they intend to satisfy the relevant mandatory and default conditions applicable to the type of gambling activity that will be undertaken at the premises
- Submit their local risk assessment (refer to Social Responsibility Code provision 10.1.1) in accordance with Ordinary Code provision 10.1.2
- Set out the specific steps that will be taken to promote the licensing objectives
- Provide notice of their application to the relevant responsible authorities
- Publish notice of their application in a local newspaper and on the premises to which the application relates (not applicable to the transfer or reinstatement of a licence)

37.17 Where the issue date and the effective date of the licence are the same, the first annual fee for the licence must be paid within 30 days of that date. Where the issue date and the effective date of the premises licence are not the same, different timescales apply.¹⁰

38.0 Provisional Statement

Description

38.1 Provisional statements are issued in accordance with Part 8 of the Gambling Act 2005.

38.2 For any premises that are yet to be constructed or altered or where the person has not yet acquired a right to occupy the premises, an application may be submitted to the Council for a provisional statement where premises will be operated for the purposes of the following activities:

- playing bingo
- using Category B gaming machines (adult gaming centre)
- using Category C gaming machines (family entertainment centre); or
- betting

Principles

38.3 Where the Council is considering an application for a provisional statement and the applicant has also applied to the Commission for an operating licence, the Council will not speculate on or otherwise take into account the likelihood of an operating licence being granted.

38.4 Once the Council has granted a provisional statement, it is constrained in the matters it can consider when an application for a premises licence is made subsequently in relation to the same premises. The Council will not take into account any further representations from responsible authorities or interested parties unless they concern matters that could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances. Consequently, the Council will only refuse the premises licence, or grant it on terms different to those attached to the provisional statement, by reference to matters:

- that could not have been raised by way of representations at the provisional licence stage
- that, in the Council's opinion, reflect a change in the applicant's circumstances
- where the premises has not been constructed in accordance with the plan and information submitted with the provisional statement application; this must be a substantial change to the plan.

¹⁰ Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 (SI2007/479)

- 38.5 With respect to where the premises has not been constructed in accordance with the plan and information submitted with the provisional statement application, the Council will discuss any concerns they have with the applicant before making a decision.

Period of licence

- 38.6 A provisional statement does not have a defined period of validity; it does not have an 'expiry date'. Once granted, a provisional statement continues to have effect until it is replaced by a full premises licence or is surrendered or lapses. A provisional statement lapses if:

- the company ceases to exist or goes into liquidation
- the provisional statement holder dies
- the provisional statement holder becomes bankrupt
- the provisional statement holder becomes incapable by reason of mental or physical incapacity

Application process

- 38.7 The following sets out a summary of the main application process requirements as it relates to a provisional statement.
- 38.8 However, it is essential that applicants consider the requirements of the Gambling Act 2005 (Premises Licences and Provisional Statements) Regulations 2007 (SI 2007/459), as amended, to ensure they fully satisfy the application requirements.
- 38.9 The application form must be fully completed, contain or be accompanied by all the relevant information and documents and be accompanied by the appropriate fee. If any part of the application form is incomplete or the relevant information or documents are not provided, the applicant will be requested to provide the missing information/documentation and informed that the application has not been correctly made and will not be processed until such time as all the information/documentation is provided. The full fee for the licence is payable at the time the application is submitted.
- 38.10 Applicants must:
- Submit a completed application form
 - Pay the appropriate fee
 - Provide a scale plan of the premises; specific elements must be shown on the plan and these are dependent on the actual gambling activity for which the licence is being sought
 - Set out how they intend to satisfy the relevant mandatory and default conditions applicable to the type of gambling activity that will be undertaken at the premises
 - Submit their local risk assessment (refer to Social Responsibility Code provision 10.1.1) in accordance with Ordinary Code provision 10.1.2

- Set out the specific steps that will be taken to promote the licensing objectives
- Provide notice of their application to the relevant responsible authorities
- Publish notice of their application in a local newspaper and on the premises to which the application relates

Part 3B – Permits

39.0 Unlicensed Family Entertainment Centre Gaming Machine Permit (UFEC)

39.1 A UFEC permit is issued in accordance with Schedule 10 of the Gambling Act 2005.¹¹

Description

39.2 UFEC are premises (not vessels or vehicles) which are ‘wholly or mainly’ used for making category D gaming machines available. The permit cannot, for example, be granted for an entire shopping centre, airport or bowling alley.

Principles

39.3 The Council will:

- have regard to the licensing objectives and the Guidance to licensing authorities 5th Edition (September 2016) issued by the Gambling Commission
- give weight to protecting children and other vulnerable persons from being harmed or exploited by gambling
- expect applicants to demonstrate how they intend to protect children and other vulnerable persons from being harmed or exploited
- where other activities have been introduced into an UFEC premises resulting in gaming machines being ancillary to the business, the Council will notify the permit holder that the premises are no longer being used as a UFEC and the permit will lapse

39.4 The Council cannot attach conditions to a UFEC permit however, it can refuse to grant the permit by notifying the applicant of the intention to refuse and the reasons for it and then giving the applicant an opportunity to make representations.

Period of licence

39.5 A permit ceases to exist after a period of 10 years unless it is renewed, lapses, is surrendered or forfeited by the Court. A permit lapses if:

- the company ceases to exist or goes into liquidation
- the permit holder ceases to occupy the premises
- the permit holders dies

¹¹ Travelling fairs may provide an unlimited number of Category D gaming machines provided that facilities for gambling amount to no more than an ancillary amusement at the fair. They do not require a permit to provide these gaming machines but must comply with legal requirements about how the machine operates.

- the permit holder becomes bankrupt
- the permit holder becomes incapable by reason of mental or physical incapacity
- the Council informs the permit holder that the premises are not being used as an UFEC

Application Process – new and renewal applications

39.6 For new applications, applicants must:

- Submit a completed application form
- Pay the appropriate fee
- Provide a satisfactory basic criminal record disclosure from the Disclosure and Barring Service (see **Appendix F**)
- Provide evidence that they have the right to occupy the premises to which their application relates
- Provide a scale plan of the internal layout of the premises including the position of the machines, staff/supervisor locations and any restricted access provision
- Provide evidence that the premises will be used as a UFEC
- Provide a business plan
- Provide evidence that they fully understand the maximum stakes and prizes of the gambling permissible in UFEC
- Submit a local risk assessment (refer to Social Responsibility Code provision 10.1.1) in accordance with Ordinary Code provision 10.1.2
- Provide a staff training programme particularly to ensure staff have a full understanding of:
 - the harm and exploitation that is caused by problem gambling
 - their responsibilities to safeguard children, young persons and adults with care and support needs
 - measures to reduce crime and disorder associated with gambling
 - the relevant legal provisions that restrict the use of gaming machines and other gambling activities
 - the maximum stakes and prizes of the gambling permissible in UFEC
- Provide information of category D machine suppliers that the applicant intends to use; they must be Commission-licensed suppliers
- Provide evidence as to how they intend to protect children and other vulnerable persons from being harmed or exploited

Renewal applications

39.7 The renewal application process is the same as the process set out above for new applications.

39.8 The renewal application must be submitted no more than 6 months before but no less than 2 months before the expiry date of the permit. Failure to apply within the prescribed time period will result in the renewal application being refused. Where the applicant wishes to continue to apply for a permit, they

will then be required to submit a new application in accordance with the procedures above.

Right of Appeal

- 39.9 The applicant or the holder of a permit may appeal if the Council has
- rejected an application for a UFEC permit or renewal of a UFEC permit
 - given notice that the premises are not being used as an UFEC
 - given notice that the holder is incapable of carrying out an UFEC business by reason of mental or physical incapacity

Change of permit holder's name and lost, stolen or damaged permit

- 39.10 There are specific provisions that allow a permit holder to make changes to their name and to obtain a copy of a lost, stolen or damaged permit providing the correct application is submitted and the required fee paid and for the purposes of a lost or stolen permit evidence that the loss or theft has been reported to the Police, e.g. crime reference number.

40.0 Club Gaming Permit and Club Machine Permit

- 40.1 These permits are issued in accordance with Schedule 12 of the Gambling Act 2005 applicant's attention is also drawn to the Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007, as amended (SI2007/1834 & SI2007/2689), and Gambling Act 2005 (Gaming in Clubs) Regulations 2007 (SI2007/1942).
- 40.2 A 'fast track' procedure exists for members' clubs and miners' welfare institutes that hold a club premises certificate under Section 72 Licensing Act 2003. Further details are available from the licensing team.

Description

- 40.3 A club gaming permit is a permit authorising gaming in members' clubs and miners' welfare institutes; specific detailed provisions apply. A club machine permit is a permit authorising up to three gaming machines (categories B, C or D) in members' clubs, miners' welfare institutes and commercial clubs. There are a number of legal requirements that must be satisfied before an application can be submitted.
- 40.4 Where applicants are considering making an application for these permits, the Council recommends they contact the licensing team prior to making the application to ensure the correct permit is applied for.

Principles

- 40.5 The Council will accept permit applications for clubs that do not have permanent premises or hold alcohol premises licenses.

- 40.6 The Council cannot attach conditions to a club gaming and club machine permit; however, it can refuse to grant the permit by notifying the applicant of the intention to refuse and the reasons for it.
- 40.7 Where the Council is satisfied that the club is not a 'true' members' club, miners' welfare institute or commercial club or the premises are used wholly or mainly by children and/or young persons the Council will refuse the application.
- 40.8 Where an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities, a permit held by the applicant has been cancelled in the previous ten years or an objection has been lodged by the Commission or the police, the Council may refuse the application.

Period of licence

- 40.9 A permit ceases to exist after a period of 10 years unless it is renewed, lapses, is surrendered or forfeited by the Court. A permit lapses if:
- the club ceases to be a members' club, miners' welfare institute or commercial club

Application process – new and renewal applications

- 40.10 Applicants must:
- Submit a completed application form
 - Pay the appropriate fee
 - Provide a staff training programme particularly to ensure staff have a full understanding of:
 - the harm and exploitation that is caused by problem gambling
 - their responsibilities to safeguard children, young persons and adults with care and support needs
 - measures to reduce crime and disorder associated with gambling
 - the relevant legal provisions that restrict the use of gaming machines and other gambling activities
 - the maximum stakes and prizes of the gambling permissible in the club
 - Provide details of the categories of machine to be used
 - Provide information of the machine suppliers that the club intends to use; they must be Commission-licensed suppliers
 - Provide a scale plan of the internal layout of the premises including the position of the machines, staff/supervisor locations and any restricted access provision
 - Submit a copy of the club constitution (see further requirements below)
 - Submit substantial evidence of club activities, including bridge and whist activities
 - Submit register of members to include full names and addresses

- Annual accounts for the previous three years unless the application relates to a new constituted club

40.11 As a minimum the club constitution must make the following clear:

- What is the primary purpose and aims of the clubs activities?
- Who makes commercial decisions on behalf of the club?
- What are the governance arrangements?
- What is the position in respect of permitting access to children into the club premises?
- Whether there are any shareholders?
- Is the members' club permanently established?
- What periods of membership are available?
- Any age restrictions applicable to membership of the club
- How long between applying for membership and participating in any gaming activity is required?
- What if any long-term membership benefits exists?
- What are the profits used for?
- What is the process for members to permit guests into the club premises?

40.12 The club must also provide the following information:

- That the constitution has been approved by members of the club
- List of committee members and evidence of their election by members of the club
- Copies of club meeting minutes for the previous 12 months
- The number of nights per week that gaming is made available
- How does the club advertise gaming?
- What are the stakes and prizes offered?
- Do you have weekly/monthly/annual league winners?
- Is the club tied in with other clubs through tournaments or leagues? If yes, provide details.
- What percentage of members do not participate in gaming activity?
- What activities are provided for club members via the internet?
- Do you teach members to promote gaming?
- Does your club receive any sponsorship? If yes, who by?
- What, if any, gaming participation fees are charged?
- Is the club advertised and listed in directories including on the internet? If yes, provide details.

Renewal

40.13 The renewal application process is the same as the process set out above for new applications.

40.14 The renewal application must be submitted no more than 3 months before but no less than 6 weeks before the expiry date of the permit. Failure to apply within the prescribed time period will result in the renewal application being refused. Where the applicant wishes to continue to apply for a permit, they

will then be required to submit a new application in accordance with the procedures above.

Variation and lost stolen or damaged

- 40.15 There are specific provisions that allow a club to vary their permit and to obtain a copy of a lost, stolen or damaged permit providing the correct application is submitted and the required fee paid and for the purposes of a lost or stolen permit evidence that the loss or theft has been reported to the Police e.g. crime reference number.

Right of Appeal

- 40.16 The applicant or holder of a permit may appeal if the Council has:
- rejected an application for a Club Gaming Permit/Club Machine Permit or renewal of a Club Gaming Permit/Club Machine Permit
 - cancelled a permit

Annual Fee

- 40.17 Permit holders must pay to the Council the first annual fee within 30 days of the issue of the permit and an annual fee before each anniversary of the issue of the permit thereafter. Failure to do so will result in the permit being cancelled.

41.0 Licensed Premises Gaming Machine Permit

- 41.1 Licensed premises gaming machine permits are issued in accordance with Schedule 13 of the Gambling Act 2005.

Description

- 41.2 A licensed premises gaming machine permit authorises a premises, holding an alcohol premises licence in accordance with the Licensing Act 2003 (providing the premises have a bar at which alcohol is served), to make available category C and D machines. This replaces and is not in addition to the automatic entitlement to two machines.

Principles

- 41.3 The Council will expect that gambling will remain ancillary to the main purpose of the premises. Should it become aware that this is not the case and the holder of the permit has not complied with reasonable requests by authorised officers to reduce the level of gambling or applied for the appropriate gambling premises licence, the Council will take appropriate enforcement action including utilising licence review provisions under either the Gambling Act 2005 or the Licensing Act 2003.
- 41.4 The Council cannot attach conditions to a Licensed Premises Gaming Machine Permit; however, it can refuse to grant the permit by notifying the

applicant of the intention to refuse and the reasons for it. In addition, where the Council intends to grant a permit, it can do so for a smaller number of machines and/or a different category.

- 41.5 Where an operator of an alcohol licensed premises wishes to make gaming machines available in any areas of their premises that are not licensed for the purposes of selling/supplying alcohol, the operator will be required to apply for an adult gaming centre premises licence.

Period of licence

- 41.6 A permit does not have a defined period of validity; it does not have an 'expiry date'. Once granted, a permit continues to have effect unless and until it ceases. A permit ceases if:
- the alcohol premises licence ceases to have effect
 - the permit holder ceases to be the holder of the alcohol premises licence
 - the permit is surrendered
 - the permit is cancelled, including where the permit holder fails to pay the annual fee
 - the permit is forfeited by the court

Application Process – new applications

- 41.7 Applicants must:
- Submit a completed application form
 - Pay the appropriate fee
 - Provide a copy of the valid alcohol premises licence or evidence that an alcohol premises licence is being or has been applied for
 - Specify the number and category of gaming machines
 - Provide information of the machine suppliers that the club intends to use; they must be Commission-licensed suppliers
 - Submit a business plan setting out the main purpose of the business together with details indicating the contribution that the gaming machines provide to the overall business
 - Provide a staff training programme particularly to ensure staff have a full understanding of:
 - the harm and exploitation that is caused by problem gambling
 - their responsibilities to safeguard children, young persons and adults with care and support needs
 - measures to reduce crime and disorder associated with gambling
 - the relevant legal provisions that restrict the use of gaming machines and other gambling activities
 - the maximum stakes and prizes of the gambling permissible in the club
 - Provide a scale plan of the internal layout of the premises including the position of the machines, staff/supervisor locations and any restricted access provision.

Right of Appeal

- 41.8 The applicant or holder of a permit may appeal if the Council has:
- rejected an application for a permit
 - granted an application for a permit for a smaller number of machines and/or different category
 - gives a notice that cancels or varies the entitlements of the permit

Variation, transfer, change of name and lost stolen or damaged

- 41.9 There are specific provisions that allow a permit holder to vary, transfer or change the name on their permit and to obtain a copy of a lost, stolen or damaged permit providing the correct application is submitted and the required fee paid and for the purposes of a lost or stolen permit evidence that the loss or theft has been reported to the Police e.g. crime reference number.

Annual Fee

- 41.10 Permit holders must pay to the Council the first annual fee within 30 days of the permit being issued and an annual fee before each anniversary of the issue of the permit thereafter. Failure to do so will result in the permit being cancelled.

42.0 Automatic entitlement to two gaming machines

- 42.1 This notification is issued in accordance with Section 282 of the Gambling Act 2005.

Description

- 42.2 There are specific notification procedures available to alcohol premises licence holders to make available two gaming machines of category C or D for use in alcohol licensed premises with a licence for on sales.

Principles

- 42.3 All alcohol licensed premises which provide gaming machines for use on the premises must comply with any relevant Code of Practice issued by the Gambling Commission under Section 24 of the Gambling Act 2005
- 42.4 The Council recognises that it has no discretion to consider notifications or to turn them down, other than in respect of whether the applicant holds an on-sales alcohol premises licence and the fee has been paid. However, the Council is strongly of the opinion that, although the automatic entitlement is a light touch approach under the Act, there remains a risk which operators should be aware of and take into consideration. As such, operators giving notifications are strongly encouraged to consider the development of a staff training programme, particularly to ensure staff have a full understanding of:

- the harm and exploitation that is caused by problem gambling
- their responsibilities to safeguard children, young persons and adults with care and support needs
- measures to reduce crime and disorder associated with gambling
- the relevant legal provisions that restrict the use of gaming machines and other gambling activities

42.5 The Council will give serious consideration to removing, subject to it following the correct procedures, the 'automatic authorisation' where there is evidence that:

- 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 relating to the location and operation of gaming machines;
- the premises are mainly used for gaming; or
- an offence under the Act has been committed on the premises.

Notification Process

42.6 Applicants must:

- Submit a completed notification form
- Pay the appropriate fee

Period of Notification

42.7 The notification duration is indefinite as it is linked to the Licensing Act 2003 premises licence. If the premises licence holder changes, for example because the licence is transferred, the new licence holder will need to give a new notification.

43.0 Prize Gaming Permit

43.1 A Prize Gaming permit is issued in accordance with Schedule 14 of the Gambling Act 2005.¹²

Description

43.2 Gaming is classed as prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid or raised by the gaming. Normally the prizes are determined by the operator before play commences. A Prize Gaming Permit is a permit issued by the Council to authorise Prize Gaming on specified premises. Vessels and vehicles are not premises.

¹² Section 292 of the Gambling Act 2005 provides that travelling fairs are also able to offer equal chance prize gaming without a permit, provided that, taken together, the facilities for gambling are an ancillary amusement at the fair.

Principles

43.3 The principles that the Council proposes to apply when considering applications for a Prize Gaming Permit are set out below. The Council will:

- have regard to the licensing objectives and the Guidance to licensing authorities 5th Edition (September 2016) issued by the Gambling Commission
- give weight to protecting children and other vulnerable persons from being harmed or exploited by gambling
- expect applicants to demonstrate how they intend to protect children and other vulnerable persons from being harmed or exploited

43.4 The Council cannot attach conditions¹³ to a Prize Gaming permit; however, it can refuse to grant the permit by notifying the applicant of the intention to refuse and the reasons for it and then giving the applicant an opportunity to make representations.

Period of licence

43.5 A permit ceases to exist after a period of 10 years unless it is renewed, lapses, is surrendered or forfeited by the Court. A permit lapses if:

- the company ceases to exist or goes into liquidation
- the permit holder ceases to occupy the premises
- the permit holder e.g. a partnership otherwise ceases to exist
- the permit holders dies
- the permit holder becomes bankrupt
- the permit holder becomes incapable by reason of mental or physical incapacity

Application Process – new applications

43.6 Applicants must:

- Submit a completed application form
- Pay the appropriate fee
- Provide a satisfactory basic criminal record disclosure from Disclosure and Barring Service (see **Appendix F**)
- Provide evidence that they have the right to occupy the premises to which their application relates
- Provide a scale plan of the internal layout of the premises
- Set out the types of gaming that will be offered
- Provide a business plan
- Provide evidence that they fully understand the maximum stakes and prizes of the gambling permissible for a Prize Gaming Permit and that the gaming offered is within the law

¹³ Specific requirements are set out in the Gambling Act 2005 that amount to 'conditions'.

- Provide a staff training programme particularly to ensure staff have a full understanding of:
 - the harm and exploitation that is caused by problem gambling
 - their responsibilities to safeguard children, young persons and adults with care and support needs
 - measures to reduce crime and disorder associated with gambling
 - the relevant legal provisions that restrict the use of gaming machines and other gambling activities
 - the maximum stakes and prizes of the gambling permissible for a Prize Gaming Permit and that the gaming offered is within the law
- Provide evidence as to how they intend to protect children and other vulnerable persons from being harmed or exploited

Renewal applications

- 43.7 The renewal application process is the same as the process set out above for new applications.
- 43.8 The renewal application must be submitted no more than 6 months before but no less than 2 months before the expiry date of the permit. Failure to apply within the prescribed time period will result in the renewal application being refused. Where the applicant wishes to continue to apply for a permit, they will then be required to submit a new application in accordance with the procedures above.

Right of Appeal

- 43.9 The applicant or the holder of a permit may appeal if the Council has
- rejected an application for a Prize Gaming permit or renewal of a Prize Gaming permit

Change of permit holder's name and lost, stolen or damaged permit

- 43.10 There are specific provisions that allow a permit holder to make changes to their name and to obtain a copy of a lost, stolen or damaged permit providing the correct application is submitted and the required fee paid and for the purposes of a lost or stolen permit evidence that the loss or theft has been reported to the Police e.g. crime reference number.

44.0 Part 3C - Temporary and Occasional Use

Temporary Use Notice (TUN)

- 44.1 A TUN is issued in accordance with Part 9 of the Gambling Act 2005 and Gambling Act 2005 (Temporary Use Notices) Regulations 2007 (SI2007/3157).

Description

- 44.2 A TUN allows the use of premises (not vehicles, but does include vessels whether moored or moving) for gambling where there is no premises licence but where an operator wishes to use the premises temporarily for providing gambling facilities.
- 44.3 Certain restrictions exist in relation to a TUN. These restrictions are:
- it can only be used to offer gambling of a form authorised by the operator's operating licence
 - gambling under a TUN may only be made available on a maximum of 21 days in any 12-month period for any or all of a named set of premises
 - it can only be used to permit the provision of facilities for equal chance gaming, and where the gaming in each tournament is intended to produce a single overall winner
 - gaming machines may not be made available under a TUN
 - cash games are not permitted under a TUN; cash games are where each hand provides a winner

Principles

- 44.4 As a result of the six week timescale specified in the Act for the purposes of fully completing the TUN process, the Council strongly encourages operators to make contact with the licensing service to discuss their plans and requirements as soon as possible (ideally at least six months) prior to the anticipated date of the gambling event.
- 44.5 Where applicants chose to submit a TUN by post, the Council expects the applicant to take steps to ensure the notice has been received by the Council within three days of the date of posting to assist the Council to process the notice within the tight timescales laid down in the Act.
- 44.6 The Council will send a written acknowledgement confirming receipt of the TUN as soon as reasonably practical.
- 44.7 Where the Council considers it necessary to object to a TUN it will give a notice of objection within fourteen days beginning with the date when which the TUN was received by the Council.
- 44.8 When making objections to a TUN the Council, and other relevant bodies, will have regard to the same principles that the Council considers when determining premises licence applications, in particular, the aims of the licensing objectives.
- 44.9 Where the Council issues a counter-notice, the principles that will be applied are the same as those in determining premises licence applications; in particular, the Council will aim to permit the provision of facilities for gambling under a TUN providing to do so accords with the Commission's relevant code

and guidance and the Council's Policy, and is reasonably consistent with the licensing objectives.

- 44.10 The Council will give serious consideration to objecting to a TUN where it appears that the effect would be to permit regular gambling in a place that could be described as one 'set of premises' (refer to section above setting out the meaning of 'premises').
- 44.11 Where the Council is made aware or establishes that the premises to which a TUN relates has been the subject of one or more TUN for more than a total of 21 days in the past 12 months, the Council will issue a counter-notice that has the effect of stopping the TUN coming into effect.
- 44.12 Where the Council receives a TUN from a high profile operator (e.g. a casino) to hold an event in a larger venue (e.g. a stadium or an arena) and this TUN includes the need to hold a remote operating licence, the Council will contact the Commission for further advice and guidance before processing the TUN.

Notification process

44.13 Applicants must:

- Submit a completed notification form (must be received by the Council at least three months and one day before the day on which the gambling event will begin and must be received within seven days of the date the notice has been signed)
- Pay the appropriate fee
- Provide evidence that they hold an operating licence
- Set out how they intend to satisfy the relevant mandatory and default conditions applicable to the type of gambling activity that will be undertaken at the premises
- Submit their local risk assessment (refer to Social Responsibility Code provision 10.1.1) in accordance with Ordinary Code provision 10.1.2
- Provide a copy of the notice to the Gambling Commission, West Mercia Police and the HMRC (the notice must be received within seven days of the date the notice has been signed) (where the TUN relates to a vessel please refer to paragraph 21.0 regarding responsible authorities)
- Where applicable, provide a copy of the notice to any other Licensing Authority in whose area the premises is also situated (the notice must be received within seven days of the date the notice has been signed)

44.14 Where no objections are made within 14 days of the date of the TUN, the Council will endorse the TUN as valid and return it to the person who gave the TUN.

Objection process

44.15 Where written objections are received, the Council will enter into constructive discussions with the applicant and objectors with the aim of resolving the

objections. Where resolution cannot be achieved, the Council will hold a hearing to listen to representations from:

- the person who gave the TUN;
- all objectors; and
- any person who was entitled to receive a copy of the notice.

44.16 Where modifications are accepted by the applicant, the applicant must submit a new TUN, incorporating the modifications, and the Council will treat the original notice as withdrawn. The person who made the original objection and proposed the modification may not object to the new TUN, but others to whom it is copied may object. Where no new objections are made, there will be no need for a hearing.

44.17 After a hearing has taken place or has been dispensed with and the Council considers that the TUN should not have effect, the Council will issue a counter-notice (copying it to all those who received copies of the TUN) setting out the reasons for its issue and providing for the TUN:

- not to have effect;
- to have effect only in respect of a specified activity;
- to have effect only in respect of activity carried on during a specified period of time or at specified times of day; or
- to have effect subject to compliance with a specified condition.

44.18 Where the Council decides not to issue a counter-notice, the TUN will take effect. The Council will give notice of its decision to the person who gave the TUN and to others to whom the TUN was copied.

Conditions

44.19 While the gambling is taking place, the operator must ensure a copy of the TUN must be displayed prominently on the premises.

Right of appeal

44.20 An appeal against the Council's decision may be made by the applicant, or any person entitled to receive a copy of the TUN, to the Magistrates' Court within 14 days of receiving notice of the Council's decision. There is a further right of appeal to the High Court on a point of law.

Lost, stolen or damaged endorsed notice

44.21 There are specific provisions that allow a notice holder to obtain a copy of a lost, stolen or damaged endorsed notice, providing the correct application is submitted and the required fee paid.

45.0 Occasional Use Notice (OUN)

45.1 An OUN is issued in accordance with Section 39 of the Gambling Act 2005.

Description

45.2 A OUNs is a permit that allows licensed betting operators to use tracks for short periods for conducting betting, where the event upon which the betting is to take place is of a temporary, infrequent nature. A betting premises licence for the track is not required in these circumstances.

Principles

45.3 An OUN must be submitted for each day that betting activity will be conducted on the premises.

45.4 Betting activity is only allowed for a maximum of 8 days in a calendar year, if betting activity is to be held over a period of 8 consecutive days, the operator will be required to submit 8 separate notices.

45.5 The period of 8 days applies to the venue and not the individual who has submitted the OUN.

45.6 An event running past midnight and ending on the following day accounts for two occasional use days, even though in practice it is one event.

45.7 If the maximum number of days is reached in a calendar year the OUN will not be accepted by the Council.

45.8 There is no need for a track to be permanently established for an OUN to be given.

45.9 The Council expects the betting to be limited to betting on the outcomes of a race, competition or other sporting event taking place at the track.

45.10 Betting operators cannot provide gaming machines at a track by virtue of an OUN.

Application process

45.11 All applicants must be a person who is either responsible for the administration of events on the track or the occupier of the track.

45.12 Applicants must:

- Submit a completed notification form
- Provide evidence that the applicant is either responsible for the administration of events on the track or the occupier of the track
- Specify the day(s) the notice is to have effect
- Provide a copy of the notice to West Mercia Police

46.0 Lotteries

46.1 Large Society Lotteries are regulated by the Gambling Commission through operating licenses and are not the concern of the Council.

46.2 There are several other types of lottery which do not require registration with the Council:

- Incidental Non Commercial Lotteries are lotteries that are incidental to a non-commercial event (such as a school fete).
- Customer Lotteries, which are lotteries promoted by the occupiers of business premises, who sell tickets only to customers present on their premises.

46.3 There are also three types of private lotteries as defined in the Gambling Act 2005 which do not require registration with the Council, referred to as:

- Private Society Lotteries (such as might be organised internally by a private members club),
- Work Lotteries (such as when employees at a workplace organise a sweepstake on the Grand National), and
- Resident's Lotteries (such as when persons all residing in a single premises organise a lottery amongst themselves).

46.4 Further details on these types of lotteries can be found in the Gambling Commission advice note "Organising Small Lotteries", which can be found at: <http://www.gamblingcommission.gov.uk/PDF/Organising-small-lotteries.pdf>

47.0 Part 3D - Lotteries

47.1 Small Society Lotteries

A small society lottery (SSL) registration is issued in accordance with Schedule 11 of the Gambling Act 2005.

Description

47.2 Society lotteries are lotteries promoted for the benefit of a non-commercial society. A society is non-commercial if it is established and conducted:

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

47.3 A small society lottery:

- does not have proceeds (the total value of tickets sold) that exceed £20,000 for a single draw
- does not have aggregated proceeds from lotteries in excess of £250,000 in any one year.

- has a maximum prize for any draw not exceeding £25,000.

47.4 Small society lotteries do not require a licence but must be registered with the local authority in the area where the principal office of the society is located.

Principles

47.5 The Council expects operators of SSL to ensure that:

- the total value of prizes combined with the expenses of running the lottery do not exceed 80% of the total proceeds of that lottery.
- rollovers between lotteries are only permitted where every lottery affected is also a SSL promoted by the same society, and the maximum single prize is £25,000
- every ticket in the lottery must cost the same and the society must take payment for the ticket fee before entry into the draw is allowed
- SSL are conducted in a socially responsible manner
- effective measures are in place to minimise the risk of lottery tickets being sold to children under the age of 16
- tickets (physical or virtual e.g. email or text message) issued must include¹⁴:
 - the name of the promoting society;
 - the price of the ticket, which must be the same for all tickets;
 - the name and address of the member of the society who is designated as having responsibility at the society for promoting small lotteries or, if there is one, the External Lottery Manager (ELM); and
 - the date of the draw, or information which enables the date to be determined.
- written records are maintained of any unsold and returned tickets for a period of one year from the date of the lottery draw
- tickets are not sold by persons under the age of 16
- tickets are not offered for sale in a street except from a kiosk or similar static structure (Note: The Council is minded to prohibit the sale of tickets in the street by applying such a condition to the registration.¹⁵)
- any other necessary permissions, e.g., street trading consents, are in place
- it is made clear to consumers before they buy a lottery ticket exactly which society or charity the lottery proceeds are going to
- publish what proportion of money raised for lottery ticket sales in the previous year was returned directly for the purposes of the society

47.6 SSL operators will need to be careful when employing external help that such an individual or firm is correctly licensed by the Commission as an ELM, if

¹⁴ The requirement to provide this information can be satisfied by providing an opportunity for the participant to retain the message electronically or print it.

¹⁵ This is to bring the sale of small society lottery tickets in line with the way in which the Commission requires societies running large lotteries to operate.

required to be so. That requirement depends on the extent to which they, or the SSL itself, will be in control of:

- how the scheme operates
- banking arrangements for handling the proceeds
- who is selling the tickets, and who is paying the prizes
- who is promoting the lottery

47.7 During the currency of a registration the applicant and any appointed persons must notify the council in writing within 7 days of any cautions or convictions relating to the offences listed in Schedule 7 of the Act.

47.8 Where the Council has refused or revoked a registration and the applicant has submitted representations, the Council will reconsider the decision and notify the applicant of the outcome including the reasons for the decision.

48.0 Application process – new

48.1 Applications for new SSL registrations must:

- Submit a completed application form
- Pay the appropriate fee
- Provide a satisfactory basic criminal record disclosure from the Disclosure and Barring Service (DBS) (see note below and **Appendix F**)
- Confirm that it does not also hold a duplicate registration with another Council where the aims and objectives of the societies are the same.
- Provide copies of both the societies terms and conditions and constitution or similar document
- Submit a declaration, stating that the person making the application on behalf of the society represents a bona fide non-commercial society.
- Provide evidence that they have procedures in place for:
 - checking the age of apparently underage purchasers of lottery tickets; and
 - taking action where there are unlawful attempts to purchase tickets.

Note:

48.2 The requirement to provide a satisfactory basic criminal record disclosure from the DBS applies to the applicant and both appointed persons. The Council recognises that an applicant may also be an appointed person.

48.3 The basic criminal record disclosure from the DBS must be no more than three years old at the time the application is submitted.

48.4 A satisfactory enhanced DBS report will be accepted as an alternative to the basic criminal record disclosure from the DBS.

48.5 Once a registration has been issued the Council will add the details of the registration to a register available to the public or the Gambling Commission on request.

49.0 Returns to the Council¹⁶

49.1 The following information must be submitted as a return to the Council:

- the arrangements for the lottery – specifically the date on which tickets were available for sale or supply
- the dates of any draw
- the value of prizes, including any donated prizes and any rollover
- the total proceeds of the lottery
- the amounts deducted by the promoters of the lottery in providing prizes, including prizes in accordance with any rollovers
- the amounts deducted by the promoters of the lottery in respect of costs incurred in organising the lottery
- the amount applied to the purpose for which the promoting society is conducted (this must be at least 20% of the proceeds)
- whether any expenses incurred in connection with the lottery were not paid for by deduction from the proceeds, and, if so, the amount of expenses and the sources from which they were paid.

49.2 Returns must:

- be sent to the Council no later than three months after the date of the lottery draw, or in the case of ‘instant lotteries’ (scratch cards) within three months of the last date on which tickets were on sale
- be signed (electronic signatures are acceptable if the return is sent electronically) by two members of the society, who must be aged eighteen or older, they must be appointed for the purpose in writing by the society or, if it has one, its governing body, and be accompanied by a copy of their letter or letters of appointment

50.0 Annual Fee (Renewal)

50.1 Small Society Lotteries incur an annual fee, however the Council processes these as if they are ‘renewals’ and the renewal registration process is the same as the process set out above for new registrations, with the exception that:

- a satisfactory basic criminal record disclosure from the DBS is only required where the previously submitted disclosure is more than three years old on the date the application is submitted

¹⁶ Paragraph 39, Schedule 11

- copies of the society's terms and conditions and constitution or equivalent document are only required where there have been changes
- evidence of procedures for checking the age of apparently underage purchasers of lottery tickets and taking action where there are unlawful attempts to purchase tickets are only required where there have been changes

51.0 Decisions of the Council

51.1 The Council shall refuse a registration if within the previous five years:

- an operating licence held by the applicant has been revoked
- an application for an operating licence made by the applicant has been refused

51.2 The Council may refuse a registration if it thinks that:

- the applicant is not a non-commercial society
- a person who will or maybe connected with the promotion of the SSL has been convicted of a relevant offence
- information provided is false or misleading

51.3 The Council may revoke a registration:

- if it is considers that it would be obliged or permitted to refuse an application for the registration were it being made anew.
- where the society fails to submit the required returns within three months of a lottery
- where the society fails to comply with the requirements on operators as listed in the statement of principles above

51.4 Where the Council intends to refuse or revoke a registration it will notify the applicant of the intention to refuse or revoke and the reasons for it and giving the applicant an opportunity to make representations.

52.0 Right of Appeal

52.1 Where the Council takes a final decision to refuse to grant the registration or revokes it the society may appeal.

53.0 Part 3E - Activities Not Requiring Permissions

53.1 There are a number of gambling activities, under limited circumstances, that are permitted without any specific permissions. These are:

- non-commercial gaming
- non-commercial prize gaming

- non-commercial equal chance gaming
- incidental non-commercial lotteries
- private gaming, including poker as private gaming
- non-commercial betting
- non-commercial 'casino night' or 'poker night'
- casino night or poker night as non-commercial prize gaming
- casino night or poker night as non-commercial equal chance gaming
- casino night as private gaming
- non-commercial 'race night'
- race night as non-commercial gaming
- incidental non-commercial lottery
- race night as non-commercial prize gaming
- non-commercial equal chance gaming
- race night as private gaming
- race nights as betting events

53.2 Children and young persons are permitted to participate in non-commercial and private gaming and betting.

PART 4

INSPECTION, COMPLIANCE, ENFORCEMENT AND COMPLAINTS

PART 4 – INSPECTION, COMPLIANCE, ENFORCEMENT AND COMPLAINTS

54.0 Summary

- 54.1 This part of the Policy sets out the principles that will be applied when the Council carries out the inspection of premises and when it institutes criminal proceedings in respect of specified offences under the Act.
- 54.2 This includes the principles that will be applied in respect of general compliance, enforcement and the manner in which complaints will be dealt with.
- 54.3 The focus of the Council's inspection, compliance and enforcement role is on premises licences/permits/registrations for which it has responsibility to authorise.
- 54.4 The Gambling Commission will undertake compliance, regulation and enforcement as it applies to operator and personal licences. In addition, any concerns about the manufacture, supply or repair of gaming machines will be notified to the Gambling Commission and not dealt with by the Council.

55.0 Inspection, compliance and enforcement

- 55.1 The Council will generally use the least intrusive regulatory tool to achieve compliance and will ensure that any regulatory action is proportionate to the importance of the matters to which it relates, having regard to relevant risk assessments.
- 55.2 Council officers may undertake inspection, compliance and enforcement activities for the purpose of assessing compliance under the Act and to determine whether an offence is being committed. In doing so, the Council's officers will work closely with the gambling trade representatives and other enforcement authorities to achieve compliance with the relevant legislation, licence/permit/registration requirements and specific conditions of each licence/permit/registration.
- 55.3 The Council will undertake all inspection, compliance and enforcement work in accordance with the Council's Better Regulation and Enforcement Policy (or such similar policy that may from time to time be adopted) which is available on the Council's website at <http://shropshire.gov.uk/shropshire-council/policies/>. The Better Regulation and Enforcement Policy sets out clearly the overall approach adopted by the Council towards inspection, compliance and enforcement. It also specifically sets out the principles by which the Council intends to manage all criminal investigations; these principles also apply to the way in which criminal proceedings will be managed in relation to gambling related criminal offences specified under Section 346 of the Act.
- 55.4 The Council recognises that combating illegal gambling is of significant benefit to the licensed community as the provision of illegal unregulated gambling

impacts upon the reputation of the industry as a whole. The persistent and widespread existence of illegal gambling also reduces the incentive on operators to be correctly licensed.

- 55.5 Accordingly, where the Council uncovers evidence of illegal gambling it will work in partnership with the Commission to undertake criminal investigations into such activity with a view to prosecuting the individuals and companies responsible.
- 55.6 The Council will generally take prosecutions against those providing or facilitating illegal gambling, in effect gambling without a licence or permit, where the criminality is contained in one premises. The Commission will generally take the lead in prosecuting the offence for providing facilities for gambling where it is committed in the context of illegal gambling that appears organised and has a potentially national or regional impact, or where there are deliberate, reckless or significant breaches by a licensed operator.
- 55.7 The Council will generally agree to lead a multi-agency coordinated approach into investigations relating to illegal poker or illegal/illegally sited gaming machines in a specific premises, with the Commission, the police and, where appropriate, HMRC providing support, advice and expertise.
- 55.8 In relation to the prevention, investigation and prosecution of offences under the Act, and other offences related to gambling, the Council will give priority, based on the level of risk posed to the licensing objectives, to crimes in which there is a greater risk of harm or exploitation to children and vulnerable persons.
- 55.9 Whilst breaching a licence condition is a criminal offence, the Council will default, in the first instance, to its regulatory rather than criminal powers when considering such a breach. These regulatory powers include revocation, suspension and adding/removing/amending conditions. However, where there are significant breaches of licensing conditions that satisfy the criteria for invoking criminal powers in accordance with the Council's Better Regulation and Enforcement Policy this will mean that the Council will investigate matters with a view to instituting criminal proceedings irrespective of whether it has used its regulatory powers or not.
- 55.10 The Council will abide by the statutory principles of good regulation and the Regulators' Code. Inspection and enforcement activities will be carried out in a way that is transparent, accountable, proportionate, consistent and targeted, and promotes efficient and effective regulatory approaches that improve outcomes without imposing unnecessary burdens on business.
- 55.11 The Council will apply a risk-based approach to inspection and where relevant this will be informed by the Council's local area profile. Overall, it is the Council's intention to resource inspections of high-risk premises to a greater level than those deemed to be of a lower risk. This will ensure that resources are more effectively concentrated on potential problem premises. However, inspections of lower-risk premises will be undertaken at an appropriate level in

order to allow the Council to maintain a presence at such premises and to target controls on emerging risks.

- 55.12 Whilst the Council recognises that industry codes, developed through trade associations and similar organisations, do not have the force of a licence condition or code, the Council will use such codes to assist officers to conduct premises inspections.

56.0 Test purchasing and age verification

- 56.1 The Council will, where appropriate, utilise test purchasing operations to measure the compliance of licence/permit holders. The Council will follow current guidance (Age Restricted Products and Services: A Code of Practice for Regulatory Delivery published by the Better Regulation Delivery Office, April 2014), in order to ensure that tests are carried out in a manner that is risk-based and fair, with due regard to the welfare of young people involved in the test purchasing.
- 56.2 The Council will focus its regulatory test-purchasing on evaluating underage controls in place in licensed premises. The Council, where it is practical to do so, may consider test-purchasing in connection with evaluating the effectiveness of measures concerning self-exclusion and anti-money laundering policies and procedures (e.g. to regulate FOBT), but will only do so where it receives guidance and support from the Commission to undertake such operations.
- 56.3 The Council strongly encourages licence/permit holders to manage the business risk associated with preventing underage access to premises and permitting a young person to gamble, including the underage use of gaming machines. Where a licence/permit holder commissions a third party to test the effectiveness of their policies and procedures or put its own testing in place and where the results of the tests are shared with the Council and/or the Commission, the Council will be less inclined to conduct test purchasing.
- 56.4 Where the Council has concerns about underage access and age verification policies or where there are particular premises it plans to test purchase, the Council will, in the first instance, consult with the Commission and then also with relevant licence/permit holders and operators. This will enable the Council to avoid creating conflict between any ongoing investigation/enforcement activities being undertaken by the Commission, to identify what programmes are in place to manage the business risk and to take these into account when planning a test purchasing operation.
- 56.5 The Council will share its test purchasing results with the Commission.
- 56.6 The Council will follow any national inspection plans and strategies that are published on the Primary Authority register when considering proactive age restricted gambling sales activity including testing.¹⁷ However, where it is

¹⁷ Where other areas, e.g. Health and Safety, are covered by a Primary Authority Agreement the Council will also follow any requirements of that agreement.

necessary, the Council will undertake reactive test purchasing (Primary Authority plans do not prohibit this approach); the Council will still undertake relevant consultation, with appropriate parties, before doing so.

57.0 Complaints

57.1 Where appropriate, complainants will be encouraged to raise complaints with the relevant licence holder or business concerned. However, the Council will also respond to complaints in line with its Better Regulation and Enforcement Policy and will use complaint information to assist in the determination of licensing decisions and enforcement action.

58.0 Publication of information relating to the Council's regulatory functions

58.1 The Council will not normally publish details of the information found or the conclusions reached during its inspections and investigations. An exception may be made where there is speculation in the public domain and/or where those involved have made public statements which need to be responded to in order to avoid misconceptions arising.

58.2 The Council will normally publish details of all formal regulatory action taken under the Act. Such information will be published as soon as practicable after a decision has been taken, whether or not the decision is the subject of an appeal.

58.3 When investigating criminal matters, the Council will generally consider making a public announcement when suspects are arrested, when search warrants are executed, when charges are laid and at the conclusion of any trial. A public announcement may also be made at other stages of an investigation when this is considered appropriate.

58.4 The Council will, upon request, review any compliance or enforcement-related notices that are published on the Council's website in order to determine whether continued publication is appropriate, or whether publicity should be removed or amended.

PART 5

CONSULTATION

59.0 PART 5 – CONSULTATION

- 59.1 Formal consultation was undertaken from the 18 March 2024 to the 9 June 2024. Details of the consultees are set out at paragraph 60.0 below.
- 59.2 The representations received during the consultation process, together with the Council's responses, is available on the Council's website as part of the report that was presented to the Strategic Licensing Committee on the 9 October 2024.
- 59.3 During the process of assessing the representations of those who were consulted, the Council had regard to guidance issued under the Act and gave appropriate weight to the views of those it consulted. In determining the weight to give particular representations, the following factors were taken into account:
- who made the representation (their expertise or interest);
 - relevance of the factors to the licensing objectives;
 - how many people expressed the same or similar views; and
 - how far the representations related to matters that the Council should be including in its Policy.

60.0 Proposed consultees (this list is not exhaustive)

Name of Organisation	Contact Details
All businesses holding gambling premises licence/permit/registration with Shropshire Council	By email and on Shropshire Council's website
Action with Communities in Rural England (ACRE)	contact@acre.org.uk
Association of British Bookmakers	mail@abb.uk.com
Aquarius	headoffice@aquarius.org.uk
Be Gamble Aware (National Gambling Treatment Service and Responsible Gambling Trust)	info@gambleaware.org research@gambleaware.org
British Amusement Catering Association	info@bacta.org.uk
British Horseracing Board	info@britishhorseracing.com
Casino Operators Association	gensec@coa-uk.org.uk
Charity Commission	enquiries@charitycommission.gov.uk
Done Brothers t/a Betfred	support@betfred.com
Gambling Commission	info@gamblingcommission.gov.uk RBurkitt@gamblingcommission.gov.uk
Gamcare	info@gamcare.org.uk
Gamblers Anonymous	telford@gamblersanonymous.org.uk info@gamblersanonymous.org.uk
Gordon Moody Association	help@gordonmoody.org.uk
HMRC	nru.betting&gaming@hmrc.gsi.gov.uk

IMPACT AAS	info@impactaas.co.uk
John Gaunt and Partners	info@john-gaunt.co.uk
Keeping Adults Safe in Shropshire Network	SSCPBusinessUnit@shropshire.gov.uk
Mind	info@mind.org.uk
National Problem Gambling Clinic	gambling.cnwl@nhs.net
National Casino Industry Forum	director@nci-forum.co.uk
National Leisure t/a Talarius	customercare@quicksilver.co.uk
Poppleston Allen	Form submitted https://www.popall.co.uk/contact/
Samaritans	jo@samaritans.org
Shropshire Safeguarding Community Partnership	SSCPBusinessUnit@shropshire.gov.uk
Shropshire Recovery Partnership	shropshireinfo@addaction.org
Shropshire Chamber of Commerce	enquiries@shropshire-chamber.co.uk
Shropshire Clinical Commissioning Group	stwccg.generalenquiries@nhs.net
Shropshire Rural Communities Charity	enquiries@shropshire-rcc.org.uk
Shropshire Fire and Rescue Service	licensingapplications@shropshirefire.gov.uk
Shropshire Association of Local Councils – for distribution to all town and parish councils	alc@shropshire.gov.uk
Shropshire Council: Development Management Planning Policy Information Governance Public Health Safeguarding Children Safeguarding Adults Housing Economic Growth Visitor Economy	Planningpolicy@shropshire.gov.uk Planning.northern@shropshire.gov.uk Planning.southern@shropshire.gov.uk Information.request@shropshire.gov.uk Jayne.randall@shropshire.gov.uk Gabriel.agboado@shropshire.gov.uk Rachel.robinson@shropshire.gov.uk Ellie.jones@shropshire.gov.uk Sarah.hollinshead-bland@shropshire.gov.uk Laura.fisher@shropshire.gov.uk economicgrowth@shropshire.gov.uk visitor.economy@shropshire.gov.uk
The Charity Commission	RAUemailteam@charitycommission.gov.uk
TLT LLP	Ellie-Nicole.Davis@TLTsolicitors.com
West Mercia Police	licensing.shropshire@westmercia.pnn.police.uk
William Hill	customerhelp@williamhill.co.uk

PART 6

LICENSING CONTACT DETAILS

61.0 PART 6 – LICENSING CONTACT DETAILS

61.1 Contact details

61.2 For information, advice and guidance relating to this Policy and the licensing and permitting of gambling establishments and activities, please contact:

Licensing
Trading Standards and Licensing
Shropshire Council
Abbey Foregate
Shrewsbury
Shropshire
SY2 6ND
Tel: 0345 678 9026
Email: licensing@shropshire.gov.uk

61.3 Website: <http://www.shropshire.gov.uk/licensing/>

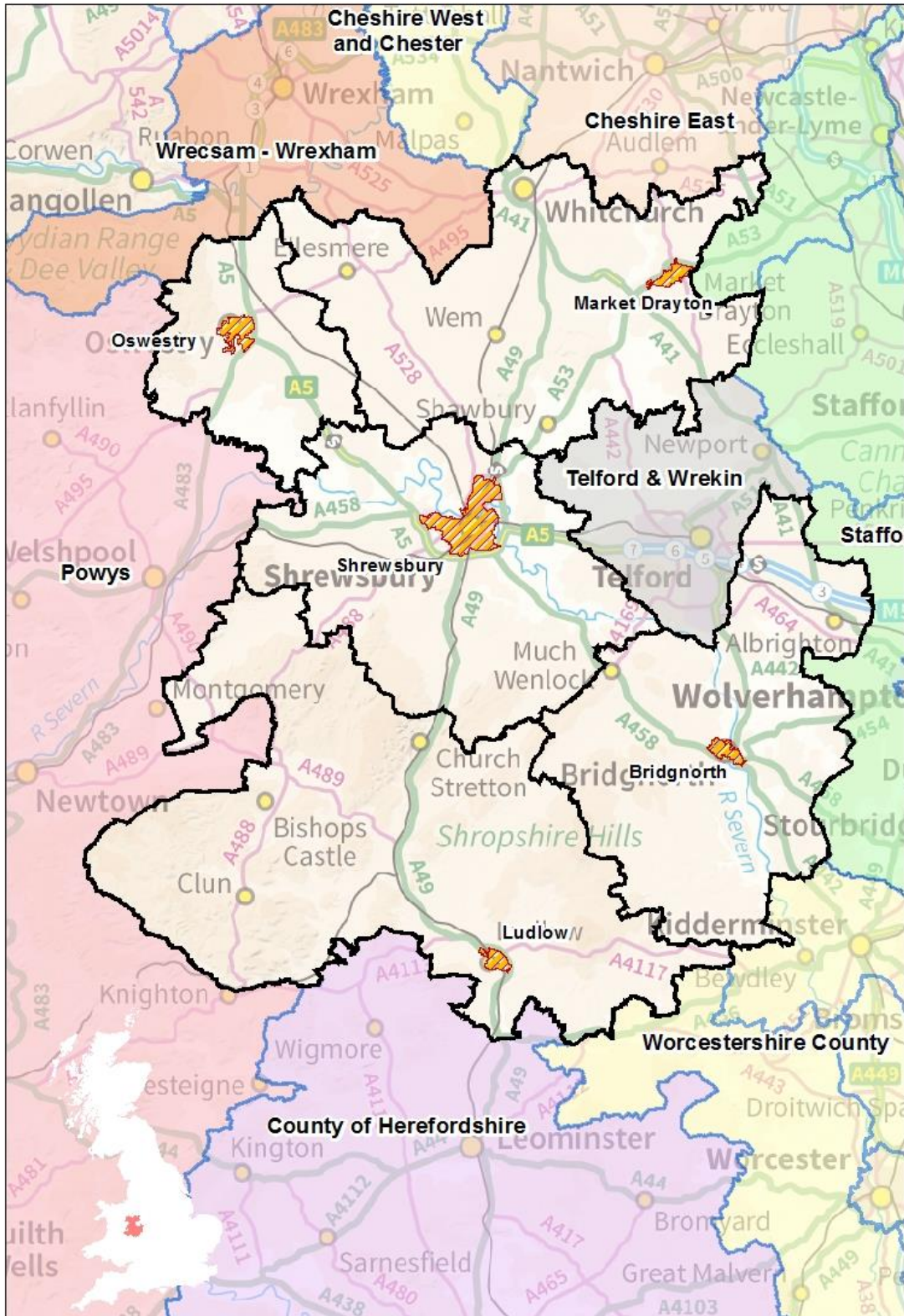
62.0 Licence Fee Payments Telephone: 0345 678 9026

Online: <http://www.shropshire.gov.uk/pay-for/>

APPENDICES

APPENDIX A

MAP OF GEOGRAPHICAL AREA OF THE ADMINISTRATIVE AREA OF SHROPSHIRE COUNCIL



Key

Yellow shaded area shows settlements of a population of over 10,000 people.

APPENDIX B

LOCAL AREA PROFILE



OFFICIAL

PROBLEM PROFILE:

LOCAL AREA PROFILE – GAMBLING PREMISES

AUTHOR:

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INTELLIGENCE ANALYST

BUSINESS AND CONSUMER PROTECTION SERVICE

CREATED DATE:

17 JANUARY 2024

VERSION	DATE
V1	17012024
V2	09022024

Trading Standards & Licensing

Business and Consumer Protection Service

Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. Tel: 01743 258765

- INTRODUCTION

The Gambling Act 2005 outlines provisions relating to gaming, betting and lotteries. The Act also established a system of shared regulation; the Gambling Commission are the national regulator, with Licensing Authorities acting as the local regulators.

There are 3 key objectives of the Gambling Act 2005 which guide the way regulators perform their functions, as well as the way that gambling businesses conduct their activities:

- 1) Preventing gambling from being a source of crime or disorder, being associated with crime and disorder or being used to support crime.
- 2) Ensuring that gambling is conducted in a fair and open way.
- 3) Protecting children and other vulnerable persons from being harmed and exploited by gambling.

Local Licensing Authorities (LA's) have regulatory obligations under the Act for licensing gambling premises and issuing permits, in order to manage gambling provision locally. Licensing Authorities also have the ability to set fees in England and Wales.

LA's have a range of specific responsibilities, including:

- licensing and regulating premises for gambling activities
- considering notices given for the temporary use of premises for gambling
- granting permits for gaming and gaming machines in clubs and miners' welfare institutes
- regulating gaming and gaming machines in alcohol licensed premises
- granting permits to family entertainment centres for the use of certain lower stake gaming machines
- granting permits for prize gaming
- considering occasional use notice for betting at tracks
- registering small society lotteries¹⁸

In September 2015, the Gambling Commission revised the recommended approach to gambling licensing and regulation with a number of changes for licensing authorities that fall under three broad themes:

- increased focus on risk and regulation
- greater attention to local area risk, and
- encouraging partnership and collaboration between stakeholders to mitigate risk

In addition, from April 2016 all industry operators will be required to undertake local area risk assessments to identify the risks gambling venues pose to the licensing objectives.

Licensing Authorities have a requirement to develop, consult on, and publish a Gambling Act 2005 Policy Statement every three years in order to set out the approach to regulation and assist operators in terms of compliance. LA's are currently revising this statement ahead of implementation during 2025. The Gambling Commission encourages LA's to produce a policy

¹⁸ www.gamblingcommission.gov.uk

statement reflective of local issues in order to identify and reduce risks to the licensing objectives (as outlined above). This increased focus on risk requires an understanding of local areas in terms of vulnerable groups and geographical locations potentially linked to gambling related harm. Therefore, the need to develop a local area profile has been identified in order to inform and support the Gambling Act 2005 Policy Statement. An effective licensing regime can ensure vulnerable groups can be sufficiently supported, and high-risk localities managed via regulatory requirements.

- **AIM OF THE REPORT**

The following local area profile aims to summarise existing national research regarding gambling-related harm, as well as providing a local evidence base regarding vulnerable groups and geographical areas of potential risk. Data from various sources will be utilised to provide an understanding of current and emerging issues in order to support the Gambling Act 2005 Policy Statement, as well as identifying risks that will need to be considered by operators during the application process.

The report will also serve to support the decision-making process in relation to future licence applications in order to minimise the risks associated with gambling premises. Ultimately the findings will assist the Licensing Authority in terms of meeting the objectives and ensuring the specific needs of local communities are considered and vulnerable groups are protected.

It is acknowledged that there are additional datasets that need to be obtained in relation to the vulnerable groups identified locally, and data gaps will be addressed in order to produce a final report. The initial draft report is based on the analysis of data made available within specific time constraints.

All population rates are based on ONS mid-2020 population estimates for Shropshire, and geographical analysis has been completed at electoral ward level. Please note, COVID-19 restrictions will have had an impact on reporting trends during 2020/2021.

- **BACKGROUND: EXISTING RESEARCH – VULNERABLE GROUPS**

There is increasing public health concern regarding harmful gambling. Gambling related harms have considerable cost to the government and society (estimated to be between £1.05 – 1.77 billion), however no consensus on effective policies and interventions to reduce risk and prevent harm has been reached. The Gambling Act 2005 is now under review with an objective to find ways of better protecting vulnerable people¹⁹.

The Gambling Act 2005 identifies children and vulnerable people as a priority for regulatory focus. Existing research aims to understand the impact of gambling on vulnerable groups, however there is a lack of clarification regarding who is vulnerable and why. Similarly, the Act does not define what is meant by ‘harm’. The Gambling Commission has stated that whilst

¹⁹ Policies and Interventions to Reduce Gambling Related Harm, August 2022

they did not want to explicitly define who vulnerable people are, for regulatory purposes this is likely to include people who gamble more than they want to:

*'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 drugs or alcohol'*²⁰.

The 2016 study 'Exploring area-based vulnerability to gambling related harm: Developing the gambling-related harm risk index' aimed to consider the types of people who may be at greater risk of harm from gambling and where they might be located. Via a process of consultation with key stakeholders, evidence assessment, and the availability of sufficient local data, the following criteria were utilised to develop indices of risk to gambling-related harm:

- Problem gamblers who are seeking treatment
- Substance abuse/misuse
- Poor mental health
- Unemployment
- Ethnic groups
- Youth
- Financial difficulties/debt
- Homelessness

Since then, a number of other research studies have been undertaken into the impact of gambling on groups that may be more vulnerable to the harms caused by gambling. As a result, the gambling vulnerability index has been revised to take account of new findings. The key at risks groups or behaviours have been identified as follows:

- Young people
- Unemployed and constrained economic circumstance
- Area deprivation
- Homeless
- Mental ill health
- Substance abuse/misuse
- Personality traits/cognitive distortions
- People who experience gambling harms and are seeking treatment

In 2020, it was reported that nationally 13% of the population were experiencing some level of gambling harm²¹, and it is recognised that there are inequalities in the extent to which groups of the population are affected by gambling. During 2021, Public Health England (PHE) published a comprehensive gambling-related harms evidence review which identified people

²⁰ Gambling Commission 2012

²¹ 2020 YouGov Treatment and Support Survey

at the greatest risk of harm are more likely to be unemployed and living in more deprived areas, have poor health, low life satisfaction and wellbeing, and have an indication of probable psychological health problems²². The categories of harm used for the review included the following:

- financial
- relationship disruption, conflict or breakdown
- mental and physical health
- cultural
- employment and education
- criminal activity

It is acknowledged that more work is needed to assess the scale of gambling related harm nationally and understand the factors that influence gambling behaviour in order to focus on prevention strategies. The Office for Health Improvement and Disparities (OHID) has committed to work in partnership with other government departments and key stakeholders to:

- address the knowledge gaps identified to improve data collection
- deliver effective and implementable responses to gambling-related harms

In order to explore vulnerability and harm at a local level, analysis will focus on key demographic and socio-economic datasets incorporating the above criteria where possible, in order to provide an evidence base in support of licensing objective 3 and ultimately assist in reducing the exposure of vulnerable people to gambling premises. It is recognised that there are gaps in terms of datasets utilised, however priority has been given to reliable local information made available in line with the time frame for completing this profile. Crime and Anti-Social Behaviour data has also been analysed, as these indicators are specifically linked to objective 1. The data has been mapped against ward boundaries, with the location of gambling premises also displayed in order to identify geographical areas of risk and correlations with other criteria.

- **GAMBLING PREMISES**

The UK has one of the biggest gambling markets in the world, generating a profit of 15.1 billion in 2022/23. For the year to March 2023, overall participation in any gambling activity (in the last four weeks) remained at 44% in line with the year previous²³.

Shropshire Council currently regulate 512 authorisations under the Gambling Act 2005; see overleaf for a full breakdown of the licence type.

²² PHE Gambling Related Harms Evidence Review 2021

²³ Gambling Commission: Gambling participation and problem gambling prevalence data

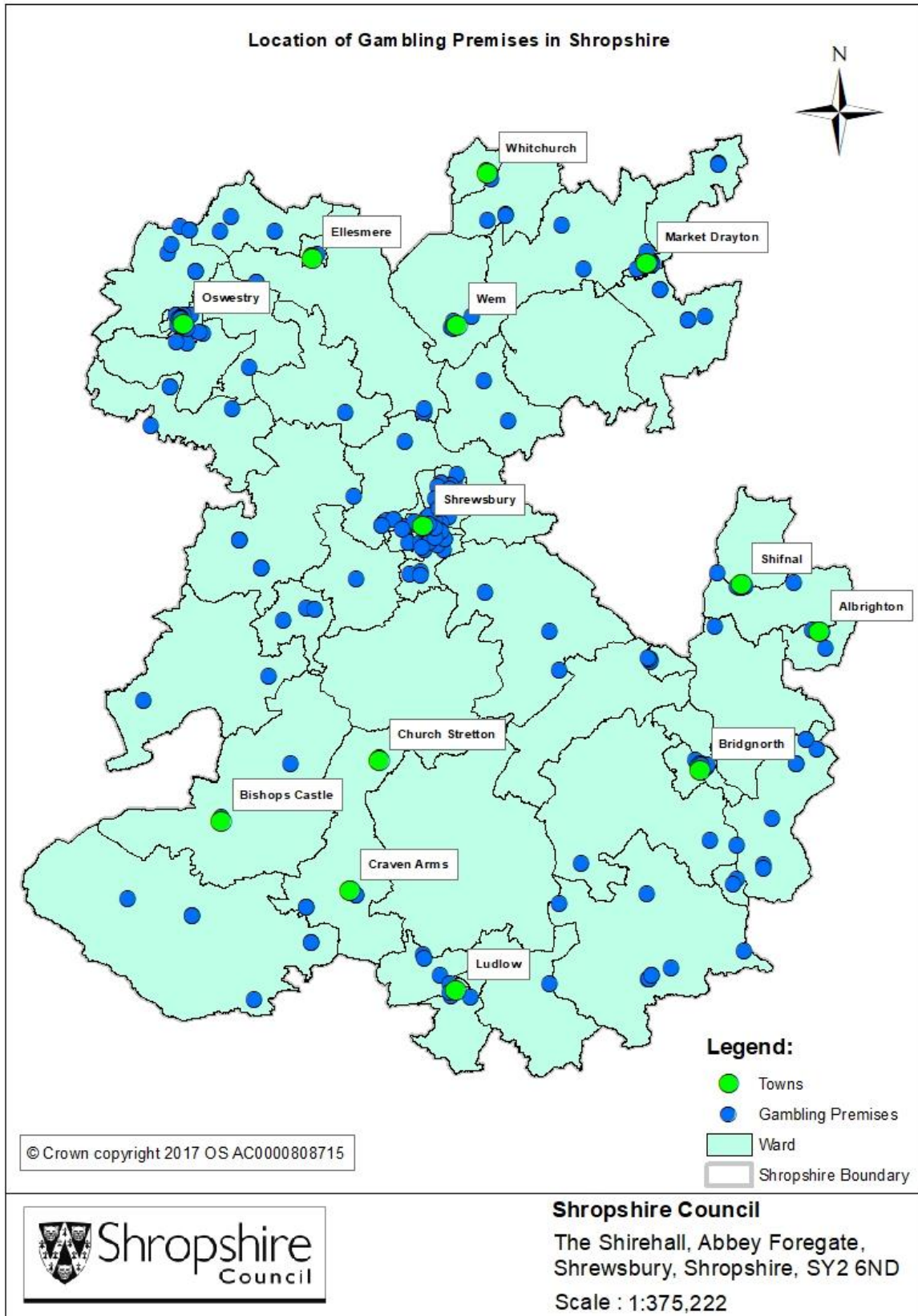
LICENCE TYPE	TOTAL
Small Society Lottery Registration	230
Alcohol Licensed Premises - Notification	221
Alcohol Licensed Premises - Permit	22
Betting Premises Other Than a Track	16
Club Machine Permits	13
Club Gaming Permits	5
Adult Gaming Centre	3
Betting Premises in Respect of a Track	1
Bingo Premises	1
Grand Total	512

Figure 1: Breakdown of licencetype

National research indicates a clear association between gambling at all levels of harm and increased alcohol consumption. As illustrated above, there is a clear link locally with premises licensed to sell alcohol; 47% of all gambling premises are also licensed to sell alcohol indicating further risk factors and vulnerable groups. For example, electronic gaming machines are often prevalent within licensed premises which increases the likelihood of impulsive gambling. This highlights availability and convenience as important regulatory concerns in relation to gambling provision.

For the purpose of this risk analysis, small society lotteries have been excluded from the remainder of the report; as people do not attend these premises in order to gamble, they do not pose a risk to those vulnerable to gambling related harm. Such premises are often schools, churches or community groups utilising raffles in order to raise financial funds, as such their inclusion will potentially distort the results in terms of identifying geographical areas of risk.

The place where a person gambles is an important factor in the management of risk to the licensing objectives, and local policies and plans should reflect the need for limits on gambling establishments in hotspot locations and areas of risk identified via the following profile. The map below displays the current location of gambling premises across Shropshire, and indicates cluster sites in the main county towns, with a higher concentration of premises in the Shrewsbury and Atcham district.



As illustrated, the highest number of premises are located in Shrewsbury. At a lower geographical level, the tables below identify the number and rate of premises licensed for gambling activities in relation to the top hotspot 5 wards.

WARD	TOTAL
Quarry and Coton Hill	28
Oswestry South	13
Bridgnorth East and Astley Abbots	13
Ludlow North	11
Whitchurch North	10
Bayston Hill, Column and Sutton	9
Cleobury Mortimer	9

Figure 2: Number of premises per ward

WARD	RATE PER 1000 POPN
Quarry and Coton Hill	5.67
Ludlow North	2.88
Oswestry South	2.88
Alveley and Claverley	1.93
Bridgnorth East and Astley Abbots	1.88
Belle Vue	1.52

Figure 3: Rate of premises per 1000 population by ward

Key findings: Quarry and Coton Hill in Shrewsbury recorded both the highest number and rate of premises licensed for gambling activities per 1000 population, indicating a key hotspot location regarding the supply and level of gambling activity. This ward encompasses Shrewsbury town centre; it is predominantly urban in nature and densely populated. The ward provides a wide range of shops, entertainment venues and other amenities, and also has a comparatively higher number of premises licensed to sell alcohol. The only bingo hall in Shropshire is also located in Quarry and Coton Hill. In 2021 there were 1208 recorded businesses within this particular ward, and the largest job sector is retail.

Aside from the physical location of premises licensed for gambling, local data is limited regarding the scope of gambling activity and further information is required in order to determine local participation levels. This issue has been acknowledged nationally, recognising a need to collate data across a range of services where harmful gambling has been a contributory factor in cases. Data collected in November 2022 as part of the Annual Great Britain Treatment and Support Survey, estimates that 1.9% of the local population are classed as problem gamblers, and 62% would like treatment, support or advice to deal with their gambling²⁴. The fiscal cost of problem gambling in Shropshire is £4.3 million. Open source research has identified a weekly Gamblers Anonymous group meeting in Telford, and several rehabilitation centres located in Shropshire. The 24-hour helpline number hosted by GamCare is provided via the Shropshire Council website in order to promote access to support services.

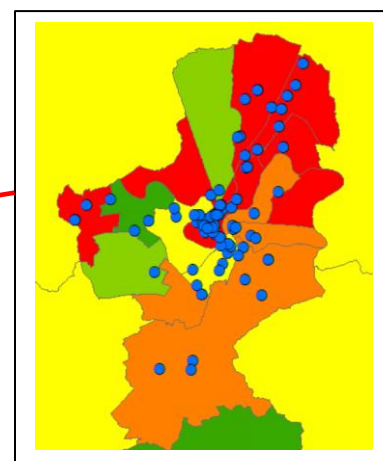
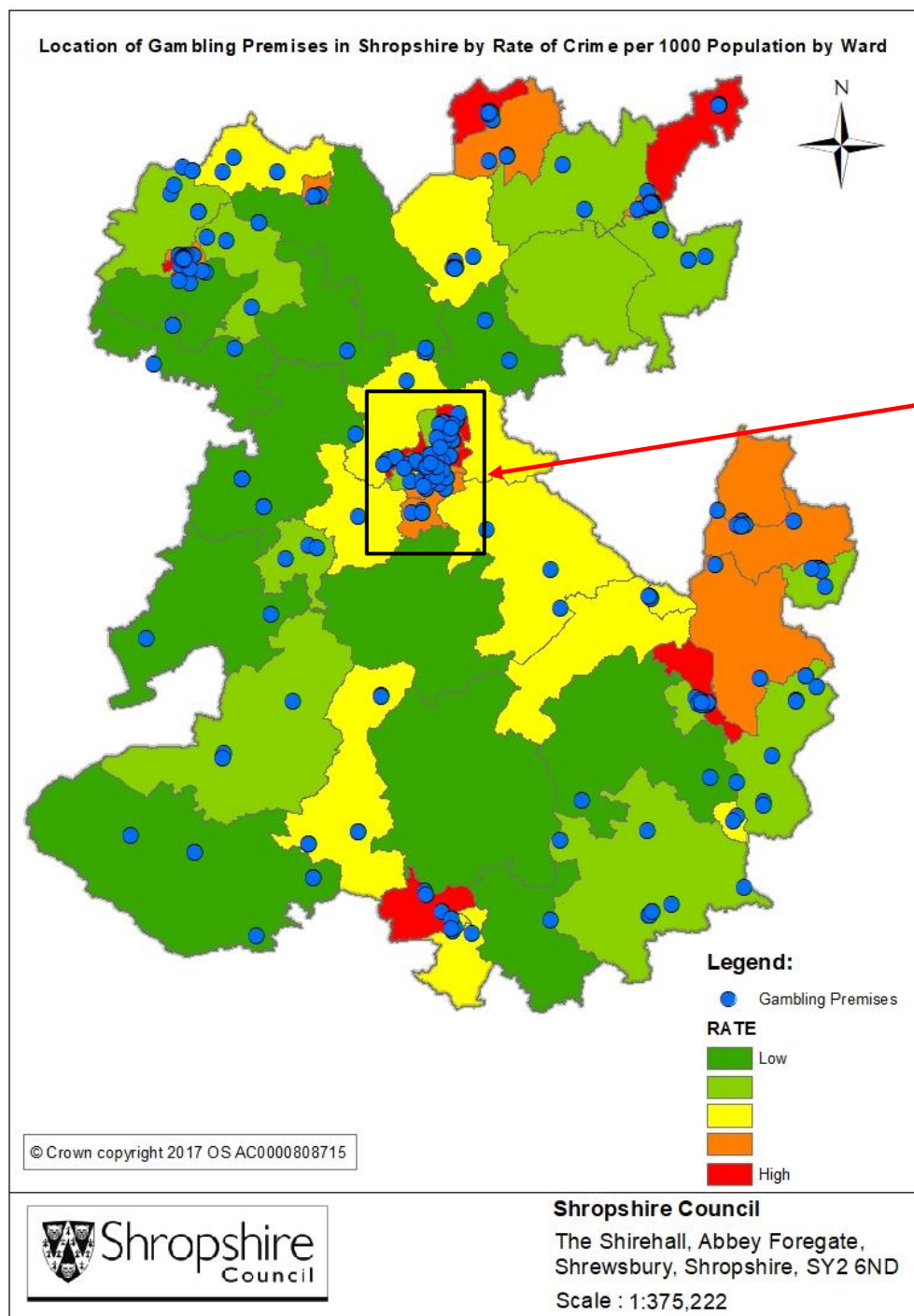
The remainder of the report focuses on risks associated with objective 1 of the Gambling Act, as well as identifying locations where individuals at risk of gambling related harm are located or more likely to frequent, in support of objective 3.

²⁴ [Gambling Prevalence, Harm & Support Map - Great Britain \(begambleaware.org\)](https://www.begambleaware.org/gambling-prevalence-harm-support-map-great-britain)

- CRIME AND ANTI-SOCIAL BEHAVIOUR

Objective 1 of the Gambling Act focuses on preventing gambling from being a source of crime or disorder, being associated with crime and disorder or being used to support crime. In order to identify hotspot areas, and any correlation with the location of existing gambling premises, crime data obtained from West Mercia Police has been analysed for the period April 2020 – March 2023.

The map below displays the location of gambling premises, alongside the rate of crimes per 1000 population by ward in Shropshire.



The tables below identify the top 5 hotspot wards with regard to both the number and rate of recorded crimes.

WARD	TOTAL CRIMES
Quarry and Coton Hill	3680
Bayston Hill, Column and Sutton	1943
Oswestry South	1940
Harlescott	1788
Castlefields and Ditherington	1502

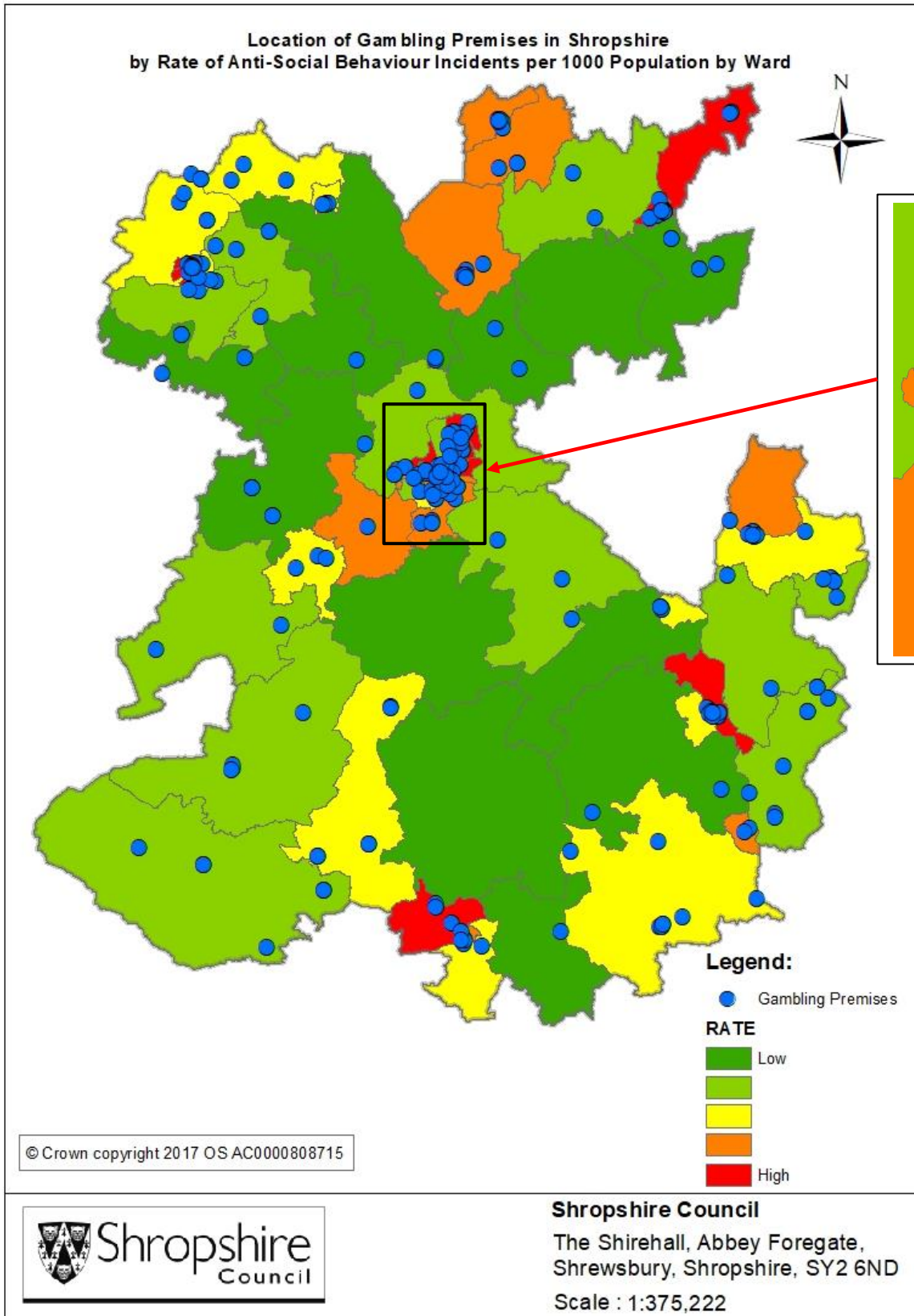
Figure 4: Number of Crimes per ward

WARD	RATE PER 1000 POPN
Quarry and Coton Hill	745.39
Oswestry South	430.44
Harlescott	360.19
Castlefields and Ditherington	325.81
Monkmoor	299.40

Figure 5: Rate of crimes per 1000 population by ward

Key findings: Quarry and Coton Hill has been identified as the hotspot ward in relation to recorded crime. As outlined previously, this ward includes Shrewsbury town centre and therefore incorporates a wide range of amenities including retail and commercial premises. A higher number of licensed premises are also located in this particular ward, indicating a correlation with the night-time economy. Indices of Multiple Deprivation (IMD) data for 2019 indicate that 64% of residents within this ward live in areas of higher deprivation in relation to crime. Oswestry South also features within the top 5 in relation to both crime volume and crime rate, as well as the number and rate of gambling premises.

Due to system changes, geocoded Anti-Social Behaviour (ASB) data provided by West Mercia Police is only available for the period 01 July 2020 – 31 March 2023. The map overleaf displays the location of gambling premises, alongside the rate of ASB incidents per 1000 population by ward.



As illustrated, key cluster sites regarding gambling premises do correlate with wards recording a higher rate of ASB. The tables below identify the top 5 hotspot wards in relation to both the number and rate of ASB incidents.

WARD	TOTAL INCIDENTS
Quarry and Coton Hill	1972
Oswestry South	843
Bayston Hill, Column and Sutton	811
Market Drayton West	692
Bridgnorth East and Astley Abbots	596

Figure 6: Number of ASB incidents per ward

WARD	RATE PER 1000 POPN
Quarry and Coton Hill	399.43
Oswestry South	187.04
Sundorne	129.67
Castlefields and Ditherington	124.51
Ludlow North	116.18

Figure 7: Rate of ASB incident per 1000 population by ward

Key findings: Again, Quarry and Coton Hill has been identified as the hotspot ward in relation to ASB, primarily due to the nature of the town centre location. Of note, more than double the number of ASB incidents were recorded in this ward in comparison to the second most problematic area (Oswestry South). Oswestry South features as a hotspot ward regarding both the volume and rate of incidents; this ward is predominantly urban in nature and 91% of residents live in areas of higher deprivation in respect of living environment.

Recommendation: With regard to future licence applications in relation to premises located in the wards identified above, ensure the required measures are in place to minimise the impact on increased crime and disorder levels; for example door supervision, adequate staffing levels, CCTV and other appropriate crime prevention tactics. Also consider the use of ASB powers to tackle any ongoing nuisance issues at existing gambling premises.

- DEMOGRAPHICS

AGE PROFILE

The third objective of the Gambling Act states that children should be protected from being harmed or exploited by gambling, and as such recognises young people as a vulnerable group. The legal age for most gambling products in the UK is 18, with the exception of lotteries, scratch cards and football pools which is 16²⁵. Recent studies have shown that young people, particularly students are more likely to engage in online gambling which is an area regulated by the Gambling Commission.

The Gambling Commission survey Young People and Gambling 2023, found that 26% of 11-17 year olds were actively involved in gambling in the last 12 months, having spent their own money on gambling activities. However, they were most likely to have spent their money on regulated gambling activities (19%). Removing arcade gaming, only 4% of 11 – 17 year olds spent their own money on regulated forms of gambling. The survey identified 0.7% of 11 – 17 year olds as problem gamblers, 1.5% as at risk and 23% as non-problem gamblers.

²⁵ Gambling Commission 2012

The 2019 Young People and Gambling survey found that the extent of gambling among children and young people (aged 11 to 16) was lower than drinking alcohol but higher than using e-cigarettes, smoking tobacco cigarettes, or taking illegal drugs. There may also be a relationship between these other harmful activities and gambling. Compared with children who have not gambled, those who have spent their own money on gambling are more likely to have consumed alcohol, taken drugs, or smoked either a tobacco cigarette or an e-cigarette.

Local data regarding the participation of young people in gambling activities is limited. However, consideration should be given to interventions which will ensure the prevention of underage gambling, as well as safeguarding measures in relation to the children of problem gamblers.

18% of the population in Shropshire are under 18, and 13% are of school age (aged 5-16 years). The table below displays the top 10 areas in relation to the rate of school children per 1000 population²⁶. The number of children by age is also displayed.

WARD	5	6	7	8	9	10	11	12	13	14	15	16	RATE PER 1000 POPN
Sundorne	58	70	57	60	75	74	53	62	64	66	60	50	177.24
Porthill	31	60	40	69	49	52	56	45	68	126	134	124	172.56
Underdale	63	58	65	68	74	53	60	73	65	44	61	50	162.93
Ruyton and Baschurch	45	50	36	54	45	63	67	70	77	72	77	65	162.46
Copthorne	37	45	42	50	54	61	62	81	65	55	60	55	152.84
Harlescott	74	55	69	73	73	63	51	65	60	54	55	63	152.10
Meole	53	45	49	62	64	59	60	63	57	73	55	51	151.67
Monkmoor	54	43	69	43	64	88	53	59	51	56	48	54	150.59
Whittington	59	43	62	39	53	55	54	56	50	49	51	55	146.98
Cheswardine	61	53	58	47	65	55	65	64	49	47	40	55	145.73

Figure 8: Top 10 wards - Rate of school aged children per 1000 population

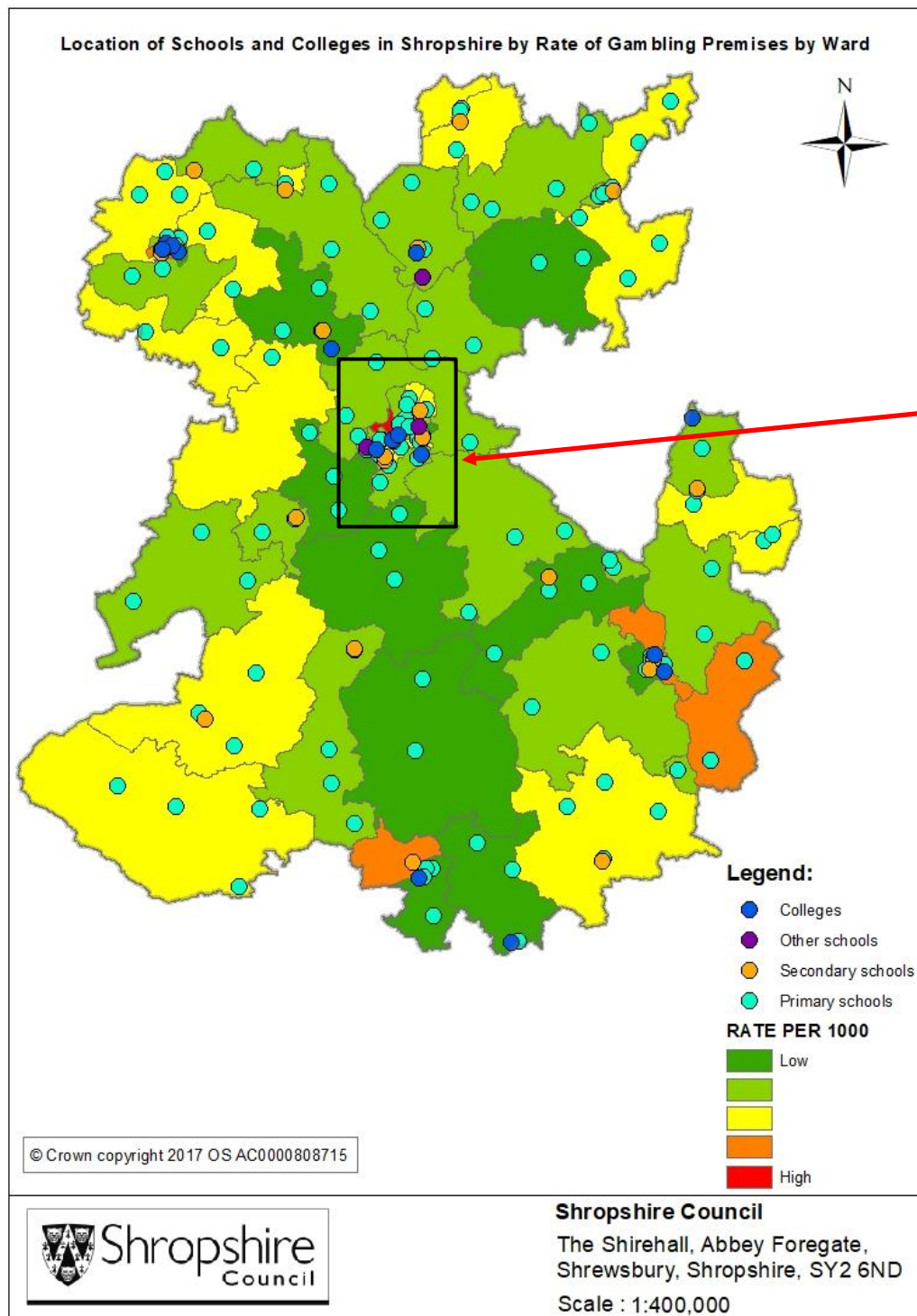
The provision of gambling activity in certain areas should be taken into consideration; for example, the proximity of gambling premises to schools. In order to identify locations where younger people will be present in greater numbers at certain points of the day, the map overleaf displays the location of all Shropshire schools and colleges alongside the rate of gambling premises per ward highlighting at-risk localities.

Key findings: Sundorne has the highest rate of school aged children across Shropshire; this area is predominantly urban in nature and densely populated. Of note, over half of residents in Sundorne live in areas of higher deprivation²⁷. Porthill also has a higher rate of school aged children, and this ward is adjacent to the gambling premises cluster site in Quarry and Coton Hill and as such should be considered a risk area. As outlined previously, the highest number of gambling premises are located in Quarry and Coton Hill ward; this area also contains Shrewsbury Sixth Form College Welsh Bridge Campus, the English Bridge Campus, as well as

²⁶ Mid-2020 Population Estimates, Office for National Statistics

²⁷ Overall IMD 2019

Coleham Primary School located just outside the ward boundary. Bridgnorth East and Astley Abbots ward contains the highest number of schools and colleges, and also features as a hotspot area regarding both the number and rate of gambling premises.



Recommendation: With regard to future licence applications in relation to premises located in the wards identified above, ensure the required measures are in place to prevent underage gambling and to protect young people from gambling related harm; for example age

verification controls, door supervision, prevention material and signposting regarding support services. Consider test purchase exercises in order to monitor compliance.

ETHNICITY

The report 'Exploring area based vulnerability to gambling related harm: Developing the gambling related harm risk index' (2016) found good evidence to support those from certain ethnic groups, such as Asian/Asian British, Black/Black British and Chinese/other ethnicity as being potentially more vulnerable to gambling-related harm. The Gambling Commission (2021) found that while people from ethnic minority communities may be less likely to gamble, those that do gamble may be more at risk of experiencing harm.

2021 Census data has been analysed in order to identify geographical areas with a higher percentage of residents from ethnic minority communities. Used alongside the additional criteria this information provides a useful indicator in terms of identifying the geographical location of groups potentially vulnerable to gambling related harm. The table below displays the top 10 wards.

WARD	NON-WHITE ETHNIC GROUP %
Bowbrook	10.5
Shifnal South and Cosford	8.3
Quarry and Coton Hill	7.9
Radbrook	7.3
Burnell	6.9
Porthill	6.5
Hodnet	6.2
Castlefields and Ditherington	6.0
Albrighton	5.9
Copthorne	5.3
Oswestry South	5.3

Figure 9: Top 10 wards – Percentage of residents from non-white ethnic groups

Of note, 7.1% of residents in Bowbrook are Asian, Asian British or Asian Welsh. All residents in this ward live in areas of higher deprivation in terms of barriers to housing and services, and just over 90% are also living in areas of higher deprivation in respect of living environment²⁸.

Recent studies have identified that new migrants may be disproportionately affected by gambling and can be particularly at risk of harm if coming from countries with stricter gambling restrictions.

Key finding: 6 of the top 10 wards with a higher percentage of residents from ethnic minority communities are located in Shrewsbury where there is a greater provision of gambling activities. At a ward level, Quarry and Coton Hill also has a more diverse population in terms

²⁸ IMD 2019

of ethnic groups and has also been identified as a high-risk locality regarding gambling provision, and crime and anti-social behaviour rates.

- SOCIO-ECONOMIC FACTORS

INDICES OF DEPRIVATION 2019

The Indices of Deprivation 2019 provide a set of relative measures of deprivation for small areas across England, based on seven different indicators which include the following:

- Income Deprivation
- Employment Deprivation
- Education, Skills and Training Deprivation
- Health Deprivation and Disability
- Crime
- Barriers to Housing and Services
- Living Environment Deprivation²⁹.

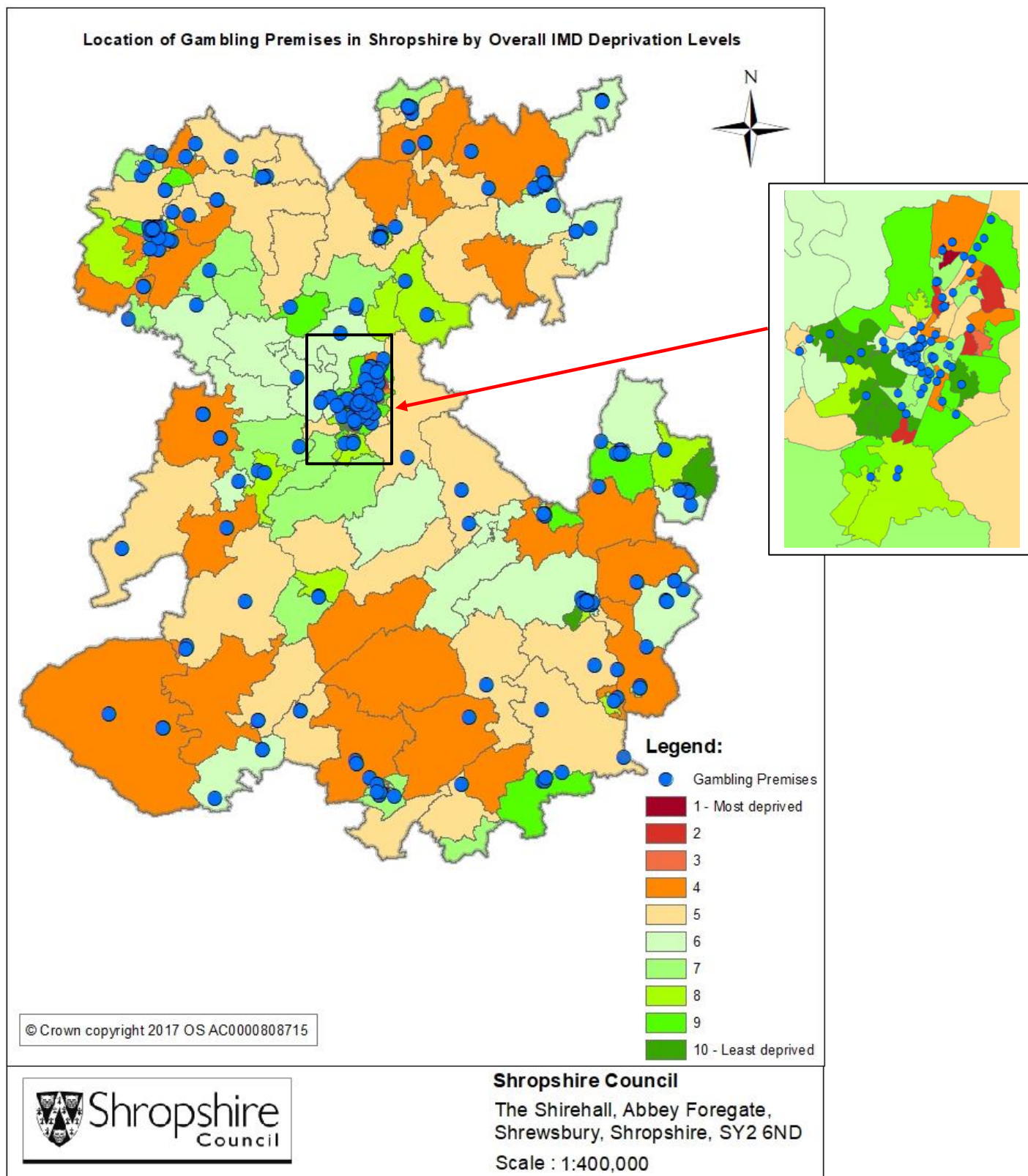
The IMD score is an important tool for identifying disadvantaged areas and can provide a useful indicator in terms of highlighting potential areas of risk in relation to gambling-related harm. National research has identified that the most socio-economically deprived and disadvantaged groups in England have the lowest gambling participation rates, but the highest levels of harmful gambling and they are also the most susceptible to harm. If there are no interventions to improve this situation, harmful gambling is likely to make existing health inequalities worse. In order to establish a picture of overall deprivation at ward level in Shropshire, an average score measure is calculated, and ensures values can be ranked with a rank of 1 (most deprived) assigned to the highest score. The table below displays the 10 most deprived areas in Shropshire.

ELECTORAL DIVISION	AVERAGE SCORE RANK
Harlescott	1
Monkmoor	2
Ludlow East	3
Castlefields and Ditherington	4
Sundorne	5
Worfield	6
Market Drayton East	7
Prees	8
Corvedale	9
Bishop's Castle	10

Figure 10: Top 10 wards – Average Deprivation Score

²⁹ Shropshire Snapshot Indices of Deprivation 2019; Shropshire Council

The map below displays the average deprivation score per ward across Shropshire, alongside the location of gambling premises.



Key findings: 4 of the top 10 wards are located in Shrewsbury; as outlined previously Shrewsbury has the greatest concentration of gambling premises. Harlescott has the highest

deprivation score, and although this ward does not feature as a hotspot in relation to the number or rate of gambling premises, it has been identified as a high-risk locality regarding crime levels. Over 80% of residents in Harlescott live in areas of higher deprivation. Of note, Castlefields and Ditherington features in the top 5 most deprived wards and is adjacent to Quarry and Coton Hill which contains the highest number of gambling premises.

UNEMPLOYMENT

Recent qualitative studies have identified that adult gamblers had lost jobs, were demoted or resigned due to gambling³⁰. There is considerable evidence that gambling directly causes financial harms to gamblers and their close associates. Annual Statistics from the National Gambling Treatment Service 2021/22 found that 63% of people who gamble reported having a debt due to their gambling, and 11% had experienced a job loss because of their gambling. Significant health impacts can arise as a result of unemployment, indicating further pressures on public health services.

The number of economically active unemployed residents (excluding full time students) has been considered in order to identify unemployment levels among resident populations, and indicate a potential precursor or consequence of gambling related harm. This data is based on the 2021 UK Census, and is a measure of whether or not a person was an active participant in the labour market. The table below displays the top 5 hotspot areas regarding the percentage of unemployed residents.

WARD	% UNEMPLOYED
Battlefield	5.5
Meole	3.5
Abbey	3.5
Sundorne	3.2
Harlescott	3.1
Castlefields and Ditherington	3.1
Underdale	3.0

Figure 11: Top 5 wards – % of unemployed residents

In order to further identify areas of increased income and employment deprivation, the table below displays the top 5 wards based on the number of people claiming Jobseeker's Allowance plus those who claim Universal Credit and are required to seek work and be available for work, during the period 01 January 2023 – 31 December 2023.

WARD	TOTAL
Whitchurch North	2125
Oswestry East	2040
Quarry and Coton Hill	1845
Market Drayton West	1680
Wem	1640

Figure 12: Top 5 wards – number of people claiming JSA and UC (Nomis)

³⁰ Gambling Related Harms Evidence Review 2021

Regarding areas of increased income and employment deprivation, the location of job centres, payday loan shops, food banks and homeless shelters are key location types in terms of identifying areas frequented by those likely to be experiencing financial difficulties. The COVID pandemic has had a significant impact on the labour market which has led to greater financial hardship; more specifically increased food poverty has led to a higher number of food banks. Key locations should be identified, and risk assessed in line with hotspot areas previously highlighted in relation to gambling supply.

Key findings: The top 5 wards regarding unemployment levels are all located in Shrewsbury. Quarry and Coton Hill ward features as a risk area in relation to income deprivation and has been identified as a hotspot area regarding gambling activity. Due to the town centre location, this ward is also more likely to contain job centres and pay day loan provision.

Recommendation: Research indicates that those living in deprived areas, as well as those experiencing financial difficulties are potentially more vulnerable to gambling related harm. Consideration should therefore be given to future licence applications for premises located in the areas posing a greater risk as identified above, alongside a focus on the availability of gambling awareness literature and support services.

- SUBSTANCE MISUSE

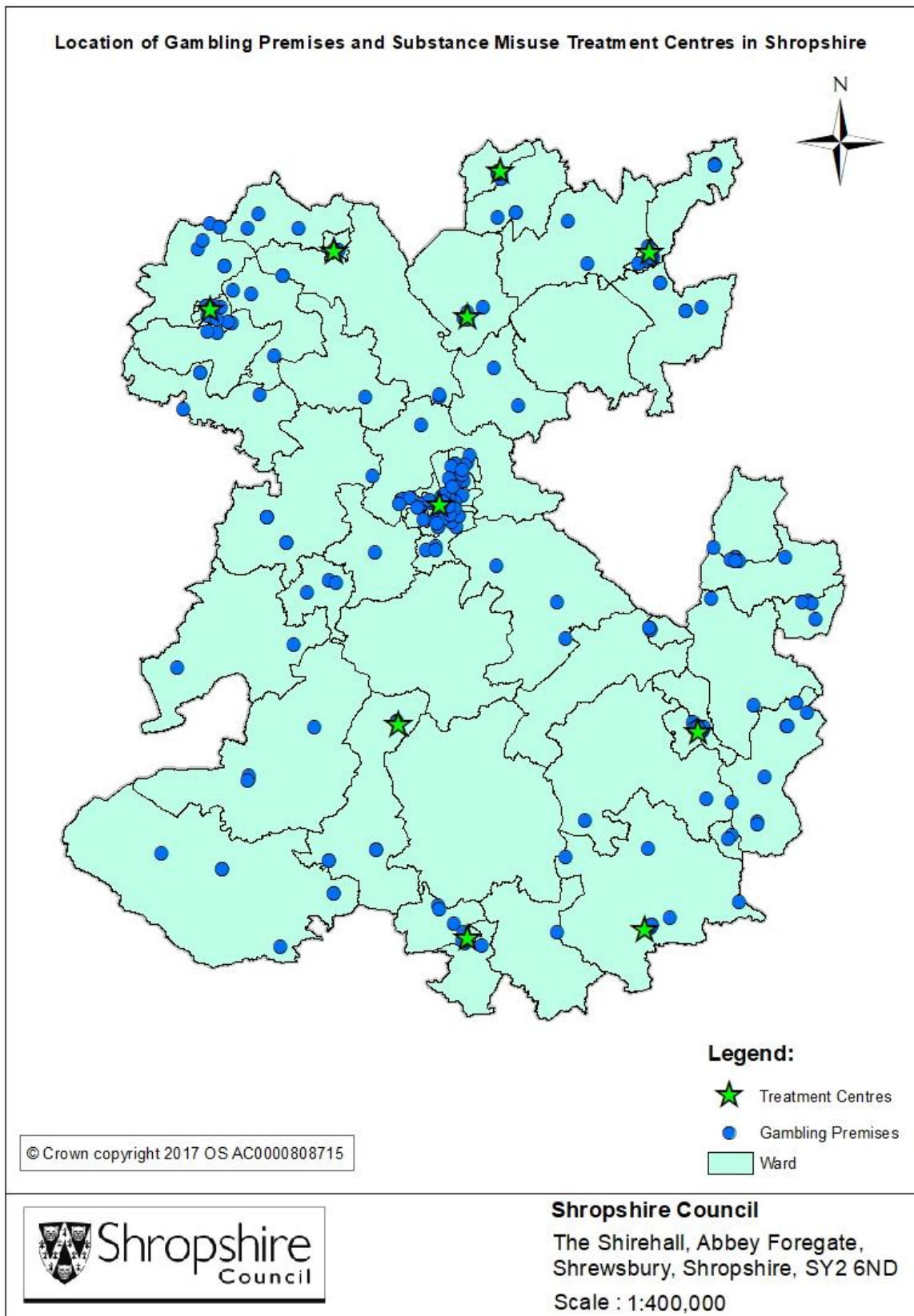
Individuals already experiencing addictions, particularly in relation to substance misuse are potentially vulnerable to gambling related harm. Drug and alcohol treatment centres are therefore likely to draw vulnerable people into specific locations. The map overleaf displays the location of treatment hubs in Shropshire, and their proximity to gambling premises.

Of note, Shropshire had a higher percentage of young people in treatment for alcohol dependence in 2020-21 than nationally, further identifying an at-risk group³¹.

Key findings: As would be expected, treatment hubs are located in town centre locations where the concentration of gambling premises is generally greater, particularly in Quarry and Coton Hill ward. In order to effectively identify geographical areas of concern, further data at ward level is required in relation to individuals accessing services and treatment for substance misuse issues.

Recommendation: As individuals attending drug and alcohol treatment centres are potentially more vulnerable to gambling related harm, ensure the adequate provision of gambling awareness literature alongside effective signposting regarding support services such as GamCare, in order to reduce the risks posed to the licensing objectives in hotspot areas identified.

³¹ Shropshire Drug and Alcohol Needs Assessment 2022/23



- CONCLUSION

Findings indicate that the highest number of risk areas are located within the Shrewsbury and Atcham district, which would be expected as this is the most densely populated area in Shropshire. At a lower geographical level Quarry and Coton Hill ward poses the greatest risk primarily due to the concentration of gambling premises, alongside crime and ASB rates posing risks in relation to objective 1 of the Gambling Act. These findings reinforce links with licensed premises provision and the night-time economy. Outside of Shrewsbury, a higher number of identified risk factors are linked to Oswestry; of note, Oswestry South has the second highest number of gambling premises across Shropshire.

The matrix below details the ward areas across Shropshire posing the greatest risk, alongside the specific indicator. This allows for the identification of risk type; this maybe the location of certain premises, or the location of groups vulnerable to gambling related harm. However, all areas outlined within the profile should be considered risk areas and future applications for gambling premises located in these wards should be evaluated in line with the findings of this report in order to effectively manage and minimise the impact of gambling related harm in line with the three key objectives of the Gambling Act.

WARD	GAMBLING PREMISES - NUMBER	GAMBLING PREMISES - RATE	CRIME RATE	ASB RATE	NO. OF SCHOOLS/ COLLEGES	RATE OF 5-16 YR OLDS	ETHNICITY	DEPRIVATION	UNEMPLOYMENT	CLAIMANTS
Quarry and Coton Hill	*	*	*	*						
Sundorne						*				
Harlescott								*		
Bowbrook							*			
Bridgnorth East and Astley Abbots					*					
Battlefield									*	
Whitchurch North										*

Figure 13: Risk Matrix – High Risk Localities

- RECOMMENDATIONS

This report provides a starting point in terms of identifying local risk factors requiring consideration in order to aid compliance with the key licensing objectives. However, it is important to build on this profile via engagement with other local authority departments and partner organisations in order to enhance the range of local risk factors considered. Additional datasets are required, and further in-depth analysis of key hotspot areas identified may also assist in targeting the provision of public health advice and specialised treatment services in order to ensure effective prevention strategies.

During October 2023, the LGA published the report 'Tackling gambling related harm: A whole council approach' and recommends that local authorities should seek to prevent exposure at a population level to harmful gambling products and practices. However, some individuals

may find certain circumstances, such as mental ill health or economic circumstances, are worsened by gambling, and this can widen inequalities as harmful products and practices are being targeted at those least able to withstand the harms. Many councils are now taking a public health approach to tackling gambling harms which looks at issues from a societal rather than an individual level. Locally, it is important to work alongside public health colleagues in order to further develop the range of indicators assessed via local area profiles.

Further national research on 'Harmful Gambling: Identification, Assessment and Management' is due to be published in spring 2024, and the findings should be fully reviewed and considered at a local level.

APPENDIX C

SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND ADULTS WITH CARE AND SUPPORT NEEDS

1.0 SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND ADULTS WITH CARE AND SUPPORT NEEDS

1.1 Introduction

1.2 Set out below is information for gambling premises licence and permit holders and their employees to help them report, to the relevant authorities, matters of concern that could relate to the safety of children and vulnerable persons, particularly as it relates to child sexual exploitation and trafficking.

2.0 General information

2.1 Shropshire Council's Licensing Service is helping to tackle child sexual exploitation and trafficking by working together with key partners particularly West Mercia Police, Children and Adult Services within the Council and the Safeguarding Children Board. The Board also works with the police, children's social care, schools, health services and the youth offending team, as well as specialist child sexual exploitation organisations such as the child sexual exploitation National Working Group (NWG) Network.

2.2 Through agencies working together and sharing information, we aim to identify and prevent sexual exploitation, disrupt the activities of perpetrators, protect children and young people and prosecute perpetrators of sexual exploitation. Sharing information with West Mercia Police and Children's Social Care helps to protect young people from harm. Safeguarding children and young people is everyone's business and everyone's responsibility.

2.3 Child sexual exploitation is a crime that can affect any child, anytime, anywhere – regardless of their social or ethnic background.

2.4 Sexual exploitation of children and young people involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive something, e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, etc. as a result of them performing, and/or another or others performing on them, sexual activities. Violence, coercion and intimidation are commonly involved in such exploitative relationships.

2.5 Child sexual exploitation involves perpetrators grooming youngsters and using their powers to sexually abuse them. Sexual exploitation of children and young people can take many forms, whether it occurs through a seemingly 'consensual' relationship with an older boyfriend, or a young person having sex in return for attention, gifts, alcohol or cigarettes.

3.0 How gambling premises licence and permit holders and their employees can help tackle child sexual exploitation

3.1 Gambling establishment licence and permit holders and their employees are in a good position to help identify victims of sexual exploitation because, through the operation of certain gambling activities, licence and permit holders

and their employees regularly come into contact with children, young and vulnerable people. This means that licence and permit holders and their employees are in an ideal position to help protect young and vulnerable people.

- 3.2 In particular, licence and permit holders and their employees should ask themselves the following questions when they see young and vulnerable people in their gambling premises:
- Do any of your customers appear to be under 18 years old?
 - Are they with a much older person and appear to be in a relationship?
 - Do you think that they are under the influence of alcohol or drugs?
 - Are children/young people being brought regularly to your premises by older people? If so, ask yourself why?
- 3.3 **If the answers to any of the questions above gives you even the slightest cause for concern, these concerns should be reported in accordance with the relevant provisions relating to the ‘Safety of children and vulnerable persons’ detailed in the Council’s Gambling Policy Statement.**
- 3.4 **If you have reason to suspect that a child is being abused or at risk of abuse it is your responsibility to report your concerns to and share information with West Mercia Police (Tel: 101) and Children’s Social Care (Tel: 0345 678 9021).**
- 3.5 Further information about Shropshire’s Safeguarding Children Board can be found at: (<http://www.safeguardingshropshireschildren.org.uk>)

4 SAFEGUARDING ADULTS

- 4.1 If an adult with care and support needs is experiencing or at risk of abuse or neglect and a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect, you may need to take urgent action to protect the adult. Your first priority is with the adult, to make them safe (including reporting to the police if immediate action is required). Ideally, support the adult to take action to stop the abuse, if they need to raise a concern with Shropshire Council to help them stop the abuse support that person to contact the First Point of Contact (FPoC 0345 678 9021), or you can report to FPoC on behalf of the adult if it is in the public interest to do so. In an emergency contact the police (999) or non-emergency 101.

- 4.2 Further information about the Keeping Adults Safe in Shropshire Board may be found at <https://new.shropshire.gov.uk/adult-social-care/where-can-i-get-help/concerned-about-someone/>

5 Modern slavery and human trafficking

- 5.1 How gambling premises licence and permit holders and their employees can help tackle modern slavery and human trafficking.
- 5.2 Modern slavery is a crime and a violation of fundamental human rights and can take various forms such as slavery, servitude, forced and compulsory labour and human trafficking.
- 5.3 In particular, gambling premises licence and permit holders and their employees should ask themselves the following questions:
- Is the victim in possession of a passport, identification or travel documents? Are these documents in possession of someone else?
 - Does the victim act as if they were instructed or coached by someone else? Do they allow others to speak for them when spoken to directly?
 - Was the victim recruited for one purpose and forced to engage in some other job? Was their transport paid for by facilitators, whom they must pay back through providing services?
 - Does the victim receive little or no payment for their work? Is someone else in control of their earnings?
 - Was the victim forced to perform sexual acts?
 - Does the victim have freedom of movement?
 - Has the victim or family been threatened with harm if the victim attempts to escape?
 - Is the victim under the impression they are bonded by debt, or in a situation of dependence?
 - Has the victim been harmed or deprived of food, water, sleep, medical care or other life necessities?
 - Can the victim freely contact friends or family? Do they have limited social interaction or contact with people outside their immediate environment?
- 5.4 Report something suspicious you spot to police or other authorities - it could be at a house in your street where suddenly large numbers of young women have been moved in and which then receives visitors all times of day and night; a café, nail bar or car wash where workers seem reticent to engage, not appropriately dressed for their work or increasingly ill fed and unkempt.
- 5.5 If there is an immediate danger to the suspected victim or if you think that the suspected victim is under 18, inform the police and call 999 as a matter of urgency.
- 5.6 **Modern Slavery Helpline:** 0800 0121 700

- 5.7 For **England and Wales**, please call our **24-hour confidential Referral Helpline** on **0300 303 8151** anytime of the day or night to refer a victim of trafficking or receive advice.

APPENDIX D

EXTRACT FROM THE SHROPSHIRE COUNCIL CONSTITUTION SETTING OUT DELEGATIONS

Council Delegations

Gambling Act

Matter to be determined	Cabinet (unless otherwise specified)	Strategic Licensing Committee	Licensing Act Sub-Committee	Licensing Officer* (unless otherwise specified)
Final approval of the Licensing Authority Policy Statement	Council			
Policy not to permit casinos	X			
Fee setting	X			
Exemptions from fees				X (Team Manager responsible for the Licensing Function)
Application for premises licences			X where representations received and not withdrawn	X where no representations received or representations have been withdrawn
Application for a variation to a licence			X where representations received and not withdrawn	X where no representations received or representations withdrawn
Application for a transfer of a licence			X where representations received from Commission or responsible authority	X where no representations received from Commission or responsible authority
Application for a provisional statement			X where representations received and not withdrawn	X where no representations received or representations withdrawn

Appendix 1

Initiating a review of a premises licence				X (Head of Service)
Review of a premises licence			X	
Whether representations are irrelevant, frivolous, vexatious or 'certain not to influence the determination'				X
Application for club gaming/club machine permits			X where objections made and not withdrawn	X where no objections made or objections withdrawn
Cancellation of club gaming/club machine permits			X	
Applications for other permits				X
Cancellation of licensed premises gaming machine permits				X
Consideration of temporary use notice				X
Decision to give a counter notice to a temporary use notice			X	

X indicates the lowest level to which decisions can be delegated

*Or equivalent if post designations are amended

APPENDIX E

CRIMINAL RECORD DISCLOSURE

1.0 Suitability of an applicant to hold a UFEC Permit, Prize Permit and Small Society Lottery Registration

1.1 The Council has a responsibility for determining the suitability of applicants to hold an UFEC or a Prize Permit and to ensure that persons submitting Small Society Lottery applications have no relevant convictions. The principles set out below will be taken into account.

1.2 The Council will not grant a permit to anyone unless it is satisfied that they are a suitable applicant. The Council will consider the following criteria when assessing the suitability of an applicant:

- the integrity of the applicant;
- the competence of the applicant to carry on the permitted activities in a manner consistent with the licensing objectives; and
- the financial and other circumstances of the applicant and in particular the resources likely to be available for the purpose of carrying on the permitted activities.

1.3 In order to ensure the Council is in a position to make as accurate an assessment of the applicant's suitability to hold a permit as is reasonably practicable, all applicants (including sole traders, partnerships and companies) on initial application and renewal must:

- provide a satisfactory basic criminal record disclosure from the Disclosure and Barring Service (applicants can apply to the Disclosure and Barring Service by telephone on 03000 200 190, online at www.gov.uk/request-copy-criminal-record or by email at customerservices@db.s.gsi.gov.uk,³²;
- have a satisfactory check in respect of enquiries made through the Council's Care First system (or equivalent if this is replaced or if it necessary to seek details from other local authorities), directly with West Mercia Police (or other relevant force), other local authorities and any other organisation, agency or person that the Council has deemed appropriate to seek information from;
- provide evidence of relevant qualifications, training and/or experience to demonstrate their competence to carry on the permitted activities
- provide evidence of their general level of solvency, in particular in terms of the financial resources they intend to use for the purposes of carrying on the permitted activities; and
- have two satisfactory references from either professional or business sources who have known the applicant for at least two years and are in a position to comment on the applicant's general character, standing in the community, experience of working in the gambling industry and financial position. (NB the Council will not accept references from family members.)

³² The Council follows the Disclosure and Barring Service (DBS) Code of Practice for Registered Persons and Other Recipients of Disclosure Information (April 2009) and abides by the handling of DBS certificate information requirements on the secure storage, handling, use, retention and disposal of disclosure certificates and certificate information. Further information about the DBS can be found on the GOV.UK website at: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>. Where practical, the Council encourages the use of the DBS Update Service for all applicants.

NB For partnerships or companies, the above requirements apply to all partners and directors/company secretaries.

- 1.4 Persons who have not been resident within the United Kingdom for the five years prior to submitting an application, will be required to produce a certificate of good conduct or equivalent document (at their own cost) issued by the relevant Embassy or High Commission. The certificate must be authenticated, translated and sealed by the Embassy or High Commission. In the event that an applicant is not able to obtain a certificate of good conduct, they may submit a statutory declaration with regard to their conduct, which must be completed in the presence of a practising solicitor. The Council may contact the relevant Embassy, High Commission, solicitor or other appropriate body to verify any documents provided. Proof of a right to work in the United Kingdom will also be required. Contact details for Embassies and High Commissions can be found from the Foreign & Commonwealth Office (FCO) on the GOV.UK website at <https://www.gov.uk/government/world>. The FCO may be contacted for further assistance by telephone on 020 7008 1500, by email at fcocorrespondence@fco.gov.uk or by post at the FCO, King Charles Street, London, SW1A 2AH.
- 1.5 With specific reference to existing permit holders, where there is any cause for a permit to be reviewed, the Council will request the permit holder obtain a further basic criminal record disclosure, the cost of which lies with the permit holder. Where a permit holder refuses to obtain a further disclosure report, the Council will take this into consideration in determining their continuing suitability to hold a permit.
- 1.6 When assessing the suitability of an applicant to hold a permit, the Council will consider the applicant's criminal history as a whole, together with all other relevant evidence, information and intelligence including their history (e.g. complaints and positive comments from the public, level of previous compliance, and willingness to co-operate with Council officers) whilst holding a permit from the Council or any other authority. Particular attention will be given to patterns of behaviour, irrespective of the time-scale over which they have occurred, both in terms of proven criminal offences and other behaviour/conduct that may call into question the integrity, competence and/or financial standing of the applicant that may, in turn, indicate the safety and welfare of existing and potential customers may be at risk from the applicant.
- 1.7 In addition, the Council considers that an important element associated with the suitability to continue to hold a permit is the appearance and behaviour of the applicant. Consequently, the Council requires all permit holders to maintain a reasonable standard of appearance and behaviour when in contact and dealing with customers, the general public, other licensed/permitted operators, Council officers and elected members at all times.
- 1.8 Applicants and permit holders must also co-operate with any reasonable request made by an authorised officer of the Council, any police officer or other person with relevant enforcement powers under the Act.

- 1.9 The Council will also consider all criminal history, behaviour and conduct irrespective of whether the specific history, behaviour or conduct occurred whilst permit holders were directly engaged in permitted work at the time or whether they occurred during the permit holder's own personal time.

2.0 Criminal record disclosure

- 2.1 The Rehabilitation of Offenders Act 1974 applies to persons who wish to apply for a permit. This means that convictions (not all) and cautions become spent in accordance with the provisions of the 1974 Act.
- 2.2 Although cautions are generally not as serious as convictions, they do require an admission of guilt before they can be issued and are therefore a valuable indication as to an applicant's character and whether they are a suitable person to be granted or hold a permit.
- 2.3 The Council does not deem that a criminal record automatically bars an applicant from holding a permit; however, it will be a significant factor when determining whether a permit ought to be granted or not. Where an applicant has previous criminal convictions, these will be considered in line with the guidance set out under 'Relevance of Criminal Convictions and Cautions' below, taking into account the 'relevant offences' listed in Schedule 7 of the Gambling Act. However, the over-riding consideration will always be to ensure the safety and welfare of the permit holder's existing and potential customers.
- 2.4 Where an applicant is the subject of an outstanding charge or summons, their application may continue to be processed; however, depending on the circumstances, it is unlikely that a decision on the application will be made until the conclusion of the criminal proceedings.
- 2.5 Where the outstanding charge or summons involves a serious offence and/or the individual's offending history and behaviour/conduct indicates a pattern of unlawful or unacceptable behaviour/character traits, then the application is likely to be refused.
- 2.6 Where there is evidence/information that an applicant has been arrested or charged but not convicted of offences but the nature of this evidence/information suggests the applicant may not be a suitable person, the Council will give serious consideration to refusing an application or revoking an existing permit.

3.0 RELEVANCE OF CRIMINAL CONVICTIONS AND CAUTIONS

3.1 Introduction

- 3.2 The purpose of this section is to provide additional guidance to determine whether or not an applicant or an existing permit holder is a suitable person to hold a UFEC or Prize Gaming Permit as it relates specifically to convictions and cautions.

- 3.3 The guidance has been produced to assist the Council in its decision-making and to maintain the consistency of the decisions made. It has also been formulated to provide clearer information to current and potential applicants, with a view to minimising the cost and time spent on the licensing process by both the Council and the applicant.
- 3.4 The aim of the guidance is not to punish the applicant twice for a conviction or caution but to ensure that public safety is not compromised. The Council cannot review the merits of any conviction.
- 3.5 Each case is to be decided on its own individual merits and, where the circumstances demand, the decision-making body may depart from the guidance in which case the reasons for this will be made clear.

4.0 Legislation

- 4.1 Schedule 10 (Paragraph 7) and Schedule 14 (Paragraph 8) of the Gambling Act 2005 sets out that the Council may prepare a statement of principles that it proposes to apply in exercising its functions in relation to UFEC and prize gaming permits and in doing so may, in particular, specify matters that the Council proposes to consider in determining the suitability of an applicant for a permit.
- 4.2 The Council has prepared a statement of principles in respect of UFEC and prize gaming permits and has agreed that unless it is satisfied that the person is a suitable applicant in terms of integrity, competence and financial solvency, it will not issue an UFEC Permit or a Prize Permit.
- 4.3 The wording of the statement of principles makes it clear that the Council will only grant a permit if it is satisfied that the person is suitable.

5.0 Defining 'suitability of an applicant'

- 5.1 There is no legal definition as to what definitively constitutes a 'suitable applicant'. However, because of the potential vulnerability of the customers that permit holders may come into contact with, it is incumbent on the Council to take a very robust stance when deciding whether or not a person is suitable to hold a permit granted by the Council.
- 5.2 In essence, a suitable applicant will be:
- Honest and trustworthy
 - Not abusive, violent or threatening
 - Knowledgeable and competent in the area of gambling law and practice
 - Able to communicate effectively with customers

6.0 The Council's approach when considering convictions

- 6.1 The disclosure of any convictions or cautions will not necessarily mean an applicant is an unsuitable applicant and, therefore, automatically prevented

from being issued a permit. However, the Council will have regard to all live convictions and cautions and they will be assessed accordingly. Consideration will be given, but not restricted to, the following:

- How relevant the offence(s) are to the permit being applied for.
- How serious the offence (s) were.
- When the offence(s) were committed.
- The date of conviction.
- The extent of any mitigating factors.
- Sentence imposed by the court.
- Whether the offence(s) form part of a pattern of offending or indicate a pattern of unacceptable behaviour.
- Any other character check considered reasonable, e.g. personal references.
- Any other factor that may be relevant.

6.2 If the Council has any doubts as to the suitability of an applicant/existing permit holder, then an application must be refused or permit revoked until those doubts can be effectively allayed through the provision of further adequate evidence.

6.3 If the applicant or holder of a permit has notified the Council of a conviction but is appealing against it to a higher court the matter will be referred to the Licensing Act Sub-committee for a decision as to whether the permit ought to be revoked.

7.0 Patterns of behaviour

7.1 A series of offences or a pattern of behaviour/conduct over a period of time is more likely to give cause for concern than an isolated conviction/incident. However, that is not to say that an isolated conviction/incident cannot give cause for concern in its own right, particularly where it relates to a serious matter. In such circumstances, the Council will give significant consideration to refusing to grant a permit or to revoking an existing permit.

7.2 A serious view will always be taken where an applicant shows any tendency towards criminal and/or unacceptable/inappropriate behaviour patterns. In such instances, the Council is unlikely to consider such an applicant/existing permit holder is a suitable proper person to hold a permit and will give significant consideration to refusing to grant a permit or to revoking an existing permit.

8.0 Rehabilitation periods

8.1 Detailed guidance (effective March 2014) on the Rehabilitation of Offenders Act 1974 is available on the GOV.UK website at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

- 8.2 A person with a conviction for an offence need not be automatically barred from obtaining a permit. However, they would be expected to remain free of conviction for an appropriate period of time (as set out in Tables A and B below) and demonstrate adequate evidence that they are a suitable person to hold a permit. The onus is on the person to produce such evidence.

NB Simply remaining free of conviction will not generally be regarded as adequate evidence that a person is a fit and proper person.

Table A

Sentence	Rehabilitation period (applies from the end date of the sentence, including any licence period)
Custodial sentence* of over 48 months, or a public protection sentence**	Never spent
Custodial sentence* of over 30 months and up to and including 48 months	7 years
Custodial sentence* of over 6 months and up to and including 30 months	4 years
Custodial sentence of 6 months or less	2 years
Community order	1 year

*Custodial sentence includes both an immediate custodial sentence and a suspended sentence.

**Public protection sentence means a sentence of imprisonment imposed for specified sexual and violent offences as set out in Schedule 15 of the Criminal Justice Act 2003. (Equivalent provisions of the Armed Forces Act 2006 are also applicable.)

Table B

Sentence	Rehabilitation period (applies from the date of conviction)
Endorsement for a road traffic offence imposed by the court or a FPN; or if a driving licence is revoked or refused on medical grounds by the DVLA (or other body responsible for issuing the driving licence)	5 years
Penalty points for a road traffic offence	3 years
Driving disqualification*	when the disqualification ceases to have effect
Community order with no specified end date	2 years
Fine	1 year
Conditional discharge	Period of the order
Absolute discharge	None

Conditional caution	3 months or when the caution ceases to have effect if earlier
Simple caution	Spent immediately
Compensation order	On the discharge of the order (i.e. when it is paid in full); individuals must obtain and retain proof of payment from the court
Binding over order; Attendance centre order; Hospital order (with or without a restriction order)	Period of the order

* Disqualified' – refers to the period of disqualification actually served in order to take account of the fact that a court may reduce the period of disqualification; an applicant must provide evidence to prove that the court agreed a reduction in the period of disqualification.

8.3 Where a person does not satisfy the rehabilitation periods referred to in the tables above, then the Council will refuse to grant a new permit or revoke an existing permit until the applicant is in a position to satisfy them.

8.4 The specific periods of rehabilitation are not intended to be taken as definitive time periods by which an applicant/permit holder is automatically granted a licence simply on the basis that the rehabilitation period has elapsed. Rather they are intended to give parameters for consideration when taken with the overall history of an applicant/permit holder in order to assist the Council to determine whether an applicant/existing permit holder is a suitable person or not. The rehabilitation periods will not be considered in isolation.

8.5 The Council will not grant a permit to an applicant who has been convicted of a specified sexual or violent offence unless significant and exceptional circumstances apply.

9.0 Gambling offences

9.1 In addition to the consideration of rehabilitation periods, where an existing permit holder is found guilty of gambling related offences or multiple breaches of permit requirements, permit holders will be referred to the Licensing Act Sub-Committee with a view to determining whether the permit should be revoked.

10.0 Right of appeal

10.1 Any applicant refused a permit on the grounds that they are not a suitable person, or who has had their permit revoked has a right of appeal by way of written complaint, to the Magistrates' Court within 21 days of the notice of decision.

11.0 Conclusion

11.1 Any applicant having a previous or current conviction should not, in principle, debar them from obtaining a permit. However, previous convictions are a

significant factor in the decision-making process and it will inevitably be more difficult for such applicants to obtain a permit. It is this Council's policy to consider the protection of the public above all else by ensuring all holders of permits are honest and trustworthy, will not be a threat to the public, are competent in their role and able to communicate effectively. In doing so, the Council will focus on the background of an applicant as a whole and will not consider individual offences and their rehabilitation periods identified above in isolation from other factors, in particular patterns of unacceptable or inappropriate behaviour and conduct that may not necessarily be linked to proven convictions.

GamCare’s response to Shropshire 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 Shropshire 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.
- In the absence of Cumulative Impact Assessments as a method by which the “aim to permit” approach can be challenged, Gamcare was pleased to see Shropshire Council develop a Local Area Profile that specifically analyses gambling risk, and used this data as a basis from which to scrutinise and possibly oppose a licensing application.
- Building on the proactive approach the council is already taking, we would like to see Shropshire 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, such as Aquarius. GamCare has worked with Haringey Council to implement a similar system, that has received widespread support.
- The changes to Shropshire 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,
External Affairs Officer: Pollyanna.hopking@gamcare.org.uk*

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From: Arren Roberts <ArrenRoberts@oswestry-tc.gov.uk>

Sent: 16 May 2024 16:30

To: Licensing <licensing@shropshire.gov.uk>

Subject: Gambling Act Policy Consultation

Hi Licencing, Oswestry Town Council considered the above policy at its meeting last night. They highlighted the importance of such a policy and the need to control gambling activity and protect people from the risks. They also noted that the policy refers to parish councils as an "interested party" however we are not aware of being consulted on any application and wanted to clarify how councils such as ours can contribute to the achievement of the objectives of the policy.

Kind regards

Arren

Arren (He / Him)

Arren Roberts

Town Clerk

Oswestry Town Council



01691 680222

07872041702

<http://www.oswestry-tc.gov.uk>

<https://www.facebook.com/OswestryTownCouncil/>

https://www.instagram.com/oswestry_town_council/

<https://twitter.com/OswestryTC>





OSWESTRY

Town Council

Building a better community together

The views expressed in this email are personal and may not necessarily reflect those of Oswestry Town Council, unless explicitly stated otherwise

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If you have received this email in error, please notify me immediately.

If you are not the intended recipient of this email, you should not copy it for any purpose, or disclose its contents to any other person.

Oswestry Town Council is collecting/managing your personal data under the Data Protection Act 1998 and the General Data Protection Regulations 2018. Your information will only be processed by the Council and will not be shared with any third parties. To find out more about our privacy arrangements please access the Council's website <http://www.oswestry-tc.gov.uk/your-council/town-council-policies> where our detailed Privacy Notice and Privacy Policy can be viewed.

Oswestry Town Council

The Guildhall,
Bailey Head,
Oswestry
SY11 1PZ

From: Jessica Moores **On Behalf Of** Licensing
Sent: Friday, May 17, 2024 11:56 AM
To: Arren Roberts <ArrenRoberts@oswestry-tc.gov.uk>
Subject: RE: Gambling Act Policy Consultation

Hi Arren

Hope you're well.

Oswestry Town Council's comments on the draft Gambling Act 2005 Policy Statement 2025 – 2028 are noted, thank you.

Town and parish councils are considered interested parties and are able to submit representations to relevant applications. They aren't however responsible authorities, so the applicant isn't required to give notice of a premises licence or permit application to them. For new premises licence applications there is a requirement for a notice to be displayed on the premises during the consultation period and for a notice to be placed in a local newspaper. We also put the details of the application and consultation dates on our website [here](#).

We receive relatively few new gambling premises applications across the county, which is probably why the Town Council can't recall any recent consultations.

Thanks

Jess

Jessica Moores

Public Protection Officer - Professional

Transactional Management & Licensing Team

Business & Consumer Protection Service

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Shropshire Public Health response to Shropshire Council Gambling Act 2005 Policy Statement consultation

Defining the Issue

Gambling has been part of our culture for centuries and many people are able to gamble without experiencing harm. However, the harm from gambling has become a serious and worsening public health problem in the UK¹

The UK has one of the biggest gambling markets in the world, generating a profit of £14.2 billion in 2020. The Office for Health Improvement and Disparities (OHID) reports that in 2018, 24.5 million in England gambled which equates to 54% of the adult population (or 40% when excluding the National Lottery).

Many people in the UK have gambled at some point but for some people, gambling becomes a problem or an addiction. Gambling products can be very addictive, and widespread persuasive marketing and advertising can have negative impacts.

Problem gambling can be defined as 'gambling to a degree that compromises, disrupts or damages family, personal or recreational pursuits'. In turn, gambling-related harms can be defined as the 'adverse impacts from gambling on the health and wellbeing of individuals, families, communities and society'. These harms impact on people's resources, relationships and health².

OHID estimates that within the UK, 0.5% of the population reached the threshold to be considered experiencing problem gambling. This proportion has remained relatively consistent since 2012. It is also estimated that 3.8% of the population are classified as gambling at elevated risks, which means they may experience some level of negative consequences due to their gambling. A review by the Gambling Commission identified 0.9% of young people aged 11 to 16 year olds as experiencing problem gambling and 2.4% experiencing gambling at elevated risk³.

OHID have also estimated the number and rates of adults who gamble and that may benefit from some level of treatment or support in each local authority in England⁴. This is categorised for Shropshire as follows;

1. **Brief advice** (brief conversation or referral to self-help) = 270 adults per 100,000 who benefit (n=716) – compared to the national rate of 366 per 100,000 and West Midlands rate of 413 per 100,000

¹ Faculty of Public Health (2018). Faculty of Public Health Gambling Policy Statement

² Gambling Commission (2020). Problem gambling vs gambling-related harms

³ Gambling Commission (2022). Young People and Gambling 2022

⁴ Office for Health Improvement and Disparities and Public Health England (2024). Gambling treatment need and support: prevalence estimates

2. **Extended brief advice** (motivational interviewing delivered by gambling specialist practitioners) = 1,999 adults per 100,000 who benefit (n=5,299) – compared to the national rate of 2,188 per 100,000 and West Midlands rate of 2,138 per 100,000
3. **Psychosocial interventions** (delivered in third sector in one-to-one or group format by gambling treatment practitioners) = 333 adults per 100,000 who benefit (n=882) – compared to the national rate of 366 per 100,000 and West Midlands rate of 370 per 100,000
4. **Psychologist led cognitive behavioural therapy** (CBT for gambling disorder delivered by clinical psychologists or CBT accredited psychotherapists) = 355 adults per 100,000 who benefit (n=942) – compared to the national rate of 547 per 100,000 and West Midlands rate of 717 per 100,000
5. **Intensive residential treatment** (including one-to-one treatment and group sessions) = 70 adults per 100,000 who benefit (n=185) – compared to the national rate of 88 per 100,000 and West Midlands rate of 114 per 100,000

Research has shown that harms associated with gambling are wide-ranging⁵. These include not only harms to the individual gambler but their families, close associates and wider society, including worsening of existing social and health inequalities⁶. A YouGov (2020) survey⁷ found that approximately 3.6 million (7 per cent) adults and children in Great Britain are negatively affected by someone else's gambling. It is important to note in addition to the adults identified in the OHID estimated prevalence of need above, there will be children living in the same household as adults who might also benefit from some type of gambling treatment or support.

Impact of Gambling Harm

The Faculty of Public Health policy statement on gambling identified the following gambling-related health and social issues:

- Stress, depression, and alcohol and substance misuse.
- Family problems such as money troubles and family breakdown as well as neglect and violence towards the partner and children.
- Adverse impact on children both financially and emotionally by a family member gambling.
- Adverse Childhood Experiences (ACEs) which are defined as stressful experiences occurring during childhood that directly harm a child or affect the environment in which they live, the impact of which lasts into adulthood.
- Higher rates of marital breakdowns among problem gamblers compared with the general population.
- Inability to function at work coupled with financial problems leading to homelessness.
- Harms to wider society including fraud, theft, loss of productivity in the workforce and the cost of treating gambling addiction.
- Higher levels of health service use - problem gamblers are twice as likely to consult their GP for mental health concerns, five times as likely to be hospital inpatients, and eight times as

⁵ Office for Health Improvement and Disparities and Public Health England (2019). Gambling related harms evidence review

⁶ Wardle H et al. (2019). Gambling and public health: we need policy action to prevent harm. *BMJ* 2019; 365 doi: <https://doi.org/10.1136/bmj.l1807>

⁷ GambleAware (2020). YouGov Survey. Gambling Treatment and Support

likely to access psychological counselling when compared with people who do not identify as problem gamblers.

There has been much research in recent years of the association between gambling and suicide, suicide attempts and self-harm among gamblers, including in younger people. While suicide is influenced by a variety of factors, gambling can be a prominent contributor⁸.

The OHID evidence review of gambling harms identified the following insights associated with problem gambling;

Vulnerable groups and factors affecting gambling related harm

- People classified at elevated risk levels and experiencing problem gambling are typically male and in younger age groups.
- Harmful gambling is associated with people who are unemployed and among people living in more deprived areas. This is despite the highest rate of gambling participation being among people who have higher academic qualifications, are employed and are in relatively less deprived groups.
- A higher prevalence of people with poor health, low life satisfaction and wellbeing are associated with at-risk and problem gambling.
- An association between gambling at all levels of harm and increased alcohol consumption, which is greater for the at-risk and problem gambling cohort
- Harmful gamblers are more likely to participate in seven or more gambling activities, with overall participation in online gambling for at-risk gamblers being more than double of the general population

Impact on others

- 7% of the population of Great Britain (including adults and children) were identified to be negatively affected by someone else's gambling.
- The most severe impacts of problem gambling were felt most by immediate family members whose physical, mental and emotional health and wellbeing may be severely affected. This includes
 - Almost half (48%) of people affected by a spouse's or partner's gambling reporting a severe negative impact
 - 41% of people affected by gambling of a parent
 - 38% of people affected by gambling of a child

A Public Health Issue

Gambling has the potential to cause harm to both individuals and wider society and is an issue that cannot be tackled by interventions solely aimed at individuals⁹ but requires a broad response.

Gambling harms already reflect social and health inequalities and have potential to affect anyone at some point in their lives, but with greater harm where there is increasing vulnerability in terms of mental health, income deprivation, age, gender, race and ethnicity. Harms caused by gambling are

⁸ Local Government Association (2023).). Tackling gambling related harm: A whole council approach.

⁹ Responsible Gambling Strategy Board. Gambling related harm as a Public Health Issue. Position Paper. 2016.

unequal in distribution, with those who are economically inactive and living in deprived areas suffering the most harm¹⁰. Lower income households spend a higher proportion of their income on gambling and in England, there are more gambling machines in deprived communities¹¹.

Harmful gambling is a complex problem with many different but often interlinked factors - no single measure is likely to be effective on its own in addressing it. A public health approach is therefore recommended in addressing gambling harms, with a multi-agency, partnership commitment to focus on prevention and addressing inequalities.

The Local Government Association defines a public health approach in relation to gambling as¹²;

“one based on collective action to advance the public good by promoting health, equity, and social justice, and by adopting a broad and population-level perspective to gambling harms. Achieving this approach will, in part, require the public health community to engage fully with this issue, advancing counter-discourses to those that have become common, while recognising that policy and social change are complex and context-dependent.”

Recommendations

- Public Health to be a key partner with impact assessments for all gambling licensing applications in the local authority area
- Public Health commissioned services (also recommended to wider Council teams) to assess clients for problem gambling as part of the needs appraisal process to signpost and refer into appropriate treatment support.
- Supporting the above, frontline staff to be trained to have appropriate skills for conversations about gambling harms, raising awareness and supporting people to access help such as from the NHS gambling clinics (for Shropshire this is the West Midlands Gambling Clinic).
- Public Health commissioned services to capture and record data about gambling harms in a systematic way to better understand extent of local harmful gambling and to model associated impact and costs (also recommended to wider Council teams).
- Undertake a thematic local health needs assessment on gambling harms (supported in part by the intelligence collated from the above recommendation) to better understand the prevalence and patterns of local problem gambling risk, raise system awareness of any changes that may be required to address unmet needs relating to gambling harms and identify examples of good protective and preventative practice.
- Information about gambling harm and support available to be available on the Shropshire Council public facing website and linked to from the existing Gambling Act webpages and Healthy Shropshire webpage.
- Public Health services (also recommended to wider Council teams) to challenge stigma and negative perception (including language used) relating to gambling harm which can prevent people from talking about their gambling or seeking help.

¹⁰ Wardle H, Keily R, Astbury G, Reith G, ‘Risky places?’: Mapping gambling machine density and social economic deprivation. *Journal of Gambling Studies*. 2014;30(1):201-212.

¹¹ Faculty of Public Health (2018). Faculty of Public Health Gambling Policy Statement

¹² Local Government Association (2023). Tackling gambling related harm: A whole council approach.

- Review Local Authority policy to support employees who may be affected by gambling related harms.

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Appendix 2

Officer response to consultation responses received

Appendix 3 Letter/ Document Number	Para. No.	Included in Revised Policy [Y/N, In Part or Supporting Proposals (SP)]	Officer Comments Explanatory Notes
1	1-2	N	Details about the work of the respondent noted.
1	3	SP	Supporting comments to the Councils proposed policy
1	4	N	The comments made in this representation have been noted. The Council has a statutory duty to produce a statement of licensing policy in relation to the Gambling Act 2005, which details the Council's approach to managing gambling activity within its jurisdiction. This includes ensuring that applications, permits and registrations made to the Council for gambling activities uphold the licensing objectives as set out by the Gambling Act 2005 and protects children and vulnerable persons from being harmed or exploited.
1	5	SP	Supporting comments to the Councils Local Area Profile
1	6	N	The Council has consulted with Public Health colleagues and their response forms part of this report
1	7	N	The Council has consulted with Public Health colleagues and their response forms part of this report
1	8	N	Changes in legislation are monitored and as a result of the Gambling Act review any amendments will be taken into account
2	All	SP	Comments noted and clarification has been provided
3	All	In Part	The Council recognises the risk of harm associated with problem gambling and uses the Policy document to ensure that licence holders are fully aware of their responsibilities. The Gambling Act 2005 required the Council to licence the premises in which gambling will take place. The Council carries out its licensing functions as stated in the Policy and in

			accordance with the Gambling Act 2005. If at any point the Council is made aware of a gambling premises operating in a way which is not compliant with its licence, or in accordance with the requirements of the Gambling Act 2005, this is investigated, and appropriate action taken where necessary.
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Shropshire Council
Equality, Social Inclusion and Health Impact Assessment (ESHIA)
Stage One Screening Record 2024

A. Summary Sheet on Accountability and Actions

Name of proposed service change
Gambling Act 2005 Policy Statement 2025 to 2028

Name of the officer carrying out the screening
Mandy Beever

Decision, review, and monitoring

Decision	Yes	No
Initial (Stage One) ESHIA Only?	✓	
Proceed to Stage Two Full ESHIA or HIA (part two) Report?		✓

If completion of a Stage One screening assessment is an appropriate and proportionate action at this stage, please use the boxes above, and complete both part A and part B of of this template. If a Full or Stage Two report is required, please move on to full report stage once you have completed this initial screening assessment as a record of the considerations which you have given to this matter.

Actions to mitigate likely negative impact or enhance positive impact of the service change in terms of equality and social inclusion considerations
<p>There have not been any significant changes to the revised policy. This should not be perceived as a negative; rather it demonstrates that the fundamental principles that were established in the 2016 – 2022 policies and continued within the 2022 – 2025 policy are sound and remain relevant.</p> <p>Across all nine national Protected Characteristic groupings and our considerations in Shropshire around social inclusion, based on feedback from the formal consultation, the impact is predicted to be ‘low positive’. It is not anticipated that there is a need to take specific actions to mitigate or enhance the impact, beyond continued engagement with all those working with or on behalf of vulnerable children, young people and adults. The assessment seeks to take into account children and young people who are looked after by Shropshire Council and the families of children in need when considering the Protected Characteristic grouping of Age and our additional grouping of young people leaving care. The impacts have also been considered for adults with care and support needs, e.g. adults with learning disabilities and their carers, when considering the Protected Characteristic grouping of Disability.</p>

The changes to the policy do not breach any individual or group's human rights; the policy sets out processes and procedures that aim to protect human rights, in particular those rights that relate to a right to a fair trial, no punishment without law and right to respect for private and family life. If the policy were not followed, there is a risk that human rights may be breached.

There will be ongoing efforts to engage with people in the Protected Characteristic groupings, particularly where low levels of responses to consultations have been received.

Actions to mitigate likely negative impact or enhance positive impact of the service change in terms of health and wellbeing considerations

It is recognised nationally that there is a greater need to focus on understanding and mitigating gambling related harm more broadly, rather than focussing on problem gambling alone. In this respect, the revised policy statement emphasises the Council's focus on protecting children and young people, particularly in relation to child exploitation, and also young people and adults with care and support needs.

This complements efforts by the Council to take due regard of the needs of people and households that we may consider to be vulnerable by virtue of their circumstances, including young people leaving care, and households on low incomes or in fuel poverty

The Gambling Commission has emphasised the need to incorporate the work of Public Health colleagues to further support the greater need to identify areas of concern and focus on gambling related harm. A formal consultation has been undertaken with Shropshire Councils Public Health Team, including the Director of Public Health, their response has been considered in line with the revision of the Gambling Act 2005 Policy Statement 2025 to 2028; it may be found at **Appendix 2** of the policy report.

There are additional potential impacts around gambling, for society as a whole, in terms of antisocial behaviour and crime and disorder. The Council is accordingly setting out within the policy how the Council intends to proactively promote the three Gambling Act licensing objectives, namely:

- 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; and
- protecting children and other vulnerable persons from being harmed

The Council's ten Organisational Principles will also impact on the approach taken to implement and deliver the revised policy over its three-year lifetime. The following four Principles are of particular relevance:

- Put Shropshire back in the community
- Make digital the preferred way to work and transact
- Focus on outcomes for customers

Make decisions based on current data and intelligence

Actions to review and monitor the impact of the service change in terms of equality, social inclusion, and health considerations

The Equality, Social Inclusion and Health Impact Assessment (ESHIA) has been updated to clarify the groupings for whom there will be direct impacts, and with whom there will continue to be efforts made to ensure that impacts are kept under review. This includes armed forces service personnel and ex-armed forces personnel, who as with young people leaving care an additional grouping in Shropshire for whom we seek to give due regard to particular needs.

The policy will be the subject of continuous evaluation and, if necessary, formally reviewed at any time. At the time of review all relevant stakeholders will again be consulted. Any gambling industry representative may request a review of the policy at any time. This is made clear in the policy itself. In addition, the Council's 'local area profile' will continue to develop over time and will be influenced by information and intelligence gathered from key partners and other stakeholders. This links into our strategic equality action to proactively collect equality data, as well as our organisation objective to make decisions based on current data and intelligence. As a result, the local area profile will be the subject of additional review and revision outside the wider policy review process.

There will be ongoing dialogue with all stakeholders and, in particular, with gambling industry representatives through direct contact with the Licensing Team. This will provide the opportunity for stakeholders to provide feedback on any matter. A dedicated telephone number and email address is and will continue to be generally publicised on the Council's website for all stakeholders, including members of the public, to provide feedback on the impact of the changes made to the policy. All feedback will be recorded either on the Idox system (or any subsequent replacement system) used to administer the licensing regime or in appropriate electronic files maintained by the Transactional Management and Licensing Manager. This approach is likely to advance equality of opportunity and foster good relations on an ongoing basis.

With respect to 'age' and 'disability' groups and 'social inclusion', in particular around the Council's safeguarding responsibilities, there will be ongoing dialogue with the Shropshire Safeguarding Children Board and the Keeping Adults Safe in Shropshire Board. In addition, dialogue with West Mercia Police and those service areas within the Council that have particular responsibilities for the care of children, young people and adults with care and support needs, i.e. currently Children Services and Adult Services, will occur as a result of the increasing role that officers from these services play in the licensing processes.

The groupings for whom there will be direct impacts, and with whom there will continue to be efforts made to ensure that impacts are kept under review, remain as follows: Age, in relation to children and young people; Disability, in relation to vulnerable adults; and Social Inclusion, in relation to the above plus those whom we may describe as vulnerable.

Ongoing consideration will be given to the definition of 'vulnerable', as it relates specifically to gambling, through working with the Council's Feedback and Insight Team and taking account of the outcomes of the Local Government Association supported research, being led by Westminster and Manchester Councils, which aims to assess and map area vulnerability to gambling related harm. As and when the outcomes of this research are made available, together with other emerging information, trends and risks, the Council will have to consider the implications for the definition of 'vulnerable' and also the impact on its 'local area profile' and policy statement accordingly.

Elected Member involvement will continue through the Strategic Licensing Committee and the Licensing Act Sub-Committee, with issues brought before these Committees as appropriate.

Associated ESHIAs

ESIIAs directly linked to the Gambling Act 2005 Policy Statement

- Gambling Act 2005 Policy Statement 2022 to 2025 (Consultation June 2021)
- Gambling Act 2005 Policy Statement 2019 to 2022 (June 2018)
- Gambling Act 2005 Policy Statement 2016 to 2019 (February 2016)

ESIIAs linked by general association demonstrating the approach adopted over time to address equality and social inclusion as it relates to licensing matters

- Licensing Act 2003 Statement of Licensing Policy 2019 – 2024 and associated 'Premises Licence Applications – Completing the Operating Schedule and Plan of the Premises Guidance' (October/November 2018)
- Hackney Carriage and Private Hire Licensing Policy 2019 – 2023 (March 2019)
- Proposed Removal of the Existing Five Hackney Carriage Zones (November 2018)
- Equality Act 2010 – Shropshire Council List of Designated Wheelchair Accessible Vehicles (June 2018)

- Amendment to the Hackney Carriage and Private Hire Licensing Policy 2015 – 2019 (March 2018)
- Street Trading Policy 2018 to 2023 (November 2017)
- Hackney Carriage and Private Hire Licensing Policy 2015 – 2019 (January 2015)

Actions to mitigate likely negative impact, enhance positive impact, and review and monitor the overall impacts with regard to climate change impacts and with regard to economic and societal impacts



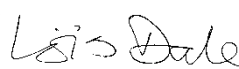
There are currently no direct climate change implications relating to this service/policy change; however, this will be kept under review by the Strategic Licensing Committee in their ongoing oversight role in relation to the administration and enforcement of the Gambling Act 2005.

Of the ten Council Organisational Principles, the four listed below are a key focus in respect of delivering the objectives of the Gambling Act 2005 and the Council's Gambling Act 2005 Policy Statement. These Principles will drive the approach that the Council takes over the lifetime of the revised Policy and beyond and will be used to review and monitor the overall impacts.

- Put Shropshire back in the community
- Make digital the preferred way to work and transact
- Focus on outcomes for customers
- Make decisions based on current data and intelligence

In relation to health and well-being impacts, the Gambling Commission has emphasised the need to incorporate the work of Public Health colleagues to further support the greater need to identify areas of concern and focus on gambling related harm. Consultation has been undertaken with Shropshire Council's Public Health Team, including the Director of Public Health, and their response can be found within the associated Strategic Licensing Committee papers.



Scrutiny at Stage One screening stage

People involved	Signatures	Date
Lead officer for the proposed service change Mandy Beever, Transactional Management and Licensing Manager		16 August 2024
Officer carrying out the screening Mandy Beever, Transactional Management and Licensing Manager		16 August 2024
Any other internal service area support* Mrs Lois Dale, Rurality and Equalities Specialist		10 th September 2024
Any external support**		

*This refers to other officers within the service area

**This refers to support external to the service but within the Council, e.g, the Performance and Research Specialist for Rurality and Equalities, Public Health colleagues, the Feedback and Insight Team, performance data specialists, Climate Change specialists, etc.

Sign off at Stage One screening stage

Name	Signatures	Date
Lead officer's name Mandy Beever, Transactional Management and Licensing Manager		16 August 2024
Service manager's name Mandy Beever, Transactional Management and Licensing Manager		16 August 2024

*This may either be the Head of Service or the lead officer

B. Detailed Screening Assessment

Aims of the service change and description

The Council's existing Gambling Act policy statement ('the policy') was adopted from the 31 January 2019 and ceases to have effect on 31 January 2025. The policy requires updating to take account of the latest guidance issued to licensing authorities by the Gambling Commission.

The Gambling Act 2005 requires that local authority Gambling Act Policy Statements give specific consideration to three key licensing objectives. The format and content of the Council's policy aims to ensure these objectives are being met in order to:

- to ensure that safeguarding provisions in relation to children, young people and adults with care and support needs remain robust;
- provide ongoing practical clarity to existing and potential licence holders; and
- assist council officers to correctly apply the legal provisions of the Gambling Act 2005.

In particular:

- There is a need to set out the overarching principles that the Council intends to consider when exercising its functions under the Gambling Act, including those that the Council will specifically consider in relation to each of the three licensing objectives (see additional notes below).
- Nationally, there is a greater need to focus on understanding and mitigating gambling related harm more broadly, rather than focussing on problem gambling alone. In this respect, the policy needs to emphasise the Council's focus on protecting children and young people, particularly in relation to child exploitation, and also adults with care and support needs.
- Nationally, gambling policy and the regulatory environment overall has an increasing focus on risk. Whilst not compulsory, it is now recommended that the Council creates a 'local area profile' to inform its understanding of risk and to allow appropriate decisions to be made and steps taken to mitigate these risks. From April 2016, gambling establishment operators have been required to undertake 'local area risk assessments' before submitting a premises licence application or variation and will be expected to give due consideration to the information available in the Council's 'local area profile'.

- The Gambling Act singles out children, young people and vulnerable persons for special regulatory attention; consequently, the policy has a focus on protecting these particular groups. In considering this, specific attention has been given to adults with care and support needs.
- The application processes applicable to each different type of licence is clearly set out to ensure that the requirements that must be satisfied before an applicant can obtain and then retain any such licence are met.
- The premises licence review process is clearly set out to ensure all stakeholders understand when and how this process may be utilised in accordance with the provisions of the Act.
- The way in which the Council deals with the exchange of information is robustly addressed.
- The Council's overarching approach to inspection, compliance, enforcement and complaints is clearly set out and appropriate links made to the Council's Better Regulation and Enforcement Policy.

The policy also sets out how the Council intends to proactively promote the three Gambling Act licensing objectives, namely:

- 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; and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

Intended audiences and target groups for the service change

- Persons who wish to apply for gambling licences and permits
- Persons who hold existing licences and permits, including those that are the subject of review
- The Council, in its capacity as the licensing authority, including licensing officers and members of the relevant licensing committees
- Shropshire's Safeguarding Children Board

- Keeping Adults Safe in Shropshire Board (KASiS)
- The Gambling Commission
- GamCare independent charity
- Licensing consultants, solicitors and barristers advising and/or representing applicants and licence/permit holders
- Magistrates and judges hearing appeals against Council decisions
- Members of the public who access gambling premises and activities
- Other local authorities, particularly those that border the Shropshire Council area
- Shropshire Voluntary and Community Sector Assembly (VCSA)
- Police forces, in particular West Mercia Police
- West Mercia Police and Crime Commissioner
- Shropshire Clinical Commissioning Group
- Local NHS Trusts
- Shropshire Council Public Health
- Public Health England

The above list is not intended to be exhaustive or in order of priority and will be added to and amended as and when appropriate.

Evidence used for screening of the service change

- Legal requirement contained in the Gambling Act 2005 that the policy can only last for a maximum period of three years and then it must be reviewed, consulted upon, approved and re-published by the Council.
- The emphasis on the safeguarding role that local authorities have, which has strong links to all licensing regimes, including those applicable to gambling.
- The Council's drive to increase the robustness of safeguarding practices, particularly with respect to children and adults with care and support needs.

- The Gambling Act 2005
 - The Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2006 (SI 2006 No. 636)
 - Shropshire Council's Gambling Policy Statement (effective 31 January 2019)
 - Shropshire Council's Gambling Policy Statement (effective 31 January 2022)
- <https://shropshire.gov.uk/media/12775/gambling-act-2005-policy-statement-2019-to-2022-final.pdf>
- Guidance to Licensing Authorities published by the Gambling Commission
- <https://www.gamblingcommission.gov.uk/for-licensing-authorities/GLA/Guidance-to-licensing-authorities.aspx>
- Statement of gambling licensing policy – A Councillors Guide, March 2018 published by the Gambling Commission
- <https://www.gamblingcommission.gov.uk/PDF/quick-guides/Councillors-guide.pdf>
- Gambling Regulation Councillor Handbook (England and Wales) June 2015 published by the Local Government Association
- <https://www.local.gov.uk/sites/default/files/documents/L15-230%20Councillor%20handbook%20-%20gambling%20regulation%20FINAL.pdf>
- Gambling Regulation Councillor Handbook (England and Wales) Updated Guidance 2018 published by the Local Government Association
- https://www.local.gov.uk/sites/default/files/documents/10.18%20Gambling%20regulation%20councillor%20handbook_v06_WEB_1.pdf
- The Council's own Local Area Profile – Gambling Premises, which will form part of the actual policy document.
 - Exploring area-based vulnerability to gambling-related harm: Who is vulnerable? July 15
 - Exploring area-based vulnerability to gambling-related harm: Developing the gambling related harm risk index (2016)
 - Updated Gambling Commission Guidance April 2021
- <https://beta.gamblingcommission.gov.uk/guidance/guidance-to-licensing-authorities>

Specific consultation and engagement with intended audiences and target groups for the service change

Formal consultation was undertaken from the 18 March 2024 to the 9 June 2024, which involved a number of key internal and external stakeholders, including Public Health representatives and gambling industry representatives in order to produce the existing policy.

Officers are currently of the opinion that there will be no need for significant changes. However, Officers will maintain ongoing dialogue with the Gambling Commission and other key stakeholders to ensure any changes that become necessary are captured and addressed accordingly during the lifetime of the policy.

The Local Area Profile has been refreshed and is incorporated into the draft Gambling Act 2005 Policy Statement 2025 to 2028; it may be found at **Appendix 1** of the draft policy. The profile maps local areas of concern, including actual and future emerging evidence-based risks that may impact on the licensing of gambling premises and activities. Operators are encouraged to use the profile to help inform them of specific risks prior to submitting licence applications.

The Gambling Commission has emphasised the need to incorporate the work of Public Health colleagues to further support the greater need to identify areas of concern and focus on gambling related harm. Formal consultation has been undertaken with Shropshire Council's Public Health Team, including the Director of Public Health, and their response has been considered with the draft Gambling Act 2005 Policy Statement 2025 to 2028; it may be found at **Appendix 2** of the policy report.

The formal consultation process involved a variety of communication mechanisms including publishing full details on the 'Get involved' web page of the Council's website, together with a press release on the Council's news web page also distributed through corporate and service social media platforms. Direct emails were sent to key stakeholders alerting them to the consultation on the Council's website.

Following the formal consultation process, an analysis of the responses received has been undertaken and the results collated for the SLC to consider at their meeting on 9 October 2024. A revised policy document is required to be in force by 31 January 2025.

A particularly helpful response was received from GamCare, who stated that they welcomed the position that Shropshire Council was taking in going beyond the mandatory and default conditions of the Gambling Act 2005 in its statement of principles.

GamCare is an independent charity and the leading provider of information, advice, and support for anyone affected by gambling harms, operating the

National Gambling Helpline, providing structured support for anyone harmed by gambling, and creating awareness about safer gambling and treatments.

GamCare holds data locally and nationally through the National Gambling Helpline, and also works closely with those who have lived experience in shaping and delivering our services and programmes.

Initial equality impact assessment by grouping (Initial health impact assessment is included below this table)

Please rate the impact that you perceive the service change is likely to have on a group, through stating this in the relevant column. Please state if it is anticipated to be neutral (no impact) and add any extra notes that you think might be helpful for readers.

Protected Characteristic groupings and other groupings locally identified in Shropshire	High negative impact <i>Stage Two ESHIA required</i>	High positive impact <i>Stage One ESHIA required</i>	Medium positive or negative impact <i>Stage One ESHIA required</i>	Low positive, negative, or neutral impact (please specify) <i>Stage One ESHIA required</i>
<u>Age</u> (please include children, young people, young people leaving care, people of working age, older people. Some people may belong to more than one group e.g., a child or young person for whom there are safeguarding concerns e.g., an older person with a disability)				✓ (positive)
<u>Disability</u> (please include cancer; HIV/AIDS; learning disabilities; mental health conditions and syndromes; multiple sclerosis; neurodiverse conditions such as autism; hidden disabilities such as Crohn's disease; physical and/or sensory disabilities or impairments)				✓ (positive)
<u>Gender re-assignment</u> (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				✓ (positive)
<u>Marriage and Civil Partnership</u> (please include associated aspects: caring responsibility, potential for bullying and harassment)				✓ (positive)

<u>Pregnancy and Maternity</u> (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				✓ (positive)
<u>Race</u> (please include ethnicity, nationality, culture, language, Gypsy, Roma, Traveller)				✓ (positive)
<u>Religion or Belief</u> (please include Buddhism, Christianity, Hinduism, Islam, Jainism, Judaism, Nonconformists; Rastafarianism; Shinto, Sikhism, Taoism, Veganism, Zoroastrianism, and any others)				✓ (positive)
<u>Sex</u> (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				✓ (positive)
<u>Sexual Orientation</u> (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)				✓ (positive)
<u>Other: Social Inclusion</u> (please include families and friends with caring responsibilities; households in poverty or on low incomes; people for whom there are safeguarding concerns; people you consider to be vulnerable; people with health inequalities; refugees and asylum seekers; rural communities)				✓ (positive)
<u>Other: Veterans and serving members of the armed forces and their families</u>				✓ (positive)
<u>Other: Young people leaving care</u>				✓ (positive)

Initial health and wellbeing impact assessment by category

Please rate the impact that you perceive the service change is likely to have with regard to health and wellbeing, through stating this in the relevant column.

Please state if it is anticipated to be neutral (no impact) and add any extra notes that you think might be helpful for readers.

Health and wellbeing: individuals and communities in Shropshire	High negative impact <i>Part Two HIA required</i>	High positive impact	Medium positive or negative impact	Low positive negative or neutral impact (please specify)
<p>Will the proposal have a <i>direct impact</i> on an individual's health, mental health and wellbeing?</p> <p>For example, would it cause ill health, affecting social inclusion, independence and participation?</p> <p>.</p>				<p>✓ (positive)</p>
<p>Will the proposal <i>indirectly impact</i> an individual's ability to improve their own health and wellbeing?</p> <p>For example, will it affect their ability to be physically active, choose healthy food, reduce drinking and smoking?</p> <p>.</p>				<p>✓ (positive)</p>
<p>Will the policy have a <i>direct impact</i> on the community - social, economic and environmental living conditions that would impact health?</p> <p>For example, would it affect housing, transport, child development, education, employment opportunities, availability of green space or climate change mitigation?</p> <p>.</p>				<p>✓ (positive)</p>
<p>Will there be a likely change in <i>demand</i> for or access to health and social care services?</p> <p>For example: Primary Care, Hospital Care, Community Services, Mental Health, Local Authority services including Social Services?</p> <p>.</p>				<p>✓ (positive)</p>

Guidance Notes

1. Legal Context

It is a legal requirement for local authorities to assess the equality and human rights impact of changes proposed or made to services. It is up to us as an authority to decide what form our equality impact assessment may take. By way of illustration, some local authorities focus more overtly upon human rights; some include safeguarding.

It is about what is considered to be needed in a local authority's area, in line with local factors such as demography and strategic objectives as well as with the national legislative imperatives.

Carrying out these impact assessments helps us as a public authority to ensure that, as far as possible, we are taking actions to meet the general equality duty placed on us by the Equality Act 2010, and to thus demonstrate that the three equality aims are integral to our decision making processes.

These are: eliminating discrimination, harassment and victimisation; advancing equality of opportunity; and fostering good relations.

These screening assessments for any proposed service change go to Cabinet as part of the committee report, or occasionally direct to Full Council, unless they are ones to do with Licensing, in which case they go to Strategic Licensing Committee.

Service areas would ordinarily carry out a screening assessment, or Stage One equality impact assessment. This enables energies to be focussed on review and monitoring and ongoing evidence collection about the positive or negative impacts of a service change upon groupings in the community, and for any adjustments to be considered and made accordingly.

These screening assessments are recommended to be undertaken at timely points in the development and implementation of the proposed service change.

For example, a Stage One ESHIA would be a recommended course of action before a consultation. This would draw upon the evidence available at that time, and identify the target audiences, and assess at that initial stage what the likely impact of the service change could be across the national Protected Characteristic groupings and our additional local categories. This ESHIA would set out intended actions to engage with the groupings, particularly those who are historically less likely to engage in public consultation eg young people, as otherwise we would not know their specific needs.

A second Stage One ESHIA would then be carried out after the consultation, to say what the feedback was, to set out changes proposed as a result of the feedback, and to say where responses were low and what the plans are to engage with groupings who did not really respond. This ESHIA would also draw more upon actions to review impacts in order to mitigate the negative and accentuate the positive.

Meeting our Public Sector Equality Duty through carrying out these ESHIAs is very much about using them as an opportunity to demonstrate ongoing engagement across groupings and to thus visibly show we are taking what is called 'due regard' of the needs of people in Protected Characteristic groupings.

If the screening indicates that there are likely to be high negative impacts for groupings within the community, the service area would need to take advice on whether or not to carry out a full report, or Stage Two assessment. This is resource intensive but will enable more evidence to be collected that will help the service area to reach an informed opinion.

In practice, Stage Two or Full Screening Assessments have only been recommended twice since 2014, as the ongoing mitigation of negative equality impacts should serve to keep them below the threshold for triggering a Full Screening Assessment. The expectation is that Full Screening Assessments in regard to Health Impacts may occasionally need to be undertaken, but this would be very much the exception rather than the rule.

2. Council Wide and Service Area Policy and Practice on Equality, Social Inclusion and Health

This involves taking an equality and social inclusion approach in planning changes to services, policies, or procedures, including those that may be required by Government. The decisions that you make when you are planning a service change need to be recorded, to demonstrate that you have thought about the possible equality impacts on communities and to show openness and transparency in your decision-making processes.

This is where Equality, Social Inclusion and Health Impact Assessments (ESHIA) come in. Where you carry out an ESHIA in your service area, this provides an opportunity to show:

- What evidence you have drawn upon to help you to recommend a strategy or policy or a course of action to Cabinet or to Strategic Licensing Committee.
- What target groups and audiences you have worked with to date.
- What actions you will take in order to mitigate any likely negative impact upon a group or groupings, and enhance any likely positive effects for a group or groupings; and
- What actions you are planning to monitor and review the impact of your planned service change.

The formal template is there not only to help the service area but also to act as a stand-alone for a member of the public to read. The approach helps to identify whether or not any new or significant changes to services, including policies, procedures, functions, or projects, may have an adverse impact on a particular group of people, and whether the human rights of individuals may be affected.

There are nine Protected Characteristic groupings defined in the Equality Act 2010.

The full list of groupings is: Age; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion or Belief; Sex; and Sexual Orientation.

There is also intersectionality between these. Eg a young person with a disability would be in the groupings of Age and Disability, and if they described themselves as having a faith they would then also be in the grouping of Religion or Belief. We demonstrate equal treatment to people who are in these groups and to people who are not, through having what is termed 'due regard' to their needs and views when developing and implementing policy and strategy and when commissioning, procuring, arranging, or delivering services.

For the individuals and groupings who may be affected, ask yourself what impact do you think is likely and what actions will you currently anticipate taking, to mitigate or enhance likely impact of the service change? If you are reducing a service, for example, there may be further use you could make of awareness raising through social media and other channels to reach more people who may be affected.

Social inclusion is then a wider additional local category we use in Shropshire, in order to help us to go beyond the equality legislation in also considering impacts for individuals and households with regard to the circumstances in which they may find themselves across their life stages. Please note that the armed forces are now a grouping to whom we are required to give due regard under recent Armed Forces legislation, although in practice we have been doing so for a number of years now.

We are now also identifying care leavers as a distinct separate local grouping due to their circumstances as vulnerable individuals.

When you are not carrying out an ESHIA, you still need to demonstrate and record that you have considered equality in your decision-making processes. It is up to you what format you choose.–You could use a checklist, an explanatory note, or a document setting out our expectations of standards of behaviour, for contractors to read and sign. It may well not be something that is in the public domain like an ESHIA, but you should still be ready for it to be made available.

Both the approaches sit with a manager, and the manager has to make the call, and record the decision made on behalf of the Council.

Carry out an ESHIA:

- If you are building or reconfiguring a building.
- If you are planning to reduce or remove or reconfigure a service.
- If you are consulting on a policy or a strategy.
- If you are bringing in a change to a process or procedure that involves other stakeholders and the wider community as well as particular groupings

Carry out and record your equality and social inclusion approach:

- If you are setting out how you expect a contractor to behave with regard to equality, where you are commissioning a service or product from them.
- If you are setting out the standards of behaviour that we expect from people who work with vulnerable groupings, such as taxi drivers that we license.
- If you are planning consultation and engagement activity, where we need to collect equality data in ways that will be proportionate and non-intrusive as well as meaningful for the purposes of the consultation itself.
- If you are looking at services provided by others that help the community, where we need to demonstrate a community leadership approach

3. Council wide and service area policy and practice on health and wellbeing

This is a relatively new area to record within our overall assessments of impacts, for which we are asking service area leads to consider health and wellbeing impacts, and to look at these in the context of direct and indirect impacts for individuals and for communities.

A better understanding across the Council of these impacts will also better enable the Public Health colleagues to prioritise activities to reduce health inequalities in ways that are evidence based and that link effectively with equality impact considerations and climate change mitigation.

Health in All Policies – Health Impact Assessment

Health in All Policies is an upstream approach for health and wellbeing promotion and prevention, and to reduce health inequalities. The Health Impact Assessment (HIA) is the supporting mechanism

- Health Impact Assessment (HIA) is the technical name for a process that considers the wider effects of local policies, strategies and initiatives and how they, in turn, may affect people's health and wellbeing.
- Health Impact Assessment is a means of assessing both the positive and negative health impacts of a policy. It is also a means of developing good evidence-based policy and strategy using a structured process to review the impact.
- A Health Impact Assessment seeks to determine how to maximise health benefits and reduce health inequalities. It identifies any unintended health consequences. These consequences may support policy and strategy or may lead to suggestions for improvements.
- An agreed framework will set out a clear pathway through which a policy or strategy can be assessed and impacts with outcomes identified. It also sets out the support mechanisms for maximising health benefits.

The embedding of a Health in All Policies approach will support Shropshire Council through evidence-based practice and a whole systems approach, in achieving our corporate and partnership strategic priorities. This will assist the Council and partners in promoting, enabling and sustaining the health and wellbeing of individuals and communities whilst reducing health inequalities.

Individuals

Will the proposal have a *direct impact* on health, mental health and wellbeing?

For example, would it cause ill health, affecting social inclusion, independence and participation?

Will the proposal directly affect an individual's ability to improve their own health and wellbeing?

This could include the following: their ability to be physically active e.g., being able to use a cycle route; to access food more easily; to change lifestyle in ways that are of positive impact for their health.

An example of this could be that you may be involved in proposals for the establishment of safer walking and cycling routes (e.g., green highways), and changes to public transport that could encourage people away from car usage. and increase the number of journeys that they make on public transport, by foot or on bicycle or scooter. This could improve lives.

Will the proposal *indirectly impact* an individual's ability to improve their own health and wellbeing?

This could include the following: their ability to access local facilities e.g., to access food more easily, or to access a means of mobility to local services and amenities? (e.g. change to bus route)

Similarly to the above, an example of this could be that you may be involved in proposals for the establishment of safer walking and cycling routes (e.g. pedestrianisation of town centres), and changes to public transport that could encourage people away from car usage, and increase the number of journeys that they make on public transport, by foot or on bicycle or scooter. This could improve their health and well being.

Communities

Will the proposal directly or indirectly affect the physical health, mental health, and wellbeing of the wider community?

A *direct impact* could include either the causing of ill health, affecting social inclusion, independence and participation, or the promotion of better health.

An example of this could be that safer walking and cycling routes could help the wider community, as more people across groupings may be encouraged to walk more, and as there will be reductions in emission leading to better air quality.

An *indirect impact* could mean that a service change could indirectly affect living and working conditions and therefore the health and well being of the wider community.

An example of this could be: an increase in the availability of warm homes would improve the quality of the housing offer in Shropshire and reduce the costs for households of having a warm home in Shropshire. Often a health promoting approach also supports our agenda to reduce the level of Carbon Dioxide emissions and to reduce the impact of climate change.

Please record whether at this stage you consider the proposed service change to have a direct or an indirect impact upon communities.

Demand

Will there be a change in demand for or access to health, local authority and social care services?

For example: Primary Care, Hospital Care, Community Services, Mental Health and Social Services?

An example of this could be: a new housing development in an area would affect demand for primary care and local authority facilities and services in that location and surrounding areas. If the housing development does not factor in consideration of availability of green space and safety within the public realm, further down the line there could be an increased demand upon health and social care services as a result of the lack of opportunities for physical recreation, and reluctance of some groupings to venture outside if they do not perceive it to be safe.

For further advice: please contact

Lois Dale via email lois.dale@shropshire.gov.uk, or

Phil Northfield via email Phillip.Northfield@shropshire.gov.uk

	Committee and Date	Item
	Strategic Licensing Committee	
	9 October 2024	Public



Revision of the Hackney Carriage Table of Fares

Responsible Officer:	Mandy Beever, Transactional Management and Licensing – Team Manager
email:	Mandy.Beever@shropshire.gov.uk
	Tel: 01743 251702
Cabinet Member (Portfolio Holder):	Councillor Chris Schofield, Portfolio Holder for Planning and Regulatory Services

1. Synopsis

- 1.1 This report sets out the proposal for a revised Hackney Carriage Table of Fares.

2. Executive Summary

- 2.1. The Shropshire Plan recognises the importance of supporting businesses to provide safer services. The fundamental purpose of the Licensing service is to support businesses to deliver their services in a way which allows them to thrive whilst protecting the safety and welfare of the public who live, work and visit Shropshire; together this will help to achieve a Healthy Economy.
- 2.2. In accordance with the Local Government (Miscellaneous) Provisions Act 1976 (the Act) the Council may fix rates or fares for the hire of a Hackney Carriage Vehicle which operates within the administrative area of the Council.
- 2.3. The current Table of Fares came into effect on 13 October 2022.
- 2.4. The Licensing Service received a request from a Hackney Carriage proprietor for the review of the current Hackney Carriage Table of Fares, in accordance with Section 65 of the Act the Council is required to undertake a specified process when reviewing the Hackney Carriage Table of Fares.

- 2.5. A formal consultation process is required as part of the specified process under the Act, this was undertaken between the 1 July 2024 to 4 August 2024.
- 2.6. This report sets out the requirements of the Act and the process which has been followed to revise the Table of Fares.

3. Recommendations

- 3.1. That the Strategic Licensing Committee approves, with any necessary modifications, the proposed Table of Fares for the whole administrative area of Shropshire Council, as set out in **Appendix A**, and agrees that it will come into effect from 17 October 2024.

Report

4. Risk Assessment and Opportunities Appraisal

- 4.1. The revised Hackney Carriage Table of Fares at **Appendix A** is considered fair and reasonable when balanced with the rise in fuel prices and the cost of living. Hackney Carriage Proprietors will be able to increase their income to offset some of the increased costs whilst at the same time do not price themselves out of the market.
- 4.2. The Council needs to support, as much as is reasonably practicable, the hackney carriage trade and given the rising cost of living, in particular, the cost of fuel (petrol, diesel and electricity), it is not unreasonable for the Council to allow the fares to be increased. A failure to do this reduces the ability of hackney carriage proprietors to effectively run their business in a competitive marketplace, which may then result in a reduction in the overall number of hackney carriages. As all hackney carriages are required to be wheelchair accessible, this risk will impact on individuals with disabilities who use wheelchairs and rely on hackney carriages as a means of transport.
- 4.3. Consideration has been made for the impact any increase in Hackney Carriage Fares may have on the travelling public for the same reasons it has on the Hackney Carriage Proprietors themselves. To offset changes in the marketplace and for Hackney Carriage Proprietors to retain their existing customer base they have the ability to charge up to the maximum amount on the Hackney Carriage Table of Fares. This allows them to negotiate a reasonable price with their regular customers and retain their custom, whilst still enabling them to gain a margin of profit.
- 4.4. The formal consultation led to 5 separate responses from 5 different hackney carriage proprietors. Overall, the majority supported the proposal to increase fares. However, only one proprietor agreed with the original proposal to increase all tariffs by £0.20 per running mile (For each 176 yards or uncompleted part thereof). The others sought a much wider increases to the Table of Fares, which proposed increases in day rates and night rates across all Tariffs (Flag and First

Mile) as well as one response requesting an increase of £0.20 on each Tariff for Bank Holidays (Flag and First Mile).

- 4.5. The feedback from the formal consultation has been considered by officers and there is continued support for an increase to the hackney carriage fares. However, the suggestion that additional charges ought to be introduced for Bank Holidays was considered as excessive by officers and has not been included. All other requests for an increase have been considered and officers have taken a practical approach to create a transparent charging regime, which satisfies the needs of the trade whilst not disadvantaging members of the travelling public. The revised table of fares can be found at **Appendix A**.
- 4.6. An Equality, Social Inclusion and Health Impact Assessment (ESHIA) has been undertaken. This is attached at **Appendix B** and draws upon the consultation carried out by the service area as well as upon the evidence base already established. Due regard has thus been given to the Public Sector Equality Duty in accordance with the Equality Act 2010. As part of this process social inclusion has also been considered in line with the Council's overall approach to equality and diversity.
- 4.7. The overall impact on all Protected Characteristics groupings as defined in the Equality Act 2010, and those who are likely to be impacted in terms of social inclusion, is anticipated to be low negative due to fare increases, balanced by low positive due to retention of service. The positives are anticipated to be of particular relevance for those in the groupings of Age, Disability, Pregnancy and Maternity, and Sex, given caring responsibilities, as well as our groupings in regard to social inclusion, veteran and serving members of the armed forces and their families, and young people leaving care. Passengers will be able to avail themselves of a continued service, across our rural county, despite the increases, rather than a reduced provision as could occur if fares were to stay the same.
- 4.8. This low positive impact is likely to extend to the health, mental health and wellbeing of individuals and with respect to the community insofar as it relates to transport. The reduction in or lack of public transport services, especially in rural areas like Shropshire can have a negative impact on the access and opportunities available to population groups and their social mobility. Those most vulnerable and at risk from limited transport options and services are already experiencing health inequalities and include people with disabilities, children and young people, women, older people, people without a car, and low income groups. For example, evidence shows that people with disabilities use taxis more than those without a disability for essential journeys like healthcare, education and shopping, despite more of them living in relative poverty. This is due to a lack of available services, service times and inaccessibility of the services available.
- 4.9. The proposed increase in fares will impact those who are most reliant on taxis for the reasons cited above, especially if no other viable and affordable option is available to these identified population groups. This may then adversely affect their ability to access not only essential services but also leisure and cultural opportunities; this is potentially compounded by the rural nature of the county and brings added risks to social inclusion. However, this has been mitigated somewhat by not making the fare increases mandatory, therefore, giving the hackney carriage proprietors control and choice over fare pricing up to the maximum set.

Whilst this increase will impact the members of the public, many of whom will be struggling with the rise in fuel prices and cost of living crisis, there is a need to balance this with the health and wellbeing needs of taxi drivers. To continue to afford to work and live, i.e., a liveable wage, as fuel and living costs rise it is necessary for taxi drivers, many of whom could themselves be vulnerable or at risk individuals, to maintain their health and wellbeing under the pressures of the current cost of living crisis.

- 4.10. We did not receive any other stakeholder views on the proposals, with the absence of a customer/passenger perspective requiring us to make the most informed assessment possible at this time about customer perspectives. Accordingly, potential passengers, along with applicants, existing hackney carriage licence holders, and other stakeholders, including any who may not already be aware of the revision of the Table of Fares as a result of the engagement/consultation undertaken in the summer of 2024, will be made aware of the implementation of the fare changes through the requirement for the fares to be displayed in all hackney carriages and the fact that the information will be published on the Council's website. This will ensure that passengers, along with the hackney carriage trade and other relevant stakeholders, will have ongoing access to the fares that can be charged by hackney carriage proprietors.
- 4.11. The Licensing Team will continue to monitor the service change to mitigate negative impacts or enhance positive impacts of the proposed service change for groupings in the community.
- 4.12. There will be ongoing dialogue with the hackney carriage trade through direct contact and 'Taxi Forums' or similar meetings and with local disability groups in order to provide the trade and passengers with disabilities with the opportunity to provide feedback directly to the Licensing Team.
- 4.13. A dedicated telephone number and email address is and will continue to be generally publicised on the Council's website for other stakeholders, including members of the public (both those with and without disabilities), to provide feedback on the impact of the fare increases. In addition, these contacts, together with social media contacts, will be publicised in hackney carriages to encourage passengers to provide feedback to the Council.
- 4.14. The Table of Fares can be reviewed at any time by the Council and the hackney carriage trade can request such a review at any time in line with the Council's Hackney Carriage and Private Hire Licensing Policy.

5. Financial Implications

- 5.1. There is no immediate financial impact to the Council however, the Council needs to ensure, as practically as possible, that it is supporting the Hackney Carriage provision. Failure to do this could result in a reduction of Hackney Carriages and in turn a reduction in licence fee income. Furthermore, failure to support an increase in Hackney Carriage Fares reduces the ability for Hackney Carriage Proprietors to effectively run their business in a competitive marketplace.
- 5.2. Any financial implications will be offset against future fee calculations.

6. Climate Change Appraisal

6.1. There are no anticipated climate change or environmental impacts associated with the recommendation in this report.

6.2. It is anticipated that the increase in hackney carriage fares is expected to have 'no effect' outcome on the climate change impacts listed below:

- renewable energy generation;
- carbon offsetting or mitigation; and
- climate change adaptation.

6.3. However, with respect to energy and fuel consumption (buildings and/or travel), the ability of hackney carriage businesses to charge more for journeys means there is a greater likelihood that they will remain economically viable and, as a result, in a better position to invest in vehicles that meet the highest emission standards, including moving towards the purchase of electric vehicles in the future.

7. Background

7.1. The current Hackney Carriage Tables of Fares came into effect on the 13 October 2022 and can be found at **Appendix C**.

7.2. On the 8 April 2024 the Licensing Service received a request for review of the Hackney Carriage Table of Fares, this request was received from a Hackney Carriage proprietor.

7.3. Officers revised the current Table of Fares to take into account the proposed changes and sent notification of an informal consultation to the trade inviting submissions on the revised Tables of Fares. This was sent out by email to the trade on 12 April 2024 and closed on 18 May 2024. A copy of the Table of Fares included in the informal consultation can be found at **Appendix D**.

7.4. A submission was received to the informal consultation and officers considered the comments made.

7.5. On the 12 June 2024 the revised Table of Fares was considered at a meeting of the Strategic Licensing Committee and the Committee resolved to undertake a period of formal consultation.

7.6. Following the formal consultation, and prior to new fares coming into force, there is a requirement for the table of fares to be advertised in the local paper with a minimum 14 day consultation period. A copy of the notice can be found at **Appendix E**. If no representations are received, the fares would be introduced on the date stated, which in this case was 2 September 2024. If representations are made, the council must set a date, no later than two months after the proposed implementation date, for the fares to come into effect, with or without changes. Representations were received during the formal consultation and the proposed implementation date has been set as 17 October 2024.

- 7.7. A formal consultation process was undertaken between the 1 July 2024 to 4 August 2024. An official notice of the consultation was placed in all editions of the Shropshire Star on 1 July 2024, the Council's Get Involved pages were used to run the consultation along with an email notifying the trade of the consultation and how to get involved.
- 7.8. Submissions were received to the formal consultation and officers considered the comments made along with the additional proposals. The fares set on the revised Table of Fares was then updated considering the formal responses received. An officer summary of the submissions can be found at **Appendix F** and the individual responses can be found at **Appendix G** documents 1 to 5.
- 7.9. The fares set on the current Table of Fares has been revised considering the officers summary of the comments made. The updated version of the Table of Fares can be found at **Appendix A**.
- 7.10. It is important to note that the Table of Fares states the maximum fare that can be charged. The proprietor can agree a lower fare with the passenger. A meter can also be set at a level lower than the Council's agreed fares on condition that the proprietor displays two Tables of Fares, these being the Council's agreed Table of Fares and one to show the lower fare to which the meter has been set.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Local Government (Miscellaneous) Provisions Act 1976

[Local Government \(Miscellaneous Provisions\) Act 1976 \(legislation.gov.uk\)](https://legislation.gov.uk)

Strategic Licensing Committee – Hackney Carriage Fare Card Report dated 7 October 2020

[201007 Hackney Carriage Fare Card Report.pdf \(shropshire.gov.uk\)](#)

Strategic Licensing Committee – Hackney Carriage Table of Fares Report 5 dated 22 June 2022

[Agenda for Strategic Licensing Committee on Wednesday, 22nd June, 2022, 10.00 am — Shropshire Council](#)

Strategic Licensing Committee – Hackney Carriage Table of Fares Report 5 dated 12 June 2024

[Agenda for Strategic Licensing Committee on Wednesday, 12th June, 2024, 10.00 am — Shropshire Council](#)

Local Member: Not applicable – report has county wide application

Appendices

- Appendix A – Proposed Hackney Carriage Table of Fares
 - Appendix B – Equality, Social Inclusion and Health Impact Assessment (ESHIA)
 - Appendix C – Current Hackney Carriage Table of Fares 13 October 2022
 - Appendix D – Informal Consultation Hackney Carriage Table of Fares
 - Appendix E – Formal Consultation Hackney Carriage Table of Fares Notice
 - Appendix F – Officer Summary of Formal Consultation Responses
 - Appendix G - Formal Consultation Hackney Carriage Table of Fares Responses
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HACKNEY CARRIAGE TABLE OF FARES

Applicable to the whole administrative area of Shropshire Council

Tariff 1	
(From 07.00 hrs to 23.00 hrs Mon - Sat)	
Flag & First Mile (1,760 yards (1,609 metres))	£6.00
For each 176 yards or uncompleted part thereof (equivalent to £2.00 per mile)	£0.20
Waiting time (equivalent to £18 per hour)	£0.15 per 30 sec
Tariff 2	
(23.00 to 07.00 hrs including all day Sunday and Bank Holidays, with the exception of those listed below)	
Flag & First Mile (1,760 yards (1,609 metres))	£6.50
For each 176 yards or uncompleted part thereof (equivalent to £3.00 per mile)	£0.30
Waiting time (equivalent to £30 per hour)	£0.25 per 30 sec
Tariff 3	
(From 00.01 hrs to 24.00 hrs on Easter Sunday, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day)	
Flag & First Mile (1,760 yards (1,609 metres))	£7.00
For each 176 yards or uncompleted part thereof (equivalent to £3.50 per mile)	£0.35
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec
Tariff 4	
Optional tariff for minibus or larger vehicles where 5 or more passengers are carried	
(From 07.00 hrs to 23.00 hrs Mon - Sat)	
Flag & First Mile (1,760 yards (1,609 metres))	£7.50
For each 176 yards or uncompleted part thereof (equivalent to £3.50 per mile)	£0.35
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec
Tariff 5	
Optional tariff for minibus or larger vehicles where 5 or more passengers are carried	
(23.00 to 07.00 hrs including all day Sunday and Bank Holidays, with the exception of those listed below)	
Flag & First Mile (1,760 yards (1,609 metres))	£8.50
For each 176 yards or uncompleted part thereof (equivalent to £3.50 per mile)	£0.35
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec
Tariff 6	
Optional tariff for minibus or larger vehicles where 5 or more passengers are carried	
(From 00.01 hrs to 24.00 hrs on Easter Sunday, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day)	
Flag & First Mile (1,760 yards (1,609 metres))	£9.50
For each 176 yards or uncompleted part thereof (equivalent to £3.50 per mile)	£0.35
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec

Extra Charges	
Soiling charge	£100.00

All of the above fees are inclusive of VAT where applicable.
Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND.
Tel: 0345 678 9026 Email: Taxis@shropshire.gov.uk

Proposed Table of Fares

Shropshire Council
Equality, Social Inclusion and Health Impact Assessment (ESHIA)
Stage One Screening Record 2024

A. Summary Sheet on Accountability and Actions

Name of proposed service change
Revision of the Hackney Carriage Table of Fares

Name of the officer carrying out the screening
Mandy Beever, Transactional Management and Licensing Manager

Decision, review, and monitoring

Decision	Yes	No
Initial (Stage One) ESHIA Only?	✓	
Proceed to Stage Two Full ESHIA or HIA (part two) Report?		✓

If completion of a Stage One screening assessment is an appropriate and proportionate action at this stage, please use the boxes above, and complete both part A and part B of of this template. If a Full or Stage Two report is required, please move on to full report stage once you have completed this initial screening assessment as a record of the considerations which you have given to this matter.

Actions to mitigate likely negative impact or enhance positive impact of the service change in terms of equality and social inclusion considerations
<p>The Council needs to support, as much as is reasonably practicable, the hackney carriage trade and given the rising cost of living, in particular, the cost of fuel (petrol, diesel and electricity), it is not unreasonable for the Council to allow fares to be increased. A failure to do this reduces the ability of hackney carriage proprietors to effectively run their business in a competitive marketplace, which may then result in a reduction in the overall number of hackney carriages. As all hackney carriages are required to be wheelchair accessible, this risk will impact on individuals with disabilities or other health needs who use wheelchairs and rely on hackney carriages as a means of transport. This will further reduce the Council's licensing fee income and adversely impact the Council's ability to adequately administer and enforce not only the hackney carriage regime but also the wider licensing regime.</p> <p>The overall impact of the proposed revision of the Table of Fares, on all Protected Characteristics groupings as defined in the Equality Act 2010, and those who are likely to be impacted in terms of social inclusion, is anticipated to be low negative due to fare increase, balanced by low positive due to retention of service. This position has remained the same following consideration of the responses received</p>

after consultation, which were from hackney cab proprietors. The positives are anticipated to be of particular relevance for those in the national groupings of Age, Disability, Pregnancy and Maternity, and Sex, given caring responsibilities, as well as our groupings in regard to social inclusion, veterans and serving members of the armed forces and their families, and young people leaving care.

An informal engagement period enabled the Council to seek comments specifically from the hackney carriage trade. The public consultation period, which required compliance with a formal legal process, provided an opportunity for all to comment on the proposals, including the public who have previously or may use hackney carriages in the future and also other stakeholders who may be less directly impacted by the fares charged.

It is acknowledged that the feedback from both the informal engagement and the formal consultation has come solely from hackney carriage proprietors; however, the number who have responded, equates to 5 and this is 8% of those who currently hold a hackney carriage licence with the Council.

We did not receive any other stakeholder views on the proposals, with the absence of a customer/passenger perspective requiring us to make the most informed assessment possible at this time about customer perspectives. Accordingly, potential passengers, along with applicants, existing hackney carriage licence holders, and other stakeholders, including any who may not already be aware of the revision of the Table of Fares as a result of the engagement/consultation undertaken in the summer of 2024, will be made aware of the implementation of the fare changes through the requirement for the fares to be displayed in all hackney carriages and the fact that the information will be published on the Council's website. This will ensure that passengers, along with the hackney carriage trade and other relevant stakeholders, will have ongoing access to the fares that can be charged by hackney carriage proprietors.

The revised Hackney Carriage Table of Fares is considered fair and reasonable when balanced against the rise in fuel prices and the cost of living, and in the light of the evidence available at this time. Hackney carriage proprietors will be able to increase their income to offset some of their increased costs, whilst at the same time not pricing themselves out of the market. Passengers will be able to avail themselves of a continued service, across our rural county, despite the increases, rather than a reduced provision as could occur if fares were to stay the same.

Actions to mitigate likely negative impact or enhance positive impact of the service change in terms of health and wellbeing considerations

Transport has a significant impact on health and wellbeing. It is much more than simply getting from A to B; it is an enabler to get to work, school, shops, healthcare, social events and leisure activities, all of which are important for good physical and mental health and wellbeing. A good transport system, i.e., quality, appropriateness, adequacy and affordable infrastructure and services, is essential for a healthy and equitable society.

The low positive impact of services being retained is likely to extend to the health, mental health and wellbeing of individuals and with respect to the community insofar as it relates to transport. The reduction in or lack of public transport services, especially in rural areas like Shropshire can have a negative impact on the access and opportunities available to population groups and their social mobility.

Those most vulnerable and at risk from limited transport options and services are already experiencing health inequalities and include people with disabilities, children and young people, women, older people, people without a car, and low income groups. For example, evidence shows that people with disabilities use taxis more than those without a disability for essential journeys like healthcare and shopping, despite more of them living in relative poverty.¹ This is due to a lack of available services, service times and inaccessibility of the services available.²

The proposed increase in fares will impact those who are most reliant on taxis for the reasons cited above, especially if no other viable and affordable option is available to these identified population groups. However, this has been mitigated somewhat by not making the fare increases mandatory, therefore, giving the hackney carriage proprietors control and choice over fare pricing up to the maximum set. Whilst this increase will impact the members of the public, many of whom will be struggling with the rise in fuel prices and cost of living crisis, there is a need to balance this with the health and wellbeing needs of taxi drivers. To continue to afford to work and live, i.e., a liveable wage, as fuel and living costs rise it is necessary for taxi drivers, many of whom could themselves be vulnerable or at risk individuals, to maintain their health and wellbeing under the pressures of the current cost of living crisis.³

¹ DfT. (2022). National Statistics: Taxi and private hire vehicle statistics, England: 2022.

<https://www.gov.uk/government/statistics/taxi-and-private-hire-vehicle-statistics-england-2022/taxi-and-private-hire-vehicle-statistics-england-2022>

² Cooper, E., Gates, S., Grollman, C., Mayer, M., Davis, B., Bankiewicz, U., Khambhaita, P. (2019). Transport, health, and wellbeing: An evidence review for the Department for Transport.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/847884/Transport_health_and_wellbeing.pdf

³ Living Wage Foundation (2021) Life on low pay.

https://www.livingwage.org.uk/sites/default/files/LW_LifeOnLowPayPandemic_Feb2020.pdf

Actions to review and monitor the impact of the service change in terms of equality, social inclusion, and health considerations

Consideration has been given to the impact that the increase in hackney carriage fares may have on the travelling public as they too are also impacted by the rising cost of living. As a result, fare increases may mean the public are unable to afford to travel by hackney carriage, which then may adversely affect their ability to access not only essential services and facilities, e.g., health and social care, education provision, but also leisure and cultural opportunities; this is potentially compounded by the rural nature of the county and brings added risks to social inclusion.

To mitigate this, hackney carriage proprietors are not mandated to charge the full fares set out in the Table of Fares; they can charge less. This allows proprietors to negotiate a reasonable price with any customer, but in particular with any regular customers in order to retain their custom. The 'taxi meter' can also be set at a level lower than the Council's agreed Table of Fares providing the proprietor displays two separate fare cards in their vehicle, i.e., one showing the Council's agreed Table of Fares and one showing the lower fares to which the meter has been set. These mitigations enable proprietors to remain in control of the margin of profit they obtain from each journey, and still allows them to enhance this margin if they decide to charge the full fares as set out in the Council's agreed Table of Fares.

Any complaints/information that indicate licensed hackney carriage proprietors are overcharging passengers/failing to comply with the Table of Fares or are discriminating against passengers with disabilities or other passengers in any way, e.g., in respect of carrying luggage/other items, will be fully investigated by the Business and Consumer Protection Service, and, where sufficient evidence exists and it is in line with the Council's Better Regulation and Enforcement Policy, legal proceedings will be pursued. Furthermore, the full range of licensing sanctions, including licence revocation, where this is proportionate, will be utilised.

The Table of Fares can be reviewed at any time by the Council and the hackney carriage trade can request such a review at any time in line with the Council's Hackney Carriage and Private Hire Licensing Policy. This Policy is available on the Council's website and all licence applicants and existing licence holders are made aware of the Policy and where to locate it.

There will be ongoing dialogue with the hackney carriage trade through direct contact and 'Taxi Forums' or similar meetings and with local disability groups in order to provide the trade and passengers with the opportunity to provide feedback directly to the Licensing Team.

Any adverse impacts of the increase in fares on hackney carriage proprietors who may themselves have protected characteristics is mitigated against by virtue of the fact that the Council's Hackney Carriage and Private Hire Licensing Policy makes it clear that the trade can seek a review of the fares at any time and the Council can initiate such a review independently.

A dedicated telephone number and email address is and will continue to be generally publicised on the Council's website for other stakeholders, including members of the public (both those with and without disabilities), to provide feedback on the impact of the fare increases. In addition, these contacts, together with social media contacts, will be publicised in hackney carriages to encourage passengers to provide feedback to the Council. All feedback will be recorded either on the Idox/Uniform system used to administer the licensing regime or in appropriate electronic files maintained by the Licensing Team Manager.

Elected Member involvement will continue through the Strategic Licensing Committee and the Licensing & Safety Sub-Committee, with issues brought before these Committees as appropriate.

If complaints are received from the public about the increase in fares, the Licensing Team will consider whether a benchmarking exercise in relation to the Table of Fares being used in other neighbouring and rural authorities may assist in determining whether the Council's fares are reasonable and/or if a further review is required.

Associated ESHIAs

- Hackney Carriage and Private Hire Licensing Policy 2015 – 2019 (ESIIA undertaken in 2014/15)
- Amendment to the Hackney Carriage and Private Hire Licensing Policy 2015 – 2019 (ESIIA undertaken in February/March 2018)
- Equality Act 2010 – Shropshire Council List of Designated Wheelchair Accessible Vehicles (ESIIA undertaken in May/June 2018)
- Removal of the existing five hackney carriage ('taxi') zones ('the zones') in Shropshire and application of a single taxi licensing regime throughout the administrative area of Shropshire Council (ESIIA undertaken in June to December 2018)
- Hackney Carriage and Private Hire Licensing Policy 2019 – 2023 (ESIIA undertaken in 2018/19)
- Request for a Review of the Hackney Carriage Fare Card (Table of Fares) in Shropshire (ESHIA undertaken in September 2022)
- Hackney Carriage and Private Hire Licensing Policy 2023 to 2027 (ESHIA undertaken in September 2022)

Actions to mitigate likely negative impact, enhance positive impact, and review and monitor the overall impacts with regard to climate change impacts and with regard to economic and societal impacts

In addition to the Council's corporate approach towards prioritising and measuring the overall outcomes that are set out The Shropshire Plan (<https://www.shropshire.gov.uk/shropshire-council/corporate-plan/>), the Licensing Team will continue to utilise the expertise within Public Health, Climate Change and Economic Growth Teams to assess the impact (if any) of the fare increases

on the way hackney carriages are used and the number that continue to be licensed and how this then impacts on health, the environment and the economy.

Climate change

It is anticipated that the increase in hackney carriage fares is expected to have a 'no effect' outcome on the climate change impacts listed below:

- renewable energy generation;
- carbon offsetting or mitigation; and
- climate change adaptation.

However, with respect to energy and fuel consumption (buildings and/or travel), the ability of hackney carriage businesses to charge more for journeys means there is a greater likelihood that they will remain economically viable and, as a result, in a better position to invest in vehicles that meet the highest emission standards, including moving towards the purchase of electric vehicles in the future.


Economic and societal/wider community




Public transport is a vital component of an effective, healthy and equitable transport system. However, the reduction in or lack of public transport services, especially in rural areas like Shropshire can have a negative impact on the access and opportunities available to population groups.

There are known difficulties around providing adequate transport in rural areas and Shropshire is no exception.

Hackney carriages (along with private hire vehicles, drivers and operators) are part of the transport solution in Shropshire, not only for general journeys but also to support the evening and night-time economy, including ensuring the public are transported home safely after nights out and that the same applies to those working in the evening and night time economy. This also supports the Safer Streets project (Home Office funded), which is currently underway in Shrewsbury (although the principles apply across the county) to mitigate perceived and actual risks of violence against women and girls, and which is hoped will also reduce the risk of individuals entering the River Severn, the majority of whom have been young men.

Scrutiny at Stage One screening stage



People involved	Signatures	Date
<p><i>Lead officer for the proposed service change</i> Mandy Beever, Transactional Management and Licensing Manager</p>		<p>20 August 2024</p>

Officer carrying out the screening Mandy Beever, Transactional Management and Licensing Manager		20 August 2024
Kate Roberts, Public Protection Officer (Professional)		20 August 2024
Any other internal service area support*		
Any external support** Lois Dale, Rurality and Equalities Specialist		11 th September 2024

*This refers to other officers within the service area

**This refers to support external to the service but within the Council, e.g, the Performance and Research Specialist for Rurality and Equalities, Public Health colleagues, the Feedback and Insight Team, performance data specialists, Climate Change specialists, etc.

Sign off at Stage One screening stage

Name	Signatures	Date
Lead officer's name Mandy Beever, Transactional Management and Licensing Manager		19 August 2024
Service manager's name Mandy Beever, Transactional Management and Licensing Manager		19 August 2024

*This may either be the Head of Service or the lead officer

B. Detailed Screening Assessment

Aims of the service change and description

In accordance with the Local Government (Miscellaneous) Provisions Act 1976 ('the Act'), Shropshire Council may fix rates or fares ('Table of Fares') to be paid for the hire of hackney carriages that operate within the administrative area of the Council. These rates can relate to time, distance and all other charges in connection with the hire of a vehicle or with the arrangements for the hire of a vehicle. The current table of fares came into effect on 13 October 2022 and is set out below.



HACKNEY CARRIAGE TABLE OF FARES

Applicable to the whole administrative area of Shropshire Council

Tariff 1	
(From 07.00 hrs to 23.00 hrs Mon - Sat)	
Flag & First Mile (1,760 yards (1,609 metres))	£5.50
For each 176 yards or uncompleted part thereof (equivalent to £1.80 per mile)	£0.18
Waiting time (equivalent to £18 per hour)	£0.15 per 30 sec
Tariff 2	
(23.00 to 07.00 hrs including all day Sunday and Bank Holidays, with the exception of those listed below)	
Flag & First Mile (1,760 yards (1,609 metres))	£6.50
For each 176 yards or uncompleted part thereof (equivalent to £2.80 per mile)	£0.28
Waiting time (equivalent to £30 per hour)	£0.25 per 30 sec
Tariff 3	
(From 00.01 hrs to 24.00 hrs on Easter Sunday, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day)	
Flag & First Mile (1,760 yards (1,609 metres))	£7.00
For each 176 yards or uncompleted part thereof (equivalent to £3.30 per mile)	£0.33
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec
Tariff 4	
Optional tariff for minibus or larger vehicles where 5 or more passengers are carried	
(From 07.00 hrs to 23.00 hrs Mon - Sat)	
Flag & First Mile (1,760 yards (1,609 metres))	£7.50

For each 176 yards or uncompleted part thereof (equivalent to £3.30 per mile)	£0.33
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec

Tariff 5

Optional tariff for minibus or larger vehicles where 5 or more passengers are carried

(23.00 to 07.00 hrs including all day Sunday and Bank Holidays, with the exception of those listed below)

Flag & First Mile (1,760 yards (1,609 metres))	£8.50
For each 176 yards or uncompleted part thereof (equivalent to £3.30 per mile)	£0.33
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec

Tariff 6

Optional tariff for minibus or larger vehicles where 5 or more passengers are carried

(From 00.01 hrs to 24.00 hrs on Easter Sunday, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day)

Flag & First Mile (1,760 yards (1,609 metres))	£9.50
For each 176 yards or uncompleted part thereof (equivalent to £3.30 per mile)	£0.33
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec

Extra Charges

Soiling charge	£100.00
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All of the above fees are inclusive of VAT where applicable.
Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND.

Tel: 0345 678 9026

Email: Taxis@shropshire.gov.uk

Responsible Officer: Mrs A Beever

Date: 13 October 2022

In line with the provisions set out in Section 3b.98 of the Council's Hackney Carriage and Private Hire Licensing Policy 2023 – 2027 (see text in italics below), the Licensing Service received a request from a Hackney Carriage proprietor to review the current Hackney Carriage Table of Fares.

“3b.98 The hackney carriage trade will be expected to apply for any change to the hackney carriage fares. The Council will consult with hackney carriage licence holders when a proposed change to the hackney carriage fares has been received. Proposals will be considered by the Strategic Licensing Committee and advertised in the local press before they are adopted. This does not preclude the Council from putting forward changes to the fares or taking a decision not to accept the application from the trade.”

The Council, through its Strategic Licensing Committee, is required to undertake a specific legal process in order to change (vary) the Hackney Carriage Table of Fares. This is set out in detail in Section 65 of the Act and is summarised below.

- The Council must publish a notice of the Table of Fares in at least one local newspaper and specify the period, which must not be less than fourteen days from the date of the first publication of the notice, within which and the manner in which objections to the variation to the Table of Fares can be made.
- A copy of the notice must for the period of fourteen days from the date of the first publication be deposited at Shirehall and must at all reasonable hours be open to public inspection without payment.
- If no objections are made, or if all objections made are subsequently withdrawn, the variations automatically come into operation on the relevant specified date; in this case it would be 2 September 2024.
- If objections are made and not withdrawn (and in this case, objections have been made and not withdrawn), the Council must set a further date, not later than two months after the first specified date, on which the Table of Fares will come into force with or without modifications as decided by the Strategic Licensing Committee after consideration of the objections.
- Any Table of Fares previously agreed by the Council cease to have effect.

A copy of the Table of Fares, when confirmed, must remain available for public inspection, without payment, and a copy provided to anyone who requests a copy, for which a charge can be made. In practice, the information is published on the Licensing pages of the Council's website.

Intended audiences and target groups for the service change

- Hackney carriage proprietors
- Persons who wish to apply for hackney carriage and driver licences
- Persons who hold existing hackney carriage and driver licences
- The Council, in its capacity as the licensing authority, including licensing officers, members of the relevant licensing committees and the internal licensing panel (or other relevant decision-making bodies)
- Licensing consultants, solicitors and barristers advising and/or representing applicants/licence holders
- Magistrates and judges hearing appeals against Council decisions
- Members of the public, particularly those with disabilities, who use/rely on hackney carriages, irrespective whether this is because they live, visit or work in Shropshire
- Other local authorities, particularly Telford & Wrekin Council, City of Wolverhampton Council and others that border the Shropshire Council area
- Shropshire Safeguarding Children Board
- Shropshire Council Children Services

- Keeping Adults Safe in Shropshire Board
- Shropshire Council Adult Services
- Shropshire Council Highways and Transport (Passenger Transport and Environmental Maintenance Teams)
- Shropshire Council Elected Members, particularly those who are Members of the Council's Strategic Licensing Committee
- Shrewsbury Business Improvement District
- Oswestry Business Improvement District
- Shropshire Voluntary and Community Sector Assembly
- Voluntary Groups/Organisations, particularly those who represent, work with or provide services for people with disabilities
- Shropshire Tourist Board, Shropshire Tourism and other tourism bodies
- Police forces, in particular West Mercia Police
- West Mercia Police and Crime Commissioner
- Shropshire located Town and Parish Councils
- Shropshire MPs
- Department for Transport
- Competitions and Markets Authority

Evidence used for screening of the service change

The rising cost of living has seen significant increases in the cost of petrol, diesel and electricity and other living costs, including food and inflation. Wages for many people are not keeping pace with the rising prices.

The impact of the Council's Hackney Carriage and Private Hire Licensing Policies since 2015, has included significant changes made in relation to safeguarding, improvements to vehicle safety and emissions standards, the removal of what were the pre-unitary hackney carriage zones and the requirement for hackney carriages to be wheelchair accessible with effect from 1 April 2021. Whilst there are other factors outside the Council's control, e.g., deregulation and cross-border hiring, which have impacted the hackney carriage trade, the Council's policy changes have also led to a shift from licensed hackney carriages towards licensed private hire vehicles over the previous 5 years.

On the 8 April 2024 the Licensing Service received a request for review of the Hackney Carriage Table of Fares, this request was received from a Hackney Carriage proprietor. This change request was to take into account the increased cost of fuel and general running costs that hackney carriage proprietors now have to pay.

Officers revised the current Table of Fares to take into account the proposed changes and sent notification of an informal consultation to the trade inviting submissions on the revised Tables of Fares. This was sent out by email to the trade on 12 April 2024 and closed on 18 May 2024.

The informal consultation only attracted one response from a Hackney Carriage Proprietor who was supportive of the proposed increase and this support was to address the increasing costs associated with providing the Hackney Carriage

Service. The fares set on the revised Table of Fares was then updated considering the informal response received.

On the 12 June 2024 the revised Table of Fares was considered at a meeting of the Strategic Licensing Committee and the Committee resolved to undertake a period of formal consultation. The report entitled 'Request for a Review of the Hackney Carriage Fare Card' can be found on the Council's website at [Agenda for Strategic Licensing Committee on Wednesday, 12th June, 2024, 10.00 am — Shropshire Council](#)

The formal consultation process was undertaken between the 1 July 2024 to 4 August 2024. An official notice of the consultation was placed in all editions of the Shropshire Star on 1 July 2024, the Council's Get Involved pages were used to run the consultation along with an email notifying the trade of the consultation and how to get involved.

The formal consultation led to 5 separate responses from 5 different hackney carriage proprietors. Overall, the majority supported the proposal to increase fares. However, only one proprietor agreed with the original proposal to increase all tariffs by £0.20 per running mile (For each 176 yards or uncompleted part thereof). The others sought much wider increases to the Table of Fares, which proposed increases in day rates and night rates across all Tariffs (Flag and First Mile) as well as one response requesting an additional increase of £0.20 on each Tariff for Bank Holidays (Flag and First Mile).

The feedback from the formal consultation has been considered by officers and there is continued support for an increase to the hackney carriage fares. However, the suggestion that additional charges ought to be introduced for Bank Holidays was considered as excessive by officers and has not been included. All other requests for an increase have been considered and officers have taken a practical approach to create a transparent charging regime which satisfies the needs of the trade whilst not disadvantaging members of the travelling public.

The fares set on the revised Table of Fares was then updated considering the formal responses received.

Following the formal consultation, and prior to new fares coming into force, there is a requirement for the table of fares to be advertised in the local paper with a minimum 14 day consultation period. If no representations are received, the fares would be introduced on the date stated, which in this case was 2 September 2024. If representations are made, the council must set a date, no later than two months after the proposed implementation date, for the fares to come into effect, with or without changes. Representations were received during the formal consultation and the proposed implementation date has been set as 17 October 2024.

The responses received to the formal consultation and officer comments will be put before the Strategic Licensing Committee on 9 October 2024 for final consideration.

Specific consultation and engagement with intended audiences and target groups for the service change

Following receipt of the request to vary the Table of Fares, Officers revised the current Table of Fares to take into account the specific request. On the 12 April 2024, notification of the proposed changes was emailed to all hackney carriage proprietors inviting feedback on the draft proposals. This was a short period of informal engagement, which ended on 18 May 2024.

Positive feedback was received from one hackney carriage proprietor, and this led to the formal public consultation, which was carried out from 1 July 2024 to the 4 August 2024 through the Council's 'Get Involved' pages of its website and with additional direct communication, again by email, to existing hackney carriage proprietors and licence holders.

Full details of the informal engagement process and the commencement of the formal consultation period are available in the report entitled 'Request for a Review of the Hackney Carriage Fare Card', which was presented to the Council's Strategic Licensing Committee on the 12 June 2024. The report entitled 'Request for a Review of the Hackney Carriage Fare Card' can be found on the Council's website at [Agenda for Strategic Licensing Committee on Wednesday, 12th June, 2024, 10.00 am — Shropshire Council](#).

The formal consultation led to further feedback from hackney carriage proprietors, which the Strategic Licensing Committee will have the opportunity to consider on 9 October 2024.

A summary of the feedback from the informal and formal consultation and the adjustments made as a result of the feedback are set out in the section above headed, 'Evidence used for screening of the service change'.

Initial equality impact assessment by grouping (Initial health impact assessment is included below this table)

Please rate the impact that you perceive the service change is likely to have on a group, through stating this in the relevant column.

Please state if it is anticipated to be neutral (no impact) and add any extra notes that you think might be helpful for readers.

Protected Characteristic groupings and other groupings locally identified in Shropshire	High negative impact <i>Stage Two ESHIA required</i>	High positive impact <i>Stage One ESHIA required</i>	Medium positive or negative impact <i>Stage One ESHIA required</i>	Low positive, negative, or neutral impact (please specify) <i>Stage One ESHIA required</i>

Age (please include children, young people, young people leaving care, people of working age, older people. Some people may belong to more than one group e.g., a child or young person for whom there are safeguarding concerns e.g., an older person with a disability)				Low negative due to fare increase, balanced by low positive due to retention of service
Disability (please include cancer; HIV/AIDS; learning disabilities; mental health conditions and syndromes; multiple sclerosis; neurodiverse conditions such as autism; hidden disabilities such as Crohn's disease; physical and/or sensory disabilities or impairments)				Low negative due to fare increase, balanced by low positive due to retention of service
Gender re-assignment (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				Neutral
Marriage and Civil Partnership (please include associated aspects: caring responsibility, potential for bullying and harassment)				Neutral
Pregnancy and Maternity (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				Low negative due to fare increase, balanced by low positive due to retention of service
Race (please include ethnicity, nationality, culture, language, Gypsy, Roma, Traveller)				Neutral
Religion or Belief (please include Buddhism, Christianity, Hinduism, Islam, Jainism, Judaism, Nonconformists; Rastafarianism; Shinto, Sikhism, Taoism, Veganism, Zoroastrianism, and any others)				Neutral
Sex (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				Low negative due to fare increase, balanced by

				low positive due to retention of service
<u>Sexual Orientation</u> (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)				Neutral
<u>Other: Social Inclusion</u> (please include families and friends with caring responsibilities; households in poverty or on low incomes; people for whom there are safeguarding concerns; people you consider to be vulnerable; people with health inequalities; refugees and asylum seekers; rural communities)				Low negative due to fare increase, balanced by low positive due to retention of service
<u>Other: Veterans and serving members of the armed forces and their families</u>				Low negative due to fare increase, balanced by low positive due to retention of service
<u>Other: Young people leaving care</u>				Low negative due to fare increase, balanced by low positive due to retention of service

Initial health and wellbeing impact assessment by category

Please rate the impact that you perceive the service change is likely to have with regard to health and wellbeing, through stating this in the relevant column.

Please state if it is anticipated to be neutral (no impact) and add any extra notes that you think might be helpful for readers.

Health and wellbeing: individuals and communities in Shropshire	High negative impact <i>Part Two HIA required</i>	High positive impact	Medium positive or negative impact	Low positive negative or neutral impact (please specify)
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<p>Will the proposal have a <i>direct impact</i> on an individual's health, mental health and wellbeing?</p> <p>For example, would it cause ill health, affecting social inclusion, independence and participation?</p> <p>.</p>			<p>Low to medium negative: Potential impact on at risk and vulnerable e.g., people with disabilities accessing healthcare and shopping, children and young people travelling to school or for education, women accessing night-time economy travelling in the evening and night time, and others who consider themselves to be vulnerable</p> <p>Low to medium positive: For Hackney Carriage drivers to be able to have job, housing, fuel and food security</p>	
<p>Will the proposal <i>indirectly impact</i> an individual's ability to improve their own health and wellbeing?</p> <p>For example, will it affect their ability to be physically active, choose healthy food,</p>			<p>Low to medium negative Potential impact on at risk and vulnerable groups reliant on taxis for</p>	

<p>reduce drinking and smoking?</p> <p>.</p>			<p>essential journeys, would need to offset cost in other areas e.g., reduce food / choose less healthy options or not attend appointments</p> <p>Low to medium positive: For Hackney Carriage drivers to be able to access healthy food, healthy lifestyles and health benefitting activities</p>	
<p>Will the policy have a <i>direct impact</i> on the community - social, economic and environmental living conditions that would impact health?</p> <p>For example, would it affect housing, transport, child development, education, employment opportunities, availability of green space or climate change mitigation?</p> <p>.</p>			<p>Low to medium negative Potential to impact certain population groups (people with disabilities, children, young, women, older people, low income) ability to access appropriate and accessible transport to get to school, etc.</p>	

			Low to medium positive: For Hackney Carriage drivers to remain in sustainable employment and offer an essential public service. This includes night-time economy and the Safer Streets project safety	
Will there be a likely change in <i>demand</i> for or access to health and social care services? For example: Primary Care, Hospital Care, Community Services, Mental Health, Local Authority services including Social Services? .				Low negative potential increase in health and social care services including mental health services

Guidance Notes

1. Legal Context

It is a legal requirement for local authorities to assess the equality and human rights impact of changes proposed or made to services. It is up to us as an authority to decide what form our equality impact assessment may take. By way of illustration, some local authorities focus more overtly upon human rights; some include safeguarding.

It is about what is considered to be needed in a local authority's area, in line with local factors such as demography and strategic objectives as well as with the national legislative imperatives.

Carrying out these impact assessments helps us as a public authority to ensure that, as far as possible, we are taking actions to meet the general equality duty placed on us by the Equality Act 2010, and to thus demonstrate that the three equality aims are integral to our decision making processes.

These are: eliminating discrimination, harassment and victimisation; advancing equality of opportunity; and fostering good relations.

These screening assessments for any proposed service change go to Cabinet as part of the committee report, or occasionally direct to Full Council, unless they are ones to do with Licensing, in which case they go to Strategic Licensing Committee.

Service areas would ordinarily carry out a screening assessment, or Stage One equality impact assessment. This enables energies to be focussed on review and monitoring and ongoing evidence collection about the positive or negative impacts of a service change upon groupings in the community, and for any adjustments to be considered and made accordingly.

These screening assessments are recommended to be undertaken at timely points in the development and implementation of the proposed service change.

Meeting our Public Sector Equality Duty through carrying out these ESHIAs is very much about using them as an opportunity to demonstrate ongoing engagement across groupings and to thus visibly show we are taking what is called 'due regard' of the needs of people in Protected Characteristic groupings.

2. Council Wide and Service Area Policy and Practice on Equality, Social Inclusion and Health

This involves taking an equality and social inclusion approach in planning changes to services, policies, or procedures, including those that may be required by Government. The decisions that you make when you are planning a service change need to be recorded, to demonstrate that you have thought about the possible equality impacts on communities and to show openness and transparency in your decision-making processes.

This is where Equality, Social Inclusion and Health Impact Assessments (ESHIA) come in. Where you carry out an ESHIA in your service area, this provides an opportunity to show:

- What evidence you have drawn upon to help you to recommend a strategy or policy or a course of action to Cabinet or to Strategic Licensing Committee.
- What target groups and audiences you have worked with to date.
- What actions you will take in order to mitigate any likely negative impact upon a group or groupings, and enhance any likely positive effects for a group or groupings; and
- What actions you are planning to monitor and review the impact of your planned service change.

The formal template is there not only to help the service area but also to act as a stand-alone for a member of the public to read. The approach helps to identify whether or not any new or significant changes to services, including policies, procedures, functions, or projects, may have an adverse impact on a particular group of people, and whether the human rights of individuals may be affected.

There are nine Protected Characteristic groupings defined in the Equality Act 2010. The full list of groupings is: Age; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion or Belief; Sex; and Sexual Orientation.

There is also intersectionality between these. Eg a young person with a disability would be in the groupings of Age and Disability, and if they described themselves as having a faith they would then also be in the grouping of Religion or Belief. We demonstrate equal treatment to people who are in these groups and to people who are not, through having what is termed 'due regard' to their needs and views when developing and implementing policy and strategy and when commissioning, procuring, arranging, or delivering services.

For the individuals and groupings who may be affected, ask yourself what impact do you think is likely and what actions will you currently anticipate taking, to mitigate or enhance likely impact of the service change? If you are reducing a service, for example, there may be further use you could make of awareness raising through social media and other channels to reach more people who may be affected.

Social inclusion is then a wider additional local category we use in Shropshire, in order to help us to go beyond the equality legislation in also considering impacts for individuals and households with regard to the circumstances in which they may find themselves across their life stages. This could be households on low incomes, or households facing challenges in accessing services, such as households in rural areas, and veterans and serving members of the armed forces and their families, or people that we might consider to be vulnerable, such as young people leaving care or refugee families.

Please note that the armed forces are now a grouping to whom we are required to give due regard under recent Armed Forces legislation, although in practice we have been doing so for a number of years now.

We are now also identifying care leavers as a distinct separate local grouping due to their circumstances as vulnerable individuals.

When you are not carrying out an ESHIA, you still need to demonstrate and record that you have considered equality in your decision-making processes. It is up to you what format you choose.–You could use a checklist, an explanatory note, or a document setting out our expectations of standards of behaviour, for contractors to read and sign. It may well not be something that is in the public domain like an ESHIA, but you should still be ready for it to be made available.

Both the approaches sit with a manager, and the manager has to make the call, and record the decision made on behalf of the Council.

Carry out an ESHIA:

- If you are building or reconfiguring a building.
- If you are planning to reduce or remove or reconfigure a service.
- If you are consulting on a policy or a strategy.
- If you are bringing in a change to a process or procedure that involves other stakeholders and the wider community as well as particular groupings

Carry out and record your equality and social inclusion approach:

- If you are setting out how you expect a contractor to behave with regard to equality, where you are commissioning a service or product from them.
- If you are setting out the standards of behaviour that we expect from people who work with vulnerable groupings, such as taxi drivers that we license.
- If you are planning consultation and engagement activity, where we need to collect equality data in ways that will be proportionate and non-intrusive as well as meaningful for the purposes of the consultation itself.
- If you are looking at services provided by others that help the community, where we need to demonstrate a community leadership approach

3. Council wide and service area policy and practice on health and wellbeing

This is a relatively new area to record within our overall assessments of impacts, for which we are asking service area leads to consider health and wellbeing impacts, and to look at these in the context of direct and indirect impacts for individuals and for communities.

A better understanding across the Council of these impacts will also better enable the Public Health colleagues to prioritise activities to reduce health inequalities in ways that are evidence based and that link effectively with equality impact considerations and climate change mitigation.

Health in All Policies – Health Impact Assessment

Health in All Policies is an upstream approach for health and wellbeing promotion and prevention, and to reduce health inequalities. The Health Impact Assessment (HIA) is the supporting mechanism

- Health Impact Assessment (HIA) is the technical name for a process that considers the wider effects of local policies, strategies and initiatives and how they, in turn, may affect people's health and wellbeing.
- Health Impact Assessment is a means of assessing both the positive and negative health impacts of a policy. It is also a means of developing good evidence-based policy and strategy using a structured process to review the impact.
- A Health Impact Assessment seeks to determine how to maximise health benefits and reduce health inequalities. It identifies any unintended health consequences. These consequences may support policy and strategy or may lead to suggestions for improvements.

- An agreed framework will set out a clear pathway through which a policy or strategy can be assessed and impacts with outcomes identified. It also sets out the support mechanisms for maximising health benefits.

The embedding of a Health in All Policies approach will support Shropshire Council through evidence-based practice and a whole systems approach, in achieving our corporate and partnership strategic priorities. This will assist the Council and partners in promoting, enabling and sustaining the health and wellbeing of individuals and communities whilst reducing health inequalities.

Individuals

Will the proposal have a *direct impact* on health, mental health and wellbeing?

For example, would it cause ill health, affecting social inclusion, independence and participation?

Will the proposal directly affect an individual's ability to improve their own health and wellbeing?

This could include the following: their ability to be physically active e.g., being able to use a cycle route; to access food more easily; to change lifestyle in ways that are of positive impact for their health.

An example of this could be that you may be involved in proposals for the establishment of safer walking and cycling routes (e.g., green highways), and changes to public transport that could encourage people away from car usage. and increase the number of journeys that they make on public transport, by foot or on bicycle or scooter. This could improve lives.

Will the proposal *indirectly impact* an individual's ability to improve their own health and wellbeing?

This could include the following: their ability to access local facilities e.g., to access food more easily, or to access a means of mobility to local services and amenities? (e.g. change to bus route)

Similarly to the above, an example of this could be that you may be involved in proposals for the establishment of safer walking and cycling routes (e.g. pedestrianisation of town centres), and changes to public transport that could encourage people away from car usage, and increase the number of journeys that they make on public transport, by foot or on bicycle or scooter. This could improve their health and well being.

Communities

Will the proposal directly or indirectly affect the physical health, mental health, and wellbeing of the wider community?

A *direct impact* could include either the causing of ill health, affecting social inclusion, independence and participation, or the promotion of better health.

An example of this could be that safer walking and cycling routes could help the wider community, as more people across groupings may be encouraged to walk more, and as there will be reductions in emission leading to better air quality.

An *indirect impact* could mean that a service change could indirectly affect living and working conditions and therefore the health and well being of the wider community.

An example of this could be: an increase in the availability of warm homes would improve the quality of the housing offer in Shropshire and reduce the costs for households of having a warm home in Shropshire. Often a health promoting approach also supports our agenda to reduce the level of Carbon Dioxide emissions and to reduce the impact of climate change.

Please record whether at this stage you consider the proposed service change to have a direct or an indirect impact upon communities.

Demand

Will there be a change in demand for or access to health, local authority and social care services?

For example: Primary Care, Hospital Care, Community Services, Mental Health and Social Services?

An example of this could be: a new housing development in an area would affect demand for primary care and local authority facilities and services in that location and surrounding areas. If the housing development does not factor in consideration of availability of green space and safety within the public realm, further down the line there could be an increased demand upon health and social care services as a result of the lack of opportunities for physical recreation, and reluctance of some groupings to venture outside if they do not perceive it to be safe.

For further advice: please contact

Lois Dale via email lois.dale@shropshire.gov.uk, or

Phil Northfield via email Phillip.Northfield@shropshire.gov.uk

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HACKNEY CARRIAGE TABLE OF FARES

Applicable to the whole administrative area of Shropshire Council

Tariff 1**(From 07.00 hrs to 23.00 hrs Mon - Sat)**

Flag & First Mile (1,760 yards (1,609 metres))	£5.50
For each 176 yards or uncompleted part thereof (equivalent to £1.80 per mile)	£0.18
Waiting time (equivalent to £18 per hour)	£0.15 per 30 sec

Tariff 2**(23.00 to 07.00 hrs including all day Sunday and Bank Holidays, with the exception of those listed below)**

Flag & First Mile (1,760 yards (1,609 metres))	£6.50
For each 176 yards or uncompleted part thereof (equivalent to £2.80 per mile)	£0.28
Waiting time (equivalent to £30 per hour)	£0.25 per 30 sec

Tariff 3**(From 00.01 hrs to 24.00 hrs on Easter Sunday, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day)**

Flag & First Mile (1,760 yards (1,609 metres))	£7.00
For each 176 yards or uncompleted part thereof (equivalent to £3.30 per mile)	£0.33
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec

Tariff 4**Optional tariff for minibus or larger vehicles where 5 or more passengers are carried (From 07.00 hrs to 23.00 hrs Mon - Sat)**

Flag & First Mile (1,760 yards (1,609 metres))	£7.50
For each 176 yards or uncompleted part thereof (equivalent to £3.30 per mile)	£0.33
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec

Tariff 5**Optional tariff for minibus or larger vehicles where 5 or more passengers are carried (23.00 to 07.00 hrs including all day Sunday and Bank Holidays, with the exception of those listed below)**

Flag & First Mile (1,760 yards (1,609 metres))	£8.50
For each 176 yards or uncompleted part thereof (equivalent to £3.30 per mile)	£0.33
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec

Tariff 6**Optional tariff for minibus or larger vehicles where 5 or more passengers are carried (From 00.01 hrs to 24.00 hrs on Easter Sunday, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day)**

Flag & First Mile (1,760 yards (1,609 metres))	£9.50
For each 176 yards or uncompleted part thereof (equivalent to £3.30 per mile)	£0.33
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec

Extra Charges

Soiling charge	£100.00
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All of the above fees are inclusive of VAT where applicable.
Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND.
Tel: 0345 678 9046 Email: Taxis@shropshire.gov.uk

Appendix D

Request for review of Hackney Carriage Table Of Fares - Informal Consultation

To: Date 12/04/2024

Dear Hackney Carriage Proprietor

Shropshire Council has received a request to review the current Hackney Carriage Table of Fares.

The proposal is for an increase of 20 pence per mile for each additional mile across all six tariffs. It is proposed that the Flag and First Mile for each of the tariffs remains unchanged.

For example:

Page 211

Current Table of Fares:	Proposed Table of Fares:
Tariff 1	Tariff 1
(From 07.00 hrs to 23.00 hrs Mon - Sat)	(From 07.00 hrs to 23.00 hrs Mon - Sat)
Flag & First Mile (1,760 yards (1,609 metres)) £5.50	Flag & First Mile (1,760 yards (1,609 metres)) £5.50
For each 176 yards or uncompleted part thereof	For each 176 yards or uncompleted part thereof
(equivalent to £1.80 per mile) £0.18	(equivalent to £2.00 per mile) £0.20
Waiting time (equivalent to £18 per hour) £0.15 per 30 sec	Waiting time (equivalent to £18 per hour) £0.15 per 30 sec

We are interested in your views on the proposed increase and if you have any other proposals you would like to put forward?

This email represents an informal consultation, any proposals submitted will be considered and a revised proposal will be formally consulted on in due course.

Please email all proposals to taxis@shropshire.gov.uk by no later than Wednesday 18th May 2024.

Comments submitted relating to this consultation must clearly state that they are being submitted in relation to the informal consultation on the hackney carriage table of fares.

Kind regards

SHROPSHIRE COUNCIL

LOCAL GOVERNMENT (Miscellaneous Provisions) Act 1976
SECTION 65

HACKNEY CARRIAGE TABLE OF FARES

NOTICE IS HEREBY GIVEN under the above Act that Shropshire Council proposes to vary the Hackney Carriage Table of Fares for the administrative area of Shropshire Council in accordance with the following table:

Tariff 1	
(From 07.00 hrs to 23.00 hrs Mon - Sat)	
Flag & First Mile (1,760 yards (1,609 metres))	£5.50
For each 176 yards or uncompleted part thereof (equivalent to £2.00 per mile)	£0.20
Waiting time (equivalent to £18 per hour)	£0.15 per 30 sec

Tariff 2	
(23.00 to 07.00 hrs including all day Sunday and Bank Holidays, with the exception of those listed below)	
Flag & First Mile (1,760 yards (1,609 metres))	£6.50
For each 176 yards or uncompleted part thereof (equivalent to £3.00 per mile)	£0.30
Waiting time (equivalent to £30 per hour)	£0.25 per 30 sec

Tariff 3	
(From 00.01 hrs to 24.00 hrs on Easter Sunday, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day)	
Flag & First Mile (1,760 yards (1,609 metres))	£7.00
For each 176 yards or uncompleted part thereof (equivalent to £3.50 per mile)	£0.35
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec

Tariff 4	
Optional tariff for minibus or larger vehicles where 5 or more passengers are carried	
(From 07.00 hrs to 23.00 hrs Mon - Sat)	
Flag & First Mile (1,760 yards (1,609 metres))	£7.50
For each 176 yards or uncompleted part thereof (equivalent to £3.50 per mile)	£0.35
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec

Tariff 5	
Optional tariff for minibus or larger vehicles where 5 or more passengers are carried	
(23.00 to 07.00 hrs including all day Sunday and Bank Holidays, with the exception of those listed below)	
Flag & First Mile (1,760 yards (1,609 metres))	£8.50
For each 176 yards or uncompleted part thereof (equivalent to £3.50 per mile)	£0.35
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec

Tariff 6	
Optional tariff for minibus or larger vehicles where 5 or more passengers are carried	
(From 00.01 hrs to 24.00 hrs on Easter Sunday, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day)	
Flag & First Mile (1,760 yards (1,609 metres))	£9.50
For each 176 yards or uncompleted part thereof (equivalent to £3.50 per mile)	£0.35
Waiting time (equivalent to £36 per hour)	£0.30 per 30 sec

Extra Charges	
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Soiling charge	£100.00
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In accordance with Section 65(2)(b) of the Local Government (Miscellaneous Provisions) Act 1976 a copy of this notice may be inspected without payment during normal office hours at the Shirehall, Abbey Foregate, Shrewsbury SY2 6ND until noon on 4 August 2024.

Any objections to the proposed fares should be made in writing and addressed to Licensing, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND or by e-mail to taxis@shropshire.gov.uk by noon on 4 August 2024.

If no objection to this proposal is received within the specified period, then the proposed table of fares will come into force at noon on 2 September 2024. It is intended that any objections received by the stated date (4 August 2024), will be considered by Shropshire Council's Strategic Licensing Committee at a meeting on 9 October 2024.

Mandy Beever - Transactional Management and Licensing Manager, Shropshire Council

Dated 17 June 2024

Appendix F

Officers' response to consultation responses received

Appendix Letter/ Document Number	Para. No.	Supporting Proposals (SP), Not Supporting Proposals (NSP), (AR) Additional Request or Not Applicable (NA)	Officer Comments Explanatory Notes	
1	1	SP	Supporting comment noted	<i>Hackney Carriage Proprietor and Private Hire Operator</i>
2	1	AR	The revised Tariff card has been amended to take account of the suggested increase contained in this submission along with proposals made by other members of the trade.	<i>Hackney Carriage Proprietor</i>
3	1	AR	The revised Tariff card has been amended to take account of the suggested increase contained in this submission along with proposals made by other members of the trade.	<i>Hackney Carriage Proprietor</i>
4	1	AR	Further clarification was obtained from the consultee, the revised Tariff card has been amended to take account of the suggested increases contained in this submission along with proposals made by other members of the trade. Officers are required to take an objective view and make consideration for the travelling public and members of the trade when revising tariffs.	<i>Hackney Carriage Proprietor</i>
5	1	AR	The revised Tariff card has been amended to take account of the suggested increase contained in this submission along with proposals made by other members of the trade.	<i>Hackney Carriage Proprietor</i>

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Document 1

To Taxis

Tue 02/07/2024 11:05

RE: Consultation: Your chance to be involved - Hackney Carriage Table Of Fares

Dear Kate

Thank you for your email about the proposed Hackney Fare increase,

As there was not an increase last year, I feel that the proposed fare increase is proportionate in the current economic climate.

Kind regards,

Hackney Carriage Proprietor and Private Hire Operator

Document 2

To Taxis

Wed 03/07/2024 11:17

RE: Consultation: Your chance to be involved - Hackney Carriage Table Of Fares

Good Morning Kate,

Thank you for your email I would like to say that I personally believe that the rates are still to low for Hackney carriages in comparison to private hire as we were always a lot more expensive and with the cost of the vehicle with the ramps and the traffic congestion we've all faced with I feel that we should be at the starting rate of £6.50 night rate in the day time and night rates should be adjusted accordingly to a higher rate.

Thanks and kind regards

Hackney Carriage Proprietor

Document 3

To Taxis

Fri 12/07/2024 10:06

RE: Consultation: Your chance to be involved - Hackney Carriage Table Of Fares

Hi good morning

I'm happy with an increase in day rate start at £6.50 as vehicle euro 6 are anything between 29'000 upwards ,also fuel ,taxi repair, insurance public liability all gone up.

Kind regards

Hackney Carriage Proprietor

Document 4

To Taxis

Fri 12/07/2024 10:27

RE: Consultation: Your chance to be involved - Hackney Carriage Table Of Fares

Hi good morning thanks for invitation as i am very thankful full to office considering my suggestion the day time start rate from £4.90 to £5.50 this is very helpful for our trade as town is very small and most jobs are under a mile and one way system doesn't help I would say we need bit more in as living cost is going up day by day my suggestion is

Tariff 1 day rate increase

£ 5.80

Tariff 2 £ £6.60

Tariff 4 day £8.50

Tariff 4 night £8.80

Bank holidays should also be increased by 20 pence each tariff.

I hope you will consider my suggestion thanks.

Hackney Carriage Proprietor

Document 5

To Taxis

Fri 12/07/2024 10:12

RE: Consultation: Your chance to be involved - Hackney Carriage Table Of Fares

Good morning

As taxis now cost in the region of 20-50,000 to buy I would like an increase of day rate to start. At £6.50

To cover costs of insurance, fuel, repairs

Private hire veezu are now more expensive than a hackney carriage .

Kind regards

Hackney Carriage Proprietor



Committee and Date

Strategic Licensing
Committee

9 October 2024

Item

Public



Licensing Fees and Charges 2025 - 2026

Responsible Officer:	Mandy Beever, Transactional Management and Licensing – Team Manager		
email:	Mandy.Beever@shropshire.gov.uk	Tel:	01743 251702
Cabinet Member (Portfolio Holder):	Councillor Chris Schofield, Portfolio Holder for Planning and Regulatory Services		

1. Synopsis

- 1.1 This report proposes the revision of licensing fees where the authority has the discretion to determine the relevant fees for the financial year from 1 April 2025 to 31 March 2026.

2. Executive Summary

- 2.1 The Shropshire Plan recognises the importance of supporting businesses to provide safer services. The fundamental purpose of the Licensing service is to support businesses to deliver their services in a way which allows them to thrive whilst protecting the safety and welfare of the public who live, work and visit Shropshire; together this will help to achieve a Healthy Economy.
- 2.2 This report proposes revised fees for the period 1 April 2025¹ to 31 March 2026 for licences and licensing related activities where the authority has the discretion to determine the relevant fees and relates to:

¹ the fees applicable to hackney carriage, private hire vehicle and operator licences may become effective on a date prior to the 1 April 2024. This is because the Council must follow the process prescribed by

- hackney carriage and private hire vehicles and drivers;
 - private hire operators;
 - public health (acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing, electrolysis);
 - animals (hiring out horses, providing day care for dogs, boarding for cats, home boarding, kennel boarding, breeding for dogs, selling animals as pets, keeping or training animals for exhibition, dangerous wild animals and zoos);
 - scrap metal;
 - sex establishments;
 - street trading;
 - explosives and fireworks;
 - distribution of free printed matter;
 - relevant protected sites and
 - pleasure boats and vessels.
- 2.3 This report also proposes revised fees under the Gambling Act 2005 in relation to gambling activities where the authority has the discretion to determine fees up to legally set statutory maximums.
- 2.4 The statutory fees that must be charged for specific licences, permits and registrations under the Licensing Act 2003, the Gambling Act 2005 and explosives and fireworks legislation are also set out within the report.
- 2.5 Those licensed activities for which no fees may be set are also highlighted.

3. Recommendations

- 3.1. That the Committee notes the statutory fees that Shropshire Council is required to charge in accordance with the Licensing Act 2003 as set out in **Appendix A**, in accordance with the Gambling Act 2005 as set out in **Appendix B** and in accordance with explosives and fireworks legislation as set out in **Appendix C** and recommends that the authority implements these fees (or if subject to statutory amendment, the relevant amended fees) on the 1 April 2025 and instructs the Transactional Management and Licensing Team Manager to arrange for the fees to be included in the 2025/26 annual fees and charges reports that are presented to Cabinet and Council and further instructs the Transactional Management and Licensing Team Manager to implement, as appropriate, any other statutory fees that may be brought into force during the 2025/26 financial year and to publish all relevant statutory fees on the licensing pages of the Council's website as soon as is practicable.
- 3.2. That the Committee implements, with any necessary modification and with effect from 1 April 2025 the proposed fees as set out in **Appendices D, E, F, G, H and I** that relate to those licences and licensing related activities where the authority has the discretion to determine the fees and instructs the Transactional

Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 to vary these fees and the actual date that the fees become legally effective is dependent on whether or not objections are made as part of the prescribed process. Whilst not legally required to do so, the Council has historically applied the same process to hackney carriage and private hire vehicle drivers licences.

Management and Licensing Team Manager to arrange for the fees to be included in the 2025/26 annual fees and charges reports that are presented to Cabinet and Council and further instructs the Transactional and Licensing Team Manager to publish the fees on the licensing pages of the Council's website as soon as is practicable.

- 3.3. That the Committee proposes to vary the fees relevant to driver, hackney carriage, private hire vehicle and operator licences as set out in **Appendix F**, with any necessary modification, and instructs the Transactional Management and Licensing Team Manager, in accordance with the provisions of Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 to undertake the necessary work to consult and implement the fees.
- 3.4. That the Committee instructs the Transactional Management and Licensing Team Manager to arrange for the proposed fees as set out in **Appendix F**, with any necessary modification, to be included in the 2025/26 annual fees and charges reports that are presented to Cabinet and Council and, where necessary, in respect of those fees a note is recorded in the said annual reports stating 'Provisional fees under consultation fees to be confirmed by the Strategic Licensing Committee'.
- 3.5. That the Committee agrees the Relevant Protected Site fees policy as set out at **Appendix J** and instructs the Transactional Management and Licensing Team Manager is published the fees policy on the licensing pages of the Council's website.

Report

4. Risk Assessment and Opportunities Appraisal

- 4.1. The Council makes every effort to recover regulatory and enforcement costs from those who are licensed. However, it is acknowledged that the Council's licensing fees and charges may be challenged through a number of routes, including service complaints to the Local Government Ombudsman and judicial review; hence, the importance of undertaking robust processes to set discretionary fees and charges.
- 4.2. The Council is permitted to include costs for clerical and administrative aspects when determining licence fees but these must be reasonable and proportionate to the actual costs of the procedures. The costs of regulatory and enforcement activities, including enforcement to address unlicensed activity, can also be included. Only successful applicants can be required to make a contribution towards the regulatory and enforcement costs.
- 4.3. Where the Council intends to recover regulatory and enforcement costs, it cannot include these costs in the fee that is payable at the time any application is submitted. Such costs are only payable after the decision has been taken to grant or renew a licence. This means that for those licences that incur post application regulatory and enforcement costs, the fees are charged in two parts:

- (a) the first part is payable at the time an application is submitted and aims to recover the costs associated with the administrative procedures and formalities of the application process (this includes the costs of undertaking all the required checks relevant to each licence type); and
 - (b) the second part is payable by the applicant only once the licence is granted or renewed and aims to recover the costs associated with the ongoing regulation and enforcement of the licencing regimes.
- 4.4. There are a number of licences that do not incur post application regulatory and enforcement costs. This is because the work undertaken as part of the application process is deemed to be proportionate to the level of risk associated with the activity that is controlled by these particular licence types. For these licences, there is only one fee payable and this is at the point of application.
- 4.5. The two-part fee is not applicable to hackney carriage, private hire and gambling related licences; consequently, for these licence types a single fee is payable at the point of application. The same is applicable to all statutory fees.
- 4.6. To reduce the risk of challenge to the Council, a financial modelling tool was introduced in 2013 to calculate licensing fees from 2014/15 onwards. This continues to be updated, modified and refined to take account of amendments to the law, changes made by licensing officers, recommendations from the Council's finance officers and to reflect ongoing changes to the way in which the licensing function is resourced.
- 4.7. Overall, the tool draws together detailed information regarding the costs associated with undertaking the administrative procedures and formalities associated with all licensing procedures, including the costs of investigating the background and suitability of applicants for licences together with the cost of monitoring the compliance of those who are licensed against the conditions of their licences. It also aims to demonstrate that the cost of enforcing the licensing regime against unlicensed operators has been considered and is included in licence fees. Enforcement costs are not included for joint hackney and private hire drivers' licenses in line with specific provisions of the Local Government (Miscellaneous Provisions) Act 1976. Fees are compared on an ongoing rolling basis.
- 4.8. An Equality and Social Inclusion Impact Assessment has not been undertaken as the report does not concern the implementation of a new policy; the focus of the report is the review of licensing costs to ensure the Council is in a position to recoup its costs on a cost recovery basis in line with current legislative requirements.
- 4.9. The recommendations are not at variance with the Human Rights Act 1998 and are unlikely to result in any adverse Human Rights Act implications. The recommendations are in line with current legal procedures laid down in domestic licensing legislation and takes into consideration relevant European provisions and case law.
- 4.10. There is no statutory duty on the Council to consult when setting or revising licensing fees with the exception of those fees relating to hackney carriage, private hire vehicles and operators' licences under Section 70 of the Local Government

(Miscellaneous Provisions) Act 1976. This duty is reflected in the recommendation set out at paragraph 3.3 above. Historically, the Council has also consulted on driver licence fees and consequently it is recommended that this practice continues. With respect to the remaining discretionary fees, it is suggested that publishing the Council's intentions, prior to the fees coming into force, is sufficient and this reflects previous practice.

- 4.11. The Committee's legal authority to agree the recommendations is based within a range of specific licensing legislation together with the delegated functions set out in the Council's Constitution. Extracts from the relevant legislation are provided in **Appendix K**. Due consideration has also been given to relevant European legislation.

5. Financial Implications

- 5.1. The total cost to the Council of delivering the licensing service in 2023/24 was calculated to be £913,963 and the income received was £742,930. There was an overall deficit of £171,033 with specific surpluses and deficits relating to each licence type calculated separately – see **Appendix L**. Steps have been, and continue to be taken, to improve cost recovery across all appropriate licence types in order to reduce the overall deficit and to redistribute, return and recoup fees in relation to each licence type as appropriate.
- 5.2. The proposed fees are based on undertaking the administrative procedures and formalities associated with the relevant licencing procedures, including the costs of investigating the background and suitability of applicants for licences together with the cost of monitoring the compliance of those who are licensed against the conditions of their licences and enforcement for unlicensed activities where it is permitted. Where relevant, the fees have been split into two parts. The recovery of the deficits and the return of the surpluses as set out in **Appendix L** have been included in the fee calculations for 2025/26. As a result of this work, the proposed fees have been calculated and are set out in **Appendices D to I**.
- 5.3. Costs can be recovered over a period of time allowing surpluses to be returned to licensees and deficits to be recouped by the Council. This does not mean that fees have to be adjusted every year to reflect immediately previous deficits or surpluses. In any case, it must be demonstrable over a period of time that only legitimately incurred costs are recovered. Costs associated with enforcing unlicensed operators/businesses are recoverable by the Council but these costs are excluded from the calculation for the joint hackney and private hire drivers' licences in line with provisions in the Local Government (Miscellaneous Provisions) Act 1976. In addition, costs of providing advice to those who may consider applying for a licence in the future are included.
- 5.4. The surpluses and deficits for hackney carriage and private hire licence fees are set out in **Appendix L (Table 2)** and have been incorporated into the revised fees as set out **Appendix F**. Where a surplus has been generated in 2023/24 but a cumulative deficit position exists licence fees have not been reduced.

- 5.5. The fees under the Licensing Act 2003 are statutory fees that the Council cannot change. **Appendix L (Table 1)** shows a fee surplus of £124,757 was generated. This is largely due to the requirement for licensed premises to pay an annual fee to maintain their licence. The process of offsetting the overall licensing deficit using Licensing Act fees is permissible; however, this is only because the Licensing Act fees are statutory. Where the Council has the authority to set specific discretionary fees, these fees must be used only for the purposes of funding those specific licences.
- 5.6. Public health licences are issued indefinitely; hence, there is no opportunity to recoup deficits or return surpluses through a renewal process. Fee payments are entirely reliant on new applicants. The number of applicants is difficult to forecast, although there currently appears to be an upward trend. The administration and enforcement of the public health licences has, and continues to be, reviewed and efficiencies identified. However, the applications received still contributed to a £23,569 deficit across the public health licences in 2023/24. Where a surplus has been generated in 2023/24 but a cumulative deficit position exists licence fees have not been reduced.
- 5.7. On the 1 October 2018 the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (the Regulations) came into effect. This provides for the licensing of providing day care for dogs, breeding for dogs, boarding for cats, kennel boarding, home boarding, selling animals as pets, keeping or training animals for exhibition and hiring out horses. The new regulations do not include zoos and dangerous wild animals, the issuing of these licenses remain under the existing legislative requirements.
- 5.8. The work that has been undertaken to recover the deficits associated with animal licences to date has not been fully effective. The cumulative deficit increased by £51,248 in 2023/24. This is principally due to the changes introduced by the Regulations. The regulations required an increase in staffing resource to carry out inspections, particularly to address the increasing risk to animal welfare because of importation and over-breeding. Furthermore, the regulations allowed for licences to be issued to those businesses who met the higher standards for an extended period of up to three years, (previous legislation only allowed for a one-year licence to be issued). This resulted in a reduction in fees being received on an annual basis. The administration and enforcement of the animal health licences has, and continues to be, reviewed and efficiencies identified.
- 5.9. All licences subject to the Regulations are given a star rating (with the exception of Keeping or Training Animals for Exhibition Licences, which replaced Performing Animals Certificates and are subject to an automatic three year licence which is not star rated). The purpose of the star rating system is to ensure consistency in the implementation and operation of the licensing system, and to ensure that consumers can clearly see the star rating a business has received and therefore the risk level and standards of animal welfare they have. The star rating is determined by a scoring matrix set out in the Regulations. In order to calculate the star rating the results of an inspection of a premises and an assessment of the level of risk a business poses are combined to produce a rating between one and five stars. The higher the star rating is the better the standard of the business. The star rating also determines the length of time a licence lasts. One and two star

licences last for one year, three and four star licences last for two years and five star licences last for three years.

5.10. The introduction of the star rating and different length licences makes it challenging to forecast annual income in relation to animal licences, this is due to the fact that under the new regime the number of licences issued in one financial year does not reflect the number that will be due for renewal in the following financial year. There are also a number of other variables which may affect when, or if, a licence is renewed, including:

- Surrender or non-renewal of a licence – there has been an increase in this since the new Regulations came into force as they are more difficult to comply with and some business have chosen not to continue operating.
- A licence not being granted, or an application being withdrawn after the initial application and inspection phase (and therefore not paying the second part of the fee) because the business is not able to comply with the Regulations – instances of this have also increased due to some businesses finding it hard to comply with the new Regulations.
- A business requesting a re-rating inspection mid-licence because they have carried out work identified as needed at the initial inspection and are now able to reach a higher standard. The star rating and therefore the length of the licence would increase as a result, changing the original renewal date.
- A businesses star rating being downgraded following an unannounced inspection (either the mandatory unannounced inspection carried out during the course of the licence as required by the Regulations or as the result of a complaint), resulting in the licence lasting for a shorter period of time than originally issued, changing the original renewal date.
- A business deciding not to continue with one activity where they carry out more than one or deciding to add a new activity. For example, a business which was a kennel and a cattery deciding not to offer cat boarding but continuing with kennel boarding when they come to renew their licence, reducing the renewal fee due.

5.11. Under the previous regimes the majority of licences lasted for one year, there were no star ratings and the regimes were less rigorous, so there were relatively fewer variables which could impact on the likelihood of when and if a licence was renewed. It was therefore possible to forecast expected income from animal licences in year more accurately.

5.12. A list of the fees under the new regulations is set out at **Appendix H**.

5.13. Explosives and fireworks licence and registration fees are all statutory fees (with the exception of those discretionary fees listed in **Appendix D**), which cannot be changed by the Council. **Appendix L (Table 1)** shows a deficit of £18,003, which will only be able to be reduced through making efficiency improvements across the administration and enforcement processes. The service is continuing to review how these efficiencies can be achieved. It should be noted that the activities to which the discretionary fees relate are little used in practice and were not used at all during 2023/24; hence there being no opportunity to generate

additional discretionary income in order to recover the deficit incurred. However, the statutory fees did increase on the 1 April 2024 and the additional charge has been applied to all applications since this date.

- 5.14. The work undertaken to recover the deficits associated with scrap metal licences to date has not been fully effective. The cumulative deficit increased by £7,815 in 2023/24. This is, in part, due to those existing businesses, at the time the legislation came into effect, being issued a licence for three years rather than the annual licence which had previously been required. The financial year 2023/24 is part way through the three-year cycle. The staffing resource required to carry out inspections to address the recognised criminal risks associated with scrap metal dealing is continually reviewed. The administration and enforcement of scrap metal licences has and continues to be reviewed and efficiencies identified. The fees associated with scrap metal licences are set out in **Appendix G**.
- 5.15. The licences that are grouped as miscellaneous include those for non-residential caravan sites, sex establishments, free printed matter, street collections, house to house collections, street trading and pleasure boats and vessels as listed in **Appendix G**. Work that has been undertaken to recover the deficit associated with these licences has not been fully effective with the cumulative deficit increasing with a further £41,239 in 2023/24. A proportion of these costs are not recoverable and will always be borne by the local taxpayer as there are certain licences where the Council is unable to charge fees, e.g. licensing house to house collections, street collections and non-residential caravan sites. The administration and enforcement of these licences has and continues to be reviewed and efficiencies identified.
- 5.16. The Caravan sites and control of development act 1960 as amended by the Mobile Homes Act 2013 (the Act) allows for the Council to fix fees for a new application for a Relevant Protected Site, fix a fee for the alteration of the site licence (whether by the variation or cancellation of existing conditions, or by the addition of new conditions, or by a combination of any such methods), fix a fee for the transfer of a site licence, fix annual fees and prepare and publish a fees policy. The fees associated with Relevant Protected Sites are set out at **Appendix I**. The Relevant Protected Site Fees Policy information it set out at **Appendix J**.
- 5.17. The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 allows for the Council to fix a fee for an application for inclusion in the register of fit and proper persons and prepare and publish a fees policy.
- 5.18. The Mobile homes (site rules) (England) Regulations 2014 allows the Council to determine a fee for the owner of a Relevant Protected Site to deposit site rules or a deletion notice with the local authority.
- 5.19. A Relevant Protected Site under the Act is a residential caravan site; it does not include any site licence which is granted for holiday use only or a site which is subject to conditions that include periods of time when no caravan may be stationed on land for human habitation.
- 5.20. The Act came into effect from 1 July 2021, fees were set along with a fees policy from 1 April 2022. All existing licence holders were required to apply under the

Act prior to the fees coming into effect. Each licence is renewed every five years and there were no new applications received and no income received under the Act in the year from 1 April 2023 to 31 March 2024. As a result, it has not been possible to report on any licensing costs, income, surplus/deficit adjustments. The fees have been set considering the details contained in the fees policy. The fees policy will continue to be reviewed and published each year.

- 5.17. The Gambling Act 2005 provides for licences, permits, notices and registrations. The Council has the discretion to set the fees for licences and notices up to certain statutory maximums. The fees for permits and registrations are statutory and the Council has no authority to change these.
- 5.18. The majority of the Gambling Act work undertaken relates to the administration and enforcement of permits and registrations, which are the subject of statutory fees. There is a clear indication that these statutory fees are insufficient to cover the cost of the work associated with the administration and enforcement of the permits, e.g. basic administrative costs are at least 20% more than the statutory fee payable and there are a considerable number where the overall costs are significantly more. Processes continue to be reviewed and refined to ensure efficiencies wherever practicable.
- 5.19. The Council has the authority to set the licence fees under the Gambling Act (up to certain statutory maximums). The proposed fees, which directly reflect the calculations to recover the costs incurred, or the statutory maximum depending on which of the two is lower, are set out in **Appendix E**. As with explosives licences referred to above, the activities to which the discretionary fees relate are little used in practice; hence there being no opportunity to generate additional discretionary income in order to recover the deficit incurred.
- 5.20. An assumption has been made about the number of renewals that will take place in 2025/26 in order to recover or redistribute the deficits and surpluses. Until the end of the 2025/26 financial year it will not be known whether the assumptions about the number of renewals were accurate or not. The activity in 2024/25 will again change the cumulative position and further adjustments will be required in this rolling annual process. The adjustments to correct any material discrepancy in the recovery or redistribution of the deficits and surpluses will be made against 2026/27 fees and so on until the recovery of the surplus or deficit reaches a satisfactory position.
- 5.21. Where licenses have a renewal period of greater than one year, the recovery or redistribution calculation is spread across the same period.
- 5.22. The setting of licensing fees and charges for the 2025/26 includes:
- An estimation of a 2.5% pay award for local government staff effective from 1 April 2024.
- 5.23. Where legislation allows the Council to recover licensing costs, it is important that this is undertaken effectively. Losses that are not funded by other means, including being subsidised by council tax payers, may result in a reduction in the Council's ability to effectively deliver the overall licensing regime in the Shropshire Council area. However, it is recognised that not all licensing costs are recoverable.

6. Climate Change Appraisal

- 6.1. There are no anticipated climate change or environmental impacts associated with the recommendations in this report.

7. Background

- 7.1 The principle of cost recovery under licensing legislation applies to the licensing of hackney carriages and private hire vehicles, operators and drivers. It also extends to sex establishments, street trading, acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing, electrolysis, zoos, providing day care for dogs, breeding for dogs, boarding for cats, kennel boarding, home boarding, selling animals as pets, keeping or training animals for exhibition, hiring out horses, dangerous wild animals, scrap metal dealers, pleasure boats/vessels, distribution of free printed matter, residential caravan sites, some explosives and fireworks licences, together with the issuing of various licences under the Gambling Act 2005.
- 7.2 Caravan sites are currently licensed by the Council under the Caravan Sites and Control of Development Act 1960, as amended by the Mobile Homes Act 2013. The amendment to the 1960 Act permits the Council to charge fees for the licensing of residential caravan sites.
- 7.3 The financial modelling tool, referred to in paragraph 4.6, has been set up to allow Licensing Act 2003 fees to be incorporated and calculated as and when the Council is in a position to do so both from a policy and a legislative perspective.
- 7.4 The government has previously consulted on its intention to move from centrally set to locally set licence fees under the Licensing Act 2003 but has yet to take this forward. As a result, the nationally determined statutory fees are retained and the Licensing Act 2003 fees are included in **Appendix A**. There are no discretionary Licensing Act 2003 fees proposed other than for providing a copy of information contained in an entry in the public register; this is reflected in **Appendix G**.
- 7.5 The costs associated with the licensing procedures that the Council may legally recover in fees consists of administrative costs, the costs of investigating the background and suitability of applicants for licences and the costs of monitoring the compliance of those with licences with their terms. Where applicable the cost of enforcement against unlicensed operators is also included in the fee. These will certainly include the costs that are directly attributable to licensing procedures and a proportion of indirect costs. The Council must be in a position to demonstrate that the costs included in any fees calculations are reasonable and proportionate to the cost of the licensing procedures.
- 7.6 Fees cannot exceed the cost of the licensing procedures and cannot be used to finance the delivery of other Council services.

7.7 To aid the Council to properly recover relevant licensing costs all licensing procedures have been considered and reviewed in detail; this work continues to evolve through an iterative process to further develop, improve and refine the processes involved. Managers, licensing officers and finance officers have collaborated in this work. The licensing procedures are considered from receipt of application to the issue of the final licence, permit, notice or registration with both variable and fixed costs being considered. These costs include officer, management and member time, including running of relevant Committees and the Licensing Panel, to administer and monitor compliance of both those already licensed and those who are unlicensed but exclude time spent enforcing matters that relate to joint hackney and private hire drivers' licences. In addition, a proportion of all indirect costs that can reasonably be attributed to licensing procedures have been included; for example, office accommodation, ICT, travelling, advertising, postage & printing, subscriptions, telephone costs, training and all other relevant internal market recharges and supplies and services costs.

8. Additional information

8.1. In respect of the discretionary fees proposed in **Appendix F**, namely the setting of fees for hackney carriages, private hire vehicles and operators' licences, statutory procedures must be followed. Consequently, to vary the fees from those currently set, the Council is required to follow specific procedures that allow for objections to be made and considered by the Committee.

8.2 The process that has been undertaken to determine the fees for 2025/26 is an extension of the process that commenced in 2013. This process will continue annually with amendments being made to take account of changes in the law and Council procedures and costs.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

- Services Directive 2006/123/EC of the European Parliament and of the Council of 12 December 2006 on services in the internal market
- Provision of Services Regulations 2009 - SI 2009 No 2999
- Supreme Court Judgement in the case of R (on the application of Hemming and others v Westminster City Council – 29 April 2015 - [2015] UKSC 25 on appeal from [2013] EWCA Civ 591
- Court of Justice for the European Union Judgement in the case of Hemming [2016] EUECJ C-316/15 (16 November 2016)
- Mobile Homes Act 2013
- The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
- The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020

Local Member: This report covers all areas of Shropshire.

Appendices

Appendix A Licensing Act 2003 Statutory Fees

Appendix B Gambling Act 2005 Statutory Fees

Appendix C Explosives and Fireworks Legislation Statutory Fees

Appendix D Explosives and Fireworks Legislation Discretionary Fees

Appendix E Gambling Act 2005 Discretionary with Statutory Maximum Fees

Appendix F Hackney Carriage and Private Hire Discretionary Fees

Appendix G Other Legislation Discretionary Fees

Appendix H New Animal Legislation Discretionary Fees

Appendix I Relevant Protected Site Fees

Appendix J Relevant Protected Site Fees Policy Information

Appendix K Extracts from relevant licensing legislation providing legal framework within which local authorities may charge licensing fees

Appendix L Licensing costs, income and surplus/deficit

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Appendix A – Licensing Act 2003 Statutory Fees

Rateable Value Bands	A	B	C	D	E
Initial Application / Variation Fee	£100	£190	£315	£450	£635
Annual Fee:	£70	£180	£295	£320	£350
Variation Fee:	£100	£190	£315	£450	£635

All premises are licensable based on the non-domestic rateable value of the property as follows:

Rateable Value	Band	Band	D (x 2)	E (x 3)
No value up to £4,300	A	Premises in Bands D & E (whose primary business is the sale of alcohol)	900	1905
£4,301 - £33,000	B	Premises in Bands D & E (whose primary business is the sale of alcohol) annual charge	640	1050
£33,001 - £87,000	C			
£87,001 - £125,000	D			
£125,001 and Above	E			

Exceptionally large events:

Additional Premises Fees can be charged for such events:

Number in attendance at any one time	Additional Application Fee	Additional Annual Fee
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1,000
15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

Personal Licences, Temporary Events and other fees:

Type of Application	Fee
• Grant of Personal Licence	£37
• Temporary Event Notice	£21
• Theft, Loss etc. of Premises Licence or summary	£10.50
• Provisional Statement (where premises are being built)	£315.00
• Notification of change of name or address	£10.50
• Vary licence to specify individual as Premises Supervisor	£23
• Transfer of Premises Licence	£23
• Interim authority notice following death etc. of Licence holder	£23
• Theft, loss etc. of Certificate or summary	£10.50
• Notification of change of name or alteration of rules of club	£10.50
• Change of relevant registered address of club	£10.50
• Theft, loss etc. of Temporary Event Notice	£10.50
• Theft, loss etc. of Personal Licence	£10.50
• Duty to notify change of name or address	£10.50
• Right of freeholder etc. to be notified of licensing matters	£21
• Minor Variation	£89
• Removal of DPS at Community Premises	£23

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Appendix B - Gambling Act 2005 Statutory Fees

Licence Type	2024/25 Fees (£)	2025/26 Fees (£)	Difference (£)
Prize Gaming Permit - New	300.00	300.00	0.00
Prize Gaming Permit - Renewal	300.00	300.00	0.00
Prize Gaming Permit - Request for a new name to be substituted for the old name specified on a permit	25.00	25.00	0.00
Prize Gaming Permit - Copy of a Permit	15.00	15.00	0.00
Club Machine Permit - New	200.00	200.00	0.00
Club Machine Permit - New - Fast Track procedure for holder of a club premises certificate	100.00	100.00	0.00
Club Machine Permit - Annual Fee	50.00	50.00	0.00
Club Machine Permit - Renewal	200.00	200.00	0.00
Club Machine Permit -Renewal - Fast Track procedure for holder of a club premises certificate	100.00	100.00	0.00
Club Machine Permit - Variation	100.00	100.00	0.00
Club Machine Permit - Copy	15.00	15.00	0.00
Club Gaming Permit - New	200.00	200.00	0.00
Club Gaming Permit - New - Fast Track procedure for holder of a club premises certificate	100.00	100.00	0.00
Club Gaming Permit - Annual Fee	50.00	50.00	0.00
Club Gaming Permit - Renewal	200.00	200.00	0.00
Club Gaming Permit -Renewal - Fast Track procedure for holder of a club premises certificate	100.00	100.00	0.00
Club Gaming Permit - Variation	100.00	100.00	0.00
Club Gaming Permit - Copy	15.00	15.00	0.00
Licensed Premises Gaming Machine Permit - New	150.00	150.00	0.00
Licensed Premises Gaming Machine Permit - Annual Fee	50.00	50.00	0.00
Licensed Premises Gaming Machine Permit - Variation	100.00	100.00	0.00
Licensed Premises Gaming Machine Permit - Transfer	25.00	25.00	0.00
Licensed Premises Gaming Machine Permit - Request for a new name to be substituted for the old name specified on a permit	25.00	25.00	0.00
Licensed Premises Gaming Machine Permit - Copy of a Permit	15.00	15.00	0.00
Gaming Machines Automatic Entitlement	50.00	50.00	0.00
Unlicensed Family Entertainment Centre - New	300.00	300.00	0.00

Unlicensed Family Entertainment Centre - Renewal	300.00	300.00	0.00
Unlicensed Family Entertainment Centre - Request for a new name to be substituted for the old name specified on a permit	25.00	25.00	0.00
Unlicensed Family Entertainment Centre - Copy of a Permit	15.00	15.00	0.00
Small Society Lottery - New	40.00	40.00	0.00
Small Society Lottery - Renewal	20.00	20.00	0.00

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Appendix C – Explosives and Fireworks Legislation Statutory Fees

NEW -Licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 regulations, a minimum separation distance of greater than 0 metres is prescribed.	
One year's duration	£202.00
Two year's duration	£266.00
Three year's duration	£333.00
Four year's duration	£409.00
Five year's duration	£463.00

Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed.	
One year's duration	£94.00
Two year's duration	£161.00
Three year's duration	£226.00
Four year's duration	£291.00
Five year's duration	£357.00

NEW Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed.	
One year's duration	£119.00
Two year's duration	£154.00
Three year's duration	£190.00
Four year's duration	£226.00
Five year's duration	£260.00

Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	
One year's duration	£59.00
Two year's duration	£94.00
Three year's duration	£132.00
Four year's duration	£166.00
Five year's duration	£202.00

Varying a licence	
Varying name of licensee or address of site	£40.00
Transfer of licence	£40.00
Replacement of licence	£40.00

Licensing of Firework Suppliers	
One year's duration	£500

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Appendix D – Explosives and Fireworks Legislation Discretionary Fees

Type	2024/25	2025/26
Any other kind of variation (Not varying name of licensee or address of site)	£743.00*	£743.00
Explosives Assent Procedure	£470.00	£470.00
Copy of public register entry (per individual entry)	£46.00	£55.00

*The reasonable cost to the licensing authority of having the work carried out

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Appendix E Gambling Act 2005 Discretionary with Statutory Maximum Fees

Licence Type				
All Casinos	See Gambling Act 2005 Policy Statement 2022 to 2025 paragraphs 36.1 and 36.2			
Licence Type	2024/25 Fees (£)	Proposed Fees 2025/26 (£)	Difference (£)	Difference (%)
Bingo premises licence				
Fee in respect of new premises	2,020.00	2,020.00	0.00	0.0%
Annual Fee	1,000.00	1,000.00	0.00	0.0%
Fee for application to vary licence	1,750.00	1,750.00	0.00	0.0%
Fee for application to transfer a licence	1,200.00	1,200.00	0.00	0.0%
Fee for application to reinstate a licence	1,200.00	1,200.00	0.00	0.0%
Fee for application for provisional statement	2,007.00	2,007.00	0.00	0.0%
Adult Gaming Centre Premises Licence				
Fee in respect of new premises	2,000.00	2,000.00	0.00	0.0%
Annual Fee	1,000.00	1,000.00	0.00	0.0%
Fee for application to vary licence	1,000.00	1,000.00	0.00	0.0%
Fee for application to transfer a licence	1,200.00	1,200.00	0.00	0.0%
Fee for application to reinstate a licence	1,200.00	1,200.00	0.00	0.0%
Fee for application for provisional statement	2,000.00	2,000.00	0.00	0.0%
Betting Premises (track) licence				
Fee in respect of new premises	2,020.00	2,020.00	0.00	0.0%
Annual Fee	1,000.00	1,000.00	0.00	0.0%
Fee for application to vary licence	1,250.00	1,250.00	0.00	0.0%
Fee for application to transfer a licence	950.00	950.00	0.00	0.0%
Fee for application to reinstate a licence	950.00	950.00	0.00	0.0%
Fee for application for provisional statement	2,007.00	2,007.00	0.00	0.0%
Family Entertainment Centre Premises Licence				
Fee in respect of other premises	2,000.00	2,000.00	0.00	0.0%
Annual Fee	750.00	750.00	0.00	0.0%
Fee for application to vary licence	1,000.00	1,000.00	0.00	0.0%
Fee for application to transfer a licence	950.00	950.00	0.00	0.0%
Fee for application to reinstate a licence	950.00	950.00	0.00	0.0%
Fee for application for provisional statement	2,000.00	2,000.00	0.00	0.0%

Appendix E Gambling Act 2005 Discretionary with Statutory Maximum Fees

Betting Premises (other) licence				
Fee in respect of other premises	2,020.00	2,020.00	0.00	0.0%
Annual Fee	600.00	600.00	0.00	0.0%
Fee for application to vary licence	1,500.00	1,500.00	0.00	0.0%
Fee for application to transfer a licence	1,200.00	1,200.00	0.00	0.0%
Fee for application to reinstate a licence	1,200.00	1,200.00	0.00	0.0%
Fee for application for provisional statement	2,007.00	2,007.00	0.00	0.0%
Temporary Use of Premises				
Temporary Use Notice	500.00	500.00	0.00	0.0%
Occasional Use Notice	No Fee	No Fee	No Fee	No Fee
Replacement of an endorsed copy of a Temporary Use Notice	25.00	25.00	0.00	0.0%
Applicable to all gaming licences				
Change of circumstances fee - for all gaming licences	50.00	50.00	0.00	0.0%
Fee for copy licence - for all gaming licences	25.00	25.00	0.00	0.0%

Appendix F - Hackney Carriage and Private Hire Discretionary Fees

2024 - 2025		2025 - 2026			Difference (£)	Difference (%)
Licence Type	2024/25 Fee (£)	Licence Type	Calculated 2025/26 Fee (£) without surplus/deficit	Proposed 2025/26 Fee (£) including surplus/deficit adjustment		
Drivers						
Driver's Joint Badge New 3 year (inc. DVLA, DBS check, first knowledge test, first driver training assessment and Safeguarding Course)	317.00	Driver's Joint Badge New 3 year (inc. DVLA, DBS check, first knowledge test, first driver training assessment and Safeguarding Course)	317.00	338.00	21.00	6.6%
Driver's Joint Badge New 3 year (inc. DVLA, first knowledge test, first driver training assessment and Safeguarding Course)	260.00	Driver's Joint Badge New 3 year (inc. DVLA, first knowledge test, first driver training assessment and Safeguarding Course)	260.00	275.00	15.00	5.8%
Driver's Badge 3 yr Renewal (inc. DVLA, DBS check and Safeguarding Course)	273.00	Driver's Badge 3 yr Renewal (inc. DVLA, DBS check and Safeguarding Course)	273.00	294.00	21.00	7.7%
Driver's Badge 3 yr Renewal (inc. DVLA and Safeguarding Course)	219.00	Driver's Badge 3 yr Renewal (inc. DVLA and Safeguarding Course)	219.00	236.00	17.00	7.8%
Driver's Knowledge Test	59.00	Driver's Knowledge Test	59.00	68.00	9.00	15.3%
Driver's Knowledge Test Resit	52.00	Driver's Knowledge Test Resit	52.00	56.00	4.00	7.7%
Driver additional DBS	47.00	Driver additional DBS	47.00	47.00	0.00	0.0%
Change of Details	48.00	Change of Details	48.00	52.00	4.00	8.3%
Vehicle Licensee Transfer	98.00	Vehicle Licensee Change	98.00	103.00	5.00	5.1%

Appendix F - Hackney Carriage and Private Hire Discretionary Fees

Driver Badge replacement following damage or loss	45.00	Driver Badge replacement following damage or loss	45.00	48.00	3.00	6.7%
Driver Training assessment	70.00	Driver Training assessment	70.00	82.00	12.00	17.1%
Safeguarding Training	48.00	Safeguarding Training	48.00	50.00	2.00	4.2%
Vehicles						
Standard Private Hire Vehicle - new	203.00	Standard Private Hire Vehicle - new	203.00	213.00	10.00	4.9%
Standard Private Hire Vehicle - renewal	209.00	Standard Private Hire Vehicle - renewal	209.00	219.00	10.00	4.8%
Standard Private Hire Vehicle - transfer	203.00	Standard Private Hire Vehicle - transfer	203.00	213.00	10.00	4.9%
Novelty Private Hire Vehicle - new	190.00	Novelty Private Hire Vehicle - new	190.00	200.00	10.00	5.3%
Novelty Private Hire Vehicle - renewal	201.00	Novelty Private Hire Vehicle - renewal	201.00	215.00	14.00	7.0%
Novelty Private Hire Vehicle - transfer	186.00	Novelty Private Hire Vehicle - transfer	186.00	196.00	10.00	5.4%
Executive Private Hire Vehicle - new	195.00	Executive Private Hire Vehicle - new	195.00	206.00	11.00	5.6%
Executive Private Hire Vehicle - renewal	213.00	Executive Private Hire Vehicle - renewal	213.00	230.00	17.00	8.0%
Executive Private Hire Vehicle - transfer	195.00	Executive Private Hire Vehicle - transfer	195.00	206.00	11.00	5.6%
Hackney Carriage Vehicle - new	193.00	Hackney Carriage Vehicle - new	193.00	203.00	10.00	5.2%
Hackney Carriage Vehicle - renewal	194.00	Hackney Carriage Vehicle - renewal	194.00	206.00	12.00	6.2%

Appendix F - Hackney Carriage and Private Hire Discretionary Fees

Hackney Carriage Licence Transfer (transfer of existing licence to a new vehicle)	194.00	Hackney Carriage Licence Transfer (transfer of existing licence to a new vehicle)	194.00	205.00	11.00	5.7%
Exterior plate replacement following damage, loss and for trailer	45.00	Exterior plate replacement following damage or loss	45.00	47.00	2.00	4.4%
Internal plate replacement following damage or loss	45.00	Internal plate replacement following damage or loss	45.00	47.00	2.00	4.4%
Fare Card replacement following damage or loss	3.00	Fare Card replacement following damage or loss	3.00	3.00	0.00	0.0%
Private Hire Door Signs (pair)	45.00	Private Hire Door Signs (pair)	45.00	47.00	2.00	4.4%
Licence Holder Transfer/Change of Details	26.00	Licence Holder Transfer/change of Details	26.00	31.00	5.00	19.2%

Appendix F - Hackney Carriage and Private Hire Discretionary Fees

2024 - 2025		2025 - 2026				
Licence Type	2024/25 Fee (£)	Licence Type	Calculated 2025/26 Fee (£) without surplus/deficit adjustment	Calculated 2025/26 Fee (£) including surplus/deficit adjustment	Difference (£)	Difference (%)
Private Hire Operator - 5 Year - New						
Private Hire Operator Small - up to and including 30 vehicles and one base	328.00	Private Hire Operator Small - up to and including 30 vehicles and one base	328.00	375.00	47.00	14.3%
Private Hire Operator Large - 31 vehicles and more and/or more than one base	874.00	Private Hire Operator Large - 31 vehicles and more and/or more than one base	874.00	985.00	111.00	12.7%
Private Hire Operator - 5 Year - Renewal						
Private Hire Operator Small - up to and including 30 vehicles and one base	371.00	Private Hire Operator Small - up to and including 30 vehicles and one base	371.00	417.00	46.00	12.4%
Private Hire Operator Large - 31 vehicles and more and/or more than one base	851.00	Private Hire Operator Large - 31 vehicles and more and/or more than one base	851.00	956.00	105.00	12.3%

Appendix G Other Legislation Discretionary Fees FINAL

Appendix G - Other Discretionary Fees

2024-2025		2025-2026					
Licence Type	2024/25 Fee (£)	Licence Type	Calculated 2025/26 Fee (£) without surplus/deficit adjustment	Proposed 2025/26 Fee (£) including surplus/deficit adjustment	Difference (£)	Difference (%)	
Public Health							
Acupuncture Premises, inc. 1 person	317.00	Additional persons included on same application £29/person	122.62	317.00	-	0.0%	
Acupuncture Person	152.00	When application submitted separately from premises application	122.62	152.00	-	0.0%	
Electrolysis Premises, inc. 1 person	317.00	Additional persons included on same application (£29/person)	122.62	317.00	-	0.0%	
Electrolysis Person	152.00	When application submitted separately from premises application	122.62	152.00	-	0.0%	
Cosmetic-piercing Premises, inc. 1 person	317.00	Additional persons included on same application £29/person	122.62	317.00	-	0.0%	
Cosmetic-piercing Person	152.00	When application submitted separately from premises application	122.62	152.00	-	0.0%	
Tattooing Premises, inc. 1 person	317.00	Additional persons included on same application £29/person	122.62	317.00	-	0.0%	

Appendix G Other Legislation Discretionary Fees FINAL

Tattooing Person	152.00		When application submitted separately from premises application	122.62	152.00	When application submitted separately from premises application	-	0.0%
Animals								
Dangerous Wild Animals (new) - where total licensing procedure takes no more than 9 hrs	295.00	+ vet fees; if exceeds 9 hrs + hourly charge for each additional hour or part thereof @£24/hour	Dangerous Wild Animals (new) - where total licensing procedure takes no more than 9 hrs	198.31	295.00	+ vet fees; if exceeds 9 hrs + hourly charge for each additional hour or part thereof @£25/hour	-	0.0%
Dangerous Wild Animals (renewal) - where total licensing procedure takes no more than 3.75 hrs	273.00	+ vet fees; if exceeds 9 hrs + hourly charge for each additional hour or part thereof @£24/hour	Dangerous Wild Animals (renewal) - where total licensing procedure takes no more than 3.75 hrs	205.89	273.00	+ vet fees; if exceed 3.75 hrs + hourly charge for each additional hour or part thereof @ £25 /hour	-	0.0%

Appendix G Other Legislation Discretionary Fees FINAL

Dangerous Wild Animals (variation) - where total licensing procedure takes no more than 3.75 hrs	New Fee	+ vet fees; if exceeds 9 hrs + hourly charge for each additional hour or part thereof	Dangerous Wild Animals (variation) - where total licensing procedure takes no more than 3.75 hrs	232.00	232.00	+ vet fees; if exceed 3.75 hrs + hourly charge for each additional hour or part thereof @ £25 /hour	-	0.0%
Zoos (new)	981.00	+ vet fees	Zoos (new)	447.77	981.00	+ vet fees Initial application fee £196.10 Fee due after licence granted £784.90	-	0.0%
Zoos (renewal)	921.00	+ vet fees	Zoos (renewal)	460.56	921.00	+ vet fees Initial renewal fee £206.02 Fee due after renewal granted £714.98	-	0.0%
Zoos (transfer)	New Fee		Zoos (transfer)		392.00	+ vet fees initial fee £102.19 Fee due after renewal granted £289.81	-	0.0%
Zoos (alteration)	New Fee		Zoos (alteration)		221.00	+ vet fees Initial renewal fee £143.56 Fee due after renewal granted £77.44	-	0.0%
Scrap Metal								
Scrap Metal Dealer - Site (new)	748.00		Scrap Metal Dealer - Site (new)	420.96	748.00	Initial application fee £260.90 Fee due after licence granted £487.10	-	0.0%
Scrap Metal Dealer - Site (renewal)	2917.00		Scrap Metal Dealer - Site (renewal)	420.96	2,917.00	Initial renewal application fee £1017.45 Fee due after renewal granted £1899.55	-	0.0%

Appendix G Other Legislation Discretionary Fees FINAL

Scrap Metal Dealer - Collectors (new)	230.00		Scrap Metal Dealer - Collectors (new)	263.00	263.00	Initial application fee £164.64 Fee due after licence granted £98.36	33.00	14.3%
Scrap Metal Dealer - Collectors (renewal)	472.00		Scrap Metal Dealer - Collectors (renewal)	264.71	472.00	Initial renewal application fee £296.56 Fee due after renewal granted £175.44	-	0.0%
Scrap Metal Dealer Site Manager Variation	100.00		Scrap Metal Dealer Site Manager Variation	155.00	155.00		55.00	55.0%
Scrap Metal Dealer - Site/Collector Licensee Name - Variation (not transfer of licensee)	55.00		Scrap Metal Dealer - Site/Collector Licensee Name - Variation (not transfer of licensee)	55.00	55.00		-	0.0%
Scrap Metal Dealer - collector to site variation	507.00		Scrap Metal Dealer - collector to site variation	296.46	507.00	Initial application fee £259.43 Fee due after variation granted £247.57	-	0.0%
Scrap Metal Dealer - site to collector variation	117.00		Scrap Metal Dealer - site to collector variation	241.00	241.00	Initial application fee £167.57 Fee due after variation granted £73.43	124.00	106.0%
Sex Establishments								

Appendix G Other Legislation Discretionary Fees FINAL

Sex Establishments (New)	2,838.00		Sex Establishments (New)	727.73	2,838.00		-	0.0%
Sex Establishments (Renewal)	2,015.00		Sex Establishments (Renewal)	781.01	2,015.00		-	0.0%
Sex Establishments (Variation)	New Fee		Sex Establishments (Variation)	726.00	946.00			0.0%
Sex Establishments (Transfer)	2,013.00		Sex Establishments (Transfer)	661.63	2,013.00		-	0.0%
Street Trading Consents/Licence								
Minimum charge for up to 7 days (the 7 days may be used at any time within a 12 month period commencing from the date the consent/licence is issued, but the dates must be confirmed on application)	425.00		Minimum charge for up to 7 days (the 7 days may be used at any time within a 12 month period commencing from the date the consent is issued, but the dates must be confirmed on application)	175.17	425.00		-	0.0%
Each additional day or part thereof	4.00		Each additional day or part thereof (the dates must be confirmed on application)	4.00	4.00		-	0.0%
Street Trading Consent/Licence - Annual	1,144.00		Street Trading Consents - Annual	241.06	1,144.00		-	0.0%
Street Trading Consent/Licence - Annual Renewal	1,147.00		Street Trading Consents - Annual Renewal	241.06	1,147.00		-	0.0%

Appendix G Other Legislation Discretionary Fees FINAL

Street Trading Event - Daily. Minimum charge for up to 7 days (the 7 days may be used at any time within a 12 month period commencing from the date the consent/licence is issued, but the dates must be confirmed on	243.00		Street Trading Event - Daily. Minimum charge for up to 7 days (the 7 days may be used at any time within a 12 month period commencing from the date the consent is issued, but the dates must be confirmed on application)	241.06	243.00		-	0.0%
Street Trading Event - Each additional day or part thereof (the dates must be confirmed on application)	4.00		Street Trading Event - Each additional day or part thereof (the dates must be confirmed on application)	4.00	4.00		-	0.0%
Street Trading Event - Annual	862.00		Street Trading Event - Annual	241.06	862.00		-	0.0%
Distribution of free printed matter								
Weekly permit	87.00		Weekly permit	80.19	87.00		-	0.0%
Monthly permit	124.00		Monthly permit	80.19	124.00		-	0.0%
Annual permit	162.00		Annual permit	80.19	162.00		-	0.0%
Miscellaneous								
Pleasure Boats & Vessels	241.00	+ marine surveyor's report fee	Pleasure Boats & Vessels	153.14	241.00	+ marine surveyor's report fee	-	0.0%
Gambling Act 2005 and Licensing Act 2003								
Copy of public register entry (per individual entry)	39.00		Copy of public register entry (per individual entry)	39.00	39.00		-	0.0%
Additional Administrative Charges (applicable to all licences)								

Appendix G Other Legislation Discretionary Fees FINAL

License holder transfer/change of details	26.00		License holder transfer/change of details (e.g. change of address/other minor changes)	26.00	26.00		-	0.0%
Lost Stolen Damaged	53.00		Lost Stolen Damaged	56.00	56.00		3.00	5.7%

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Appendix H New Animal Legislation Discretionary Fees FINAL

Appendix H - New Animal Legislation Discretionary Fees

2024-2025		2025-2026				
Licence Type	2024/25 Fee (£)	Licence Type	Calculated 2025/26 Fee (£) without surplus/deficit adjustment	Proposed 2025/26 Fee (£) including surplus/deficit adjustment	Difference (£)	Difference (%)
Animals						
Dog Day Care < 10 new	562.00	Dog Day Care < 10 new	305.62	562.00	Initial application fee £357.54 Fee due after licence granted £204.46	0.00 0.0%
Dog Day Care > 10 new	634.00	Dog Day Care > 10 new	339.82	634.00	Initial application fee £406.01 Fee due after licence granted £227.99	0.00 0.0%
Dog Day Care < 10 renewal	487.00	Dog Day Care < 10 renewal	294.47	487.00	Initial application fee £322.88 Fee due after licence granted £164.12	0.00 0.0%
Dog Day Care > 10 renewal	537.00	Dog Day Care > 10 renewal	328.67	537.00	Initial application fee £356.73 Fee due after licence granted £180.27	0.00 0.0%
Dog Day Care < 10 additional activity	182.00	Dog Day Care < 10 additional activity	173.98	182.00		0.00 0.0%
Dog Day Care > 10 additional activity	242.00	Dog Day Care > 10 additional activity	190.70	242.00		0.00 0.0%
Breeding for dogs < 10 new	597.00	Breeding for dogs < 10 new	317.24	597.00	Initial application fee £365.48 Fee due after licence granted £231.52	0.00 0.0%
Breeding for dogs > 10 new	674.00	Breeding for dogs > 10 new	351.44	674.00	Initial application fee £417.07 Fee due after licence granted £256.93	0.00 0.0%

Appendix H New Animal Legislation Discretionary Fees FINAL

Breeding for dogs < 10 renewal	489.00		Breeding for dogs < 10 renewal	311.66	489.00	Initial application fee £295.60 Fee due after licence granted £193.40	0.00	0.0%
Breeding for dogs > 10 renewal	513.00		Breeding for dogs > 10 renewal	345.87	513.00	Initial application fee £313.96 Fee due after licence granted £199.04	0.00	0.0%
Breeding for Dogs < 10 additional activity	233.00		Breeding for Dogs < 10 additional activity	194.60	233.00		0.00	0.0%
Breeding for Dogs > 10 additional activity	284.00		Breeding for Dogs > 10 additional activity	210.32	284.00		0.00	0.0%
Boarding for cats < 10 new	562.00		Boarding for cats < 10 new	305.62	562.00	Initial application fee £357.54 Fee due after licence granted £204.46	0.00	0.0%
Boarding for cats > 10 new	634.00		Boarding for cats > 10 new	339.82	634.00	Initial application fee £406.01 Fee due after licence granted £227.99	0.00	0.0%
Boarding for cats < 10 renewal	487.00		Boarding for cats < 10 renewal	294.47	487.00	Initial application fee £322.88 Fee due after licence granted £164.12	0.00	0.0%
Boarding for cats > 10 renewal	537.00		Boarding for cats > 10 renewal	328.67	537.00	Initial application fee £356.73 Fee due after licence granted £180.27	0.00	0.0%
Boarding for cats < 10 additional activity	182.00		Boarding for cats < 10 additional activity	173.98	182.00		0.00	0.0%
Boarding for cats > 10 additional activity	242.00		Boarding for cats > 10 additional activity	190.70	242.00		0.00	0.0%
Kennel Boarding < 10 animals new	563.00		Kennel Boarding < 10 animals new	311.19	563.00	Initial application fee £362.23 Fee due after licence granted £200.77	0.00	0.0%

Appendix H New Animal Legislation Discretionary Fees FINAL

Kennel Boarding > 10 animals new	636.00		Kennel Boarding > 10 animals new	339.82	636.00	Initial application fee £407.29 Fee due after licence granted £228.71	0.00	0.0%
Kennel Boarding < 10 animals renewal	483.00		Kennel Boarding < 10 animals renewal	294.47	483.00	Initial application fee £320.23 Fee due after licence granted £162.77	0.00	0.0%
Kennel Boarding > 10 animals renewal	530.00		Kennel Boarding > 10 animals renewal	328.67	530.00	Initial application fee £352.08 Fee due after licence granted £177.92	0.00	0.0%
Kennel Boarding < 10 animals additional activity	182.00		Kennel Boarding < 10 animals additional activity	179.56	182.00		0.00	0.0%
Kennel Boarding > 10 additional activity	243.00		Kennel Boarding > 10 additional activity	190.70	243.00		0.00	0.0%
Home boarding < 10 animals new	562.00		Home boarding < 10 animals new	294.47	562.00	Initial application fee £372.61 Fee due after licence granted £189.39	0.00	0.0%
Home boarding > 10 animals new	634.00		Home boarding > 10 animals new	328.67	634.00	Initial application fee £421.17 Fee due after licence granted £212.83	0.00	0.0%
Home boarding < 10 animals renewal	487.00		Home boarding < 10 animals renewal	288.90	487.00	Initial application fee £329.85 Fee due after licence granted £157.15	0.00	0.0%
Home boarding > 10 animals renewal	537.00		Home boarding > 10 animals renewal	317.52	537.00	Initial application fee £370.53 Fee due after licence granted £166.47	0.00	0.0%
Home boarding < 10 animals additional activity	182.00		Home boarding < 10 animals additional activity	162.84	182.00		0.00	0.0%

Appendix H New Animal Legislation Discretionary Fees FINAL

Home boarding > 10 animals additional activity	245.00		Home boarding > 10 animals additional activity	179.56	245.00		0.00	0.0%
Selling animals as pets < 10 new	564.00		Selling animals as pets < 10 new	322.34	564.00	Initial application fee £349.06 Fee due after licence granted £214.94	0.00	0.0%
Selling animals as pets > 10 new	638.00		Selling animals as pets > 10 new	356.54	638.00	Initial application fee £398.56 Fee due after licence granted £239.44	0.00	0.0%
Selling animals as pets < 10 renewal	490.00		Selling animals as pets < 10 renewal	311.19	490.00	Initial application fee £315.27 Fee due after licence granted £174.73	0.00	0.0%
Selling animals as pets > 10 renewal	540.00		Selling animals as pets > 10 renewal	345.39	540.00	Initial application fee £349.27 Fee due after licence granted £190.73	0.00	0.0%
Selling animals for pets < 10 additional activity	208.00		Selling animals for pets < 10 additional activity	190.70	208.00		0.00	0.0%
Selling animals for pets > 10 additional activity	246.00		Selling animals for pets > 10 additional activity	207.42	246.00		0.00	0.0%
Keeping or training animals for exhibition < 10 new	564.00		Keeping or training animals for exhibition < 10 new	322.34	564.00	Initial application fee £349.06 Fee due after licence granted £214.94	0.00	0.0%
Keeping or training animals for exhibition > 10 new	638.00		Keeping or training animals for exhibition > 10 new	356.54	638.00	Initial application fee £398.56 Fee due after licence granted £239.44	0.00	0.0%
Keeping or training animals for exhibition < 10 renewal	561.00		Keeping or training animals for exhibition < 10 renewal	311.19	561.00	Initial application fee £360.95 Fee due after licence granted £200.05	0.00	0.0%

Appendix H New Animal Legislation Discretionary Fees FINAL

Keeping or training animals for exhibition > 10 renewal	634.00		Keeping or training animals for exhibition > 10 renewal	345.39	634.00	Initial application fee £410.07 Fee due after licence granted £223.93	0.00	0.0%
Keeping or training animals for exhibition < 10 additional activity	168.00		Keeping or training animals for exhibition < 10 additional activity	191.00	191.00		23.00	13.7%
Keeping or training animals for exhibition > 10 additional activity	242.00		Keeping or training animals for exhibition > 10 additional activity	252.00	252.00		10.00	4.1%
Hiring out horses < 10 new	602.00		Hiring out horses < 10 new	317.24	602.00	Initial application fee £368.54 Fee due after licence granted £233.46	0.00	0.0%
Hiring out horses > 10 new	675.00		Hiring out horses > 10 new	351.44	675.00	Initial application fee £417.69 Fee due after licence granted £257.31	0.00	0.0%
Hiring out horses < 10 renewal	529.00		Hiring out horses < 10 renewal	311.66	529.00	Initial application fee £319.78 Fee due after licence granted £209.22	0.00	0.0%
Hiring out horses > 10 renewal	578.00		Hiring out horses > 10 renewal	345.87	578.00	Initial application fee £353.74 Fee due after licence granted £224.26	0.00	0.0%
Hiring out horses < 10 additional activity	301.00		Hiring out horses < 10 additional activity	194.60	301.00		0.00	0.0%
Hiring out horses > 10 additional activity	328.00		Hiring out horses > 10 additional activity	211.32	328.00		0.00	0.0%
Horses Annual or variation of the licence inspection	85.00		Horses Annual or variation of the licence inspection	54.83	85.00		0.00	0.0%
Licence variation with no inspection	63.00		Licence variation with no inspection	64.00	64.00		1.00	1.6%

Appendix H New Animal Legislation Discretionary Fees FINAL

Licence variation with an inspection < 10 animals	141.00		Licence variation with an inspection < 10 animals	203.00	203.00		62.00	44.0%
Licence variation with an inspection > 10 animals	162.00		Licence variation with an inspection > 10 animals	220.00	220.00		58.00	35.8%
Re-inspection request < 10 animals with no vet	146.00		Re-inspection request < 10 animals with no vet	199.00	199.00		53.00	36.3%
Re-inspection request > 10 animals with no vet	168.00		Re-inspection request > 10 animals with no vet	233.00	233.00		65.00	38.7%
Re-inspection request < 10 animals with a vet	214.00		Re-inspection request < 10 animals with a vet	232.00	232.00		18.00	8.4%
Re-inspection request > 10 animals with a vet	228.00		Re-inspection request > 10 animals with a vet	264.00	264.00		36.00	15.8%

Appendix I – Relevant Protected Site Fees

Type		2024/2054 Fee	Proposed 2025/26 Fee
The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014	New Application	£196.00	£666.00
The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014	Renewal	New Fee	£666.00
The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014	Annual Fee up to 5 conditions	£136.00	£136.00
The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014	Annual Fee 6 – 10 conditions	£206.00	£206.00
The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014	Annual Fee >10 conditions	£288.00	£288.00
Relevant Protected Site ¹	New Application 1 – 20 units	£792.00	£792.00
Relevant Protected Site	New Application 21 – 50 units	£869.00	£869.00
Relevant Protected Site	New Application 51 – 100 units	£918.00	£918.00
Relevant Protected Site	New Application >100 units	£969.00	£969.00
Relevant Protected Site	Alteration of conditions ²	£874.00	£874.00
Relevant Protected Site	Transfer	£773.00	£773.00
Relevant Protected Site	Deposit of site rules or deletion notice	£51.00	£52.00

¹ As defined in The Caravan sites and Control of Development Act 1960 as amended by the Mobile Homes Act 2013

² whether by the variation or cancellation of existing conditions, or by the addition of new conditions, or by a combination of any such methods

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Appendix J – Relevant Protected Site Fees Policy Information

The information below will be published on the Councils website and updated annually when the fees are reviewed.

The law

The Caravan Sites and Control of Development Act 1960 as amended by the Mobile Homes Act 2013 (the Act) allows for the Council to fix fees for a new application for a Relevant Protected Site, fix a fee for the alteration of the site licence (whether by the variation or cancellation of existing conditions, or by the addition of new conditions, or by a combination of any such methods), fix a fee the transfer of a site licence, fix annual fees and prepare and publish a fees policy.

What is a Relevant Protected Site?

A Relevant Protected Site under the Act is a residential caravan site.¹

Costs included when calculating fees

The salary cost of officer time incurred in the administration of licence fees, general administration costs for maintaining files, updating records and reconciliation of payments.

Site inspection costs including pre-inspection preparation, carrying out any risk assessment process considered necessary, the site inspection (including officer time, travelling time and mileage allowances), post inspection administration e.g., notifying the site owner of the details of compliance or non-compliance established during the inspection.

Re-inspection costs due to any non-compliance.

Licensing Officers training and research.

The maintenance, development, and licencing costs of IT systems.

Corporate oncosts e.g. Finance, Legal, Human Resources and building maintenance costs.

When are the fees payable?

Application fees, the alteration of the site licence and transfer fees are payable upon submission of the application or notification to the Council.

The law

The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 allows for the Council to fix a fee for an application for inclusion in the register of fit and proper persons and prepare and publish a fees policy.

¹ it does not include any site licence which is granted for holiday use only or a site which is subject to conditions that include periods of time when no caravan may be stationed on land for human habitation.

Costs included when calculating fees

The salary cost of officer time incurred in the administration of any initial enquiries, telephone calls/letters requesting additional information from the site owner/applicant or third party in connection with the application.

Land Registry searches.

Officer time for reviewing the application including all documents and certificates, general administration costs for maintaining files, updating records, reconciliation of payments, the preparation of preliminary and final decision notices and updating the register.

Manager and Solicitors time for reviewing any representations made by applicants or responses from third parties and any reviews of decisions for defending appeals.

When are the fees payable?

Application fees are payable upon submission of an application.

The law

The Mobile homes (site rules) (England) Regulations 2014 allows the Council to determine a fee for the owner of a Relevant Protected Site to deposit site rules or a deletion notice with the local authority.

Costs included when calculating fees

The Council is required to maintain a register of site rules and publish a register of sites which have deposited their site rules, site rules are a set of rules created by the site owner with which residents must comply. The Council is required to be satisfied that new site rules being deposited by site owners have been made in accordance with the statutory procedure. In doing so the Council may levy a fee for the depositing of site rules or depositing of a deletion notice of site rules.

The salary cost of officer time incurred in the administration of licence fees, general administration costs for maintaining files, updating records and reconciliation of payments.

Licensing Officers training and research.

The maintenance, development, and licencing costs of IT systems.

Corporate oncosts e.g. Finance, Legal, Human Resources and building maintenance costs.

When are the fees payable?

Depositing of site rules or a deletion notice fees are payable upon submission to the Council.

When will the fees be reviewed?

All fees will be reviewed annually, taking into account the regulatory activity undertaken in the previous 12 months and any surplus/deficits.

Extracts from relevant licensing legislation providing legal framework within which local authorities may charge licensing fees

Local Government (Miscellaneous Provisions) Act 1982

Controls sex establishments, street trading, acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis

Sex establishments - Schedule 3 paragraph 19

An application for the grant, variation, renewal or transfer of a licence under this Schedule shall pay a reasonable fee determined by the appropriate authority.

Street Trading – Schedule 4 paragraph 9

(1) A district council may charge such fees as they consider reasonable for the grant or renewal of a street trading licence or a street trading consent.

(2) A council may determine different fees for different types of licence or consent and, in particular, but without prejudice to the generality of this sub-paragraph, may determine fees differing according—

(a) to the duration of the licence or consent;

(b) to the street in which it authorises trading; and

(c) to the descriptions of articles in which the holder is authorised to trade.

(3) A council may require that applications for the grant or renewal of licences or consents shall be accompanied by so much of the fee as the council may require, by way of a deposit to be repaid by the council to the applicant if the application is refused.

(4) A council may determine that fees may be paid by instalments.

(5) Where a consent is surrendered or revoked, the council shall remit or refund, as they consider appropriate, the whole or a part of any fee paid for the grant or renewal of the consent.

(6) A council may recover from a licence-holder such reasonable charges as they may determine for the collection of refuse, the cleansing of streets and other services rendered by them to him in his capacity as licence-holder.

(7) Where a licence—

(a) is surrendered or revoked; or

(b) ceases to be valid by virtue of paragraph 4(7) above,

the council may remit or refund, as they consider appropriate, the whole or a part—

(i) of any fee paid for the grant or renewal of the licence; or

(ii) of any charges recoverable under sub-paragraph (6) above.

(8) The council may determine—

Appendix K

(a) that charges under sub-paragraph (6) above shall be included in a fee payable under sub-paragraph (1) above; or

(b) that they shall be separately recoverable.

(9) Before determining charges to be made under sub-paragraph (6) above or varying the amount of such charges the council—

(a) shall give notice of the proposed charges to licence-holders; and

(b) shall publish notice of the proposed charges in a local newspaper circulating in their area.

(10) A notice under sub-paragraph (9) above shall specify a reasonable period within which representations concerning the proposed charges may be made to the council.

(11) It shall be the duty of a council to consider any such representations which are made to them within the period specified in the notice.

Acupuncture - Section 14 (6)

A local authority may charge such reasonable fees as they may determine for registration under this section.

Tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis – Section 15 (6)

A local authority may charge such reasonable fees as they may determine for registration under this section.

Local Government (Miscellaneous Provisions) Act 1976

Controls hackney carriages and private hire vehicles

Section 53 - Drivers' licences for hackney carriages and private hire vehicles

(2) Notwithstanding the provisions of the Act of 1847*, a district council may demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such a fee as they consider reasonable with a view to recovering the costs of issue and administration and may remit the whole or part of the fee in respect of a private hire vehicle in any case in which they think it appropriate to do so.

*Town Police Clauses Act 1847

Section 70 - Fees for vehicle and operators' licences

(1) Subject to the provisions of subsection (2) of this section, a district council may charge such fees for the grant of vehicle and operators' licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part—

(a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the

Appendix K

purpose of determining whether any such licence should be granted or renewed;

(b) the reasonable cost of providing hackney carriage stands; and

(c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles.

(2) The fees chargeable under this section shall not exceed—

(a) for the grant of a vehicle licence in respect of a hackney carriage, twenty-five pounds;

(b) for the grant of a vehicle licence in respect of a private hire vehicle, twenty-five pounds; and

(c) for the grant of an operator's licence, twenty-five pounds per annum;

or, in any such case, such other sums as a district council may, subject to the following provisions of this section, from time to time determine.

(3) (a) If a district council determine that the maximum fees specified in subsection (2) of this section should be varied they shall publish in at least one local newspaper circulating in the district a notice setting out the variation proposed, drawing attention to the provisions of paragraph (b) of this subsection and specifying the period, which shall not be less than twenty-eight days from the date of the first publication of the notice, within which and the manner in which objections to the variation can be made.

(b) A copy of the notice referred to in paragraph (a) of this subsection shall for the period of twenty-eight days from the date of the first publication thereof be deposited at the offices of the council which published the notice and shall at all reasonable hours be open to public inspection without payment.

(4) If no objection to a variation is duly made within the period specified in the notice referred to in subsection (3) of this section, or if all objections so made are withdrawn, the variation shall come into operation on the date of the expiration of the period specified in the notice or the date of withdrawal of the objection or, if more than one, of the last objection, whichever date is the later.

(5) If objection is duly made as aforesaid and is not withdrawn, the district council shall set a further date, not later than two months after the first specified date, on which the variation shall come into force with or without modification as decided by the district council after consideration of the objections.

(6) A district council may remit the whole or part of any fee chargeable in pursuance of this section for the grant of a licence under section 48 or 55 of this Act in any case in which they think it appropriate to do so.

Zoo Licensing Act 1981

Controls zoos – Section 15

(1) Subject to this section, the local authority may charge such reasonable fees as they may determine in respect of—

Appendix K

(a) applications for the grant, renewal or transfer of licences;

(b) the grant, renewal, alteration or transfer of licences;

(2) Any fee charged under paragraph (a) of subsection (1) in respect of an application shall be treated as paid on account of the fee charged under paragraph (b) on the grant, renewal or transfer applied for.

(2A) Subject to this section, the authority may charge to the operator of the zoo such sums as they may determine in respect of reasonable expenses incurred by them—

(a) in connection with inspections in accordance with section 9A and under sections 10 to 12;

(b) in connection with the exercise of their powers to make directions under this Act;

(c) in the exercise of their function under section 16E(4) of supervising the implementation of plans prepared under section 16E(2); and

(d) in connection with the exercise of their function under section 16E(7) or (8).

(2B) The authority's charge under subsection (2A)(d) shall take into account any sums that have been, or will fall to be, deducted by them from a payment under section 16F(7) in respect of their costs.

(3) In respect of any fee or other sum charged under this section, the local authority may, if so requested by the operator, accept payment by instalments.

(4) Any fee or other charge payable under this section by any person shall be recoverable by the local authority as a debt due from him to them.

(5) The local authority shall secure that the amount of all the fees and other sums charged by them under this section in a year is sufficient to cover the reasonable expenditure incurred by the authority in the year by virtue of this Act.

Dangerous Wild Animals Act 1976

Controls dangerous wild animals as listed in the Act – Section 1

(2) A local authority shall not grant a licence under this Act unless an application for it—

.... and

(e) is accompanied by such fee as the authority may stipulate (being a fee which is in the authority's opinion sufficient to meet the direct and indirect costs which it may incur as a result of the application).

Appendix K

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

The Regulations, made under the Animal Welfare Act 2006, repealed or revoked all previous legislation relating to the licensing of animal boarding establishments, dog breeding, dog day care, pet shops, performing animals and riding establishments.

- (1) A local authority may charge such fees as it considers necessary for—
 - (a) the consideration of an application for the grant, renewal or variation of a licence including any inspection relating to that consideration, and for the grant, renewal or variation,
 - (b) the reasonable anticipated costs of consideration of a licence holder's compliance with these Regulations and the licence conditions to which the licence holder is subject in circumstances other than those described in sub-paragraph (a) including any inspection relating to that consideration,
 - (c) the reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator, and
 - (d) the reasonable anticipated costs of compliance with regulation 29.
- (2) The fee charged for the consideration of an application for the grant, renewal or variation of a licence and for any inspection relating to that consideration must not exceed the reasonable costs of that consideration and related inspection.

Public Health Acts Amendment Act 1907

Controls pleasure boats/vessels - Section 94

(1) The local authority may grant upon such terms and conditions as they may think fit licences for pleasure boats and pleasure vessels to be let for hire or to be used for carrying passengers for hire, and to the persons in charge of or navigating such boats and vessels, and may charge for each type of licence such annual fee as appears to them to be appropriate.

Environmental Protection Act 1990

Controls free printed matter – Schedule 3A paragraphs 3 & 4

Appendix K

3 (1) A principal litter authority may on the application of any person consent to that person or any other person (identified specifically or by description) distributing free printed matter on any land designated by the authority under this Schedule.

4 (1) A principal litter authority may require the payment of a fee before giving consent under paragraph 3 above.

(2) The amount of a fee under this paragraph is to be such as the authority may determine, but may not be more than, when taken together with all other fees charged by the authority under this paragraph, is reasonable to cover the costs of operating and enforcing this Schedule.

Gambling Act 2005

Statutory fees are prescribed for:-

- small society lotteries (Schedule 11 – Part 5)
- club gaming permits and club machine permits (Schedule 12)
- notification of gaming machines in alcohol licensed premises (Section 282)
- family entertainment centre gaming machine permits (Schedule 10)
- licensed premises gaming machine permits (Schedule 13)
- prize gaming permits (Schedule 14)

And, therefore, the licensing authority has no control over these fees. The following statutory instruments are relevant:-

- Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007
- Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007
- Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007
- Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007
- Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007
- Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007

The licensing authority must determine the fees, up to certain statutory maximums, that are applicable to premises licences, e.g. adult gaming centres, betting at race tracks, betting shops, bingo premises, casinos and for temporary use notices. The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 and the Gambling (Temporary Use Notices) Regulations 2007 set the relevant statutory maximums. In addition, Section 212 of the Act states:-

(2) the authority—

Appendix K

- (a) shall determine the amount of the fee,
 - (b) may determine different amounts for different classes of case specified in the regulations (but may not otherwise determine different amounts for different cases),
 - (c) shall publish the amount of the fee as determined from time to time, and
 - (d) shall aim to ensure that the income from fees of that kind as nearly as possible equates to the costs of providing the service to which the fee relates (including a reasonable share of expenditure which is referable only partly or only indirectly to the provision of that service).
- (3) For the purposes of subsection (2)(d) a licensing authority shall compare income and costs in such manner, at such times and by reference to such periods as the authority, having regard to any guidance issued by the Secretary of State, think appropriate.

In addition, where the licensing authority is required to maintain licensing registers, the authority may determine fees for providing access to, making copies of and/or providing information to members of the public from those registers.

Premises licences (Section 156)

- (1) A licensing authority shall—
- (a) maintain a register of premises licences issued by the authority together with such other information as may be prescribed,
 - (b) make the register and information available for inspection by members of the public at all reasonable times, and
 - (c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.
- (2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Small society lotteries (Schedule 11 Part 5 paragraph 55)

- (1) Where a statement is sent to a local authority under paragraph 39 the authority shall—
- (a) retain it for at least 18 months,
 - (b) make it available for inspection by members of the public at all reasonable times, and
 - (c) make arrangements for the provision of a copy of it or part of it to any member of the public on request.
- (2) But a local authority may refuse to provide access or a copy unless the person seeking access or a copy pays a fee specified by the authority.
- (3) A local authority may not specify a fee under sub-paragraph (2) which exceeds the reasonable cost of providing the service sought (but in calculating the cost of providing a service to a person the authority may include a reasonable share of expenditure which is referable only indirectly to the provision of that service).

Appendix K

Club gaming permits and club machine permits (Schedule 12 paragraph 26)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Temporary Use Notice (Section 234)

1) A licensing authority shall—

(a) maintain a register of temporary use notices given to them together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Family entertainment centre gaming machine permits (Schedule 10 paragraph 23)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Licensed premises gaming machine permits (Schedule 13 paragraph 22)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

Appendix K

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Prize gaming permits (Schedule 14 paragraph 23)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Scrap Metal Dealers Act 2013

Controls buyers/sellers of scrap metal and motor salvage operators (Section 5 Schedule 1 paragraph 6)

(1) An application must be accompanied by a fee set by the authority.

(2) In setting a fee under this paragraph, the authority must have regard to any guidance* issued from time to time by the Secretary of State with the approval of the Treasury.

*Scrap Metal Dealers Act 2013: guidance on licence fee charges – issued by Home Office 12 August 2013

Licensing Act 2003

Statutory fees for premises licences, club premises certificates, temporary event notices and personal licences are currently prescribed by the Licensing Act 2003 (Fees) Regulations 2005. The licensing authority has no control over these fees.

In addition, there is a requirement to maintain a register and make it available for inspection without payment but if requested to provide a copy of information contained in the register a fee may be charged under Section 8 of the Act.

(4) If requested to do so by any person, a licensing authority must supply him with a copy of the information contained in any entry in its register in legible form.

Appendix K

(5) A licensing authority may charge such reasonable fee as it may determine in respect of any copy supplied under subsection (4).

Caravan Sites and Control of Development Act 1960

Under the Caravan Sites and Control of Development Act 1960, as amended by the Mobile Homes Act 2013, licensing authorities are permitted to charge fees for the licensing of residential caravan sites with effect from 1 April 2014.

(2A) A local authority in England may require a relevant protected site application in respect of land in their area to be accompanied by a fee fixed by the authority.

5A Relevant protected sites: annual fee

(1) A local authority in England who have issued a site licence in respect of a relevant protected site in their area may require the licence holder to pay an annual fee fixed by the local authority.

(2) When requiring a licence holder to pay an annual fee under this section, a local authority must inform the licence holder of the matters to which they have had regard in fixing the fee for the year in question (in particular, the extent to which they have had regard to deficits or surpluses in the accounts for the annual fee for previous years).

(1B) A local authority in England may require an application by the holder of a site licence in respect of a relevant protected site in their area for the alteration of the conditions attached to the site licence to be accompanied by a fee fixed by the local authority.

(1A) A local authority in England may require an application for consent to the transfer of a site licence in respect of a relevant protected site in their area to be accompanied by a fee fixed by the local authority.

Licences for which the licensing authority is NOT permitted to charge

- **House-to-house collections:** House to House Collections Act 1939
- **Street collections:** Police, Factories, etc. (Miscellaneous Provisions) Act 1916

Appendix L – Licensing Costs, Income and Surplus/Deficit

Table 1 – All Licences

	Overall (£)	HCPH* (£)	Licensing Act 2003 (£)	Public Health (£)	Animals (£)	Explosives (£)	Scrap Metal (£)	Misc.** (£)	Gambling Act 2005 (£)
Total Costs	913,963	427,997	201,930	42,716	87,268	19,427	19,559	68,263	6,364
Total Income	(742,930)	(286,531)	(326,687)	(19,146)	(36,019)	(1,424)	(11,744)	(27,024)	(21,740)
(Surplus) / Deficit 2023/24	171,033	141,466	(124,757)	23,569	51,248	18,003	7,815	41,239	(15,376)

*Hackney carriage, private hire vehicle and operator licences and hackney carriage and private hire vehicle drivers' licences – see Table 2 for further breakdown

** Includes caravan site licences, sex establishments, free printed matter, street collections, street trading, pleasure boats and vessels

Table 2 – Hackney Carriage and Private Hire Licences

	Hackney Carriages (£)	Private Hire Vehicles (£)	Joint Drivers (£)	Operators (£)
Total Costs	18,885	227,919	167,833	13,360
Total Income	(13,057)	(158,212)	(105,756)	(9,506)
(Surplus) / Deficit 2023/24	5,828	69,707	62,077	3,854

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Committee and Date

Strategic Licensing
Committee

9 October 2024

Item

Public



Exercise of Delegated Powers Report

Responsible Officer:	Mandy Beever, Transactional Management and Licensing – Team Manager		
email:	Mandy.Beever@shropshire.gov.uk	Tel:	01743 251702
Cabinet Member (Portfolio Holder):	Councillor Chris Schofield, Portfolio Holder for Planning and Regulatory Services		

1. Synopsis

- 1.1 This report gives details of the licences issued and the variations that have been made between 11 May 2024 and the 31 August 2024 and a summary of applications considered by the Committee.

2. Executive Summary

- 2.1 The Shropshire Plan recognises the importance of supporting businesses to provide safer services. The fundamental purpose of the Licensing service is to support businesses to deliver their services in a way which allows them to thrive whilst protecting the safety and welfare of the public who live, work and visit Shropshire; together this will help to achieve a Healthy Economy.
- 2.2 Licensing officers have been given delegated powers to issue or amend licences, providing no objections have been received in the case of licences issued under the Licensing Act or regarding general and public health licences.

- 2.3 Further, procedures have been approved for officers with direct line management responsibility for Licensing to use their delegated powers to refuse, suspend or revoke driver, vehicle, and operator licences.
- 2.4 This report gives details of the licences issued and the variations that have been made between 11 May 2024 and the 31 August 2024 and a summary of applications considered by the Committee.

3. Recommendations

- 3.1. That members note the position as set out in the report.

Report

4. Risk Assessment and Opportunities Appraisal

- 4.1. This is an information report giving Member's information on the work undertaken by the Licensing Team and Committee and therefore a risk assessment and opportunities appraisal has not been carried out.

5. Financial Implications

- 5.1. There are financial implications associated with this report.

6. Climate Change Appraisal

- 6.1. There are no anticipated climate change or environmental impacts associated with the recommendations in this report.

7. Background

- 7.1 Information regarding the issue of licences by Officers under delegated powers is reported to Committee on a quarterly basis.
- 7.2 Officers use their delegated powers in a number of situations, including where:
- a) A licence has been requested and there have been no objections raised by interested parties or Responsible Authorities.
 - b) The application has met the Council's policy criteria for accepting an application.
 - c) There are vehicle applications for new or renewal licences and refusal, suspension, and revocation of licences where the operating criteria as set by the Hackney Carriage and Private Hire Licensing Policy 2023 to 2027 is not met and the officer does not consider there to be any exceptional circumstances demonstrated by the applicant for an exception to be made.

- d) There are driver’s applications for new or renewal licences and refusal, suspension, or revocation of licences where the criteria as set by the Hackney Carriage and Private Hire Licensing Policy 2023 to 2027 is not met and the officer does not consider there to be any exceptional circumstances demonstrated by the applicant for an exception to be made.
- e) There are Private Hire Operator applications for new or renewal licences and refusal, suspension, and revocation of licences where the operating criteria as set by the Hackney Carriage and Private Hire Licensing Policy 2023 to 2027 is not met and the officer does not consider there to be any exceptional circumstances demonstrated by the applicant for an exception to be made.

- 7.3 The table in **Appendix A** shows the complete range of licences issued by the licensing team during the period of 11 May 2024 and the 31 August 2024. During this period the total number of licences processed was 1948.
- 7.4 The Table in **Appendix B** shows that there were no Licensing and Safety Sub-Committee hearings held between the 11 May 2024 and the 31 August 2024.
- 7.5 The Table at **Appendix C** shows that there was one Licensing Act Sub Committee hearing held between the 11 May 2024 and the 31 August 2024.
- 7.6 Following the decision at the Strategic Licensing Committee on 18 March 2015, vehicles and driver applications are now being considered by Officers using delegated powers. This includes refusal of new licence applications, refusal to renew existing licences and revocation and suspension of existing licences, in relation to any matter concerning a hackney carriage or a private hire driver’s licence or a vehicle licence or any matter concerning a private hire operator’s licence.

The number of licences and actions determined by this process is as follows: -

Driver	Granted	Granted and/or Warning Letter, Suspension	Letter Council is ‘Minded to refuse’ or ‘Revoke’	Refuse to Grant	Revoke	To refer to Committee
New	7		1	4		
Renew	4	1				
Conduct			1			
Vehicle	Granted	Granted and/or Warning Letter	Letter Council is ‘Minded to refuse’ or ‘Revoke’	Refuse to Grant	Revoke	To refer to Committee
New	2			1		
Renewal						
Condition	4		1	1	2	
Operator	Granted	Granted and/or Warning Letter	Letter Council is ‘Minded to refuse’ or ‘Revoke’	Refuse to Grant	Revoke	To refer to Committee

New						
Renewal						
Conduct					1	

8. Conclusions

- 8.1. During the period captured in this report the workload for the Licensing team has continued to be high. The team have worked together to answer all the queries, support businesses and maintain the flow of applications.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Local Member: This report covers all areas of Shropshire.

Appendices

Appendix A – Licences processed between 11 May 2024 and the 31 August 2024.

Appendix B – Hearings held by the Licensing and Safety Sub-Committee between 11 May 2024 and the 31 August 2024.

Appendix C – Hearings held by the Licensing Act Sub-Committee between 11 May 2024 and the 31 August 2024.

Licences processed from the 11 May 2024 to the 31 August 2024.

General Licensing	Renewal Period	Total
Acupuncture Personal	For life	
Acupuncture Premises	For life	
Activities Involving Animals Licence	Up to 3 years	24
Caravan Sites	For life	5
Mobile Homes Fit and Proper Person Register	Up to 5 Years	
Cosmetic Piercing Personal	For life	28
Cosmetic Piercing Premises	For life	16
House to House Collection	For the period applied for, no longer than 12 months	13
House to House Exemption Order	Exemption certificate is issued by the Home Office	8
Scrap Metal Site (new/renewal)	3 Years	1
Scrap Metal Collector (new/renewal)	3 Years	
Sex Establishment Licence	1 Year	
Sex Shop Licence	1 Year	
Street Collection	Covers the dates applied for	27
Street Trading Licence (new/renewal)	1 Year (daily licence also available which covers maximum of 7 days in a 12-month period)	12
Tattooing Personal	For life	
Tattooing Premises	For life	
Electrolysis Personal	For life	
Electrolysis Premises	For life	
Dangerous Wild Animals	2 Years	1
Zoo	New licences last 4 years, upon renewal they can be granted for 6 years	
Distribution of Free Printed Matter	7 consecutive days, 28 consecutive days, 1 year – dependent on what is applied for	1
Storage of Explosives	1 Year	5
Year-round Fireworks Sales	1 Year	2
Pavement Licence	1 Year	25
Pavement Permit	1 Year	6
Total Applications General		174

Taxi Licensing		Renewal Period	Total
Hackney Carriage	N	1 Year	7
Hackney Carriage	R	1 Year	18
Joint HC/PH Driver	N	Up to 3 Years	46
Joint HC/PH Driver	R	Up to 3 Years	98
Private Hire Operator	N	Up to 5 Years	6
Private Hire Operator	R	Up to 5 Years	1
Private Hire Vehicle	N	1 Year	58
Private Hire Vehicle	R	1 Year	180
		For period left on existing licence	6
Hackney Vehicle Transfer			
		For period left on existing licence	7
Private Hire Vehicle Transfer			
		For period left on existing licence	
Private Hire Licensee Transfer			
Trailer Licence		1 Year	
Total Taxi Applications			427

Taxi Licensing (Surrendered)	Total
Private Hire Vehicles	25
Hackney Carriages	1
Total Surrendered Vehicles	26

Licensing Act 2003	Renewal Period	Total
Club Premises Certificate	For Life	1
Personal Alcohol (variation/new)	For Life	66
Premises Licence	For Life	37
Temp Event Notice no Alcohol	For the dates applied for	
Temp Event Notice with Alcohol	For the dates applied for	595
Minor Variation Application	For Life	5
Designated Premises Supervisor (DPS) Change/Variation	For Life	76
Disapply DPS	For Life	1
Premises Licence Transfer Application	For Life	24
Annual Fee	Due each year on anniversary of granting of original licence	462
Notification of Interest	For Life	1
Premises Licence with Alcohol - Full Variation	For Life	7

Premises Licence without Alcohol - Full Variation	For Life	
Total Licensing Act Applications		1275

Gambling Act 2005	Renewal Period	Total
Bingo Premise Licence	For Life	
Betting Premise Licence (other than track)	For Life	
Betting Premises Licence (track)	For Life	
Licensed Premise Gaming Machine Permit	For Life	
Notification of Intent to have gaming machines	For Life	4
Prize Gaming Permit	10 Years	
Club Machine Permits	10 Years	
Club Gaming Permit	10 Years	
Occasional Use Notice	For the dates applied for	
Temporary Use Notice	For the dates applied for	
Adult Gaming Centre	For Life	
Small Society Lotteries	For Life	12
Change of Promoter	As necessary	
Annual Fee	Due each year on anniversary of granting of original licence	56
Family Entertainment gaming machine permit	10 Years	
Total Gambling Act 2005 Applications		72

Total Applications	1948
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Total Surrendered Vehicles	26
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APPENDIX B

Licensing and Safety Sub-Committee hearings held between 11 May 2024 and the 31 August 2024.

Date of Meeting	Scheduled/ Additional	Item	Meeting Venue	Decisions
None				

APPENDIX C

Licensing Act Sub-Committee hearings held between 11 May 2024 to the 31 August 2024.

Date	Premises	Type of Application	Councillors	Decision	Review Requested by
24 July 2024	Bobby's, 25/ 26 The Parade, St Mary's Place, Shrewsbury, SY1 1DL	New Premises Licence	Roy Aldcroft Nigel Lumby Kevin Pardy	Grant the premises licence subject to additional conditions being added to the premises licence for the promotion of the four licencing objectives, in particular the prevention of public nuisance	n/a

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