

08 September 2021 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 31.08.21



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https://www.youtube.com/channel/UCLT1f_F5OfvTzxjZk6Zqn6g

Licensing Committee

Membership:

Chairman, Cllr. Clack; Vice-Chairman, Cllr. Abraham
Cllrs. Bonin, Dr. Canet, Carroll, Coleman, Edwards-Winser, Hunter, Layland,
Parkin, Pett, Raikes and Waterton

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 17 June 2021, as a correct record	(Pages 1 - 2)	
2. Declarations of interest Any interests not already registered		
3. Actions from the previous meeting (if any)		
4. Gambling Act 2005 - Gambling Policy Statement	(Pages 3 - 42)	Jessica Foley Tel: 01732227480
5. Licensing Partnership Annual Update	(Pages 43 - 76)	Sharon Bamborough Tel: 01732227325
6. Work Plan	(Pages 77 - 78)	

EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

LICENSING COMMITTEE

Minutes of the meeting held on 17 June 2021 commencing at 7.00 pm

Present: Cllr. Clack (Chairman)

Cllr. Abraham (Vice Chairman)

Cllrs. Abraham, Bonin, Dr. Canet, Coleman, Edwards-Winser, Hunter, Layland, Pett, Raikes and Waterton

An apology for absence was received from Cllr. Carroll

Cllrs. McArthur and Parkin were present via a virtual media platform which does not constitute attendance as recognised by the Local Government Act 1972.

1. Minutes

Resolved: That the Minutes of the Licensing Committee held on 24 March 2021, and the Licensing Hearing held on 4 May 2021 and 12 May 2021, be agreed and signed by the Chairman as a correct record.

2. Declarations of interest

No additional declarations of interest were made.

3. Actions from the previous meeting

There were none.

4. Appointments to Licensing Sub-Committees

The Committee considered a report setting out the proposed memberships for the Sub-Committees for Licensing Hearings.

Resolved: That the following memberships of the Licensing Sub-Committees, be approved.

Sub-Committee A - Cllrs. Raikes, Carroll and Bonin

Sub-Committee B - Cllrs. Pett, Coleman and Waterton

Sub-Committee C - Cllrs. Abraham, Edwards-Winser and Dr. Canet

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Sub-Committee D - Cllrs. Hunter, Parkin and Layland

Cllr. Clack to be a floating Member.

5. Work Plan

The work plan was noted.

THE MEETING WAS CONCLUDED AT 7.03 PM

CHAIRMAN

GAMBLING ACT 2005 - STATEMENT OF PRINCIPLES OF GAMBLING POLICY

Licensing Committee - 8 September 2021

Report of: Deputy Chief Executive and Chief Officer Development Services

Status: For Decision

Key Decision: No

Executive Summary: This report seeks a direction from the Committee on options for reviewing the Council's Statement of Gambling Policy which expires on 30 January 2022.

This report supports the Key Aim of: Sustainable economy.

Portfolio Holder: Cllr. Margot McArthur

Contact Officer: Jessica Foley, Ext. 7480

Recommendation to Licensing Committee:

Members are requested to advise on any desired changes to the existing Policy.

Reason for recommendation: The review of Gambling Policy must take place this year in order to be in place in time for 31 January 2022 as legally required.

Introduction and Background

- 1 The Gambling Act 2005 requires the Council, in its role as a licensing authority, to determine its Statement of Gambling Policy in respect of the exercise of its licensing functions every three years.
- 2 The Council's current Policy is in force until 30 January 2022, therefore a new Policy must be in place by 31 January 2022. Once in place this Policy must be kept under review.
- 3 In accordance with this requirement, the Committee is invited to consider options for review of the policy to ensure a new or refreshed Statement of Gambling Policy is in place for the three year period 31 January 2022 to 30 January 2025.
- 4 The current Policy is attached as Appendix A.
- 5 Since the adoption of the last policy (which came into effect on 30 January 2018) there has been no material change to the number or location of betting shops, there are still 6 in the district (two in Sevenoaks town, one in Edenbridge and three in Swanley).

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Options for review or change

- 6 It is suggested that two options are available:
- 7 Discussions with the Licensing Partnership and Head of Licensing suggest that the current Policy is fit for purpose and requires no significant changes or amendments, other than a simple refresh.
- The Committee may therefore agree that a minor refresh is all that is required in this instance.
- or
- 8 The Committee may however, wish to see substantive amendments and updates, and dependent upon the Committee's views, a full review may be considered to be more appropriate.
- Member's views on the above two proposals are sought.
- 9 For either option, a formal public consultation will be required on a proposed new Policy, and the agreed new Policy will have to be adopted by a meeting of the Full Council.

Consultation on proposed Statement of Gambling Policy

- 10 The Council is obliged by the Gambling Act to consult with the following groups before adopting a gambling policy:-
- The Chief Officer of Police
 - One or more persons who appear to the Council to represent the interests of persons carrying on gambling businesses in the District; and,
 - One or more persons who appear to the Council to represent persons who are likely to be affected by the exercise of the Council's functions under the Act.
- 11 The Council is required to develop its own consultation processes and consultation methods.
- 12 Before the current Policy was adopted, a range of organisations were consulted as set out below and no change is proposed this time:
- Members of the Council
 - Neighbouring Authorities
 - Bodies designated under section 157 of the 2005 Act as 'Responsible Authorities'
 - Town Centre Forums, Partnerships and Managers
 - Person/bodies representative of local residents
 - Person/bodies representative of gambling businesses
 - Representatives of persons or businesses who will hold premises licences
 - Organisations working with people who are problem gamblers
 - Representatives of health care organisations

- Representatives of voluntary and community organisations working with children and young people

Timetable

- 13 The timetable in respect of the preparation and consultation for any proposed Policy is as follows and regardless of the Committee's chosen option, this will not change:
- 7 September to 20 October 2021 - Consultation period on a new draft Policy (This timescale allows for a 6 week consultation period).
 - 1 November 2021 - Licensing Committee is invited to consider feedback from the consultation exercise and refer the proposed Policy to next meeting of the Council.
 - 16 November 2021 - The Council is invited to adopt the new Policy.

Key Implications

Financial

There are no specific financial implications resulting from the matters considered in this report as the minimal cost of consultation and publication in respect of the proposed Council's Statement of Gambling Policy will be met from the running costs of the Licensing Team and Licensing Partnership.

Legal Implications and Risk Assessment Statement.

The Council is obliged by the Gambling Act 2005 to review its Gambling Policy every three years. The commencement date of 30 January for the initial three year period and subsequent three year periods was set by the Gambling Act 2005. The Council has no discretion to alter the period for which its Gambling Policy is in force, although it can carry out further reviews within the set three year period.

Before the Council determines its new Policy, it must consult with the statutory consultees.

Equality Assessment

There is no perceived impact on end users.

Conclusions

- 14 The Committee may agree that a minor refresh is all that is required in this instance.
- or
- 15 The Committee may wish to see substantive amendments and updates, and dependent upon the Committee's views, a full review may be considered to be more appropriate.

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Appendices

Appendix A - Current Statement of Principles of Gambling Policy

Background Papers

Gambling Act 2005

Gambling Commission's Guidance to Licensing Authorities (Last updated 13 May 2021)

Richard Morris

Deputy Chief Executive and Chief Officer Development Services



Sevenoaks District Council

**Gambling Act 2005
Statement of Licensing Principles
Gambling Policy
31 January 2019 – 30 January 2022**

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1. The Licensing Objectives

In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Gambling Act 2005. The licensing objectives are:

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

Sevenoaks District Council as the Licensing authority for the Sevenoaks District will aim to permit the use of premises for gambling as set out in section 153 of the Gambling Act 2005.

Principles to be applied - Section 153

(1) In exercising its functions a licensing authority will only permit the use of premises for gambling:

- a) in accordance with any relevant code of practice under section 24;
- b) in accordance with any relevant guidance issued by the Commission under section 25;
- c) reasonably consistent with the licensing objectives (subject to paragraphs (a) and (b));
- d) in accordance with the statement published by the authority under section 349 (subject to paragraphs (a) to (c)).

(2) In determining whether to grant a Premises licence a licensing authority must not have regard to the expected demand for gambling premises that are the subject of the application.

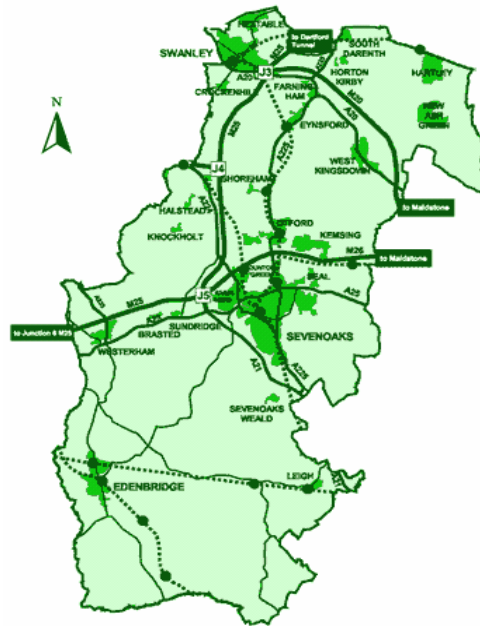
(3) Any objection to an application for a Premises licence or request for a review of an existing licence should be based on the licensing objectives of the Gambling Act 2005. It should be noted that, unlike the Licensing Act 2003, the Gambling Act 2005 does not include as a specific licensing objective of prevention of public nuisance. There is however other relevant legislation which deals with public nuisance.

2. Introduction

Sevenoaks District Council is situated in the County of Kent. Kent contains 12 Borough and District Councils with 1 Unitary Authority.

The Sevenoaks District Council area covers 142 square miles and has an estimated population of 110,000. The area is mainly rural with 4 main towns comprising Sevenoaks, Swanley, Edenbridge and Westerham.

The Sevenoaks District Council Area



Licensing authorities are required by the Gambling Act 2005 to publish a Gambling Policy statement setting out the principles that they propose to apply when exercising their functions. This statement may be reviewed from time to time but must be republished at least every three years.

In determining its policy the Licensing authority must have regard to Gambling Commission guidance and give appropriate weight to the views of those who respond to its consultation.

The Authority will consult widely on the Gambling Policy statement before being finalised and published.

The Gambling Act requires that the following parties be consulted by Licensing Authorities:

- the chief officer of police for the authority's area;
- one or more persons who appear to the authority represent the interests of persons carrying on gambling businesses in the authority's area;
- one or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005.

The persons consulted when preparing this Policy statement was deliberately wide. A list of those persons consulted is attached at appendix 4.

The consultation for the policy will take place between 20th August 2018 and 14th October 2018. The Authority has followed the Revised Code of Practice (April 2004) and the Cabinet Office Guidance on consultations by the public sector.

The full list of comments made and the consideration by the Authority of those will be available upon request to: The Licensing Team via email licensing@sevenoaks.gov.uk or by telephone 01732 227325.

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The policy is published on Sevenoaks District Council's website www.sevenoaks.gov.uk.

This policy statement will not override the right of any person to make an application, make representations about an application or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

3. Declaration

In producing the final licensing policy statement, this Licensing authority declares that it will have had regard to the licensing objectives of the Gambling Act 2005, the guidance issued by the Gambling Commission and any responses from those consulted on the policy statement.

Appendices have been attached to this statement providing further information and guidance that is intended only to assist readers, and should not be interpreted as legal advice or as part of the Council's policy. Readers are strongly advised to seek their own legal advice if they are unsure of the requirements of the Gambling Act 2005, the Guidance, or regulations issued under the Act.

4. Casinos

Proposal for a casino - This Licensing authority did submit a proposal to the Independent Casinos Advisory Panel within the Sevenoaks District Council area. However, it was not successful.

No Casinos resolution – This Licensing authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005, and is aware that it has the power to do so. Should this Licensing authority decide to pass such a resolution, it will update this policy statement with details of that resolution.

5. Functions

Function	Who deals with it
Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises licences	Licensing authority
Issue Provisional Statements	Licensing authority
Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits	Licensing authority
Issue Club Machine Permits to Commercial Clubs	Licensing authority
Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres	Licensing authority
Receive notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of two or fewer gaming machines	Licensing authority

Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines	Licensing authority
Register small society lotteries below prescribed thresholds	Licensing authority
Issue Prize Gaming Permits	Licensing authority
Receive and endorse Temporary Use Notices	Licensing authority
Receive Occasional Use Notices	Licensing authority
Provide information to the Gambling Commission regarding details of licences issued (see section 8 on 'information exchange')	Licensing authority
Maintain registers of the permits and licences that are issued under these functions	Licensing authority

Gambling Commission Functions

Function	Who deals with it
Issue and renewal of Operating Licences	Gambling Commission
Review Operating Licences	Gambling Commission
Issue Personal Licences	Gambling Commission
Issue Codes of Practice	Gambling Commission
Issue Guidance to Licensing Authorities	Gambling Commission
Licence remote gambling through Operating Licences	Gambling Commission
Issue licences in relation to the manufacture, supply, installation, adaptation, maintenance or repair of gaming machines	Gambling Commission
Deal with appeals against Commission decisions	Gambling Appeals Tribunal

The Licensing authority is not involved in licensing remote gambling. This will fall to the Gambling Commission via operating licences.

Concerns about manufacture, supply or repair of gaming machines will not be dealt with by the licensing authority but will be notified to the Gambling Commission.

6. Operators

Gambling businesses are required to have an operator licence issued by the Gambling Commission before they can operate in Great Britain. Operator licences can be issued for

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up to ten different types of gambling activity and a separate licence is needed for both remote and non-remote gambling of the same types.

An operator licence gives a general authorisation for a business to provide gambling facilities, but a business wishing to provide non-remote gambling facilities in a Licensing authority area is required to apply for a premises licence that is specific to the particular premises.

Operators are required to comply with conditions attached to both their operator and individual premises licences. They are also required to adhere to the mandatory provisions in the Gambling Commission's Social Responsibility Code of Practice and take account of the provisions in the Ordinary Code of Practice (although these are not mandatory).

The Licence Conditions and Codes of Practice (LCCP) were updated in April 2018, and have introduced significant new responsibilities for operators in relation to their local premises. With effect from April 2016, all non-remote licensees that run gambling premises will be required to assess the local risks to the licensing objectives arising from each of their premises and have policies, procedures and control measures to mitigate them. Licensees are required to take into account the Licensing authority's statement of principles in developing their risk assessments.

7. Risk Assessments

Gambling operators are required to undertake a risk assessment for all their existing premises from 6th April 2016. In undertaking their risk assessments, they must take into account relevant matters identified in the Licensing authority's Statement of Policy.

The Licensing authority expects applicants for Premises licences in its area to submit a risk assessment with their application when applying for a new or variation to a premises licence or when changes in the local environment or the premises warrant a risk assessment to be conducted again.

The risk assessment should demonstrate the applicant has considered, as a minimum:

- local crime statistics;
- any problems in the area relating to gambling establishments such as anti-social behaviour or criminal damage;
- the location of any nearby sensitive premises, such as hostels and other facilities used by vulnerable persons e.g. drug and alcohol addictions;
- whether there is a prevalence of street drinking in the area, which may increase the risk of vulnerable persons using the premises;
- the type of gambling product or facility offered;
- the layout of the premises;
- the external presentation of the premises;
- the location of nearby transport links and whether these are likely to be used by children or vulnerable persons;

- the customer profile of the premises;
- staffing levels;
- staff training, knowledge and experience;
- whether there is any indication of problems with young persons attempting to access adult gambling facilities in that type of gambling premises in the area.

The licensing authority expects a copy of the risk assessment to be held at each premises so that it can be inspected by officials and staff alike.

8. Responsible Authorities

In exercising this licensing authority's powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm, the following principles have been applied:

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

In accordance with the Gambling Commission's Guidance for local authorities this authority designates the following for this purpose:

Children's and Families - KCC Social Service

The contact details of all the Responsible Bodies under the Gambling Act 2005 are listed at Appendix 3.

9. Interested parties

The Licensing authority is required by regulations to state the principles it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party.

Section 158 of the Gambling Act 2005 says a person is an interested party if he/she;

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

An interested party can make representations about licence applications or apply for a review of an existing licence.

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Each application will be decided upon its merits. This Authority will not apply rigid rules to its decision-making. However, it will consider the following (Gambling Commission's Guidance to local authorities (paragraphs 6.24 and 6.25))

The Gambling Commission has emphasised that 'demand' cannot be a factor in determining applications.

Gambling Commission's Guidance states that moral objections to gambling are not a valid reason to reject applications for premises licences, as such objections do not relate to the licensing objectives (Guidance to Licensing Authorities Para 5.27). All objections must be based on the licensing objectives.

The Gambling Commission has recommended that the licensing authority state within its Gambling Policy Statement that interested parties may include trade associations, trade unions, and residents and tenants' associations (paragraph 6.25). However, this Authority will not generally view these bodies as interested parties unless they have a member who can be classed as such under the terms of the Gambling Act 2005. (i.e. lives sufficiently close to the premises and is likely to be affected by the application.)

Interested parties can be persons who are democratically elected, such as Councillors and MP's. No evidence of being asked to represent an interested person will be required provided the Councillor/MP represents the relevant ward. Likewise, parish councils may be considered to be interested parties. Apart from these exceptions this Authority will require written evidence that a person/body/advocate/relative) represents someone likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter of authorisation from one of these persons, requesting the representative to speak on their behalf will be sufficient.

Councillors who are on the Licensing Committee dealing with the licence application will not be able to make representations. If there are any doubts then please contact Mrs Claire Perry Assistant Licensing Manager via email at licensing@sevenoaks.gov.uk or by telephone 01732 227325.

10. Exchange of Information

Licensing Authorities are required to include in their Gambling Policy Statement the principles to be applied by the Authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission and the functions under section 350 of the Act with the respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.

The principle that this Licensing authority will apply is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information and the provision that the Data Protection Act 1998 (DPA) or the General Data Protection Regulations (GDPR) will not be contravened. The Licensing authority will have regard to any Guidance issued by the Gambling Commission on this matter as well as any regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

We recognise the need to share information with other agencies about our inspections and compliance activities. The Council has various policies relating to General Data Protection Regulations (GDPR), which will be considered when deciding what information to share and the process for doing so. The Council is also a signatory to the Kent & Medway

Information Sharing Agreement, which allows the sharing of information between Agencies for the purpose of the preventions and detection of crime and for public protection.

Information can be accessed by data subjects via a number of routes including a Freedom of Information Request or a Subject Access Request.

11. Enforcement

This Licensing authority will act in accordance with the relevant legislation and guidance from the Gambling Commission and adopt the principles of better regulation set out in the Regulators Compliance Code.

The purpose of this Licensing authority's enforcement protocol is to facilitate co-operation and co-ordination between enforcement agencies in pursuance of both the Gambling Act 2005 and the Licensing Act 2003. A copy can be requested from Sharon Bamborough, Head of the Licensing Partnership via email at licensing@sevenoaks.gov.uk or by telephone 01732 227325.

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

This Licensing authority, as recommended by the Gambling Commission's Guidance, has adopted a risk-based inspection programme.

Licensing authorities are required by regulation under the Gambling Act 2005, to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

This Licensing authority's principles are that:

It will adopt the guidance for local authorities and it will endeavour to be:

- Proportionate:

regulators should only intervene when necessary;

remedies should be appropriate to the risk posed, and

costs identified and minimised.

- Accountable:

regulators must be able to justify decisions, and

be subject to public scrutiny.

- Consistent:

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rules and standards must be joined up and implemented fairly;

- Transparent:

regulators should be open, and keep regulations simple and user friendly;
and

- Targeted:

regulation should be focused on the problem, and minimise side effects.

New premises, premises under new management, premises where complaints have been received or intelligence received relevant to the licensing objectives and premises or operators where compliance failings have been identified previously will attract a higher risk rating. Premises located in areas where there have been incidents of crime affecting or relating to gambling premises, or where the premises themselves have been the victims or involved in such crime, shall also attract a higher risk rating. The Council will conduct baselining assessments to assess initial risk ratings for gambling premises in its district.

The Licensing authority operates a partnership approach to dealing with enforcement matters concerning licensed premises. This may include working with the Police or any of the other responsible authorities under the Act, or working with colleagues from other Council departments or outside agencies.

The Licensing authority needs to be satisfied premises are being run in accordance with the provisions of the Act, the licensing objectives, the Licence Conditions and Codes of Practice issued by the Gambling Commission and any conditions attached to the Premises licence. To achieve this, the Licensing authority will inspect premises, look at gambling facilities, gaming machines and policies and procedures, meet with licence holders and carry out general monitoring of areas as necessary.

Inspection and enforcement under the Act will be based on the principles of risk assessment, a graduated response and the targeting of problem premises. The frequency of inspections will be determined on risk-based criteria with high risk operations receiving more attention than premises carrying lower risk.

Premises found to be fully compliant will attract a lower risk rating. Those where breaches are detected will attract a higher risk rating.

The Licensing authority will take appropriate enforcement action against those responsible for unlicensed premises/activity. Action will be carried out in accordance with the Enforcement Policy.

The main enforcement and compliance role for this Licensing authority in terms of the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions which it authorises.

The Gambling Commission will be the enforcement body for Operating and Personal Licences.

Concerns relating to manufacture, supply or repair of gaming machines, or concerns relating to on-line or remote gambling is part of the Commissions role.

12. Gambling Prevalence and Problem Gambling

Participation in gambling and rates of problem gambling published in April 2018 on the Gambling Commission website by NHS Digital showed that:

- 56% of people in England gambled in 2016
- 42% of people in England (excluding those who had only played National Lottery draws) gambled in 2016
- 0.7% of people in England identified as problem gamblers
- 1.2% of gamblers in England identified as problem gamblers
- 3.6% of people in England were at low or moderate risk of developing problems with their gambling
- 6.6% of gamblers in England are at low or moderate risk of developing problems with their gambling

Problem gambling can have a detrimental effect on personal finances as the attempt to chase losses becomes unmanageable. As well as spending wages, savings and spare cash, debts can also be a feature of problem gambling as a result of borrowings and loans to cover gambling losses. However, the effects of problem gambling can cost more than money.

Problem gamblers often say they feel isolated as a result of their solitary pursuits of chasing losses. There is a tendency to stay away from school, college or work in order to gamble. In addition, there is often a preoccupation with gambling, a lack of interest in maintaining relationships and a lack of motivation to engage in social activities.

There is often reluctance amongst gamblers to spend money on items of clothing or household goods as this expenditure is often seen as funds for gambling. There can also be an unwillingness to pay utility bills as money would rather be used for gambling purposes.

Problem gambling can be progressive in nature and problem gamblers can end up engaging in criminal activity to fund their gambling. This can lead to lifelong consequences with criminal convictions

<http://www.gamblingcommission.gov.uk/news-action-and-statistics/Statistics-and-research/Levels-of-participation-and-problem-gambling/Levels-of-problem-gambling-in-England.aspx>

http://www.gamcare.org.uk/sites/default/files/file_attach/GamCare%20Annual%20Statistics%202016-17%20FINAL.pdf

Appendix 1

Factors to be taken into account when considering applications for premises licences, permits and other permissions including matters that will be considered when determining whether to review a licence.

1. Permits

(i) **Unlicensed Family Entertainment Centre (FEC) gaming machine permits (Statement of Principles on Permits - Schedule 10 paragraph 7)**

Where a premises does not hold a premises licence but wishes to provide gaming machines it may apply to the licensing authority for this permit.

The applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (Section 238).

Sevenoaks District Council has considered and intends to require applicants to demonstrate:

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

It should be noted that a licensing authority cannot attach conditions to this type of permit and that the “statement of principles” only applies to initial applications and not to renewals (paragraph 18(4)).

For initial applications, the licensing authority need not (but may) have regard to the licensing objectives but shall need to have regard to any Gambling Commission guidance.

The Gambling Commission’s Guidance for local authorities states: “In their three year licensing policy statement, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits...., licensing authorities may want to give weight to child protection issues.

The Gambling Commission’s Guidance also states: “An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application.

Statement of Principles: This licensing authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits. However, they may include appropriate measures/training for staff as regards suspected truant school children on the premises, measures/training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on/around the premises.

An uFEC Permit is only where the applicant wishes to make Cat D gaming machines available (i.e. machines that may be played by children). It is not for any other type of gaming machine

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

(ii) (Alcohol) Licensed premises gaming machine permits – (Schedule 13 Para 4(1))

There is provision in the Act for premises licensed to sell alcohol for consumption on the premises to automatically have 2 gaming machines of categories C and/or D. The premises merely need to notify the licensing authority. The licensing authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act 2005 (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with)
- the premises are mainly used for gaming; or
- an offence under the Gambling Act 2005 has been committed on the premises.

If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant.*” This licensing authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from being harmed or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines.

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

It should be noted that the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

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(iii) Prize Gaming Permits – (Statement of Principles on Permits - Schedule 14 Para 8 (3))

Given that the premises will particularly appeal to children and young persons, in considering what to take into account in the application process and what information to request from the applicant, Sevenoaks District Council will want to give weight to child protection issues and will ask the applicant to set out the types of gaming that he or she is intending to offer. The applicant will be expected to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. These will also apply to UFEC permits.

- What staff should do if they suspect that truant children are on the premises;
- How staff should deal with unsupervised young children on the premises;
- How staff should deal with children causing perceived problems on or around the premises;
- Safeguarding awareness training; and
- An enhanced criminal record check for staff or equivalent criminal records check for the applicant and also the person who has the day to day control of the premises;

The applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations; and
- that the gaming offered is within the law.

In making its decision on an application for this permit the licensing authority need not (but may) have regard to the licensing objectives and shall have regard to any Gambling Commission guidance.

It should be noted that there are conditions in the Gambling Act 2005 that the permit holder must comply with but that the licensing authority cannot attach conditions. The conditions in the Act are:

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

(iv) Club Gaming and Club Machines Permits

Members Clubs and Miners' Welfare Institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Club Gaming Machine Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C or D), equal chance gaming and games of chance as set-out in regulations. A Club Machine Permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C or D).

The Gambling Commission's Guidance for local authorities states: "Members Clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, they must be permanent in nature, not established to make a commercial profit and must be controlled by their members equally unless the gaming is permitted by separate regulations. The Secretary of State has made such regulations and these cover bridge and whist clubs. A Members' Club must be permanent in nature and established and conducted for the benefit of its members and not a commercial enterprise. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations." (25.5)

The Licensing authority is aware that it may only refuse an application on the grounds that:

- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- (b) the applicant's premises are used wholly or mainly by children and/or young persons;
- (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- (d) a permit held by the applicant has been cancelled in the previous ten years; or
- (e) an objection has been lodged by the Gambling Commission or the police.

The Licensing authority will need to satisfy itself that the club meets the requirements of the Gambling Act 2005 to hold a club gaming permit. In order to do this, it may require proof of additional information from the operator such as:

- Is the primary activity of the club something other than gaming?
- Are the club's profits retained solely for the benefit of the club's members?
- Are there 25 or more members?
- Are the addresses of members of the club genuine domestic addresses and do most members live reasonably locally to the club?
- Do members participate in the activities of the club via the internet?
- Do guest arrangements link each guest to a member?
- Is the 48 hour rule being applied for membership and being granted admission being adhered to?
- Are there annual club accounts available for more than one year?
- How is the club advertised and listed in directories and on the internet?
- Are children permitted in the club?
- Does the club have a constitution and can it provide evidence that the constitution was approved by members of the club?

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- Is there a list of Committee members and evidence of their election by the club members?

When examining the club's constitution, the Licensing authority would expect to see evidence of the following:

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

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

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

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

- (a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

There are statutory conditions on club gaming permits that no child uses a category B3A, B4 or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

2. Premises licences

(i) Decision making - general:

Premises licences will be subject to the requirements set-out in the Gambling Act 2005 and Regulations, as well as specific mandatory and default conditions detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

This Licensing authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of licensing policy.

Any conditions attached to licences by the Licensing authority will be proportionate and will be:

- relevant to the need to make the proposed building suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures this licensing authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. This licensing authority will also expect the licence applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively.

This licensing authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in a non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance and licence conditions and codes of practice .

This authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;

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- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons less than 18 years of age.

These conditions will apply to premises including buildings where multiple premises licences are applicable. This does not apply to AGC or betting premises.

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

There are also conditions which the licensing authority cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated) and
- conditions in relation to stakes, fees, winning or prizes.

(ii) "Premises":

Premises is defined in the Act as "any place". It is for the licensing authority to decide whether different parts of a building can be properly regarded as being separate premises and as the Guidance for local authorities' states, it "will always be a question of fact in the circumstances". The Gambling Commission does not however consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises.

Sevenoaks District Council will have regard to the Gambling Commission's guidance on the division of premises and access between premises.

This licensing authority takes particular note of the Guidance for local authorities which states that in considering applications for multiple licences for a building (split premises) or those for a specific part of the building to be licensed, licensing authorities should be aware that:

- the third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling but also that they are not permitted to be in close proximity to gambling. Therefore premises

should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating; and

- entrances and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and that people do not 'drift' into a gambling area.

Licensing authorities should pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Clearly, there will be specific issues that authorities should consider before granting such applications, for example, whether children can gain access; compatibility of the two establishments; and ability to comply with the requirements of the Act. But, in addition an overriding consideration should be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.

In determining applications, the licensing authority should not take into consideration matters that are not related to gambling and the licensing objectives. One example would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal. Licensing authorities should bear in mind that a premises licence, once it comes into effect, authorises premises to be used for gambling. Accordingly, a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use. Equally, licences should only be issued where they are expected to be used for the gambling activity named on the licence. This is why the Act allows a potential operator to apply for a provisional statement if construction of the premises is not yet complete, or they need alteration, or he does not yet have a right to occupy them. Part 11 of this guidance gives more information about provisional statements.

As the Court has held in a 2008 case¹⁹, operators can apply for a premises licence in respect of premises which have still to be constructed or altered, and licensing authorities are required to determine any such applications on their merits. Such cases should be considered in a two stage process; first, licensing authorities must decide whether, as a matter of substance after applying the principles in s.153 of the Act, the premises ought to be permitted to be used for gambling; second, in deciding whether or not to grant the application a licensing authority will need to consider if appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

(iii) Location:

This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. As per the Gambling Commission's Guidance for local authorities, this authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.

(iv) Planning:

Planning and licensing are different regulatory systems and will be dealt with separately. The Gambling Commission's Guidance states: "When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have or comply with the necessary planning or building consents. Those matters should be dealt with under relevant planning control, building and other regulations and not form part of the consideration for the premises licence. Section 210 of the 2005 Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building."

(v) Duplication:

As stated in section nine on Enforcement, as per the Gambling Commission's Guidance for local authorities this licensing authority will seek to avoid duplication with other regulatory regimes so far as possible.

(vi) Door Supervisors:

The Gambling Commission's Guidance advises local authorities that licensing authorities may require persons operating premises in which gambling takes place to take measures such as the supervision of entrances; segregation of gambling from non-gambling areas frequented by children (assuming such non-gambling areas are compatible with requirements of the Act); and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives.

Any person employed to fulfil a condition on a premises licence that requires door supervision should hold a relevant licence issued by the Security Industry Authority (SIA).

It is to be noted that door supervisors at licensed casino or bingo premises are exempt from the requirements of the Private Security Industry Act 2001. Where an authority imposes door supervision requirements on such licences, the personnel will not need licensing under the 2001 Act.

This licensing authority therefore has specific requirements for door supervisors working at casinos or bingo premises, where there are multiple licensable activities and/or the Police Licensing Officer has concerns about the licensing objectives being undermined.

Where the premises is licensed under the Licensing Act 2003 door supervisors will be required to hold a relevant licence issued by the Security Industry Authority (SIA).

(vii) Split Premises

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

The Gambling Commission state they do 'not consider that areas of a building that are artificially separated, for example by ropes or moveable partitions, can properly be regarded as separate premises'.

Whether different parts of a building can be reasonably regarded as different premises will depend on the circumstances of the individual building and how any division is proposed. To agree to accept applications to grant or vary a licence for a building which has been divided, the Licensing authority will need to be satisfied the premises are genuinely separate premises, and not an artificially created additional part of single premises.

In considering whether different areas of a building are genuinely separate premises the Licensing authority will take into account factors which will include:

- whether there are separate registrations for business rates in place for each premises;
- whether separate sets of staff work in the individual premises;
- whether there is a separate cash desk/reception for each of the premises;
- whether each premises has its own postal address;
- whether the premises are owned or operated by the same person;
- whether each of the premises can be accessed from a street or public passageway;
- whether the premises can only be accessed from any other gambling premises.

When considering proposals to divide a building into separate premises, the Licensing authority will also need to be satisfied that the form of separation between the premises is appropriate.

The separation between one premises and another must be clearly defined. Any barrier used to separate one premises from another must be permanent and constructed so the public cannot go from one premises to another.

It may be acceptable for staff working in adjacent premises to have access through barriers between premises. The applicant must demonstrate that in providing staff access there are suitable control measures in place that will ensure the safety and security of staff and will prevent the public from using the same access point to enter the other premises.

The Gambling Act 2005 (Mandatory and Default Conditions) Regulations 2007 restrict access to different types of licensed gambling premises. In considering proposals to divide a building into different premises, the Licensing authority will have to be satisfied that proposals to divide buildings are compatible with the mandatory conditions relating to access between premises.

The Guidance at paragraph 7.22 states "There is no definition of 'direct access' in the Act or Regulations, but Licensing Authorities may consider that there should be an area

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separating the premises concerned (for example a street or café), which the public go to for purposes other than gambling, for there to be shown to be no direct access.”

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

The Licensing authority does not consider that provisions which prohibit direct access between licensed premises are satisfied where licensed premises are separated by an area created artificially within a building principally for members of the public attending the licensed premises, irrespective of whether this area is unlicensed or provides non-gambling facilities, for example refreshments or cashpoint machines.

Where the Licensing authority is satisfied that a building can be divided into separate premises it will expect applicants to ensure that:

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

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

(viii) Access to Premises

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

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

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

(x) Licensing objectives:

This licensing authority has considered the Gambling Commission's Guidance to local authorities in respect of the licensing objectives.

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

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

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

(x) Reviews:

Interested parties or responsible authorities can make requests for a review of a premises licence; however, it is for the licensing authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the following matters:

- it is in accordance with any relevant code of practice issued by the Gambling Commission;
- it is in accordance with any relevant guidance issued by the Gambling Commission;
- it is reasonably consistent with the licensing objectives; and
- it is in accordance with the authority's statement of licensing policy.

Consideration will be given as to whether the request is frivolous, vexatious, or will certainly not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

The licensing authority can also initiate a review of a licence on the basis of any reason that it thinks is appropriate.

(xi) Provisional Statements:

This licensing authority notes the Gambling Commission's Guidance for the Gambling Commission which states that:

- "It is a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence." and that
- "Requiring the building to be complete ensures that the authority can inspect it fully".

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

- (a) which could not have been raised by objectors at the provisional licence stage; or
- (b) which is in the authority's opinion reflect a change in the operator's circumstances.

(xii) Adult Gaming Centres (AGC):

This licensing authority particularly notes the Gambling Commission's Guidance which states: "No-one under the age of 18 years of age is permitted to enter an AGC. Licensing

authorities will wish to have particular regard to the location of an entry to AGCs to minimise the opportunities for children to gain access. This may be of particular importance in areas where young people may be unsupervised and an AGC is in a complex, such as a shopping centre or airport.”

Because gaming machines provides opportunities for solitary play and immediate payouts, they are more likely to engender repetitive and excessive play. The licensing authority in considering premises licences for AGC’s will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds are not attracted to, or gain access to, the premises.

The licensing authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:

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

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

(xiii) (Licensed) Family Entertainment Centres (FECs):

Family Entertainment Centres are wholly or mainly used for having gaming machines available for use.

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

Gaming machines are a form of gambling which is attractive to children and licensed FEC’s will contain both Category D machines on which they are allowed to play, and Category C machines on which they are not. Since gaming machines provide opportunities for solitary play and for immediate payouts, they are more likely to engender repetitive and excessive play. The licensing authority, in considering applications for FEC Premises licences, will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant

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to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

The licensing authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:

- CCTV
- Supervision of entrances/machine areas
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare
- Measures/training for staff on how to deal with suspected truant school children on the premises

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

(xiv) Tracks:

This licensing authority is aware that the Gambling Commission may provide specific guidance as regards tracks. We shall have regard to this Guidance in the discharge of our functions.

(xv) Casinos:

This licensing authority will have regard to the Gambling Commission's guidance.

(xvi) Bingo:

This licensing authority will have regard to the Gambling Commission's guidance.

The licensing authority expects that where children are permitted in bingo premises, any Category B or C machines are located in an area which is separated from the rest of the premises by barriers or in a separate room, where it is made clear that entry is permitted only for those aged 18 or over. Appropriate signage should be provided to this effect and the area should be monitored by staff, either through direct supervision or by monitored CCTV.

To avoid a situation where a premises holds a bingo premises licence primarily to benefit from the gaming machine allowance, the licensing authority will need to be satisfied that bingo is regularly played in any premises for which a Premises licence is issued and that

the premises presentation is clearly that of a bingo premises and readily identifiable as such to any customer using the premises.

(xvii) Temporary Use Notices:

There are a number of statutory limits as regards Temporary Use Notices. It is noted that it falls to the licensing authority to decide what constitutes a 'set of premises' where Temporary Use Notices are received relating to the same building/site (see Gambling Commission's Guidance for Local Authorities).

(xviii) Occasional Use Notices:

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

(xiv) Small Society Lotteries

The Council will adopt a risk-based approach towards our compliance responsibilities for small society lotteries. We consider the following list, although not exclusive, could affect the risk status of the operator:

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

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

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

Charities and community groups should contact us via email licensing@sevenoaks.gov.uk to seek further clarification.

(xx) Travelling Fairs:

It will fall to this licensing authority to decide whether, where category D machines and/or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

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The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.

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

(xix) Betting Premises

This policy applies to applications for off-course betting premises. This is betting that takes place other than at a track, typically in a betting shop.

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

In determining applications for betting premises, the licensing authority shall consider the following:

- proof of age schemes
- CCTV
- entry control system
- staff numbers
- staff training
- counter layout
- supervision of entrances/ machine areas
- machine privacy screens
- notices/ signage
- opening hours
- provision of responsible gambling information

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

Betting machines made available at betting premises that accept bets on live events such as horse racing (SSBT's or self-service betting terminals) are not gaming machines and therefore do not count towards the total number of gaming machines that may be permitted at betting premises. However, where a machine is made available to take bets on 'virtual' races (e.g. results/images generated by a computer to resemble a real race or event), that IS a gaming machine and counts towards the maximum permitted number of gaming machines, and is subject to the relevant statutory limits on stakes and prizes.

Section 181 of the Gambling Act 2005 permits the Licensing authority to restrict the number of SSBT's, their nature and the circumstances in which they may be made available by attaching a relevant condition to a premises licence for a betting office. When considering whether to do so, the licensing authority will consider, among other things, the ability of employees to monitor the use of the machines by children and young persons or by vulnerable people.

The licensing authority when considering the number, nature and circumstances of self-service betting terminals an operator wants to offer will take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines.

Where an SSBT includes functionality to be marketed or presented in languages other than English, the Licensing authority will seek to ensure the operator has considered the ordinary code provision set by the Gambling Commission about making the following information also available in the relevant languages:

- information on how to gamble responsibly and access the help referred to in the Gambling Commission's Licence Conditions and Codes of Practice;
- the player's guide to any game, bet or lottery under the provisions of the Gambling Commission's Licence Conditions and Codes of Practice;
- the summary of the contractual terms on which gambling is offered, which is a condition of the licence holder's Operating Licence issued by the Gambling Commission.

Help with gambling related problems:

A list of organisations where people may seek help will be available on the licensing website.

Responsible Authorities:

Further information about the Gambling Act 2005 and the Council's licensing policy can be obtained from:

Licensing Team

Sevenoaks District Council
Council Offices
PO Box 182
Argyle Road
Sevenoaks
Kent TN13 1GP

Tel: 01732 227325

Fax: 01732 742339

e-mail: licensing@sevenoaks.gov.uk

Website: www.sevenoaks.gov.uk

Local Planning Authority

Sevenoaks District Council
Council Offices
PO Box 182
Argyle Road
Sevenoaks
Kent TN13 1GP

Tel: 01732 227200

Fax: 01732 451332

Chief Police Officer – (West Kent Police)

Kent County Constabulary
West Kent Area Commander
Police Station
1 Pembury Road
Tonbridge
Kent TN9 2HS

Tel: 01732 771055

Fire Safety - District Manager

Keith Burns
Kent Fire & Rescue Service
West Kent Fire Safety Office
424 Vale Road
Tonbridge
Kent TN9 1SW

Tel: 01732 369429

Information can also be obtained from:

Gambling Commission

Victoria Square House
Victoria Square
Birmingham B2 4BP

Tel: 0121 230 6666

Fax 0121 230 6720

e-mail: info@gamblingcommission.gov.uk

Website:

www.gamblingcommission.gov.uk

Environmental Protection

Sevenoaks District Council
Council Offices
PO Box 182
Argyle Road
Sevenoaks
Kent TN13 1GP

Tel: 01732 2272000

Fax: 01732 742339

e-mail:

environmentalprotection@sevenoaks.gov.uk

Health and Safety

Sevenoaks District Council
Council Offices
PO Box 182
Argyle Road
Sevenoaks
Kent TN13 1GP

Tel: 01732 227000

Fax: 01732 742339

Kent Child Protection Committee

Children's and Families
KCC Social Service
The Willows
Hilda May Avenue
Swanley
Kent BR8 7BT

Website: www.kcpc.org.uk

HM Revenue & Customs

HM Revenue and Customs
Excise Processing Teams
Gambling Duties
BX9 1GL

Tel: 0300 322 7072 Option 7

Email:

NRUBetting&Gaming@hmrc.gsi.gov.uk

Website: www.hmrc.gov.uk

List detailing who this authority consulted with:

List of Consultees

Sevenoaks District Council website

District Councillors

Councillor's Members Room

Parish and Town Councils

Licensees/their agents of gambling premises

- Neighbouring Authorities
- Bodies designated under section 157 of the Act as 'Responsible Authorities'
- Town Centre Forums, Partnerships and Managers
- Person/ bodies representative of local residents
- Person/ bodies representative of gambling businesses
- Representatives of persons or business who hold premises licences
- Organisations working with people who are problem gamblers
- Representatives of health care organisations
- Representatives of voluntary and community organisations working with children and young people

This list is not definitive. Residents associations will be sent copies on request.

Summary of machine provisions by premises

Premises type	Machine category							
	A	B1	B2	B3	B3A	B4	C	D
Large casino (machine/table ratio of 5-1 up to maximum)		Maximum of 150 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 150 (subject to machine/table ratio)						
Small casino (machine/table ratio of 2-1 up to maximum)		Maximum of 80 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 80 (subject to machine/table ratio)						
Pre-2005 Act casino (no machine/table ratio)		Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead						
Betting premises and tracks occupied by pool betting		Maximum of 4 machines categories B2 to D						
Bingo premises				Maximum of 8 machines in category B3 or B4			No limit on category C or D machines	
Adult gaming centre				Maximum of 4 machines in category B3 or B4			No limit on category C or D machines	
Family entertainment centre (with premises licence)							No limit on category C or D machines	
Family entertainment centre (with permit)								No limit on category D machines
Clubs or miners' welfare institute (with permits)				Maximum of 3 machines in categories B3A or B4 to D*				
Qualifying alcohol-licensed premises							1 or 2 machines of category C or D automatic upon notification	
Qualifying alcohol-licensed premises (with gaming machine permit)							Number of category C D machines as specified on permit	
Travelling fair								No limit on category D machines
	A	B1	B2	B3	B3A	B4	C	D

It should be noted that members' clubs and miners' welfare institutes are entitled to site a total of three machines in categories B3A to D but only one B3A machine can be sited as part of this entitlement. Commercial clubs are entitled to a total of three machines in categories B4 to D.

Summary of licensing authority delegations permitted under the Gambling Act 2005

Matter to be dealt with	Full Council	Sub-Committee of licensing committee	Officers
Final approval of three year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting (where appropriate)			X
Application for Premises licences		Where representations have been received and not withdrawn	Where representations received/ representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where representations received/ representations have been withdrawn
Application for a transfer for a licence		Where representations have been received from the Commission	Where no representations have been received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where representations received/ representations have been withdrawn
Review of a premises licence		X	
Application for club gaming/club machine permits		Where objections have been made (and not withdrawn)	Where no objections made/objections have been 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	

LICENSING PARTNERSHIP UPDATE REPORT 2020/21

Licensing Committee - 8 September 2021

Report of: Chief Officer Planning and Regulatory Services

Status: For Information

Key Decision: No

Executive Summary: This report is an annual update on the performance and activity of the Licensing Partnership

This report supports the Key Aim of: Sustainable Economy

Portfolio Holder: Cllr. Margot McArthur

Contact Officer: Sharon Bamborough, Ext. 7325

Recommendation to Licensing Committee:

To note the performance of the Licensing Partnership as contained within the report and to ask the Head of the Licensing Partnership to continue to provide an annual update on the Licensing Partnership activity to the Licensing Committee each municipal year.

Reason for recommendation: To ensure the Licensing Committee are updated on the performance of the Licensing Partnership.

Introduction and Background

- 1 The Council is a member of the Licensing Partnership with Maidstone Borough Council, Tunbridge Wells Borough Council and Sevenoaks District Council which provides line management responsibilities to their respective licensing enforcement teams and an administration team at Sevenoaks to carry out the processing of licence applications, notices, permits and representations.
- 2 The Licensing Partnership has completed 11 years of working together, with London Borough of Bexley becoming a partner as of 31 October 2016.
- 3 This arrangement provides each council with sovereignty over its policies and decision making processes whilst operating within a partnership that gives resilience and capacity to deal with the fluctuating demands on the service through the year.
- 4 This report is an annual update on the performance and activity of the Licensing Partnership.

2020 - 2021 Performance report

- 5 The performance of the Licensing Partnership has been generally good despite the challenges of the past year of moving the processing of work to be done by staff mostly working from home during the on-going pandemic. (this should set out options for the committee to consider along with reasons for the recommendation)
- 6 The indicators for each of the four authorities and the combined Licensing Partnership results are attached as **Appendix A**
- 7 This has been a challenging year due to the Pandemic. It affected the type of work done as well as how officers could work. We saw a drop in applications of some types (in particular, Temporary Event Notices) but new areas of work were created either from legislation or the need to work differently. For example, the introduction of Pavement licensing created work for three of the four partners. The ever changing regulations due to Covid required constant evaluation of new legislation and dissemination to trade, which lead to enquiries. For those who had to suddenly and permanently work from home (and who did not usually do so), this would have created some IT issues for them in the initial stages of getting set up and having the right equipment. Additional work also included a deferred payment scheme for renewals.
- 8 The general processing and consultation on applications within timeframe has been maintained but there will have been times when performance may not have hit targets. This would have been to various factors, such as the usual annual leave, unanticipated other leave (we had one staff member off with Covid for a number of weeks, another who needed bereavement leave). In addition, as mentioned in the previous paragraph, the wholesale move to work from home for majority of the year would have brought its own challenges in April and May in particular as staff would have needed to adjust to different working practices and IT issues (not at SDC but for example, their own broadband needing upgrade, having additional monitors at home etc.).
- 9 In respect of pro-active compliance/enforcement work, with the exception of Bexley, this has proved difficult at times due to the various lockdowns and advice to work from home. This is reflected in performance figures for the other partners but is not seen as a failing by those partners due to the circumstances. All reports of Covid regulation breaches have been investigated/followed up by officers throughout the partnership and they have worked with colleagues in other service areas (Police and Env. Health) to provide information and help resolve issues.
- 10 The Partnership handled a large amount of work in 2020/21, but as mentioned earlier, applications volumes were down on the previous year due to the pandemic (for example, very few temporary event notices were submitted compared to a normal year). However, other new areas of work were required which kept the teams busy. The performance measures

should be read in conjunction with the entire volumes of work delivered. The headlines of the performance are as follows:

- In this time period, over 9000 applications, notices, permits and other pieces of work were received / carried out across the partnership.
- From this total, over 2250 pieces of work were for Sevenoaks.
- Taking into account the different amounts of time needed for different types of applications, and the differing nature of the work carried out for some of the partners, Bexley's share of processing work accounted for approx. 19% of the processing work of the entire partnership in 2020/21
- A deferred payment scheme for renewal applications was agreed in April 2020 to help businesses across three of the four partners. This was very much appreciated by the various trades. For Sevenoaks, this allowed the taxi trade to be able to submit their renewals on time without needing to pay the fee (which we recognised would be difficult during lockdowns when they could not trade).
- Over **20,000** emails were received in the main Licensing inbox and actioned for all four partners
- Just under **10,000** calls were received to main licensing hotline and dealt with by the Hub team for all four partners.

Performance against Service Plan objectives 2020/21

- 11 Objective 1: *To oversee and lead the Licensing Partnership to deliver efficiency savings and achieve performance targets*
- a) This is ongoing and performance is monitored on a weekly and monthly basis. Please see Appendix A for a report on Key Performance Indicator targets.
 - b) 1:1 meetings and regular face to face meeting with staff are carried out routinely
 - c) the Licensing Partnership Board meets 4 times a year.

Performance against the targets is included in Appendix A

- 12 Objective 2: *Be open and proactive about undertaking of licensing functions for other local authorities.*

Result: we have not received any requests or expressions of interest during this year and have not actively pursued any.

- 13 Objective 3: *Seek further efficiency savings in processes and use of online facilities*

- Review (ongoing) processes and procedures of Hub team officers and streamline / change to save time on unnecessary record keeping

Result: achieved

- A move towards paper free workplace for Hub team

Result: achieved (resulting in time savings and reduction in costs)

- 14 Objective 4: *Ensure all online forms are implemented and in use by customers and explore other software solutions*

- The library of on line forms should implemented across the four partners - to include new forms for Bexley (Special Treatments) and any updates needed for existing ones

Result: testing on-going, not in use yet - it has not been possible to achieve this in year due to the demands on officers not having spare capacity to do testing in the time frame initially planned)

- Complete testing and go live with electronic record management system, Enterprise (from Idox)

Result: achieved - system has gone live though further development desired.

- 15 Objective 5: *Undertake a programme of training for Members and officers. Ensure all new Members on each Licensing Committee receive appropriate training.*

Result: training has been given as and when required

- 16 Objective 6: *Revision of Policies & Procedures*

- Complete the review Licensing Act 2003 Policies across the Partnership in readiness for January 2021 when they must come into force

Result: achieved

- Review Street trading policy at Maidstone regarding designation of street trading pitches

Result: carried over to 2021/22 service plan at request of Maidstone (due to go to next licensing committee)

- A review of the Hub Team Admin procedures and update where necessary

Result: Achieved but included in new 2021/22 service plan as there are always requests from 17m partners to review certain practices or procedures

- To review taxi policies in Maidstone, Tunbridge Wells and Sevenoaks as needed.

Result: achieved

- Adapt procedures and requirements in the face of the Coronavirus pandemic to support the trade whilst adhering to regulations

Result: achieved and on-going

- 17 Objective 7: *Health, Safety and Well Being of Staff*

- Ensure risk assessments are carried out and reviewed as appropriate and at least once a year.

Result: achieved

- Ensure 1:1 meetings are carried out on a regular basis.

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Result: achieved

- Ensure any H&S workplace requirements related to the 2020 pandemic are adhered to and workable solutions are in place.

Result: achieved and on-going

The new service plan for 2021/22 is attached as **Appendix B**

Key Implications

Financial

Financial implications have been dealt with in the body of the report.

Legal Implications and Risk Assessment Statement

This is a report to update on the progress of the Licensing Partnership. There are no legal implications as it is for information only.

Equality Assessment

The information contained within this report has a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Appendices

Appendix A - Performance data

Appendix B - Service plan for 2021/22 to follow.

Background Papers

None













Richard Morris

Deputy Chief Executive and Chief Officer - Planning & Regulatory Services

Licensing - Sevenoaks - Monthly Performance - 2020/21








Code: LPI_LIC 001(s)

Short Name: The percentage of renewal invitations sent out by deadline




Month	Value	Target	Status	No. sent within deadlines	No. of renewal invitations	Annual
April 2020	100%	95%		61	61	95%
May 2020	100%	95%		55	55	95%
June 2020	98.72%	95%		77	78	95%
July 2020	100%	95%		77	77	95%
August 2020	100%	95%		68	68	95%
September 2020	100%	95%		63	63	95%
October 2020	99.08%	95%		108	109	95%
November 2020	100%	95%		66	66	95%
December 2020	100%	95%		29	29	95%
January 2021	100%	95%		72	72	95%
February 2021	100%	95%		60	60	95%
March 2021	98.48%	95%		65	66	95%

Code: LPI_LIC 002(s)

Short Name: The percentage of valid personal licences processed within 2 weeks (Hub Team)













Month	Value	Target	Status	No. processed within two weeks	Total number of licences	Annual
April 2020	100%	95%		4	4	95%
May 2020	100%	95%		3	3	95%
June 2020	66.67%	95%		2	3	95%
July 2020	100%	95%		2	2	95%
August 2020	100%	95%		1	1	95%
September 2020	100%	95%		3	3	95%
October 2020	100%	95%		5	5	95%

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November 2020	88.89%	95%		8	9	95%
December 2020	100%	95%		3	3	95%
January 2021	100%	95%		1	1	95%




Code: LPI_LIC 003(s)

Short name: Percentage of unopposed applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date)










Month	Value	Target	Status	No. processed within 2 months	Total applications received	Annual
April 2020	100%	95%		3	3	95%
May 2020	100%	95%		2	2	95%
June 2020	100%	95%		1	1	95%
July 2020	100%	95%		2	2	95%
August 2020	100%	95%		4	4	95%
September 2020	100%	95%		3	3	95%
October 2020	100%	95%		1	1	95%
November 2020	100%	95%		4	4	95%
December 2020	100%	95%		1	1	95%
January 2021	100%	95%		3	3	95%
February 2021	100%	95%		1	1	95%
March 2021	100%	95%		2	2	95%

Code: LPI_LIC 004(s)

Short Name: The percentage of valid temporary event notices processed within one working day of receipt













Month	Value	Target	Status	No. processed in one working day	Total no. event notices received	Annual
April 2020	100%	95%		1	1	95%
May 2020	100%	95%		1	1	95%
June 2020	100%	95%		5	5	95%

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July 2020	90%	95%		9	10	95%
August 2020	100%	95%		7	7	95%
September 2020	100%	95%		2	2	95%
October 2020	100%	95%		8	8	95%
November 2020	100%	95%		6	6	95%
December 2020	100%	95%		4	4	95%
January 2021	100%	95%		1	1	95%
February 2021	100%	95%		4	4	95%
March 2021	100%	95%		9	9	95%

Code: LPI_LIC 005(s)

Short name: The percentage of driver and operator licenses issued within 10 days of validation (Hub Team)

Month	Value	Target	Status	No issued within 10 days	Total no licenses issued	Annual
April 2020	100%	90%		11	11	90%
May 2020	100%	90%		9	9	90%
June 2020	84.62%	90%		11	13	90%
July 2020	100%	90%		8	8	90%
August 2020	100%	90%		4	4	90%
September 2020	100%	90%		5	5	90%
October 2020	100%	90%		8	8	90%
November 2020	100%	90%		4	4	90%
December 2020	100%	90%		8	8	90%
January 2021	100%	90%		6	6	90%
February 2021	100%	90%		5	5	90%
March 2021	100%	90%		5	5	90%

Code: MPI_LIC 003(s)

Short Name: Premises compliance

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Month	Value	Target	Status	Numerator	Denominator	Annual
April 2020	0	15				180
May 2020	3	15				180
June 2020	11	15				180
July 2020	47	15				180
August 2020	12	15				180
September 2020	9	15				180
October 2020	22	15				180
November 2020	19	15				180
December 2020	24	15				180
January 2021	5	15				180
February 2021	4	15				180
March 2021	19	15				180













Code: MPI_LIC 004(s)

Short Name: Taxi Compliance

Month	Value	Target	Status	Numerator	Denominator	Annual
April 2020	11	15				180
May 2020	2	15				180
June 2020	7	15				180
July 2020	6	15				180
August 2020	6	15				180
September 2020	19	15				180
October 2020	17	15				180
November 2020	20	15				180
December 2020	19	15				180
January 2021	13	15				180
February 2021	4	15				180
March 2021	12	15				180









Code: MPI_LIC 005a(s)

Short Name: Percentage of Hackney Carriage driver licenses issued within 10 days of validation





Month	Value	Target	Status	No issued within 10 days	Total no licenses issued	Annual
April 2020	100%	90%		8	8	90%
May 2020	100%	90%		7	7	90%
June 2020	88.89%	90%		8	9	90%
July 2020	100%	90%		6	6	90%
August 2020	100%	90%		1	1	90%
September 2020	100%	90%		2	2	90%
October 2020	100%	90%		5	5	90%
November 2020	100%	90%		2	2	90%
December 2020	100%	90%		2	2	90%
January 2021	100%	90%		4	4	90%
February 2021	100%	90%		2	2	90%
March 2021	100%	90%		3	3	90%

Code:

Short Name: Percentage of Private Hire driver licenses issued within 10 days of validations













Month	Value	Target	Status	No issued within 10 days	Total no licenses issued	Annual
April 2020	100%	90%		1	1	90%
May 2020	100%	90%		1	1	90%
June 2020	66.67%	90%		2	3	90%
July 2020	100%	90%		1	1	90%
August 2020	100%	90%		2	2	90%
September 2020	100%	90%		2	2	90%
October 2020	100%	90%		2	2	90%
November 2020	100%	90%		1	1	90%

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December 2020	100%	90%		3	3	90%
January 2021	100%	90%		1	1	90%
February 2021	100%	90%		2	2	90%
March 2021	100%	90%		1	1	90%





Code: MPI_LIC 005c(s)

Short name: Percentage of Private Hire Operator licenses issued within 10 days of validations









Month	Value	Target	Status	No issued within 10 days	Total no licenses issued	Annual
April 2020	100%	90%		2	2	90%
May 2020	100%	90%		1	1	90%
June 2020	100%	90%		1	1	90%
July 2020	100%	90%		1	1	90%
August 2020	100%	90%		1	1	90%
September 2020	100%	90%		1	1	90%
October 2020	100%	90%		1	1	90%
November 2020	100%	90%		1	1	90%
December 2020	100%	90%		3	3	90%
January 2021	100%	90%		1	1	90%
February 2021	100%	90%		1	1	90%
March 2021	100%	90%		1	1	90%

Code: MPI_LIC 006(s)

Short Name: Percentage of continuation fees invoices issued 1 month in advance of fee being due













Month	Value	Target	Status	No of invoices sent by due date	No of invoices due	Annual
April 2020	100%	95%		6	6	95%
May 2020	100%	95%		11	11	95%
June 2020	100%	95%		55	55	95%
July 2020	100%	95%		109	109	95%

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August 2020	100%	95%		55	55	95%
September 2020	100%	95%		14	14	95%
October 2020	100%	95%		8	8	95%
November 2020	100%	95%		5	5	95%
December 2020	100%	95%		12	12	95%
January 2021	100%	95%		19	19	95%
February 2021	100%	95%		11	11	95%
March 2021	100%	95%		16	16	95%

Code: MPI_LIC 007(s)













Short name: Where continuation fees not received and action taken within a month of overdue date

Month	Value	Target	Status	action within month of due date	no of renewal fees not received	Annual
April 2020	100%	95%		1	1	95%
May 2020	100%	95%		1	1	95%
June 2020	100%	95%		10	10	95%
July 2020	100%	95%		21	21	95%
August 2020	100%	95%		1	1	95%
September 2020	100%	95%		1	1	95%
October 2020	100%	95%		58	58	95%
November 2020	100%	95%		36	36	95%
December 2020	100%	95%		1	1	95%
January 2021	100%	95%		7	7	95%
February 2021	100%	95%		2	2	95%
March 2021	100%	95%		7	7	95%

Code: MPI_LIC 008(s)

Short Name: Action after suspension - Licensing officers resolve by 31 March










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Month	Value	Target	Status	Number resolved	Number needed resolving	Annual
April 2020	100%	95%		1	1	95%
May 2020	100%	95%		1	1	95%
June 2020	100%	95%		1	1	95%
July 2020	100%	95%		1	1	95%
August 2020	100%	95%		1	1	95%
September 2020	100%	95%		1	1	95%
October 2020	100%	95%		1	1	95%
November 2020	100%	95%		1	1	95%
December 2020	100%	95%		11	11	95%
January 2021	100%	95%		1	1	95%
February 2021	100%	95%		3	3	95%
March 2021	100%	95%		2	2	95%



Licensing - Bexley - Monthly Performance - 2020/21

Code: LPI_LIC 001(B)

Short Name: The percentage of renewal invitations sent out by deadline - Bexley













Month	Value	Target	Status	No. sent within deadlines	No. of renewal invitations	Annual
April 2020	100%	95%		9	9	95%
May 2020	100%	95%		15	15	95%
June 2020	100%	95%		11	11	95%
July 2020	100%	95%		13	13	95%
August 2020	100%	95%		5	5	95%
September 2020	100%	95%		14	14	95%
October 2020	100%	95%		6	6	95%
November 2020	100%	95%		20	20	95%
December 2020	100%	95%		29	29	95%

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January 2021	100%	95%		28	28	95%
February 2021	100%	95%		27	27	95%
March 2021	100%	95%		9	9	95%




Code: LPI_LIC 002(B)

Short Name: The percentage of valid personal licences processed within 2 weeks (Hub Team) - Bexley










	Value	Target	Status	No. processed within two weeks	Total number of licences	Annual
April 2020	100%	95%		2	2	95%
May 2020	100%	95%		1	1	95%
June 2020	100%	95%		7	7	95%
July 2020	100%	95%		18	18	95%
August 2020	100%	95%		6	6	95%
September 2020	80%	95%		4	5	95%
October 2020	100%	95%		10	10	95%
November 2020	100%	95%		9	9	95%
December 2020	100%	95%		8	8	95%
January 2021	100%	95%		6	6	95%
February 2021	87.5%	95%		7	8	95%
March 2021	100%	95%		13	13	95%

Code: LPI_LIC 003(B)

Short Name: Percentage of unopposed applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date) - Bexley













	Value	Target	Status	No. processed within 2 months	Total applications received	Annual
April 2020	100%	95%		2	2	95%
May 2020	100%	95%		1	1	95%
June 2020	100%	95%		1	1	95%

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July 2020	100%	95%		3	3	95%
August 2020	100%	95%		3	3	95%
September 2020	100%	95%		1	1	95%
October 2020	100%	95%		6	6	95%
November 2020	100%	95%		5	5	95%
December 2020	100%	95%		5	5	95%
January 2021	100%	95%		1	1	95%
February 2021	100%	95%		1	1	95%
March 2021	100%	95%		2	2	95%

Code: LPI_LIC 004(B)

Short Name: The percentage of valid temporary event notices processed within one working day of receipt - Bexley

	Value	Target	Status	No. processed in one working day	Total no. event notices received	Annual
April 2020	100%	95%		1	1	95%
May 2020	100%	95%		1	1	95%
June 2020	100%	95%		7	7	95%
July 2020	100%	95%		12	12	95%
August 2020	100%	95%		11	11	95%
September 2020	100%	95%		11	11	95%
October 2020	100%	95%		12	12	95%
November 2020	100%	95%		8	8	95%
December 2020	100%	95%		5	5	95%
January 2021	100%	95%		6	6	95%
February 2021	100%	95%		7	7	95%
March 2021	100%	95%		5	5	95%

Code: MPI_LIC 003(B)

Short Name: Premises compliance - Bexley

	Value	Target	Status	Numerator	Denominator	Annual
April 2020	95	30				360
May 2020	96	30				360
June 2020	125	30				360
July 2020	102	30				360
August 2020	74	30				360
September 2020	55	30				360
October 2020	67	30				360
November 2020	77	30				360
December 2020	31	30				360
January 2021	30	30				360
February 2021	30	30				360
March 2021	10	30				360

Code: MPI_LIC 09(B) NEW KPI INTRODUCED DECEMBER 2020

Short Name: Percentage of unopposed applications for new and variation of Special treatments licences processed within 2 calendar months (from date of validation to issue date) (LBB & Hub)













	Value	Target	Status	No. processed within 2 months	Total applications received	Annual
December 2020	100%	95%		14	14	95%
January 2021	100%	95%		9	9	95%
February 2021	100%	95%		11	11	95%
March 2021	91.67%	95%		22	24	95%

Licensing - Maidstone - Monthly Performance - 2020/21

Code: LIC 006













Short Name: Length of time from validation to issue of HC and dual driver licences (Percentage within 10 days)

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	Value	Target	Status	Issued within 10 days	Total number issued
April 2020	100%	90%		1	1
May 2020	100%	90%		1	1
June 2020	100%	90%		3	3
July 2020	100%	90%		1	1
August 2020	100%	90%		1	1
September 2020	100%	90%		1	1
October 2020	100%	90%		4	4
November 2020	100%	90%		2	2
December 2020	100%	90%		1	1
January 2021	100%	90%		6	6
February 2021	100%	90%		4	4
March 2021	100%	90%		5	5













Code: LIC 007

Short Name: Length of time from validation to issue of PH driver licence
(Percentage issued within 10 days)

	Value	Target	Status	Issued within 10 days	Total number issued
April 2020	100%	90%		4	4
May 2020	100%	90%		3	3
June 2020	100%	90%		3	3
July 2020	100%	90%		2	2
August 2020	100%	90%		2	2
September 2020	100%	90%		1	1
October 2020	100%	90%		1	1
November 2020	87.5%	90%		7	8
December 2020	100%	90%		6	6
January 2021	100%	90%		8	8
February 2021	100%	90%		6	6
March 2021	100%	90%		7	7












Code: LIC 008

Short Name: Percentage of PHO licences issued within 10 days

	Value	Target	Status	Issued in 10 days	Total number issued
April 2020	100%	90%		1	1
May 2020	100%	90%		3	3
June 2020	100%	90%		1	1
July 2020	100%	90%		1	1
August 2020	100%	90%		1	1
September 2020	100%	90%		1	1
October 2020	100%	90%		1	1
November 2020	100%	90%		1	1
December 2020	100%	90%		2	2
January 2021	100%	90%		1	1
February 2021	100%	90%		1	1
March 2021	100%	90%		1	1

Code: LIC 010

Short Name: Premises compliance













	Value	Target	Status	Numerator	Denominator
April 2020	15	7			
May 2020	21	7			
June 2020	7	7			
July 2020	7	7			
August 2020	8	7			
September 2020	9	7			
October 2020	12	7			
November 2020	11	7			
December 2020	8	7			
January 2021	7	7			
February 2021	8	7			

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March 2021	10	7			
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Code: LIC 017

Short Name: The percentage of renewal invitations sent out by deadline

	Value	Target	Status	No. sent within deadlines	No. of renewal invitations
April 2020	100.00%	95.00%		37	37
May 2020	95.45%	95.00%		21	22
June 2020	97.87%	95.00%		46	47
July 2020	100.00%	95.00%		38	38
August 2020	95.92%	95.00%		47	49
September 2020	100.00%	95.00%		48	48
October 2020	98.75%	95.00%		79	80
November 2020	98.28%	95.00%		57	58
December 2020	100.00%	95.00%		31	31
January 2021	100.00%	95.00%		56	56
February 2021	100.00%	95.00%		55	55
March 2021	100.00%	95.00%		34	34

Code: LIC 018

Short Name: The percentage of valid temporary event notices processed within one working day of receipt

	Value	Target	Status	No. processed in one working day	Total no. event notices received
April 2020	100.00%	95.00%		1	1
May 2020	100.00%	95.00%		7	7
June 2020	100.00%	95.00%		5	5
July 2020	100.00%	95.00%		8	8
August 2020	100.00%	95.00%		8	8
September 2020	100.00%	95.00%		9	9
October 2020	100.00%	95.00%		2	2

November 2020	100.00%	95.00%		8	8
December 2020	100.00%	95.00%		2	2
January 2021	100.00%	95.00%		1	1
February 2021	100.00%	95.00%		2	2
March 2021	100.00%	95.00%		7	7

Code: LIC 019

Short Name: Taxi Compliance








	Value	Target	Status	Numerator	Denominator
April 2020	4	15			
May 2020	2	15			
June 2020	1	15			
July 2020	10	15			
August 2020	0	7			
September 2020	19	7			
October 2020	17	7			
November 2020	2	7			
December 2020	9	7			
January 2021	13	7			
February 2021	9	7			
March 2021	7	7			

Code: LIC 020

Short Name: Where continuation fees not received and action taken within a month of overdue date













	Value	Target	Status	action within month of due date	no of renewal fees not received
April 2020	100%	100%		1	1
May 2020	100%	100%		1	1
June 2020	100%	100%		21	21
July 2020	100%	100%		5	5
August 2020	100%	100%		1	1

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September 2020	100%	100%		1	1
October 2020	100%	100%		71	71
November 2020	100%	100%		35	35
December 2020	100%	100%		8	8
January 2021	100%	100%		6	6
February 2021	100%	100%		11	11
March 2021	100%	100%		22	22


Code: LIC 021

Short Name: Percentage of continuation fees invoices issued 1 month in advance of fee being due












	Value	Target	Status	No of invoices sent by due date	No of invoices due
April 2020	100%	95%		26	26
May 2020	100%	95%		32	32
June 2020	100%	95%		39	39
July 2020	100%	95%		94	94
August 2020	100%	95%		86	86
September 2020	100%	95%		39	39
October 2020	99.09%	95%		109	110
November 2020	100%	95%		16	16
December 2020	100%	95%		18	18
January 2021	100%	95%		26	26
February 2021	100%	95%		25	25
March 2021	100%	95%		23	23

Code: LIC 022

Short Name: The percentage of driver and operator licenses issued within 10 days of validation (Hub Team)













	Value	Target	Status	No issued within 10 days	Total no licenses issued
April 2020	100.00%	90.00%		3	3

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May 2020	100.00%	90.00%		5	5
June 2020	100.00%	90.00%		3	3
July 2020	100.00%	90.00%		3	3
August 2020	100.00%	90.00%		3	3
September 2020	100.00%	90.00%		3	3
October 2020	100.00%	90.00%		5	5
November 2020	100.00%	90.00%		3	3
December 2020	100.00%	90.00%		4	4
January 2021	100.00%	90.00%		8	8
February 2021	100.00%	90.00%		5	5
March 2021	100.00%	90.00%		6	6

Code: LIC 023













Short Name: Percentage of Private Hire Operator licenses issued within 10 days of validations

	Value	Target	Status	No issued within 10 days	Total no licenses issued
April 2020	100.00%	90.00%		1	1
May 2020	100.00%	90.00%		3	3
June 2020	100.00%	90.00%		1	1
July 2020	100.00%	90.00%		1	1
August 2020	100.00%	90.00%		1	1
September 2020	100.00%	90.00%		1	1
October 2020	100.00%	90.00%		1	1
November 2020	100.00%	90.00%		1	1
December 2020	100.00%	90.00%		2	2
January 2021	100.00%	90.00%		1	1
February 2021	100.00%	90.00%		1	1
March 2021	100.00%	90.00%		1	1

Code: LIC 024













Short Name: Percentage of Hackney Carriage driver licenses issued within 10 days of validation

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	Value	Target	Status	No issued within 10 days	Total no licenses issued
April 2020	100.00%	90.00%		1	1
May 2020	100.00%	90.00%		1	1
June 2020	100.00%	90.00%		1	1
July 2020	100.00%	90.00%		1	1
August 2020	100.00%	90.00%		1	1
September 2020	100.00%	90.00%		1	1
October 2020	100.00%	90.00%		1	1
November 2020	100.00%	90.00%		1	1
December 2020	100.00%	90.00%		1	1
January 2021	100.00%	90.00%		2	2
February 2021	100.00%	90.00%		1	1
March 2021	100.00%	90.00%		1	1













Code: LIC 025

Short Name: Percentage of dual driver licenses issued within 10 days of validation

	Value	Target	Status	No issued within 10 days	Total no licenses issued
April 2020	100.00%	90.00%		1	1
May 2020	100.00%	90.00%		1	1
June 2020	100.00%	90.00%		1	1
July 2020	100.00%	90.00%		1	1
August 2020	100.00%	90.00%		1	1
September 2020	100.00%	90.00%		1	1
October 2020	100.00%	90.00%		3	3
November 2020	100.00%	90.00%		1	1
December 2020	100.00%	90.00%		1	1
January 2021	100.00%	90.00%		5	5
February 2021	100.00%	90.00%		3	3
March 2021	100.00%	90.00%		4	4








Code: LIC 026

Short Name: Percentage of unopposed applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date)




	Value	Target	Status	No. processed within 2 months	Total applications received
April 2020	100%	95%		1	1
May 2020	100%	95%		2	2
June 2020	100%	95%		2	2
July 2020	100%	95%		2	2
August 2020	100%	95%		4	4
September 2020	100%	95%		4	4
October 2020	100%	95%		3	3
November 2020	100%	95%		5	5
December 2020	100%	95%		6	6
January 2021	100%	95%		3	3
February 2021	100%	95%		6	6
March 2021	100%	95%		1	1

Code: LIC 027

Short Name: The percentage of valid personal licences processed within 2 weeks (Hub Team)













	Value	Target	Status	No. processed within two weeks	Total number of licences
April 2020	100.00%	95.00%		5	5
May 2020	100.00%	95.00%		1	1
June 2020	100.00%	95.00%		5	5
July 2020	100.00%	95.00%		9	9
August 2020	100.00%	95.00%		4	4
September 2020	100.00%	95.00%		7	7
October 2020	85.71%	95.00%		6	7
November 2020	88.89%	95.00%		8	9
December 2020	100.00%	95.00%		1	1

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January 2021	100.00%	95.00%		6	6
February 2021	100.00%	95.00%		9	9
March 2021	100.00%	95.00%		8	8

Code: LIC 028





Short Name: Action after suspension - Licensing officers resolve by 31 March

	Value	Target	Status	Number resolved	Number needed resolving
April 2020	100%	95%		1	1
May 2020	100%	95%		1	1
June 2020	100%	95%		1	1
July 2020	100%	95%		1	1
August 2020	100%	95%		1	1
September 2020	100%	95%		1	1
October 2020	100%	95%		1	1
November 2020	100%	95%		1	1
December 2020	100%	95%		1	1
January 2021	100%	95%		1	1
February 2021	100%	95%		5	5
March 2021	100%	95%		8	8









Licensing - Tunbridge Wells - Monthly Performance - 2020/21

Code: LPI_LIC 001(TW)

Short Name: The percentage of renewal invitations sent out by deadline - Tunbridge Wells













	Value	Target	Status	No. sent within deadlines	No. of renewal invitations	Annual
April 2020	98.77%	95%		80	81	95%
May 2020	100%	95%		77	77	95%
June 2020	100%	95%		83	83	95%
July 2020	95.95%	95%		71	74	95%

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August 2020	100%	95%		30	30	95%
September 2020	100%	95%		82	82	95%
October 2020	98.65%	95%		73	74	95%
November 2020	97.78%	95%		44	45	95%
December 2020	95%	95%		57	60	95%
January 2021	100%	95%		72	72	95%
February 2021	100%	95%		52	52	95%
March 2021	98.04%	95%		50	51	95%

Code: LPI_LIC 002(TW)













Short Name: The percentage of valid personal licences processed within 2 weeks (Hub Team) - Tunbridge Wells

	Value	Target	Status	No. processed within two weeks	Total number of licences	Annual
April 2020	100%	95%		6	6	95%
May 2020	100%	95%		1	1	95%
June 2020	100%	95%		3	3	95%
July 2020	100%	95%		3	3	95%
August 2020	100%	95%		3	3	95%
September 2020	100%	95%		5	5	95%
October 2020	66.67%	95%		4	6	95%
November 2020	88.89%	95%		8	9	95%
December 2020	100%	95%		6	6	95%
January 2021	100%	95%		2	2	95%
February 2021	100%	95%		5	5	95%
March 2021	100%	95%		3	3	95%

Code: LPI_LIC 003(TW)











Short Name: Percentage of unopposed applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date) - Tunbridge Wells

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	Value	Target	Status	No. processed within 2 months	Total applications received	Annual
April 2020	100%	95%		1	1	95%
May 2020	100%	95%		1	1	95%
June 2020	100%	95%		3	3	95%
July 2020	100%	95%		3	3	95%
August 2020	100%	95%		3	3	95%
September 2020	100%	95%		5	5	95%
October 2020	100%	95%		5	5	95%
November 2020	100%	95%		4	4	95%
December 2020	100%	95%		3	3	95%
January 2021	100%	95%		1	1	95%
February 2021	100%	95%		3	3	95%
March 2021	100%	95%		2	2	95%

Code: LPI_LIC 004(TW)

Short Name: The percentage of valid temporary event notices processed within one working day of receipt - Tunbridge Wells













	Value	Target	Status	No. processed in one working day	Total no. event notices received	Annual
April 2020	100%	95%		3	3	95%
May 2020	100%	95%		5	5	95%
June 2020	100%	95%		4	4	95%
July 2020	100%	95%		4	4	95%
August 2020	94.74%	95%		18	19	95%
September 2020	100%	95%		8	8	95%
October 2020	100%	95%		12	12	95%
November 2020	100%	95%		6	6	95%
December 2020	100%	95%		5	5	95%
January 2021	100%	95%		1	1	95%

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February 2021	100%	95%		1	1	95%
March 2021	100%	95%		3	3	95%







Code: LPI_LIC 005(TW)

Short Name: The percentage of driver and operator licenses issued within 10 days of validation (Hub Team) - Tunbridge Wells







	Value	Target	Status	No issued within 10 days	Total no licenses issued	Annual
April 2020	100%	90%		11	11	90%
May 2020	100%	90%		9	9	90%
June 2020	84.62%	90%		11	13	90%
July 2020	100%	90%		8	8	90%
August 2020	100%	90%		4	4	90%
September 2020	100%	90%		5	5	90%
October 2020	100%	90%		8	8	90%
November 2020	100%	90%		4	4	90%
December 2020	100%	90%		7	7	90%
January 2021	100%	90%		7	7	90%
February 2021	100%	90%		4	4	90%
March 2021	100%	90%		9	9	90%

Code: MPI_LIC 003(TW)

Short Name: Premises compliance - Tunbridge Wells













	Value	Target	Status	Numerator	Denominator	Annual
April 2020	0	15				180
May 2020	19	15				180
June 2020	30	15				180
July 2020	48	15				180
August 2020	26	15				180
September 2020	23	15				180

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October 2020	42	15				180
November 2020	36	15				180
December 2020	31	15				180
January 2021	13	15				180
February 2021	9	15				180
March 2021	18	15				180


Code: MPI_LIC 004(TW)












Short Name: Taxi Compliance - Tunbridge Wells

	Value	Target	Status	Numerator	Denominator	Annual
April 2020	12	15				180
May 2020	2	15				180
June 2020	30	15				180
July 2020	16	15				180
August 2020	17	15				180
September 2020	42	15				180
October 2020	55	15				180
November 2020	23	15				180
December 2020	37	15				180
January 2021	28	15				180
February 2021	27	15				180
March 2021	48	15				180

Code: MPI_LIC 005d(TW)













Short Name: Percentage of Dual driver licenses issued within 10 days of validation - Tunbridge Wells

	Value	Target	Status	No issued within 10 days	Total no licenses issued	Annual
April 2020	100%	90%		6	6	90%

May 2020	100%	90%		4	4	90%
June 2020	88.89%	90%		8	9	90%
July 2020	90%	90%		9	10	90%
August 2020	100%	90%		9	9	90%
September 2020	100%	90%		2	2	90%
October 2020	100%	90%		15	15	90%
November 2020	100%	90%		4	4	90%
December 2020	100%	90%		6	6	90%
January 2021	100%	90%		6	6	90%
February 2021	100%	90%		3	3	90%
March 2021	100%	90%		6	6	90%

Code: MPI_LIC 005c(TW)

Short Name: Percentage of Private Hire Operator licenses issued within 10 days of validations - Tunbridge Wells

	Value	Target	Status	No issued within 10 days	Total no licenses issued	Annual
April 2020	100%	90%		2	2	90%
May 2020	100%	90%		1	1	90%
June 2020	100%	90%		1	1	90%
July 2020	100%	90%		4	4	90%
August 2020	100%	90%		1	1	90%
September 2020	100%	90%		2	2	90%
October 2020	100%	90%		1	1	90%
November 2020	100%	90%		6	6	90%
December 2020	100%	90%		1	1	90%
January 2021	100%	90%		1	1	90%
February 2021	100%	90%		1	1	90%
March 2021	100%	90%		3	3	90%

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Code: MPI_LIC 006(TW)

Short Name: Percentage of continuation fees invoices issued 1 month in advance of fee being due - Tunbridge Wells






	Value	Target	Status	No of invoices sent by due date	No of invoices due	Annual
April 2020	100%	95%		18	18	95%
May 2020	100%	95%		19	19	95%
June 2020	100%	95%		43	43	95%
July 2020	100%	95%		76	76	95%
August 2020	100%	95%		73	73	95%
September 2020	100%	95%		17	17	95%
October 2020	100%	95%		11	11	95%
November 2020	100%	95%		10	10	95%
December 2020	100%	95%		12	12	95%
January 2021	100%	95%		19	19	95%
February 2021	100%	95%		7	7	95%
March 2021	100%	95%		21	21	95%

Code: MPI_LIC 007(TW)

Short Name: Where continuation fees not received and action taken within a month of overdue date - Tunbridge Wells













	Value	Target	Status	action within month of due date	no of renewal fees not received	Annual
April 2020	100%	95%		1	1	95%
May 2020	100%	95%		1	1	95%
June 2020	100%	95%		34	34	95%
July 2020	100%	95%		41	41	95%
August 2020	100%	95%		1	1	95%
September 2020	100%	95%		1	1	95%
October 2020	100%	95%		69	69	95%

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November 2020	100%	95%		44	44	95%
December 2020	100%	95%		11	11	95%
January 2021	100%	95%		7	7	95%
February 2021	100%	95%		11	11	95%
March 2021	100%	95%		4	4	95%

Code: MPI_LIC 008(TW)

Short Name: Action after suspension - Licensing officers resolve by 31 March - Tunbridge Wells

	Value	Target	Status	Number resolved	Number needed resolving	Annual
April 2020	100%	95%		1	1	95%
May 2020	100%	95%		1	1	95%
June 2020	100%	95%		1	1	95%
July 2020	100%	95%		1	1	95%
August 2020	100%	95%		1	1	95%
September 2020	100%	95%		1	1	95%
October 2020	100%	95%		1	1	95%
November 2020	100%	95%		1	1	95%
December 2020	100%	95%		1	1	95%
January 2021	100%	95%		1	1	95%
February 2021	100%	95%		3	3	95%
March 2021	100%	95%		1	1	95%

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Licensing Committee Work Plan 2020/21 (as at 6/8/2021)

8 September 2021

- Licensing Partnership Annual Update
- Gambling Act 2005 - Gambling Policy Statement

2 November 2021

- Gambling Act 2005 - Updated Gambling Policy following Consultation

4 January 2022

-

23 March 2022

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Summer 2022

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