



Licensing Committee **Wednesday, 22nd March, 2023**

You are invited to attend the next meeting of **Licensing Committee**, which will be held at:

Council Chamber - Civic Offices
on **Wednesday, 22nd March, 2023**
at **7.00 pm**.

Georgina Blakemore
Chief Executive

Democratic Services
Officer:

Adrian Hendry (Democratic Services)
Tel: 01992 564243 Email:
democraticservices@eppingforestdc.gov.uk

Members:

Councillors R Morgan (Chairman), J Jennings (Vice-Chairman), I Hadley, S Heather, P Keska, A Lion, T Matthews, L Mead, Caroline Pond, M Sartin, P Stalker, D Stocker, D Sunger and J M Whitehouse

PLEASE NOTE THE START TIME OF THE MEETING

WEBCASTING/FILMING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore, by participating in this meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

If you have any queries regarding this, please contact the Corporate Communications Manager on 01992 564542.

1. WEBCASTING INTRODUCTION

1. This meeting is to be webcast and Members are reminded of the need to activate their microphones before speaking.
2. The Chairman will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of subsequent repeated viewing, with copies of the recording being made available for those that request it.

By being present at this meeting, it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this may infringe your human and data protection rights. If you have any concerns then please speak to the Webcasting Officer.”

2. APOLOGIES FOR ABSENCE

To be announced at the meeting.

Please use the Members Portal webpage to report non-attendance at meetings https://eppingforestdc-self.achieveservice.com/service/Member_Contact to ensure your query is properly logged.

Alternatively, you can access the Members portal from the front page of the Council’s website, at the bottom under ‘Contact Us’ <https://www.eppingforestdc.gov.uk/your-council/members-portal/>

3. DECLARATIONS OF INTEREST

To declare interests in any item on this agenda.

4. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order (6) (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks notice of non-urgent items is required.

5. MINUTES OF THE LICENSING COMMITTEE (Pages 5 - 12)

To confirm the minutes of the Licensing Committee meeting held on 01 November 2022.

6. MINUTES OF THE LICENSING SUB-COMMITTEES

The minutes from the Sub-Committee's meetings will be available for the relevant Chairmen to sign off.

7. CORONATION ROAD CLOSURES AND EXTENDED LICENSING HOURS (Pages 13 - 14)

To note the Councils guidance on the Coronation road closures and extended Licensing Hours.

8. ROAD CLOSURE POLICY (Pages 15 - 30)

To consider the proposed road closure policy.

9. GAMBLING ACT 2005 - STATEMENT OF LICENSING PRINCIPLES (Pages 31 - 66)

To consider the revised statement of Gambling licensing principles.

10. REVIEW OF CURRENT AND FUTURE TRAINING NEEDS FOR THE COMMITTEE

To highlight any further training considered necessary for the members tasked with discharging the Council's Licensing function.

11. REVIEW OF LICENSING SUB-COMMITTEE PROCEDURES

To review the proceedings of the Licensing Sub-Committee held during the preceding period and consider any issues of procedure, policy or organisation that have adversely affected the operation or management of meetings.

12. MATTERS ARISING

To consider any further matters arising in respect of the Council's Licensing function, not covered elsewhere on the agenda.

13. DATE OF NEXT MEETING

The next meeting of the Licensing Committee has not been scheduled as yet.

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee:	Licensing Committee	Date:	Tuesday, 1 November 2022
Place:	Council Chamber - Civic Offices	Time:	7.00 - 7.42 pm
Members Present:	Councillors R Morgan (Chairman), S Heather, P Keska, A Lion, L Mead and Caroline Pond		
Members Present (Virtually):	-		
Other Councillors:	Councillors K Williamson		
Other Councillors (Virtual):	-		
Apologies:	J Jennings, I Hadley, B Rolfe, M Sartin, P Stalker, D Stocker, D Sunger and J M Whitehouse		
Officers Present:	A Hendry (Democratic Services Officer), D King (Licensing Manager) and S Mitchell (PR Website Editor)		
Officers Present (Virtually):	J Leither (Democratic Services Officer)		

1. Webcasting Introduction

The Chairman reminded everyone present that the meeting would be broadcast live to the internet and would be capable of repeated viewing, which could infringe their human and data protection rights.

The Chairman then introduced the Portfolio Holder for the Licensing Section, Councillor Ken Williamson who was attending the meeting.

2. Declarations of Interest

There were no declarations of interest made by the Councillors present pursuant to the Council's Member Code of Conduct.

3. Any Other Business

The Committee noted that there was no additional business for consideration at the meeting.

4. Minutes of the Licensing Committee

RESOLVED:

That the minutes of the meeting held on 21 March 2022 be taken as read and signed by the Chairman as a correct record.

5. Minutes of the Licensing Sub-Committees

The minutes of the following meetings of the Licensing Sub-Committee be taken as read and signed by their Chairmen as a correct record:

05 April 2022;	02 August 2022;
19 April 2022;	06 September 2022;
07 June 2022;	25 October 2022.

6. Licensing Statistics

The Committee noted that from now on these statistics will only be given at the end of the year, at their March meetings.

7. Pavement Licensing

The Licensing Team Manager, D King introduced the report for information on Pavement Licensing. He noted that Pavement licensing were introduced in 2020 through emergency legislation in response to the COVID pandemic. Its intent was a simplified and fast track route for pubs, restaurants, and cafes to obtain a temporary permission to place furniture including outdoor tables and seating on the highway, allowing them to increase their outdoor capacity safely, quickly and at a low cost.

The regime was first extended in 2021 and was extended again on 20th July until 30th September 2023.

A Bill proposes to make pavement licensing a permanent fixture subject to the following amendments:

- Amend the fee councils can charge applicants, increasing it from £100 to £350 for premises which already hold a pavement licence, and £500 for new applicants.
- Extend the public consultation period and council determination period from 7 days to 14 days.
- Extend the maximum duration of pavement licences from 1 year to 2 years. The length of a licence is however at the discretion of the local authority.
- Provide that pavement Licences can also be amended by the local authority with the consent of the licence holder if it is considered that the conditions on the licence are not being met.
- Prohibit a local authority from granting a tables and chairs licence under the old regime (Highways Act 1980) if a pavement permit is capable of being granted under this legislation.
- Insert a new Enforcement schedule providing powers to the local authority to remove furniture if a premise is not abiding by its pavement licence conditions and hours.

Once the Bill has gone through Parliament, then officers will bring in an updated report to members.

Councillor Lion asked if there were any restrictions on the size of the area licensed in front of the premises, as sometimes these could extend up to the road. He was told that there were no restrictions as such; but officers did consult with the police and other officers and consider the area at the premises. They also have a standard that requires a certain amount room to be left for passers-by.

Councillor Lion asked if these licences were reviewed periodically as some of these licences that had been established for some time, were drifting outwards. He was told that this summer they had written to their licence holders; and they only had about 20 of them, noting that some premises had private forecourts they could use without having a licence; and told them that they would extend their licences as long as they had not extended the area they were licenced for. If there were any particular concerns with a premises, flag it up to officers and they would check it out.

Councillor Keska asked if there were differences in charges for just one or a number of premises, for say a chain restaurant. He was told that presently it was £100 for each premises.

RESOLVED:

That the report on Pavement Licences was noted.

8. Live Music Act

The Licensing Team Manager, D King introduced the report for information on the Live Music Act. The purpose of this report was to update Members on the exemptions introduced under The Live Music Act 2012 and the further deregulation introduced under The Legislative Reform (Entertainment Licensing) Order 2014, that came into force on 6th April 2015.

When the licensing Act 2003 was first introduced it contained several exemptions where a premises licence would not be required for the provision of regulated entertainment.

However, it was believed by many in the music industry that the imposition of a licence and the onerous conditions sometimes placed on them, deterred many venues from hosting live music entertainment.

It was suggested that nearly every critically acclaimed band from the last half century owed their success to performing in pubs, bars and clubs throughout the country and the introduction of the Licensing Act 2003 had unwittingly had the effect of shutting down hundreds of live music venues and in doing so had hampered grass roots music and was seen as a barrier to emerging talent.

Lobbying by the music industry and its supporters led to a review by the Department of Culture Media and Sport and the subsequent deregulation under the Live Music Act 2012 The Legislative Reform (Entertainment Licensing) Order 2014.

As a result, changes under the Act and subsequent reform order, ended in substantive deregulation as detailed in the report.

Councillor Williamson asked if there was any control over the volume. He was told that there was not, but if any complaints were received then officers would investigate and if necessary, review the licence.

Councillor Lion noted that there was a recent case of a pub in close proximity of residents. He noted that their Licence could be reviewed, but could this be sorted when we were first granting the licence? He was told that because of the regulations it was an automatic entitlement, but it could then be reviewed if needed. It should be noted that we must licence music if the application was for after 11pm. Councillor Lion noted that this could cause issues with Licensing Sub-Committees, and we may need to explain to the public that we were not in a position to impose conditions. Mr King replied that this was confusing, and he would gladly work with the committee to come up with some explanatory wording and maybe put something on the website that we could direct residents to.

Councillor Keska added that this was a very useful document for members that sat on sub-committees, as they all needed this information.

RESOLVED:

The Committee noted the report on the Live Music Act.

9. Road Closures/Street Parties

The Licensing Team Manager, D King introduced the report for information on the arrangements for road closures and street parties. The UK had a long history of organised street parties to celebrate national events and this year residents were encouraged to come together as part of the official Platinum Jubilee celebrations and to organise and host street parties across the bank holiday weekend.

To facilitate this, local authorities were asked to encourage these events by promoting them through their communication channels and by facilitating any necessary road closures etc.

In March this year a proposal was put to the Licensing Committee to streamline the existing road closure process and make it more accessible for residents. This was agreed and the following changes were implemented:

- Waive the £194 fee for community/charitable events. This was in line with the previous decision on 29th July 2014 and in respect of VE Day celebrations.
- 6-week application period - there are no legal deadlines, and whilst applicants should be encouraged to submit applications at the earliest stage, we can adopt a minimum 4 week notice cut off period. However, where objections are received this may not allow sufficient time for the Licensing Sub-Committee to determine the application and therefore, they may have to be refused outright.
- The Councils Licensing Team to undertake consultation with Essex Highways. The applicant is responsible for notifying neighbours, businesses, Town Parish Council and anyone who will be affected by the road closure.
- Risk Assessments – remove the need for risk assessments to be submitted at application stage and substitute with the following advice; *If your event is for 500 people or less, we won't normally ask for a risk assessment to be submitted as part of the application. However, you should ensure that you*

consider all the risks involved and document these. This will help you to identify any particular areas where problems may occur and that you have addressed them. Documenting this process and demonstrating that you've prepared to mitigate risks offers you protection if something happens at your event. Please refer to the 'Guide to Street Party and Planning' for further guidance. You can get further advice from the Health and Safety Executive at www.hse.gov.uk

- Removal of the requirement for public liability insurance. There is no requirement from central government to have public liability insurance and many councils don't insist on this. However, applicants are advised that if they wish to obtain insurance for their own peace of mind, information about public liability insurance is available on third party websites including; the Streets Alive, streetparty.org.uk and the Big Lunch etc.

This recommendation is in line with Governments guidance to organising a street party [Your guide to organising a street party - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Following the sad passing of Her Majesty The Queen, it has now been confirmed that His Majesty King Charles The III's coronation will take place on Saturday 6th May 2023.

At this time, it was not known if the proceeding Friday or following Monday will be made a bank holiday. Irrespective of a bank holiday or not it is anticipated that residents will again be encouraged to celebrate this momentous occasion and accordingly local authorities will be expected to make the process as easy as possible.

Given the success of the process adopted for Her Majesty The Queens Jubilee, it was proposed that the same application process be adopted for His Majesty King Charles The III's coronation. This was agreed by the Committee.

Councillor Morgan asked if the fees would remain the same. Mr King said he did not know at this time and was looking into this.

RESOLVED:

1. That the current procedures for local authority involvement in the authorisation for road closures and street parties were noted; and
2. That this process remains in place for the coming Kings Coronation in May 2023.

10. Taxi Tariff

The Committee noted that there had not been a fare tariff increase since 2014 and taking into consideration current fuel prices, cost of living, inflation and EFDC's low ranking both nationally and locally compared with other local authority's taxi tariffs, it was recommended that the four options laid out in the report be considered and one agreed.

The current fee tariff has not been reviewed for the last 8 years and was scheduled to be reviewed as part of the wider taxi policy review. However, due to the ongoing

unprecedented fuel and cost of living increases, it has been necessary to bring that review forward to support our licensed taxi trade.

Under section 65 of the Local Government (Miscellaneous Provisions) Act 1976, any charge made by a Hackney carriage, must not exceed the table of fares published by the licensing authority, irrespective of how that journey was arranged.

Before any published fares can be increased the Council must undertake consultation with the trade and public consultation by way of placing a public notice in a local newspaper. The consultation period must last no less than 14 days.

The meeting wondered about helping taxi drivers move across to electric vehicles. They noted that the trade were pointed towards the council's environmental agenda but there was one major barrier to this and that was the cost to the driver.

Councillor Keska proposed that the pricing structure should be looked at every 12 months. This was agreed by the committee.

Councillor Lion proposed that that the Committee endorses Option 3 of the report, (increased in tariff for the first 1760 yards (1 mile) across tariffs rates 1,2,3 and 4 by £1.00 and by £0.30 for each additional unit of 176 yards or part thereof or period of 40 seconds). This was seconded by Councillor Keska and agreed by the committee.

It was noted that once the informal consultation had been undertaken the Council could then consider responses and determine how it wishes to proceed. Also, that setting Hackney Carriage fares was a function of the Executive and therefore could not be undertaken by a regulatory committee or full Council.

RESOLVED:

1. That Option 3 detailed in the report was endorsed by the Licensing Committee; and
2. That the pricing structure should be reviewed every 12 months.

11. Review of Licensing Sub-Committee Procedures

The Committee noted that sub-committee meetings were now being staggered through the day so that applicants and objectors did not have to wait too long for their case to be heard. This would begin from 8th November and officers would welcome feedback from members on how this was working.

12. Review of Current and Future Training Needs for the Committee

It was noted that full training would be needed after the May elections for any new members and as a refresher for existing members.

13. Matters Arising

There were no matters arising.

14. Date of Next Meeting

The Committee noted the date for their next meeting, 22nd March 2023.

CHAIRMAN

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Report to Licensing Committee

Date of meeting: 22nd March 2023



Subject: Coronation Road Closures & Extended Licensing Hours

Officer contact for further information: David King Licensing Manager, 01992 564888

Committee Secretary: A Hendry (01992 564246)

Recommendations: For Information

Background

Following the success of the simplified application for road closures held to celebrate Her Majesty the Queen's Platinum Jubilee in June 2022, the Licensing Committee agreed at its meeting on 1st November 2022 to adopt the same process for the Coronation of His Majesty The King and Her Majesty The Queen Consort.

The Coronation of His Majesty The King and Her Majesty The Queen Consort will take place at Westminster Abbey on Saturday 6th May 2023.

On Sunday, 7th May Neighbours and communities across the United Kingdom are invited to share food and fun together at Coronation Big Lunches, in a nationwide act of celebration and friendship.

The Coronation Big Lunch will be overseen and organised by the Big Lunch team at the Eden Project. Her Majesty The Queen Consort has been Patron of the Big Lunch since 2013 and resources have been made available online by the Big Lunch team to help people and communities start their Coronation Big Lunch planning.

Monday 8th May has now been confirmed a bank holiday and will be celebrated by "the big help out" where residents are being encouraged to volunteer and help with local groups or charities.

As agreed in November the Council has put in place special relaxations to make it easier for our residents to come together and celebrate this momentous occasion.

Residents wishing to host a street party still need to apply for a temporary road closure however, for non-commercial events held on 6th, 7th or 8th May 2023, the Council has determined to waive the fees normally associated with such applications and to simplify the application process as follows:

- 6-week application period - there are no legal deadlines, and whilst applicants should be encouraged to submit applications at the earliest stage, we can adopt a minimum 4 week notice cut off period. However, where objections are received this may not allow sufficient time for the Licensing Sub-Committee to determine the application and therefore, they may have to be refused outright.
- The Council's Licensing Team to undertake consultation with Essex Highways and other partners agencies on the applicant's behalf. The applicant remains responsible for notifying neighbours, businesses, Town Parish Council, and anyone else who will be affected by the road closure.
- Risk Assessments – remove the need for risk assessments to be submitted at application stage and substitute with the following advice; *If your event is for 500 people or less, we will not normally ask for a risk assessment to be submitted as part of the*

application. However, you should ensure that you consider all the risks involved and document these. This will help you to identify any particular areas where problems may occur and that you have addressed them. Documenting this process and demonstrating that you have prepared to mitigate risks offers you protection if something happens at your event. Please refer to the 'Guide to Street Party and Planning' for further guidance. You can get further advice from the Health and Safety Executive at www.hse.gov.uk

- Removal of the requirement for public liability insurance. There is no requirement from central government to have public liability insurance and many councils don't insist on this. However, applicants are advised that if they wish to obtain insurance for their own peace of mind, information about public liability insurance is available on third party websites including; the Streets Alive, streetparty.org.uk and the Big Lunch etc.

This recommendation is in line with Governments guidance to organising a street party [Your guide to organising a street party - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Councils approach follows Government guidance, Rt Hon Michael Gove MP wrote to Councils on 26th January 2023 stating:

I know that efforts by you and your local communities will be central to making this a momentous weekend of UK-wide celebration. I would ask you all to take every possible action to help your communities in their preparations - making processes cost-free for residents, cutting red tape, and being completely flexible when receiving applications for road closures. I know that your work in doing so for the Platinum Jubilee celebrations in 2022 contributed greatly to such memorable community events for so many.

Guidance & Communication

To further assist our resident's, detailed guidance has been produced and is being promoted through the website and press releases [Advice on Coronation street parties - Epping Forest District Council \(eppingforestdc.gov.uk\)](http://eppingforestdc.gov.uk)

The Councils Licensing Team have also reached out to some organisations who had previously applied for road closure to celebrate Her Majesty the Queens Platinum Jubilee in June 2022 advising them of the adopted process.

Extension to Licensing Hours

The Government has also consulted on whether to relax licensing hours for the sale of alcohol (on-sales only) and late-night refreshment on Friday 5th, Saturday 6th and Sunday 7th May 2023.

If agreed this will extend the opening hours from 23.00 to 01.00 on these dates however the relaxation will not apply to off licences, supermarkets, or late-night takeaways.

The proposal is similar to the extension put in place for the Platinum Jubilee in 2022 and other occasions of national celebration.

The consultation ended on 23rd January 2023 and the proposal is widely supported by the hospitality trade and likely to be approved however, no formal announcement has been made at this time.

Report to the Licensing Committee



**Epping Forest
District Council**

Date of meeting: 22nd March 2023

Portfolio: Technical Services; Councillor K Williamson

Subject: Road Closure Policy

Responsible Officer: David King 01992 564034)

Democratic Services: Adrian Hendry (01992 564246).

Recommendations/Decision Required:

1. Agree the proposed road closure policy; and
2. Recommend Full Council adopt the proposed road closure policy.

Executive Summary:

Epping Forest District Council has the power to issue temporary Road Closure Orders for special public events such as a public procession, street party, festival etc. under s.21 Town Police Clauses Act 1847.

Currently the Council does not have a policy that sets out the general approach to regulation under the Act, guides administration of its functions and its expectations in relation to road closure applications for special events. If adopted the policy and process will simplify the process, provide clarity to residents, and assist the Council in ensuring that an appropriate balance is drawn between the interests of those wishing to apply for a road closure, and those who might be affected by such activities.

Reasons for proposed Decision:

There is no legal requirement for the Council to have a road closure policy however, if agreed the proposed policy and process will reduce unnecessary and avoidable burden on residents and partner agencies, provide clarity to applicants and guide the Council in its administration and decision making.

Other Options for Action:

Continue using the existing process however, the existing process is out of date and does not reflect current Government guidance. There is no existing road closure policy.

Report:

1. Epping Forest District Council has the power to issue temporary Road Closure Orders for the purpose of processions, illuminations, rejoicings, or any case where the streets are thronged by the public for purpose of a specific event. special public events such as a public procession, street party, festival etc. under s.21 Town Police Clauses Act 1847.
2. This includes processions, street parties, national days of celebration or commemoration.
3. In 2022 Her Majesty The Queen became the first British Monarch to celebrate a Platinum Jubilee after 70 years of service. To mark this momentous occasion residents were

encouraged to organise and host parties across the bank holiday weekend (2nd – 5th June), or as part of The Big Jubilee Lunch.

4. Local authorities were asked to encourage and facilitate these events by promoting them through their communication channels and by facilitating any necessary road closures. In a letter to Local Authorities from Rt Hon Michael Gove MP on 6th January 2022, he stated;
“Street parties should be encouraged, and you can play an important role in supporting residents who want to organise parties for their neighbours. For example, relaxing road closure rules to enable street parties to take place as easily as possible will be important.”
5. On 21st March 2022, the Councils Licensing Committee agreed to simplify the process to make it more accessible for residents to apply for road closures and in doing so they agreed to:
 - Waive the fee for closures associated with non-commercial Platinum Jubilee celebrations.
 - Reduce the 6 week application period to 4 weeks.
 - The Councils Licensing Team to undertake consultation with Essex Highways and partner agencies (previously the applicant was required to do this).
 - The applicant to remain responsible for notifying neighbours, businesses, Town and Parish Councils and anyone who will be affected by the road closure.
 - Remove the need for risk assessments to be submitted at application stage and substitute with the following advice; *If your event is for 500 people or less, we will not normally ask for a risk assessment to be submitted as part of the application. However, you should ensure that you consider all the risks involved and document these. This will help you to identify any particular areas where problems may occur and that you have addressed them. Documenting this process and demonstrating that you have prepared to mitigate risks offers you protection if something happens at your event. Please refer to the ‘Guide to Street Party and Planning’ for further guidance. You can get further advice from the Health and Safety Executive at www.hse.gov.uk*
 - Remove the requirement for public liability insurance. There is no requirement from central government to have public liability insurance and many councils do not insist on this. However, organisers are advised that the Council will not be held responsible for any damage to property, or injury to any person arising from or in connection with the street party. Therefore, it is for applicants to consider if they wish to obtain insurance for their own peace of mind.
6. Guidance was prepared, the Councils website updated a press releases were issued advising residents of the simplified process. The adopted process was a success and the Councils Licensing Team processed 47 applications and issued 45 road closure notices for the Platinum Jubilee Celebrations (some were withdrawn as no longer required) and feedback from residents was positive:
 - *“Thank you very much for your advice. This is all very helpful and informative. I am sure many people in Epping Forest will have great parties!”*
 - *“Once again thank you for all you did during the Jubilee period. Our street part was amazing!”*
7. The process was also a success with Essex Highways and other partner agencies including Police, Fire, ambulance and bus network operations and the key benefits of the adopted process are as follows:
 - Residents have only one formal point of contact.
 - Residents are only responsible for consulting with Hospitals, Schools, Churches, residents, businesses, and Town/Parish Council etc. that may be affected by closure

in their immediate area.

- Limits unnecessary contact on partner agencies.
 - The Council can be assured that key partners have been properly notified and consulted before making a decision on a closure.
 - The Council can ensure that all of the relevant information (diversion routes etc.) has been included at the point of application, avoiding unnecessary delays and back and forth between those involved.
8. On 1ST November 2022 the Councils Licensing Committee agreed again to simplify the road closure process and waive the fee to make it more accessible for residents wishing to celebrate the Coronation of His Majesty The King and Her Majesty The Queen Consort in May 2023. Once again guidance has been prepared, the Councils website has been updated and press releases issued advising residents of the simplified process.
9. Currently the Council does not have a road closure policy however, given the success of the process adopted for both Her Majesty The Queens Platinum Jubilee Celebration and the forthcoming Coronation of His Majesty The King and Her Majesty The Queen Consort. It is recommended that the Licensing Committee agree the attached policy and recommend it is adopted at Full Council.

Resource Implications:

None. The Councils Licensing Team are already responsible for processing temporary road closures and a fee is payable by the applicant. The fee is set on a cost recovery basis and applies to all applications unless the Council determines it should be waived for reasons of national celebration or charitable purposes. The policy, if adopted, will simplify the process for both the Council and residents.

Legal and Governance Implications:

There is no requirement under s.21 Town Police Clauses Act 1847 for the Council to publish a road closure policy. However, if adopted, the policy sets out the Councils general approach to regulation under the Act, guides administration of its functions and its expectations in relation to road closure applications for special events.

The policy also delegates decision making responsibility to the Service Director, in consultation with the Portfolio Holder and Chair or Vice Chair of the Licensing Committee where objections are made and not withdrawn. This is in line with the process adopted under the Councils Pavement Licensing Policy.

Currently, contested applications are to be determined by Licensing Sub-Committee however, there are no procedures in place for this function and this can prove difficult due to time constraints.

Safer, Cleaner and Greener Implications:

The policy will promote better regulation of road closures.

Consultation Undertaken:

The Council has worked closely with Essex Highways and other partner agencies including Police, Fire, ambulance, and bus network operations in developing this policy however, wider consultation has not been undertaken or considered necessary as the key aim of the policy is to guide the Councils internal processes when dealing with applications.

Background Papers:

- Appendix A – Draft Road Closure Policy
- Appendix B – Secretary of State for Communities and Local Government Guidance for organising a Street Party

Risk Management:

If adopted the policy will be kept under review and where necessary changes will be made to the policy to reflect legislation and Government guidance.



**Epping Forest
District Council**

Road Closure Policy

DRAFT

2023

- 1. Introduction**
- 2. Applying for a Temporary Road Closure**
- 3. Application Fee & Additional Costs**
- 4. Relevant Documents to Accompany Applications**
- 5. Risk Assessments**
- 6. Public Liability Insurance**
- 7. Determining Applications**
- 8. Where Objections Are Received and not Withdrawn**
- 9. Signage & Managing the Closure**
- 10. Emergency 999 Access**
- 11. Running Your Event**

DRAFT

1. Introduction

The purpose of this document is to provide clarity to applicants and guide the Council in its administration and decision making when considering applications for temporary road closures under provision of section 21 of The Town Police Clauses Act 1847 (the Act).

Only events that require a temporary closure for the purpose of processions, illuminations, rejoicings or any case where the streets are thronged by the public for purpose of a specific event may be considered under this policy.

Closure of major trunk roads, through roads or longer-term closures must be facilitated by application to the County Council for a Closure Order under provisions of the Road Traffic Regulation Act 1984.

The Council are unable to issue a Road Closure Order for road(s) that are not adopted by the District Council (private roads etc).

2. Applying for a Temporary Road Closure

Organisers wishing to close a road on a temporary basis to hold a parade, street party or social gathering, require formal permission to do so and prior approval must be given by the Council before a road may be closed.

The application, fee and relevant documents should be submitted at least six weeks ahead of the event using the Councils Road closure for special events form.

On receipt of the application the Councils Licensing Team will consult with Essex Highways and partner agencies on the applicant's behalf.

The applicant is responsible for notifying and consulting with Hospitals, Schools, Churches, residents, businesses, and Town/Parish Council etc. that may be affected by the closure.

If the proposed closure affects a bus route you will need to determine if that route is managed by Transport for London (TFL) or Essex County Council. If the route is managed by Essex County Council, you should contact IPTU Roadworks iptu.roadworks@essex.gov.uk to determine what stops should be closed and any alternative arrangements that are required. If the route is managed by TFL you will need to contact them directly to discuss your proposal.

Consultation materials must include the organiser's name, address, contact number and, if possible, email address.

Confirmation must be supplied to the Council that a majority of those consulted are in support of the street party proposal. Details of any objections must also be supplied by the organiser to the Council before approval can be given.

3. Application Fee & Additional Costs

A fee is charged to cover the cost of processing the application, undertaking consultation, and drafting/issuing the road closure order. The relevant fee is determined annually as part of the Councils fees and charges review.

The Council may determine to waive the fee for events of national celebration or commemoration.

All advertising, signage, notices etc and any other associated costs remain the sole responsibility of the applicant.

4. Relevant Documents to Accompany Applications

The completed application form must be accompanied by a clear and legible location plan showing the full extent of the planned closure and a traffic diversion route (unless a cul-de-sac or no through road).

The applicant must also confirm that a majority of responses to their consultation are in support of the proposal and provide copies and details of any objections.

5. Risk Assessments

For a small residential street party, the Council will not normally expect a risk assessment to be submitted as part of the application. However, organisers should ensure that they consider all the risks involved and document these.

This will help identify any particular areas where problems may occur and that they have been addressed. Documenting this process demonstrates that organisers have prepared to mitigate risks and offers protection if something happens at the event.

Further advice is available from the Health and Safety Executive at [Event safety - Getting started \(hse.gov.uk\)](https://www.hse.gov.uk/event-safety-getting-started)

For larger events or where the Council has reason for concern, a risk assessment may be required and will be considered as part of the application process.

In some circumstances the Council may also consult with Safety Advisory Group (SAG), consisting of Police, Fire, Ambulance, Essex Highways, and other key partners should this be considered necessary.

6. Public Liability Insurance

There is no legal requirement to have public liability insurance. However, the Council will not be held responsible for any damage to property, or injury to any person arising from or in connection with the event or closure.

Therefore, it is for applicants to consider if they wish to obtain insurance for their own peace of mind in case something should go wrong. Applicants wishing to obtain insurance can find advice on the Street Party and Big Lunch Websites.

7. Determining Applications

Under the terms of the legislation, the Council must be satisfied that it is necessary to close the road in order to facilitate the event.

Road closures will affect the movement and accessibility of all residents and businesses etc. for the duration of the event and applications will have to be carefully considered by the Council before any approvals can be given.

Whilst it is unlikely that the Council will receive objections to closing short cul-de-sacs or quiet residential roads for a community event where a simple alternative traffic route is available, concerns are likely to be raised where an application relates to through traffic routes that would be affected, like on main roads and bus routes or where the effect of street parties in adjacent roads would create traffic routing difficulties etc.

Accordingly, the Council reserves the right to refuse a road closure, the reason for refusal may include one or more of the following:

- the event organiser has not given the authority enough time to process the application.
- there is a risk to public safety.
- the authority considers there is a more suitable alternative location for the event.

- the road closure covers heavily trafficked roads, a main bus route or there is likely to be too much disruption to traffic flow.
- large numbers of people are likely to attend the event.
- the necessity for a road closure is questionable.
- the event organiser's risk assessment identifies unacceptable risks.
- the requested closure closes the road for too long.
- there is no satisfactory diversion around the road closure.
- there is no satisfactory emergency services access to the road closure.
- there are objections that cannot be resolved.
- the proposal includes a proposal to erect stalls for the sale of goods or other static structures on the highway.
- the application relates to a private event (family party etc.)

8. Where Objections Are Received and not Withdrawn

If there are objections this does not mean that the event cannot go ahead, but the objections will be fully considered by the Council in making its decision.

The Council expects that in the first instance the applicant will engage with those making an objection to attempt to resolve the matter informally and without the need for the Council to intervene.

Where one or more objections are received and not withdrawn, determination will be made by the Service Director, in consultation with the Portfolio Holder and Chair or Vice Chair of the Licensing Committee and the decision will be given in writing.

Where objections are received from Essex Highways, Police, Fire, Ambulance, Safety Advisory Group or another partner organisation and their concerns cannot be adequately addressed, the Council will not proceed with the order and the application will be refused.

9. Signage & Managing the Closure

The applicant (and not the Council) is responsible for ensuring that all safeguards, signage, barriers, and stewards are in place and the Council will not be held responsible for any damage to property, or injury to any person arising from or in connection with the event or closure.

Neither Epping Forest District Council or Essex County Council provide signage. If signage is required for your road closure, these must be sourced by the applicant.

10. Emergency 999 Access

Event organisers must consider emergency access during the closure and access points must be maintained for emergency ingress and egress – at all times during the closure.

If hard barriers are to be used, these must be staffed to ensure emergency ingress and egress and space must be maintained within the closure for an emergency vehicle to be able to park if required to respond. Fire hydrants are to be kept clear at all times.

11. Running Your Event

- Be aware of the needs of others including; visiting doctors and nurses and other home visiting services and make suitable arrangements.
- Notify neighbours of the time the event will finish and provide name and contact number for them to contact if they are being disturbed.

- Be considerate of neighbours who may not be participating in the event. If you have to talk louder against any music, then it is probably too loud.
- Lower the noise level in the evening when children or other local residents might be trying to sleep and finish the event at a reasonable time.
- Clean up after your street party. It's your street and your party so keep your local area tidy. Let people know in advance the finish time and arrange for neighbours to help with clearing away the rubbish and recycling etc.

DRAFT

Your guide to organising a street party

Foreword by Greg Clark

Secretary of State for Communities and Local Government

Street parties are a great part of British life and an opportunity for communities to come together to celebrate national occasions. Thousands of street parties took place for the Queen's Diamond Jubilee in 2012, and over 7 million people got together for The Big Lunch in June 2015.

On the 12th June 2016, the Queen will celebrate her 90th Birthday. Communities up and down the country can be part of this national celebration by organising a neighbourhood street party. You may want to follow the Queen's example of supporting charities by using your street party to raise money or encourage volunteering for local causes which matter to your community.

Street parties are simple to organise. This guidance sets out what you need to think about, busts the myths about what's needed, and includes a simple form to let your council know about your plans.



What sort of events does this apply to?

This is about the sort of street parties that groups of residents get together to arrange for their neighbours. The main differences between a small street party and other public events are listed below:

STREET PARTIES

For residents/neighbours only
Publicity only to residents
In a quiet residential road or street
Self-organised
Normally no insurance
No formal risk assessment needed
No licences normally necessary unless the sale of alcohol is involved

OTHER PUBLIC EVENTS

Anyone can attend
External publicity (such as in newspapers)
In buildings, parks etc.
Professional/skilled organisers
Insurance needed
Risk assessment common
Licence usually needed

It's that simple

Organising a street party just for residents and neighbours is very simple and does not need a licence. Use the form at the end of this guide to apply to your council, which in most cases will be the district or borough. This should provide all the information they need. You can find your council by entering your postcode at [Find your local council](#).

The number one tip for holding a party is to plan early, share jobs out amongst residents and get in touch with your council at least 4-6 weeks in advance. A good first point of contact will be your council's highways, events or communities team. If you encounter any difficulties speak to your local councillor who will be happy to help.

More helpful tips, advice and support for organising a successful event can be found on the Streets Alive website www.streetparty.org.uk and The Big Lunch website www.thebiglunch.com, so do check them out.

Street Parties - the myths and the facts

Myth 1: It's too difficult and confusing

Streets Alive and The Big Lunch have great websites to help you plan (www.streetparty.org.uk and www.thebiglunch.com). You can also use Gov.UK to access local information and contact details for more advice (enter your postcode at: [Apply to hold a street party](#)).

You should not need a risk assessment – as long as consideration is given to the needs of all those attending, common sense precautions should be enough.

Myth 2: You need a licence

The Licensing Act 2003 does not require a music licence at a street party unless amplified music is one of the main purposes of the event.

However, if you plan to sell alcohol you will need to check whether you need a Temporary Events Notice. This is a temporary permission for licensable activities which currently costs £21 and covers events of less than 500 people. For more information or to make an application, please contact your local licensing authority by entering your postcode at [Temporary Events Notice](#).

Myth 3: The law requires complex forms for a road closure and councils need to sign off every detail

For most small parties in quiet streets, all your council needs to know is where and when the closure will take place so they can plan around it (for example, so emergency services know). They will need a few weeks' advance notice as they will need to put in place a traffic regulation order. If councils really need more information they will contact organisers, but they are expected to take a 'light touch' approach. If your council asks for excessive information, you should challenge them.

Or you can organise a gathering or 'Street Meet' on private land, such as a driveway or front garden, without any requirement to fill in council forms. Residents should speak to their council about plans - Streets Alive has some excellent guidance on how to go about it (<http://www.streetparty.org.uk/residents/street-meet.aspx>)

Myth 4: The law requires a fee to be charged for a road closure

The Department for Transport has scrapped guidance that led some councils to over-complicate the process and to charge people wanting to close their road. If your council is making a charge, you have every right to question what those charges are for.

Myth 5: It's too late to ask for a road closure

Some councils have set deadlines to help them manage their work. But there are no deadlines in law, so if they look unreasonable ask your council to be flexible. If you can't or don't want to close your road, you could plan a simpler Street Meet (see Myth 3 above).

Myth 6: You need to buy expensive road signs

Some local councils will lend you signs and cones, or you can hire or buy signs, or even print your own from downloadable templates if they are for use in daylight. Streets Alive gives advice about this (<http://www.streetparty.org.uk/road-closed-signs.aspx>).

Myth 7: You need expensive insurance

There is no requirement from central government to have public liability insurance. Many councils do not insist on it so you should challenge those who do.

But if you think insurance would be a good idea, have a look at the advice on the Streets Alive and Big Lunch websites and shop around. Quotes for insurance start from around £50, which can be split between people attending, or you could hold a raffle or ask for donations to cover the costs.

Myth 8: You need a food licence

The Food Standards Agency (FSA) has confirmed that one-off events such as street parties aren't usually considered food businesses, so there are no forms to fill in. However you must ensure that any food provided is safe to eat.

The FSA provides more advice about providing safe food at street parties and other community events on its web site at:

<http://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>

The NHS Choices website has practical tips on how to prepare and cook food safely at <http://www.nhs.uk/Livewell/homehygiene/Pages/Foodhygiene.aspx>

Myth 9: You need a licence to run a raffle or lottery

You do not have to register a lottery (which includes raffles, sweepstakes and tombolas) if you are running an "incidental non-commercial lottery", for which tickets must be sold and the winners announced at the event. Anyone at the event (including children) can take part in this sort of lottery. The expenses that can be deducted from the proceeds must not be more than £100, and no more than £500 can be spent on prizes (not including donated prizes). More information is available from the Gambling Commission's website at <http://www.gamblingcommission.gov.uk/Gambling-sectors/Lotteries/About-the-lottery-industry/About-lotteries-affles/Incidental-non-commercial-lotteries.aspx>

Celebrating your community

Application form for a street party

Road closure for residential street parties

Name of person:

Organisation (if applicable):

Contact address (including postcode):

Telephone number (daytime):

Telephone number (evening):

Email address:

Name of road(s) to be closed:

Date and time of road closure

If you plan to close only a section of the road(s), where will the closure begin and end?

From:

To:

Give a brief list of properties affected. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close – e.g. Cedar Close numbers 1-20 and numbers 21-98

Are any of the roads to be closed used by through traffic?
YES/NO

If yes, you may need to send a traffic plan showing the extent of the closure and an alternative route for traffic.

Are you planning on closing a road that is part of a bus route?
YES/NO

If yes, the bus company will need to be consulted.

Will access for emergency vehicles (if required) be readily available at all times?
YES/NO

If not you will need to change your plans to accommodate them.

How will people know the road has been closed off - have you thought about barriers/diversion signs needed?
If yes, can you say what you will be doing?

If no, you can speak to your council or Streets Alive who will be able to help you with street signs (<http://www.streetparty.org.uk/road-closed-signs.aspx>).

Have most residents agreed to this event?
YES/NO

The council will want to ensure most people are happy with this event, so if there are any objections you should let them know. They may be able to help

you resolve any objections. Not everyone will be able to participate so let everyone know what time the party will start and end (you may want to finish by 9pm to minimise noise).

If you are planning a road closure you will also need to consult businesses in the wider area that may be affected. Have you already consulted all premises about the road closure?

YES/NO

If yes, please attach a copy of your consultation invitation/notice and confirm the date it was sent:

What happens next?

Send your completed form to your local council. To find your council enter your postcode at Find your local council [Find your local council](#). In areas where there is a district or borough council **and** a county council, it will normally be the district or borough council which deals with road closures for street parties.

Once you've completed a form and sent it to your local council, they will look at what you are proposing, process your application for a road closure and let you know if there is anything else you need to consider.

Report to the Licensing Committee



**Epping Forest
District Council**

Report reference:

Date of meeting: 22nd March 2023

Portfolio: Technical Services; Councillor K Williamson

Subject: Gambling Act 2005 - statement of licensing principles

Responsible Officer: David King 01992 564034)

Democratic Services: Adrian Hendry (01992 564246).

Recommendations/Decision Required:

- 1. Agree the revised statement of licensing principles, and**
- 2. Recommend Full Council adopt revised statement of licensing principles.**

Executive Summary:

The Gambling Act 2005 requires all licensing authorities to prepare and publish a statement of licensing principles that they propose to apply in exercising their functions under the Act, commonly known as a policy statement. The policy must be reviewed every 3 years and where reviewed and changes proposed, licensing authorities must consult on any revision. The statement must then be re-published.

The policy statement sets out the licensing authorities' general approach to regulation under the Act, guides administration of its functions and its expectations in relation to operators with premises in the locality. It will assist in ensuring that an appropriate balance is drawn between the interests of those wishing to provide and take part in legal gambling, and those who might be affected by such activities.

The current policy was approved by the Council in 2020 and only minor amendments have been made to reflect the latest guidance and to update the area profile in line with the Essex County Council Census 2021 and the Office for National Statistics data.

Reasons for proposed Decision:

The Statement of Principles must be reviewed every three years. It has now been reviewed, reconsulted upon and must be approved by Full Council before being republished.

Other Options for Action:

None. S.349 of the Act places a statutory requirement on all licensing authorities to prepare and publish a statement of licensing principles. This must be reviewed and republished every 3 years.

Report:

- 1. The Gambling Act 2005 became law on 7 April 2005 and was fully implemented by September 2007. The purpose of the Act was to consolidate and updated previous gambling legislation, creating a framework for three different types of gambling: gaming, betting, and lotteries. It has three key objectives:**
 - Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;**
 - Ensuring that gambling is conducted in a fair and open way;**

- Protecting children and other vulnerable persons from being harmed or exploited by gambling.
2. Under the Act, the Council is responsible for overseeing non-remote gambling. This involves:
- setting the local framework for gambling through their statement of principles
 - considering applications and issuing licences for premises where gambling takes place, with conditions where appropriate;
 - reviewing or revoking premises licences;
 - issuing permits for some forms of gambling;
 - undertaking inspection and enforcement activities, including tackling illegal gambling.

In exercising its functions, the Council must aim to permit gambling, providing it is consistent with the Licensing objectives.

3. Under section 349 of the Act, licensing authorities are required to prepare a statement of principles that they propose to apply in relation to their regulatory responsibilities in gambling. The policy must be reviewed every 3 years and where reviewed and changes proposed, licensing authorities must consult on any revision. The statement must be then re-published.
4. The current policy was approved by the Council in 2020. It has now been revised and only minor amendments have been made to reflect the latest guidance and to update the area profile in line with the Essex County Council Census 2021 and the Office for National Statistics data. A copy of the draft statement of licensing principles is attached to this report at appendix A.
5. Where a statement is revised, it is only the revision that needs to be published and consulted on. Consultation on the revision took place between 3rd February and 10th March 2023.
6. In determining its policy statement, the licensing authority must give appropriate weight to the views of those it has consulted. In deciding what weight to give, the factors to be taken into account include:
- Who is making the representations, the nature of their interest and their expertise;
 - Relevance of factors to the licensing objectives;
 - How many other people have expressed similar views;
 - How far the representations relate to matters that the licensing authority should be including in its policy statement.
7. During the consultation period the Councils Licensing Team received 3 responses, x1 on behalf of the Chief Officer of Police, x1 Loughton Town Council and x1 Epping Town Council. We have received no objections to the proposed policy.
8. Once it has been approved, the Council must publish a notice of its intent to publish its statement of licensing principles and the date it will come into effect.
9. For information, at the time of producing this report the following premises and permits relevant to this policy are operating on the District;

Betting Offices	12
Adult Gaming Centre	1
Alcohol Licensed Premises Gaming Machine Permits	8
Club Gaming Machine Permits	10

Overall, this represents a reduction in facilities for gambling across the district since the statement of licensing principles was last approved in 2020.

Resource Implications:

None. The Gambling Act 2005 was fully implemented by September 2007 and is firmly embedded within the existing service provision.

Legal and Governance Implications:

S.349 of the Act places a statutory requirement on all licensing authorities to prepare and publish a statement of licensing principles. This must be reviewed and republished every 3 years. Not to do so would undermine the Councils decision making and impede its enforcement powers in relation to the Gambling Act 2005.

Safer, Cleaner and Greener Implications:

The statement of licensing principles will promote better regulation of Gambling.

Consultation Undertaken:

In developing their statements, the Act requires licensing authorities to consult with:

- Chief Officer of Police for their area;
- Those representing the interests of gambling businesses in their localities;
- People likely to be affected by it (or those who represent them).

It is a matter for licensing authorities to develop their own consultation practices, including the method of consultation and who they consider it necessary to consult. However, Epping Forest District Council has consulted widely on this policy by letter, email and on its website. A list of those consulted is attached to this report at appendix B.

During the consultation period a total of 3 responses were received;

- The Chief Officer of Police,
- Loughton Town Council and
- Epping Town Council.

There have been no objections to the proposed policy. A copy of the responses is attached to this report at appendix C.

Background Papers:

Appendix A – Revised statement of licensing principles;

Appendix B – Consultees;

Appendix C – Table of responses received.

Gambling Commission – Guidance to Local Authorities

Risk Management:

It is a statutory requirement that the Councils statement of licensing principles is reviewed and republished every 3 years. Not to do so would undermine the Councils decision making and enforcement powers in relation to the Gambling Act 2005.

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Gambling Act 2005

Statement of Licensing Policy

DRAFT

This policy will be reviewed in TBC 2026

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All references to the Guidance refer to the Gambling Commission's Guidance to Licensing Authorities, published April 2021.

PART A THE LICENSING OBJECTIVES

Fundamental Principles

In exercising their functions under the Gambling Act 2005, Epping Forest District Council, as the Licensing Authority, must have regard to the licensing objectives as set out in Section 1 of the Act.

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.

It should be noted that the Gambling Commission has stated: "The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling".

This Licensing Authority is aware that, as specified in Section 153, in making decisions about premises licences and temporary use notices, it should aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives;
- in accordance with this Statement of Policy.

For the purpose of this document, reference to "the Act" means the Gambling Act 2005.

1. Introduction

Epping Forest District Council (the Licensing Authority) is situated in the County of Essex, which contains twelve District or Borough Councils and two Unitary Authorities. The district has six main centres of population (Buckhurst Hill, Chigwell, Epping, Loughton, Chipping Ongar and Waltham Abbey) and numerous picturesque villages and hamlets, but no natural centre. The majority of the district lies within the Metropolitan Green Belt, designed to restrict the spread of London into the Home Counties.

The district has a population of approximately *135,000 people, making it the eighth largest local authority area in Essex in terms of population size and equates to an estimated increase of 10,300 since the 2011 census (a rise of 8.3%). Approximately half of the population live in the southwest of the district (Buckhurst Hill, Chigwell and Loughton). The remainder live in a mixture of market towns, villages and rural hamlets. The demographic of Epping Forest is similar to the county average, for children and young people aged 0-14 (17.4%), 15-64 years old (63%) and older people aged 65+ (19.4%). It is predicted that over the next 15 years the age split of the population will change slightly with a small increase in the proportion of older people (20.76%) and a small decrease in the percentage of young people aged 0-17 (18.3%) and residents aged 18-64 (60.9%).

** Data from Essex County Council Census 2021 – initial release and The Office for National Statistics*

Unemployment in the district is generally low and many residents enjoy a high standard of living, with Epping Forest representing the third highest (of 12) average income for Essex Districts. However, there are also areas of significant disadvantage, and the district has four of the wards amongst the ten most deprived in Essex.

This Policy will be published every three years; but it will also be reviewed periodically as a result of legislative or policy change. Following consultation, it will be updated and re-published on the Council website.

The Gambling Act requires that licensing authorities consult with the following parties on the revision of their Licensing Policy:

- The Chief Officer of Police;
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area;
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005.

The list of persons this authority consulted is attached as Appendix B. The full list of comments made in response to the consultation is available via the Council's website.

Copies were placed in the public libraries of the area as well as being available in the Civic Offices and on the website.

Should you have any comments regarding this policy statement please send them via email or letter to the following contact:

Name: Licensing Manager
Address: Civic Offices, High Street, Epping, Essex CM16 4BZ
E-mail: licensing@eppingforestdc.gov.uk

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

2. Declaration

In producing this policy, the Licensing Authority declares that it has 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 it.

3. Responsible Authorities

The licensing authority is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is

competent to advise the authority about the protection of children from harm. The principles are:

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

This Licensing Authority designates the Essex County Council's Safeguarding Children Service as the competent authority, as required under Section 157(h) of the Gambling Act, to advise about the protection of children from harm. The principles are:

4. Interested Parties

Interested parties can make representations about licence applications or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as follows:

"For the purposes of this Part, a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the Licensing Authority which issues the licence or to which the applications are made, the person -

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

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. The following principles apply:

Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission's Guidance to Licensing Authorities. It will also consider the Gambling Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.

Persons who are democratically elected, such as Councillors and MPs, can be Interested Parties and are not required to evidence that they are acting on the direct request of constituents, provided they represent a ward likely to be affected. Likewise, where premises or activities relevant to this policy may affect a parish, that parish will be considered to be an Interested Party. In all other cases, this authority will generally require written evidence that a person/body (e.g., an advocate/relative) 'represents' someone who meets criteria (a) or (b) above. A letter from one of those persons, requesting the representation is sufficient.

If individuals wish to approach Councillors to ask them to represent their views, then care should be taken that the Councillors are not part of the Licensing Committee dealing with the licence application.

5. Exchange of Information

Licensing authorities are required to include in their statements, the principles they will apply 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 respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.

The principles of this Licensing Authority are that it will be compliant with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), relating to the sharing of information; it will also have regard to any Guidance issued by the Gambling Commission on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005. Any protocols that may be established regarding information exchange with other bodies, will be made available.

6. Public Register

The Licensing Authority is required to keep a public register and share information in it with the Gambling Commission and others (e.g., H.M. Revenue and Customs). A Public Register is available on the Licensing Authority's website that includes a list of all current licensed premises and permits under The Gambling Act 2005 within its District.

7. Enforcement

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 will be guided by the Gambling Commission's Guidance to Licensing Authorities and will endeavor to be:

- Proportionate: we will only intervene when necessary; remedies will be appropriate to the risk posed and costs identified;
- Accountable: we will be able to justify decisions, and be subject to public scrutiny;
- Consistent: rules and standards will be joined up and implemented fairly;
- Transparent: we will be open, and keep regulations simple and user friendly;
- Targeted: we will be focused on the problem and minimise side effects.

In accordance with the Gambling Commission's Guidance for Local Authorities, the Licensing Authority will endeavor to avoid duplication with other regulatory regimes so far as possible.

This Licensing Authority has adopted and implemented a risk-based inspection programme, based on:

- The licensing objectives;
- Relevant codes of practice;
- Guidance issued by the Gambling Commission, in particular at Part 36;
- The principles set out in this Statement of Licensing Policy.

The main enforcement and compliance role for the Licensing Authority in terms of the Gambling Act 2005 is to ensure compliance with the Premises Licences and other permissions which it authorises. The Gambling Commission is the enforcement body for the Operating and Personal Licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines are not dealt with by the Licensing Authority but should be notified to the Gambling Commission.

Bearing in mind the principle of transparency, this Licensing Authority's enforcement / compliance protocols / written agreements will be available upon request to the Licensing Section, Civic Offices, High Street, Epping Essex CM16 4BZ and email: licensing@eppingforestdc.gov.uk

8. Licensing Authority Functions

The Licensing Authority is required under the Gambling Act 2005 to:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences;
- Issue Provisional Statements;
- Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits;
- Issue Club Machine Permits to Commercial Clubs;
- Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres;
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of two or fewer gaming machines;
- Grant Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required;
- Register small society lotteries below prescribed thresholds;
- Issue Prize Gaming Permits;
- Receive and Endorse Temporary Use Notices;
- Receive Occasional Use Notices;
- Provide information to the Gambling Commission regarding details of licences issued;
- Maintain registers of the permits and licences that are issued under these functions.

The Licensing Authority is not involved in licensing remote gambling at all. This is regulated by the Gambling Commission via Operating Licences. The Financial Services Authority regulates spread betting, and the National Lottery Commission regulates the National Lottery.

PART B PREMISES LICENCES

1. General Principles

Premises licences are subject to the requirements set out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions, which are 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.

2. Decision Making

This licensing authority is aware that in making decisions about premises licences it shall aim to permit the use of premises for gambling as set out in s.153 of the Act, in so far as it thinks it:

- 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 this licensing policy.

In accordance with the Gambling Commission's Guidance to Licensing Authorities "moral objections to gambling are not a valid reason to reject applications for premises licences" (except as regards any 'no casino resolution' - see section on Casinos), also that unmet demand is not a criterion for a licensing authority.

3. Definition of Premises

In the Act, "premises" is defined as including "any place." Section 152 therefore prevents more than one premises licence applying to any place. But a single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large multiple unit premises, such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. However, licensing authorities should pay particular attention if there are issues about sub-divisions of a single building or plot and should ensure that mandatory conditions relating to access between premises are observed.

The Gambling Commission states that: "In most cases the expectation is that a single building/plot will be the subject of an application for a licence, for example, 32 High Street. That does not mean 32 High Street cannot be the subject of separate premises licences for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the Licensing Authority. However, the Commission does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises."

In accordance with the Gambling Commission's Guidance, this Licensing Authority will take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. This will include, in particular:

- The licensing objective that seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being 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;
- Entrances to 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 are not compromised, and people do not "drift" into a gambling area. In this context, it should normally 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.

The Licensing Authority will also take account of other relevant factors, which may include:

- Do the premises have a separate registration for business rates?

- Is the premises' neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

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

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

Casinos

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

Adult Gaming Centre

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

Betting Shops

- Access must be from a street (as per paragraph 7.23 of the Gambling Commission's Guidance to Licensing Authorities) or from premises with a betting premises licence;
- There must be no direct access from a betting shop to a premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and if there was to be a betting shop at the back of a café, the whole area would have to be licensed.

Tracks

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

Bingo Premises

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

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.

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

4. Premises "ready for gambling"

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

If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.

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

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

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

More detailed examples of the circumstances in which such a licence may be granted can be found in the Guidance.

5. 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 are relevant to its decision making. As required by the Gambling Commission's Guidance to Licensing 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. The applicant must show that they have taken into account such issues as the proximity of schools, centres for vulnerable adults or residential areas with a high concentration of families with children. Should any other specific policy be decided upon as regards areas where gambling premises should not be located, this policy will be updated. It should be noted that this policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

Applicants will be expected to provide with their applications:

- Details of how the premises will operate to restrict access from children and vulnerable people;
- Whether a proof of age scheme is being used;
- If an appropriate number of security staff are employed at appropriate times;
- What the opening times are in order that they do not coincide with schools start and finish times.

6. Planning

This Licensing Authority, in determining applications, will take into consideration, all relevant matters and will not take into consideration any irrelevant matters, i.e., those not related to gambling and the licensing objectives. One example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal; those matters should be dealt with under relevant planning control and building regulation powers, and not form part of the consideration for the premises licence. Equally, fire or health and safety risks will not be taken into account, as these matters are dealt with under other relevant legislation and must 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.

7. Duplication with other Regulatory Regimes

Although the Licensing Authority seeks to avoid any duplication with other statutory/regulatory systems where possible, it will listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning or other restrictions, should such a situation arise.

8. Licensing Objectives

Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this licensing authority has considered the Gambling Commission's Guidance to Licensing Authorities and some comments are made below.

Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime. This Licensing Authority notes that the Gambling Commission will be taking a leading role in preventing gambling from being a source of crime and that it has intended disorder to mean activity that is more serious and disruptive than mere nuisance. The Gambling Commission's Guidance does, however, envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime, this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable, such as the provision of door supervisors. This Licensing Authority is aware of the distinction between disorder and nuisance and will consider various factors in order to make that distinction, (for example whether police assistance was required and how threatening the behaviour was to those who could see it).

Ensuring that gambling is conducted in a fair and open way. This Licensing Authority notes that the Gambling Commission states that it generally does not expect licensing authorities to be concerned with ensuring that gambling is conducted in a fair and open way, as this will be addressed via operating and personal licences.

Protecting children and other vulnerable persons from being harmed or exploited by gambling. This Licensing Authority notes the Gambling Commission's Guidance, that this objective

means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are particularly attractive to children). The Licensing Authority will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

The Licensing Authority acknowledges that Child Sexual Exploitation (CSE) does not just apply to children on licensed premises, particularly as children are not permitted access to most gambling premises, however applicants should be equally aware of children in the proximity of the premises that may be waiting for or seeking older persons. There should be:

- regular staff training and awareness raising programmes;
- regular patrols of the premises including adjoining or outside areas to identify children outside a licensed premises or meeting adults leaving a licensed premises;
- raised awareness of children looking uncomfortable in the company of, or leaving a premises with, older people.

The Licensing Authority does not wish to create an impression that all contact between adults and children is inappropriate, however, operators must be made aware of the risks of CSE and should proactively minimise the risk.

This Licensing Authority is also aware of the Gambling Commission Codes of Practice as regards this licensing objective, in relation to specific premises.

Codes of practice are either:

- social responsibility code provisions - which must be adhered to by all licence holders;
- ordinary code provisions - these do not have the status of licence conditions but failure to take account of them can be used as evidence in criminal or civil proceedings.

Operators must comply with the code provisions covering risk assessments and local authority area profiles.

Assessing local risk

Licensees must assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in the licensing authority's statement of licensing policy.

Licensees must review (and update as necessary) their local risk assessments:

- to take account of significant changes in local circumstances, including those identified in a licensing authority's statement of licensing policy;
- when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
- when applying for a variation of a premises licence; and
- when applying for a new premises licence.

This Licensing Authority will expect the local risk assessment to consider as a minimum:

- the location of services for children such as schools, playgrounds, leisure/community centres and other areas where children will gather;
- the demographics of the area in relation to vulnerable groups;
- whether the premises is in an area subject to high levels of crime and/or disorder;
- local risk assessments should show how vulnerable people, including people with gambling dependencies, are protected.

The Risk Assessment should be kept on the individual premises and made available for inspection by the Licensing Authority on request.

Sharing local risk assessments

Licensees should share their risk assessment with licensing authorities when applying for a premises licence or applying for a variation to existing licensed premises, or otherwise, on request.

9. Local Area Profiles

Risk assessments can make reference to the Local Authority's Area Profile which may include reported gambling-related problems in an area. At the time of preparing this edition of the Statement of Licensing Policy, there has been no evidence presented to Epping Forest District Council to support the assertion that any part had or is experiencing problems from gambling activities. This position will be kept under review and, in the event that it changes, further research will be carried out to discover the extent of the problems and to prepare an Area Profile accordingly.

As regards the term “vulnerable persons”, it is noted that the Gambling Commission does not seek to offer a definition but states that “it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.” This Licensing Authority will consider this licensing objective on a case by case basis.

10. Conditions

Any conditions attached to licences will be proportionate and will be:

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

Decisions upon individual conditions will be made on a case by case basis, and 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 their own suggestions as to ways 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 non-adult gambling specific premises, in

order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance.

It is noted that there are 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);
- conditions in relation to stakes, fees, winning or prizes.

Category C machines or above

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

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

Door Supervisors

The Gambling Commission advises in its Guidance to Licensing Authorities that if a Licensing Authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons), then it may require that the entrances to the premises are controlled by a door supervisor, and is entitled to impose a premises licence condition to this effect.

Where it is decided that supervision of entrances/machines is appropriate for particular cases, a consideration of whether these need to be SIA licensed or not will be necessary. It will not be automatically assumed that they need to be licensed, as the statutory requirements for different types of premises vary (as per the Guidance, Part 33).

Credit

Credit facilities are prohibited from being provided in casinos and bingo licensed premises. Cash machines (ATMs) may be installed in such premises. All premises licences include a mandatory condition which requires that any ATM made available for use on the premises, must be located in a place that requires any customer who uses the ATM to cease gambling in order to do so.

Adult Gaming Centres and Licensed Family Entertainment Centres

This Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that persons under 18 years do not have access to the premises.

This Licensing Authority may consider measures to meet the licensing objectives such as:

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

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

Casinos

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

Bingo Premises

The Gambling Commission's Guidance states:

"Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence". This will be a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas.

Gaming machines must remain within the licensed area covered by the premises licence. In unusual circumstances that an existing bingo premises covered by one premises licence applies to vary the licence and acquire additional bingo premises (so that the area that was the subject of a single licence would become divided between a number of separate licensed premises) it is not permissible for all gaming machines to be grouped together with one of the licensed premises

Children and young people are allowed to enter bingo premises; however, they are not permitted to participate in bingo and if category B or C machines are available for use, these must be separated from areas where children and young people are allowed."

Betting Premises

Betting machines - This Licensing Authority will, in accordance with the Gambling Commission's Guidance, 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 by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.

Fixed Odds Betting Terminals (FOBT's)

In respect to nationally expressed concerns that exist in relation to the potentially adverse impact FOBT's may have on vulnerable groups of adults, the Licensing Authority will apply conditions to betting shop premises licences including, but not limited to, setting out minimum staffing levels to ensure sufficient staff are on the premises to comprehensively promote responsible gambling, adequately protect players, particularly in relation to those who are deemed to be vulnerable and to prevent persons under 18 years accessing gambling facilities.

In particular, applicants will be expected to show how they will prevent access to under 18's.

Tracks

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

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

This Licensing Authority may consider measures to meet the licensing objectives such as those outlined above.

Gaming machines - Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.

Betting machines - This Licensing Authority will take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator proposes to offer.

The Local Authority considers a gaming machine is 'available for use' if a player can take steps to play it without the assistance of the operator. Where more than the permitted number of machines are physically located on a premises, licensees will need to demonstrate that no more than the permitted number are 'available for use' at any one time.

11. Applications and Plans

The Gambling Act (s51) requires applicants to submit plans of the premises with their application, in order to ensure that the Licensing Authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for the Licensing Authority to plan future premises inspection activity.

Plans for tracks do not need to be in a particular scale but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.

Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises.

In the rare cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases, betting facilities may be better provided through occasional use notices where the boundary premises do not need to be defined.

This authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses, in particular, any betting areas subject to the “five times rule” (commonly known as betting rings) must be indicated on the plan.

Travelling Fairs

Where category D machines and/or ‘equal chance prize gaming without a permit’ is provided at Travelling Fairs, the Licensing Authority will require that the facilities for gambling amount to no more than an ancillary amusement at the fair.

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

It is 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. The 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.

Provisional Statements

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

S204 of the Gambling Act provides for a person to make an application to the Licensing Authority for a provisional statement in respect of premises that he or she:

- expects to be constructed;
- expects to be altered; or

- expects to acquire a right to occupy.

The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible Authorities and Interested Parties may make representations and there are rights of appeal.

In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track), and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The Licensing Authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage; or
- they reflect a change in the applicant's circumstances.

In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

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

Where the premises has not been constructed in accordance with the plan and information submitted with the provisional statement application. This must be a substantial change from the plan and licensing authorities should discuss any concerns they have with the applicant before making a decision.

12. Reviews

Requests for a review of a premises licence can be made by Interested Parties or Responsible Authorities. It is for the Licensing Authority, however, to decide whether the review is to be carried out. This will be on the basis of whether the request for the review is relevant to the matters listed below, as well as consideration as to whether the request is frivolous, vexatious, repetitious, or will certainly not cause this authority to wish to alter, revoke or suspend the licence.

Reviews will be carried out:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- if the request is reasonably consistent with the licensing objectives; and
- in accordance with this statement of licensing principles.

The Licensing Authority can also initiate a review of a licence for any reason which it thinks is appropriate.

Once a valid application for a review has been received by the Licensing Authority, representations can be made by Responsible Authorities and Interested Parties during a 28 day period. This period begins 7 days after the application was received by the Licensing Authority, who will publish notice of the application within 7 days of receipt.

The Licensing Authority must carry out the review as soon as possible after the 28 day period for making representations has passed.

The purpose of the review will be to determine whether the Licensing Authority should take any action in relation to the licence. If action is justified, the options open to the Licensing Authority are:

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

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

In particular, the Licensing Authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.

Once the review has been completed, the Licensing Authority must, as soon as possible, notify its decision to:

- the licence holder;
- the applicant for review (if any);
- the Commission;
- any person who made representations;
- the Chief Officer of Police or Chief Constable; and
- His Majesty's Commissioners for Revenue and Customs.

PART C - PERMITS/TEMPORARY & OCCASIONAL USE NOTICE

1. Unlicensed Family Entertainment Centre Gaming Machine Permits

Where a premises does not hold a Premises Licence but wishes to provide gaming machines, it must apply to the Licensing Authority for a permit. The applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

The Gambling Act 2005 states that a Licensing Authority may prepare a statement of principles that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25. The Gambling Commission's Guidance to Licensing Authorities also states: "In their three year licensing policy statement, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits...., licensing authorities will want to give weight to child protection issues."

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 (Family Entertainment Centre), and if the Chief Officer of Police has been consulted on the application. Licensing authorities might wish to consider asking applicants to demonstrate:

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

It should be noted that a Licensing Authority cannot attach conditions to this type of permit.

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, DBS checks for staff.

This Licensing Authority will also expect, as per Gambling Commission Guidance, that applicants demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs, that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act) and that staff are trained to have a full understanding of the maximum stakes and prizes.

2. Alcohol Licensed Premises Gaming Machine Permits

Automatic Entitlement: 2 machines

Premises licensed to sell alcohol for consumption on the premises may automatically have two gaming machines of categories C and/or D. The premises must notify the Licensing Authority of their intention to exercise this right, but they may remove this 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 (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 has been committed on the premises.

Permit for three or more machines.

If a premises wishes to have more than two machines, then it must apply for a permit. The Licensing Authority will consider the 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 it thinks relevant.

Each case will be considered on its merits, but, generally, it will consider the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy them that there will be sufficient measures to ensure that persons under 18 years do not have access to “adult only” gaming machines. Measures which will satisfy the authority that there will be no access may include:

- Supervision of machine areas;
- Physical separation of areas;
- Notices / signage;
- The location of gaming machines

This list is not exhaustive.

As regards the protection of vulnerable persons, the Licensing Authority will consider measures such as the use of self-barring schemes, 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. 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. Where an alcohol licensed premises applies for a premises licence for their non-alcohol licensed areas, any such application would need to be applied for as an Adult Entertainment Centre premises licence.

3. Prize Gaming Permits

The Gambling Act 2005 states that a Licensing Authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the Licensing Authority proposes to consider in determining the suitability of the applicant for a permit”.

This Licensing Authority’s Statement of Principles requires that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations;
- that the gaming offered is within the law;
- clear policies that outline the steps to be taken to protect children from harm;
- training to cover how staff would deal with unsupervised and/or very young children on/around the premises and suspected truants.

In making its decision on an application for this permit the Licensing Authority does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

Applicants for a permit must comply with the conditions laid down by the Gambling Act 2005.

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.

The Licensing Authority may not impose any further conditions.

4. Club Gaming and Club Machines Permits

Qualifying members clubs and Miners' welfare institutes (but not commercial clubs) may apply for a Club Gaming Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D). NB Commercial Clubs may not site category B3A gaming machines offering lottery games in their club.

Gambling Commission Guidance states: "Members' clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations." It is anticipated that this will cover bridge and whist clubs. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.

The Licensing Authority may only refuse an application on the grounds that:

- 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;
- the applicant's premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous ten years; or
- an objection has been lodged by the Commission or the police.

Where a premises holds a Club Premises Certificate under the Licensing Act 2003, they may apply using the fast-track procedure. As the Gambling Commission's Guidance to Licensing 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 on which an application under the process may be refused are:

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

Objections will not be lodged by the Commission or the police, as these will have been dealt with under the Licensing Act application procedure.

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

5. Temporary Use Notices

Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for Temporary Use Notices, according to the Gambling Commission, would include hotels, conference centres and sporting venues.

The Licensing Authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence, i.e., a non-remote casino operating licence.

The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices. The Gambling Act 2005 (Temporary Use Notices) Regulations 2007 state that Temporary Use Notices can only be used to permit the provision of facilities or equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.

This Licensing Authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission's Guidance to Local Authorities.

6. Occasional Use Notices

The Licensing Authority has little discretion as regards these Notices, aside from ensuring that the statutory eight days in a calendar year is not exceeded and will grant such notices where statutory requirements are met.

7. Small Society Lotteries

Lottery licences will be issued in accordance with the Gambling Commission's Guidance to Local Authorities.

APPENDIX A

TABLE OF DELEGATIONS OF LICENSING FUNCTIONS

MATTER TO BE DEALT WITH	FULL COUNCIL	SUB-COMMITTEE	OFFICERS
Three year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting - when appropriate			(to be approved by Executive)
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Review of a premises licence		X	
Application for club gaming /club machine permits		Where representations have been received and not withdrawn	Where no representations received/ representations 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	

APPENDIX B

LIST OF CONSULTEES

<p>Alex Burghart MP Association of Multiple Licensed Retailers Attwater Jameson Hill Solicitors Bay Restaurant Group Bryan Cave Leighton Paisner Solicitors Betting Offices British Transport Police Campaign to Protect Rural England Chigwell and Hainault Synagogue Child Protection Essex County Council Church of England Citizens Advice Bureau Consumers Association Council for Voluntary Services Community Safety Partnership Curwens Solicitors EFDC Councillors EFDC Senior Officers Eleanor Laing MP Environment agency Epping Forest Conservators East of England Ambulance Service NHS Trust Essex Coalition for Disabled Group Essex County Council Essex Fire & Rescue Essex Police Service Essex Probation Service Essex Tourist Bodies Federation of Licensed Victuallers Association Federation of Synagogues Fosket Marr Gadsby & Head GamCare Gamblers Anonymous UK</p>	<p>Gambling Commission Greene King Health and Safety Executive Essex HM Customs and Excise HM Revenue & Customs Jarmans Solicitors Lea Valley Regional Park Authority Local Chambers of Commerce Local Council Liaison Committee Local Round Tables McMullens Brewery Methodist Church Mitchells & Butlers Brewery Neighbouring Local Authorities Other Faith Groups Parish and Town Councils Princess Alexandra NHS Trust Punch Taverns Robert Halfon MP Roman Catholic Church Rural Community Council of Essex Spirit Group Retail Ltd Town Centre Partnerships Union of Shop, Distributive and Allied Workers Unison Unite West Essex CCG Whiskers & Co Solicitors All current gambling premises within the district</p>
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APPENDIX C RESPONSIBLE AUTHORITIES FOR GAMBLING ACT 2005 APPLICATIONS

<p>Epping Forest District Council Civic Offices High Street Epping Essex CM16 4BZ Attn; Licensing Unit Tel: 01992 564034 licensing@eppingforestdc.gov.uk</p>	<p>Head of Child Protection (Licensing Applications) Quality Assurance & Safeguarding Service Family Operations Essex County Council 70 Duke Street Chelmsford Essex CM1 1YS licensingapplications@essexcc.gov.uk</p>
<p>The Licensing Department (alcohol) Essex Police Braintree Essex CM7 3DJ Tel : 01245 452035 licensing.applications@essex.police.uk</p>	<p>Gambling Commission Victoria House Victoria Square Birmingham B2 4BP info@gamblingcommision.gov.uk</p>
<p>Essex Fire & Rescue Service South West Group Service Delivery Point Fire Station Broadmayne Basildon Essex SS14 1EH Tel : 01376 576700 Email: southwestgroupSDP@essex-fire.gov.uk</p>	<p>HM Revenue & Customs Excise Processing team Gambling Duties BX9 1GL Email: Nrubetting&gaming@hmrc.gsi.gov.uk Tel. 0300 200 3700</p>
<p>Director of Planning Civic Offices High Street Epping Essex CM16 4BZ Tel: 01992 564514 Email: Contactplanning@eppingforestdc.gov.uk</p>	<p>Public Health Unit Civic Offices High Street Epping Essex CM16 4BZ Brian Stalabross – Business and Corporate Team Manager, Commercial and Regulatory Service Directorate Tel:01992 564058 Email: bstalabross@eppingforestdc.gov.uk</p>

Gambling Commission
National Lottery Commission
Solicitors
Attwaters Jameson Hill Solicitors
Bryan Cave Leighton Paisner Solicitors
Curwens Solicitors
Foskett Marr Gadsby & Head
Whiskers LLP
Jarmans
Betting Offices (Head Office Contact)
William Hill
Ladbrookes Ltd
Corals Racing Ltd
Jenningsbet
Betting Office EFDC
William Hill
William Hill
Ladbroke Group Ltd
Jenningsbet
Ladbrokes
Ladbroke Group Ltd
Jenningsbet
Ladbrokes
Ladbrokes
William Hill
Star Bookmakers (UK) Ltd
William Hill
Trade Associations
Association of British Bookmakers Ltd
British Greyhound Racing Board
Racecourse Association Ltd
National Association of Bookmakers
Beer & Pub Association
Working Mens Club and Institute Union
Association of Multiple Licensed Retailers
British Institute of Inn Keeping
Society Of Independent Brewers
Internet Gambling Gaming & Betting Association
Licensed Victuallers Association
Breweries
Mitchells & Butlers Brewery
McMullen & Sons Ltd
Greene King
Punch Taverns
Support
Citizens Advice Bureau

Consumers Association
Gamblers Anonymous
Gamcare
BACTA
Council for Voluntary Services
Community Safety Partnership
Chamber of Commerce
Essex Coalition for Disabled People
Responsibility in Gambling Trust
Responsible Authorities
Chief Officer of Police
Planning
Essex County Council
Trading Standards
Child Protection ECC
Essex Fire
Env Agency
Health & Safety
Community Safety
HMRC
Essex Probation Service
Senior Officers/Service Directors
All EFDC Councillors
Kim Partridge - Members Bulletin
Town and Parish Councils
Eleanor Laing MP
Robert Halfon MP
Alex Burghart MP
Other
Essex Tourist Bodies
Health & Safety Exec Essex
Lea Valley Regional Park Authority
Princess Alexandra NHS Trust
Rural Community Council of Essex
Town Centre Partnerships
Buckhurst Hill Village Forum - Glenys Reynolds
Loughton Broadway - Judy Lovell
Ongar Town Forum
Waltham Abbey - Paul Violet
Churches
Abridge Evangelical Church
St Stephen's Church
St. Thomas More & St Edward Catholic Church
Church of the Immaculate Conception RC
Church Of The Assumption
St. Michael's Church

Epping United Reformed Church
St. Nicholas Church
St. Edmund's Church
Loughton Baptist Church
Holy Trinity Church
St John the Baptist Church, Epping
St Elizabeth Church, Buckhurst Hill
St. Winifreds Church of England
St. Mary's Church Chigwell
Restore Community Church
The Salvation Army
Lea Valley Church A.O.G
Life Church Epping - Pastor Lee Carmichael
Epping Forest Community Church
Chigwell & Hainault Synagogue
Waltham Abbey Church
St Mary's
St Mary's High Ongar
All Saints, Epping Upland
Loughton Methodist Church
All Saints Church
Buckhurst Hill Baptist Church
The Bridge Church
St James' Church
St. James United Reformed Church
St. Peters Church
The Forest Hill Evangelical Church
St. Helens Catholic Church
All Saints & St Giles Church
Loughton, Chigwell & District Synagogue
Theydon Bois Baptist Church
Epping Green Chapel
Epping District Team Ministry
St. Paul's Church
St. Johns Church
Waltham Abbey, Holy Cross and St Lawrence
St Thomas Upshire
All Saints
Federation of Synagogues
Chigwell & Hainault Synagogue
Kingdom Hall Of Jehovah's Witnesses
Ongar United Reformed Church
St Martin's Chipping Ongar & St Peter's Shelley
Greensted Church
The Parish Church of Saint Margaret

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Statement of principles table of responses

Response From	Response	Comment
Chief Officer of Police	<p>On behalf of the Chief Officer of Police I am tasked with responding (on his behalf) to consultations under the Gambling Act 2005 and Licensing Act 2003. Having had the benefit of being a consultee the last time the Authority reviewed its Statement of Principles under the Gambling Act 2005; I have considered the changes highlighted in the latest consultation. Essex Police has no comments to make as regards the revised statement of principles.</p>	No action required
Loughton Town Council	<p>PL375 Consultation on Statement of Principles Under The Gambling Act 2005</p> <p>The Committee had no comments on the proposed changes to this policy statement. However, members welcomed the inclusion of Gamblers Anonymous UK onto the list of consultees, offering an alternative opinion to that of the Gambling Industry.</p>	No Action Required
Epping Town Council	<p>We were invited to comment on EFDC statement of Licensing Principles, this was discussed at the ordinary council meeting of the Epping Town Council held on 7th March 2023. When discussed the Town Council have returned on this subject – No Comment</p>	No Action Required

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