

1. Introduction

- 1.1 Leeds City Council is the Licensing Authority under the Act. The Licensing Authority is responsible for considering and determining applications for premises licences which offer gambling facilities within Leeds. The Licensing Authority also has a role in gambling regulation by ensuring compliance with the Act.
- 1.2 The Act contains three licensing objectives which guide the way that the Licensing Authority performs its functions and the way that gambling operators carry on their activities. They are:
 - (a) Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime.
 - (b) Ensuring that gambling is conducted in a fair and open way.
 - (c) Protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 1.3 The Act places a legal duty on the Licensing Authority to aim to permit gambling in so far as it thinks it reasonably consistent with the licensing objectives. The effect of this duty is that the Licensing Authority must approach its functions in a way that seeks to regulate gambling by using its powers, for example to attach conditions on licences, to moderate its impact on the licensing objectives rather than by starting out to prevent it altogether.
- 1.4 The Gambling Act 2005 (Mandatory and Default Conditions) (England and Wales) Regulations 2007 impose conditions on each category of gambling premises licence under the Act. For ease of reference and to provide a concise document containing all relevant conditions the Licensing Authority has included the mandatory and default conditions in parts 2 and 3 of this document.
- 1.5 The Licensing Authority has developed Model Conditions in Part 4 of this document to assist gambling operators, responsible authorities and interested parties in providing a consistent approach to dealing with specific issues and concerns.
- 1.6 Gambling operators will identify measures which would mitigate the risk to the licensing objectives should from their local risk assessment undertaken on for that premises. The model conditions will assist prospective and existing licence holders where they consider that specific conditions would cement these proposed measures within the regulatory framework.
- 1.7 Once an application has been made, the responsible authorities and interested parties are encouraged to engage with the applicant if they are considering making a representation to the application.
- 1.8 The model conditions are not an exclusive or exhaustive list of conditions which may be included on a premises licence. It does not restrict any applicant, responsible authority, or other interested parties from proposing any alternative conditions, nor would it restrict a Licensing Sub-Committee from imposing any reasonable condition on a licence it considers appropriate to aim to permit gambling under section 153 of the Act.

1.9 Model conditions are listed numerically and an index is included for ease of reference. This is the first edition of the Mandatory, Default and Model Conditions that we have produced. We will continue to be updated this document as required and publish it on www.leeds.gov.uk

1.10 If you have any comments relating to this documents content and use please contact Entertainment Licensing on 0113 247 4095 or email entertainment.licensing@leeds.gov.uk.

2. Mandatory Conditions

2.1 Mandatory conditions are conditions that are specified in the Gambling Act 2005 (Mandatory and Default Conditions) (England and Wales) Regulations 2007 (the regulations). The mandatory conditions for each category of premises licences are listed below as conditions with Leeds's own condition reference and the specific regulation, schedule, part and paragraph where those conditions are located within the regulations.

2.2 These mandatory conditions are to be applied to the relevant category of premises licence and cannot be removed or varied in anyway.

2.3 Where a mandatory condition, as specified within the regulations refers to a paragraph that is a separate condition within that part of the schedule we have replaced that paragraph number with the relevant Leeds condition reference.

2.4 Converted Casinos

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| CCM01 | The summary of the terms and conditions of the premises licence issued under section 164(1)(c) of the 2005 Act shall be displayed in a prominent place within the premises. | Reg 3(2) |
| CCM02 | The layout of the premises shall be maintained in accordance with the plan. | Reg 3(3) |
| CCM03 | The premises shall not be used for— a) the sale of tickets in a private lottery or customer lottery, or b) the sale of tickets in any other lottery in respect of which the sale of tickets on the premises is otherwise prohibited. | Reg 3(4) |
| CCM04 | The principal entrance to the premises shall be from a street. | Reg 4, Sch 1, Part 1, Para 1(1) |
| CCM05 | No entrance to the premises shall be from premises that are used wholly or mainly by children, by young persons, or by both. | Reg 4, Sch 1, Part 1, Para 1(2) |
| CCM06 | No customer shall be able to enter the premises directly from any other premises in respect of which a licence issued under Part 8 of the Act, or a permit issued under Schedule 10, 12 or 13 to the Act, has effect | Reg 4, Sch 1, Part 1, Para 1(3) |
| CCM07 | A gap of at least 2 metres shall be maintained between any ordinary gaming table and any other equipment, apparatus or structure used by a person to gamble on the premises. | Reg 4, Sch 1, Part 1, Para 2 |

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| CCM08 | No more than 40 separate player positions may be made available for use in relation to wholly automated gaming tables at any time. | Reg 4, Sch 1, Part 1, Para 3 |
| CCM09 | <p>(1) The rules of each type of casino game that is available to be played on the premises shall be displayed in a prominent place within both the table gaming area and other gambling area of the premises to which customers wishing to use facilities for gambling have unrestricted access.</p> <p>The condition in sub-paragraph (1) may be satisfied by—</p> <p>(2)</p> <ul style="list-style-type: none"> a) displaying a clear and legible sign setting out the rules; or b) making available to customers leaflets or other written material containing the rules. | Reg 4, Sch 1, Part 1, Para 4 |
| CCM10 | Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to cease gambling at any gaming table, gaming machine or betting machine in order to do so. | Reg 4, Sch 1, Part 1, Para 5 |
| CCM11 | A notice shall be displayed in a prominent place at every entrance to the premises stating that no person under the age of 18 years is permitted to enter the premises. | Reg 8, Sch1, Part 5, Para 1 |
| CCM12 | <p>(1) This paragraph shall apply to premises which have a gambling area the floor area of which is no less than 200m².</p> <p>(2) In determining the floor area of the gambling area, all areas in which facilities for gambling are provided on the premises shall be taken into account.</p> <p>(3) The premises shall contain a non-gambling area, the floor area of which is no less than 10% of the floor area of the gambling area.</p> <p>(4) The non-gambling area may consist of one or more areas within the premises.</p> <p>(5) Lobby areas and toilet facilities may be taken into account in calculating the non-gambling area; but the non-gambling area shall not consist exclusively of lobby areas and toilet facilities.</p> <p>(6) Facilities for gambling shall not be provided in the non-gambling area.</p> <p>(7) At any time during which facilities for gambling are being provided on the premises, each separate area comprising the non-gambling area, other than the lobby areas and toilet facilities referred to in sub-paragraph (5), shall contain recreational facilities that are available for use by customers on the premises.</p> | Reg 8, Sch1, Part 5, Para 2 |

2.5 Bingos

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| BIM01 | The summary of the terms and conditions of the premises licence issued under section 164(1)(c) of the 2005 Act shall be displayed in a prominent place within the premises. | Reg 3(2) |
| BIM02 | The layout of the premises shall be maintained in accordance with the plan. | Reg 3(3) |
| BIM03 | <p>The premises shall not be used for—</p> <ul style="list-style-type: none"> a) the sale of tickets in a private lottery or customer lottery, or b) the sale of tickets in any other lottery in respect of which the sale of tickets on the premises is otherwise prohibited. | Reg 3(4) |
| BIM04 | A notice stating that no person under the age of 18 years is permitted to play bingo on the premises shall be displayed in a prominent place at every entrance to the premises. | Reg 10, Sch2, Part 1, Para 1 |
| BIM05 | <p>No customer shall be able to enter the premises directly from any other premises in respect of which one of the following permissions has effect—</p> <ul style="list-style-type: none"> a) a casino premises licence; b) an adult gaming centre premises licence; c) a betting premises licence other than a track premises licence; and | Reg 10, Sch2, Part 1, Para 2 |
| BIM06 | <p>(1) This paragraph shall apply where children or young persons or both are permitted by the licence holder to enter the premises, and Category B or C gaming machines are made available for use on the premises.</p> <p>(2) Any area of the premises to which category B and C gaming machines are located—</p> <ul style="list-style-type: none"> a) shall be separated from the rest of the premises by a physical barrier which is effective to prevent access other than by an entrance designed for the purpose; b) shall be supervised at all times to ensure children or young persons or both do not enter the area; and c) shall be arranged in such a way that ensures all parts of the area can be observed by the persons mentioned in sub-paragraph (3). <p>(3) The reference to supervision in this paragraph means supervision by—</p> <ul style="list-style-type: none"> a) one or more persons whose responsibilities include ensuring children or young persons or both do not enter the area; or b) closed circuit television which is monitored by one or more persons whose responsibilities include ensuring that children or young persons or both do not enter the area. <p>(4) A notice stating that no person under the age of 18 years is permitted to enter the area shall be displayed in a prominent place at the entrance to any area of the premises in which Category B or C gaming machines are made available for use.</p> | Reg 10, Sch2, Part 1, Para 3 |

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| BIM07 | <p>(1) 1) In the case of a charge for admission to the premises, a notice of that charge shall be displayed in a prominent place at the principal entrance to the premises.</p> <p>(2) In the case of any other charges in respect of gaming, a notice setting out the information in sub-paragraph (3) shall be displayed at the main point where payment for the charge is to be made.</p> <p>(3) The notice in sub-paragraph (2) shall include the following information—</p> <ul style="list-style-type: none"> a) the cost (in money) of each game card (or set of game cards) payable by an individual in respect of a game of bingo; b) in respect of each game card (or set of game cards) referred to in paragraph (a) the amount that will be charged by way of a participation fee for entitlement to participate in that game; and c) a statement to the effect that all or part of the participation fee may be waived at the discretion of the person charging it. <p>(4) The notice may be displayed in electronic form.</p> <p>(5) A reference in this paragraph to a charge in respect of gaming does not include an amount paid for an opportunity to win one or more prizes in gaming to which section 288 of the 2005 Act (meaning of “prize gaming”) applies.</p> | Reg 10, Sch2, Part 1, Para 4 |
| BIM08 | <p>(1) The rules of each type of game that is available to be played the premises other than games played on gaming machines shall be made available to customers within the premises.</p> <p>(2) The condition in sub-paragraph (1) may be satisfied by—</p> <ul style="list-style-type: none"> a) displaying a sign setting out the rules, b) making available leaflets or other written material containing the rules, or c) running an audio-visual guide to the rules prior to any bingo game being commenced. | Reg 10, Sch2, Part 1, Para 5 |
| BIM09 | Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to cease gambling in order to do so. | Reg 10, Sch2, Part 1, Para 6 |

2.6 Betting Tracks

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| BTM01 | The summary of the terms and conditions of the premises licence issued under section 164(1)(c) of the 2005 Act shall be displayed in a prominent place within the premises. | Reg 3(2) |
| BTM02 | The layout of the premises shall be maintained in accordance with the plan. | Reg 3(3) |

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| BTM03 | <p>The premises shall not be used for—</p> <ul style="list-style-type: none"> a) the sale of tickets in a private lottery or customer lottery, or b) the sale of tickets in any other lottery in respect of which the sale of tickets on the premises is otherwise prohibited. | Reg 3(4) |
| BTM04 | <p>No customer shall be able to access the premises directly from any other premises in respect of which one of the following premises licences has effect—</p> <ul style="list-style-type: none"> a) a casino premises licence; b) an adult gaming centre premises licence. | Reg 16, Sch 6, Part 1, Para 1 |
| BTM05 | <p>A notice stating that no person under the age of 18 is permitted to bet on the premises shall be displayed in a prominent place at every public entrance to the premises.</p> | Reg 16, Sch 6, Part 1, Para 2 |
| BTM06 | <p>The terms on which a bet may be placed must be displayed in a prominent place within the premises to which customers wishing to use facilities for betting have unrestricted access.</p> | Reg 16, Sch 6, Part 1, Para 3 |
| BTM07 | <p>The premises licence holder shall make arrangements to ensure that betting operators who are admitted to the premises for the purpose of accepting bets—</p> <ul style="list-style-type: none"> a) will be operating under a valid operating licence; and b) are enabled to accept such bets in accordance with— <ul style="list-style-type: none"> (i) the conditions imposed under sections 92 (general betting operating licence) or 93 (pool betting operating licence) of the 2005 Act, or (ii) an authorisation under section 94 (horse-race pool betting operating licence) of that Act. | Reg 16, Sch 6, Part 1, Para 4 |
| BTM08 | <p>The premises licence holder shall make arrangements to ensure that reasonable steps are taken to remove from the premises any person who is found to be accepting bets on the premises otherwise than in accordance with the 2005 Act.</p> | Reg 16, Sch 6, Part 1, Para 5 |
| BTM09 | <p>Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to cease gambling in order to do so.</p> | Reg 16, Sch 6, Part 1, Para 6 |

Mandatory conditions attached to track premises licences in respect of premises that are dog racing tracks

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| BTM10 | <p>A totalisator on the premises shall only be operated—</p> <ul style="list-style-type: none"> a) while the public are admitted to the premises for the purpose of attending dog races and no other sporting events are taking place on the premises; and b) for effecting with persons on the premises betting transactions on dog races taking place on the premises. | Reg 16, Sch 6, Part 3, Para 1 |
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| BTM11 | <p>(1) At any time during which the totalisator is being lawfully used on the premises—</p> <ul style="list-style-type: none"> a) no betting operator or betting operator’s assistant shall be excluded from the premises by reason only of the fact that he proposes to accept or negotiate bets on the premises; and b) there shall be made available on the premises space for betting operators and betting operators’ assistants where they can conveniently accept and negotiate bets in connection with dog races run on the premises on that day. <p>(2) This paragraph is without prejudice to section 180 (pool betting on dog races) of the 2005 Act.</p> | Reg 16, Sch 6, Part 3, Para 2 |
| BTM12 | For the purposes of this Part, “totalisator” means the apparatus for betting known as the totalisator or pari mutuel, or any other machine or instrument of betting of a like nature, whether mechanically operated or not. | Reg 16, Sch 6, Part 3, Para 3 |

2.7 Betting (Other)

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| BOM01 | The summary of the terms and conditions of the premises licence issued under section 164(1)(c) of the 2005 Act shall be displayed in a prominent place within the premises. | Reg 3(2) |
| BOM02 | The layout of the premises shall be maintained in accordance with the plan. | Reg 3(3) |
| BOM03 | <p>The premises shall not be used for—</p> <ul style="list-style-type: none"> a) the sale of tickets in a private lottery or customer lottery, or b) the sale of tickets in any other lottery in respect of which the sale of tickets on the premises is otherwise prohibited. | Reg 3(4) |
| BOM04 | A notice stating that no person under the age of 18 years is permitted to enter the premises shall be displayed in a prominent place at every entrance to the premises. | Reg 14, Sch 5, Part 1, Para 1 |
| BOM05 | <p>(1) Access to the premises shall be from a street or from other premises with a betting premises licence.</p> <p>(2) Without prejudice to sub-paragraph (1), there shall be no means of direct access between the premises and other premises used for the retail sale of merchandise or services.</p> | Reg 14, Sch 5, Part 1, Para 2 |
| BOM06 | Subject to anything permitted by virtue of the 2005 Act, or done in accordance with conditions BOM07, BOM08, BOM09 and BOM10 below, the premises shall not be used for any purpose other than for providing facilities for betting. | Reg 14, Sch 5, Part 1, Para 3 |
| BOM07 | Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to leave any gaming machine or betting machine in order to do so. | Reg 14, Sch 5, Part 1, Para 4 |

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| BOM08 | <p>No apparatus for making information or other material available in the form of sounds or visual images may be used on the premises, except for apparatus used for the following purposes—</p> <ul style="list-style-type: none"> a) communicating information about, or coverage of, sporting events, including— <ul style="list-style-type: none"> (i) information relating to betting on such an event; and (ii) any other matter or information, including an advertisement, which is incidental to such an event; b) communicating information relating to betting on any event (including the result of the event) in connection with which betting transactions may be or have been effected on the premises. | Reg 14, Sch 5, Part 1, Para 5 |
| BOM09 | No publications, other than racing periodicals or specialist betting publications, may be sold or offered for sale on the premises. | Reg 14, Sch 5, Part 1, Para 6 |
| BOM10 | No music, dancing or other entertainment shall be provided or permitted on the premises, save for entertainment provided in accordance with BOM08 | Reg 14, Sch 5, Part 1, Para 7 |
| BOM11 | <ul style="list-style-type: none"> (1) No alcohol shall be permitted to be consumed on the premises at any time during which facilities for gambling are being provided on the premises. (2) A notice stating the condition in sub-paragraph (1) shall be displayed in a prominent place at every entrance to the premises. | Reg 14, Sch 5, Part 1, Para 8 |
| BOM12 | A notice setting out the terms on which customers are invited to bet on the premises shall be displayed in a prominent place on the premises to which customers have unrestricted access. | Reg 14, Sch 5, Part 1, Para 9 |

2.8 Adult Gaming Centres

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| AGM01 | The summary of the terms and conditions of the premises licence issued under section 164(1)(c) of the 2005 Act shall be displayed in a prominent place within the premises. | Reg 3(2) |
| AGM02 | The layout of the premises shall be maintained in accordance with the plan. | Reg 3(3) |
| AGM03 | <p>The premises shall not be used for—</p> <ul style="list-style-type: none"> a) the sale of tickets in a private lottery or customer lottery, or b) the sale of tickets in any other lottery in respect of which the sale of tickets on the premises is otherwise prohibited. | Reg 3(4) |
| AGM04 | A notice stating that no person under the age of 18 years is permitted to enter the premises shall be displayed in a prominent place at every entrance to the premises. | Reg 12, Sch 3, Para 1 |

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| AGM05 | No customer shall be able to access the premises directly from any other premises in respect of which a licence issued under Part 8 of the Act, or a permit issued under Schedule 10, 12 or 13 to the Act, has effect. | Reg 12, Sch 3, Para 2 |
| AGM06 | Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to cease gambling at any gaming machine in order to do so. | Reg 12, Sch 3, Para 3 |
| AGM07 | <p>(1) No alcohol shall be permitted to be consumed on the premises at any time during which facilities for gambling are being provided on the premises.</p> <p>(2) A notice stating the condition in sub-paragraph (1) shall be displayed in a prominent place at every entrance to the premises.</p> | Reg 12, Sch 3, Para 4 |

2.9 Family Entertainment Centres

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| FEM01 | The summary of the terms and conditions of the premises licence issued under section 164(1)(c) of the 2005 Act shall be displayed in a prominent place within the premises. | Reg 3(2) |
| FEM02 | The layout of the premises shall be maintained in accordance with the plan. | Reg 3(3) |
| FEM03 | <p>The premises shall not be used for—</p> <p>a) the sale of tickets in a private lottery or customer lottery, or</p> <p>b) the sale of tickets in any other lottery in respect of which the sale of tickets on the premises is otherwise prohibited.</p> | Reg 3(4) |
| FEM04 | <p>No customer shall be able to access the premises directly from any other premises in respect of which one of the following premises licences has effect—</p> <p>a) a casino premises licence;</p> <p>b) an adult gaming centre premises licence;</p> <p>c) a betting premises licence other than a track premises licence.</p> | Reg 13, Sch 4, Para 1 |
| FEM05 | Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to cease gambling at any gaming machine in order to do so. | Reg 13, Sch 4, Para 2 |
| FEM06 | <p>(1) Where Category C gaming machines are made available for use on the premises, any area of the premises in which those machines are located—</p> <p>a) shall be separated from the rest of the premises by a physical barrier which is effective to prevent access other than by an entrance designed for the purpose;</p> <p>b) shall be supervised at all times to ensure children or young persons or both do not enter the area; and</p> <p>c) shall be arranged in such a way so as to permit all parts of the</p> | Reg 13, Sch 4, Para 3 |

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| | <p>area to be observed by the persons mentioned in sub-paragraph 2.</p> <p>(2) The reference to supervision in this paragraph means supervision by—</p> <p>a) one or more persons whose responsibilities include ensuring children or young persons or both do not enter the area; or</p> <p>b) closed circuit television which is monitored by one or more persons whose responsibilities include ensuring that children or young persons or both do not enter the area.</p> <p>(3) A notice stating that no person under the age of 18 years is permitted to enter the area shall be displayed in a prominent place at the entrance to any area of the premises in which Category C gaming machines are made available for use.</p> | |
| FEM07 | <p>(1) No alcohol shall be permitted to be consumed on the premises at any time during which facilities for gambling are being provided on the premises.</p> <p>(2) A notice stating the condition in sub-paragraph (1) shall be displayed in a prominent place at every entrance to the premises.</p> | Reg 13, Sch 4, Para 4 |

3. Default Conditions

3.1 Default conditions are conditions that are specified in the Gambling Act 2005 (Mandatory and Default Conditions) (England and Wales) Regulations 2007 (the regulations). The default conditions for each category of premises licences are listed below as conditions with Leeds' own condition reference and the specific regulation, schedule, part and paragraph where those conditions are located within the regulations.

3.2 These default conditions will be applied to the relevant category of premises licence unless the applicant or licensee specifies that the default conditions are to be removed within their new or variation application.

3.3 Where a default condition, as specified within the regulation refers to a paragraph that is a separate condition within that part of the schedule we have replaced that paragraph number with the relevant Leeds condition reference.

3.4 Converted Casinos

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| CCD01 | No facilities for gambling shall be provided on the premises between the hours of 6am and noon on any day. | Reg 9, Sch 1, Part 6 |
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3.5 Bingos

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| BID01 | Subject to BID02, no facilities for gambling shall be provided on the premises between the hours of midnight and 9am. | Reg 11, Sch 2, Part 2, Para 1 |
| BID02 | The condition in BID01 shall not apply to making gaming machines available for | Reg 11, Sch 2, |

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| | use. | Part 2, Para 2 |
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3.6 Betting Tracks

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| BTD01 | Subject to condition BTD02, no facilities for gambling shall be provided on the premises between the hours of 10pm on one day, and 7am on the next day. | Reg 17, Sch 6, Part 4, Para 1 |
| BTD02 | The prohibition in condition BTD01 does not apply on days when a sporting event is taking place on the premises, in which case gambling transactions may take place at any time during that day. | Reg 17, Sch 6, Part 4, Para 2 |

3.7 Betting (Other)

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| BOD01 | No facilities for gambling shall be provided on the premises between the hours of 10pm on one day and 7am on the next day. | Reg 15, Sch 5, Part 2 |
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4. Model Conditions

- 4.1 The following model conditions can be used by the applicant of a new premises licence, provisional statement or licensees varying their licence. The applicant or licensee can select the conditions that they feel will enable them to demonstrate how they will ensure that the premises will operate so as not to impact the licensing objectives.
- 4.2 Gambling operators are recommended during their local risk assessment process to identify control measures, such as conditions to mitigate the impact on the licensing objectives by that premises. These models conditions can be selected to address the risk of impacts identified in these assessments.
- 4.3 These conditions can also be used by responsible authorities or interested parties when making representations on applications submitted to the Licensing Authority. The Licensing Sub-Committee when determining applications will have regard to these conditions and may choose to add one or more conditions or variations of them depending on the concerns raised during the determination process.
- 4.4 The model conditions are not intended to be used as blanket conditions applied to each premises licence. It may appear from the list that the conditions are repetitive, however there are subtle differences so gambling operators, responsible authorities and interested parties are advised to find the most appropriate condition to mitigate the identified risk.
- 4.5 The model conditions set out in this section are not an exhaustive list and new or amended versions of model conditions can be produced to meet the specific requirements of that application.
- 4.6 The model conditions have been put under general topic headings to assist in identifying particular conditions that may address specific issues raised. By the side of each condition a reference to the relevant licensing objective that they relate is indicated. The codes used for the licensing objectives are:

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

4.7 Hours

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| MC1 | No facilities for gambling shall be provided on the premises between the hours of [insert time] on one day and [insert time] on the next day. | CD, FO & CV |
| MC2 | No facilities for gambling shall be provided on the premises between the hours of [insert time] and [insert time] on any day. | CD, FO & CV |
| MC3 | The premises shall not provide gambling facilities between the hours of [insert time] and [insert time]. | CD, FO & CV |
| MC4 | There shall be no admittance or re-admittance to the premises after [enter time]. | CD & CV |

4.8 CCTV

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| MC5 | <p>The venue shall install and maintain a comprehensive CCTV system at the premises which should cover, as a minimum:</p> <ul style="list-style-type: none"> • all entry and exit points to and from the premises enabling frontal identification of every person entering under any light conditions • the areas of the premises to which the public have access (excluding toilets) • gaming machines and the counter area. <p>The CCTV system shall continually record whilst the venue is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of thirty one days with date and time visible. Recordings shall be immediately arranged by a member of staff for handover to Police or authorised officer following their request.</p> | CD |
| MC6 | A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to arrange for Police to view recent data or footage with the absolute minimum of delay when requested. | CD |
| MC7 | There shall be one/two (delete as appropriate) external cameras which will provide live images to staff in the service counter area. | CD |
| MC8 | Notices indicating that CCTV is in use at the premises shall be placed at or near the entrance to the premises and within the premises. | CD |
| MC9 | <p>The licensee shall:</p> <ul style="list-style-type: none"> a) provide training on the CCTV system and how to access the footage if requested to do so by the police or authorised officer as part of the staff induction training programme or when the system is changed, and b) periodically provide refresher training to all of its staff working at these premises on the CCTV viewing process. | CD |

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| | Participation in this training shall be formally recorded on each member of staffs training records which, if requested will be presented to the Police or Licensing Authority as soon as practicable. | |
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4.9 Door Supervision

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| MC10 | At least [enter number] SIA licensed door supervisors shall be on duty at every entrance and exit to the premises at all times whilst it is operating under this licence. | CD & CV |
| MC11 | A minimum of [insert number] SIA licensed door supervisors shall be on duty at the premises at all times whilst it is open for business. | CD & CV |
| MC12 | At least [insert number] SIA licensed door supervisors shall be on duty at every entrance and exit of the premises at all times whilst it is open for business. | CD & CV |
| MC13 | [insert number] of SIA Licensed Door Supervisors are to be on duty at the premises during the whole of permitted hours | CD & CV |
| MC14 | No patrons shall be admitted or re-admitted to the premises after [enter time] unless they have passed through a metal detecting search arch and, if the search arch is activated or at the discretion of staff, then physically searched, which will include a 'pat down search' and a full bag search. | CD & CV |
| MC15 | All persons entering or re-entering the premises shall be searched by an SIA trained member of staff and monitored by the premises CCTV system. | CD & CV |
| MC16 | All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility yellow jackets or vests. | CD & CV |
| MC17 | The licence holder shall ensure that the outside areas of the premises are monitored so as to ensure there is no public nuisance or obstruction of the highway. | CD |

4.10 Children and Young People

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| MC18 | The Licensee shall maintain a bound and paginated 'Challenge 21 or Challenge 25 Refusals' register at the premises. The register shall be produced to the police or licensing authority forthwith on request. | CV |
| MC19 | Customers under 21 will have to provide ID. | CV |
| MC20 | Prominent signage and notices advertising the Challenge 21 or Challenge 25 Policy will be displayed showing the operation of such policy. | CV |
| MC21 | Third party testing on age restricted sales systems shall be carried out on the premises a minimum of [insert frequency] a year. | CV |

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| MC22 | Third party testing on age restricted sales systems purchasing shall take at least [insert frequency] a year and the results shall be provided to the Licensing Authority upon request. | CV |
| MC23 | The licensee shall not allow their logos or other promotional material to appear on any commercial merchandising which is designed for use by children. | CV |
| MC24 | All tills shall automatically prompt staff to ask for age verification identification when placing a bet. | CV |
| MC25 | A Challenge 21 or Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram. | CV |
| MC26 | The licensee will ensure, through regular checks and intervention, that customer's children are not left unsupervised outside the premises. | CV |
| MC27 | The licensee will ensure, through regular checks and intervention, that children will not congregate outside the shop. | CV |
| MC28 | The licence holder shall ensure that the outside areas of the premises are monitored so as to ensure there is no public nuisance or obstruction of the highway. | CD |

4.11 Entrances and Doors

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| MC29 | A magnetic locking device, commonly referred to as a Maglock will be installed and maintained on the main entrance/exit to the premises which will be operable from the ground floor cashier counter by staff. | CD & CV |
| MC30 | An Infra-Red Beam connected to a sounder will be installed and maintained at the entrance of the premises so as to notify staff when a customer enters or exits the premises. | CD & CV |

4.12 Staffing Levels

| | | |
|------|--|---------|
| MC31 | There shall be no pre-planned single staffing at any time. | CD & CV |
| MC32 | There shall be no pre-planned single staffing after 20:00. Should the premises be single staffed after this time the magnetic door locking system must be in constant use. | CD & CV |
| MC33 | There will be a minimum of two members of staff after 10pm. | CD & CV |
| MC34 | There will be a minimum of two members of staff on duty for the duration of the period in which licensable activities are taking place on the premises. | CD & CV |

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| MC35 | There will be a minimum of [enter number] staff be present at all times when the premises is open. | CD & CV |
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4.13 Cashier Counters and Safe Havens

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| MC36 | The licensee shall maintain a full height polycarbonate or 11.5mm minimum thickness laminated glass security screen counter on the ground floor of the premises. | CD |
| MC37 | A full-height security screen shall be installed at the cashiers counter. | CD |
| MC38 | Full height security bars which are spaced at adequate intervals to prevent a person from reaching through will be installed at the cashiers counter | CD |
| MC39 | The licensee shall install a Safe Haven [add location of safe haven] which includes a secure door with peephole, CCTV Monitor, Telephone, Safe Guard system, maglock control button and any other systems deemed appropriate by the licensee. | CD |

4.14 Identification of Offenders or Problem Persons

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| MC40 | The licensee shall provide Spit Kits within the premises and provide staff training on the use of these kits. | CD |
| MC41 | If at any time (whether before or after the opening of the premises), the police or licensing authority supply to the premises names and/or photographs of individuals which it wishes to be banned from the premises, the licensee shall use all reasonable endeavours to implement the ban through staff training. | CD |
| MC42 | The Licensee shall implement a policy of banning any customers who engage in crime, disorder or anti-social behaviour within or outside the premises. | CD |
| MC43 | The licensee will refuse entry to customers who appear to be under the influence of alcohol or drugs. | CD, CV |

4.15 Seating

| | | |
|------|---|----|
| MC44 | The licensee shall ensure that all seating within the premises are either secured to the floor or are weighted to prevent lifting | CD |
| MC45 | The licensee shall ensure that all gaming machine seating within the premises are weighted to prevent lifting | CD |

4.16 Alarms (Premises and Personal)

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| MC46 | Each member of staff will be provided and required to carry on their person a personal fob alarm which will activate the alarm if pressed by the member of staff or that staff member is lying horizontal for a pre-determined period of time. | CD |
| MC47 | The licensee shall install and maintain an intruder alarm on the premises. | CD |
| MC48 | The premises shall install and maintain a panic button behind the cashier counter. | CD |
| MC49 | The premises shall install and maintain a panic button behind the cashier counter that will alert the premises security once pressed. | CD |
| MC50 | An attack alarm shall be installed and maintained behind the cashier counter which would alert [operator name] Security and the police. | CD |
| MC51 | An attack alarm shall be installed and maintained behind the cashier counter which would alert the police. | CD |

4.17 Toilets

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| MC52 | A Maglock device will be installed and maintained on the customer toilet door which will be operated by a member of staff from the cashiers counter. | CD & CV |
| MC53 | The Licensee shall install and maintain an ultraviolet lighting system in the customer toilet. | CD & CV |
| MC54 | The licensee will ensure that customer toilets are checked hourly/ (insert other period) for cleanliness and evidence of drug taking. | CD & CV |

4.18 Restrictions on Food and Beverages

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| MC55 | Only refreshments purchased or supplied on the premises may be consumed on the premises. | CV |
| MC56 | The Licensee shall place and maintain a sign at the entrance which states that 'only refreshments purchased on the premises may be consumed on the premises'. | CV |
| MC57 | The hot refreshment vending machine and refreshment facilities shall be provided for customers and staff use only. | CV |

4.19 Signage, Promotional Material and Notices

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| MC58 | <p>The licensee shall place and maintain a sign at the entrance of the premises stating that access to the premises will be excluded to the following people:</p> <ul style="list-style-type: none"> a) Anyone who is under the age of 18, b) Anyone who appears to be under the age of 21/25 and is unable to provide proof of age that they are over the age of 18, c) Only refreshments purchased or supplied on the premises may be consumed on the premises,* d) Anyone who is barred from the premises, and e) Anyone who has alcohol on their person or appears to be under the influence of alcohol or substances (may be better wording?) <p><i>* Only to be added if model condition MC49 is proposed.</i></p> | CD & CV |
| MC59 | All public signage/documentation relating to age restrictions, gambling advice and gambling support information (e.g. GamCare or similar support service) is displayed or provided on the premises in written English and any other language appropriate to the area and customer base. | FO & CV |
| MC60 | Prominent GamCare documentation will be displayed at the premises. | FO & CV |
| MC61 | The licensee shall ensure that no ethnicity specific gambling promotion is provided or advertised on the premises which is designed and/or intended to entice participation in gambling by the local community. | CV |
| MC62 | Prominent signage indicating the permitted hours for the licensable activity shall be displayed so as to be visible before entering the premises. | FO |

4.20 Enticement Promotions

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| MC63 | The licensee shall not offer any enticement promotions, such as happy hours during which gaming machines stakes are reduced. | FO & CV |
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4.21 Staff Training

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| MC64 | <p>The licensee shall:</p> <ul style="list-style-type: none"> a) provide training on the specific local risks to the licensing objectives that have been identified for these premises as part of the staff induction training programme. b) periodically provide refresher training to all of its staff working at these premises on the specific local risks to the licensing objectives. <p>Participation in this training shall be formally recorded on each member of staffs training records which, if requested will be presented to the Licensing Authority as soon as practicable.</p> | CD, FO & CV |
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|------|---|-------------|
| MC65 | The Licensee shall train staff on specific issues related to the local area and shall conduct periodic refresher training. Participation in the training shall be formally recorded and the records produced to the police or licensing authority upon request. | CD, FO & CV |
| MC66 | New and seasonal staff must attend induction training. All existing staff must attend refresher training every six months. | CD, FO & CV |

4.22 Recording of Incidents and Visits

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| MC67 | <p>An incident log shall be kept for the premises and made available on request to an authorised officer of the council or the Police which will record the following:</p> <ul style="list-style-type: none"> a) All crimes reported to the venue; b) Any complaints received regarding crime and disorder; c) Any incidents of disorder or antisocial behaviour; d) Any faults in the CCTV system; and e) Any visit by a relevant authority or emergency service. | CD |
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4.23 Customer Bags and Belongings

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| MC68 | Customer shall not be permitted to leave bags or other belongings at the premises. | CV |
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4.24 Homelessness and Street Drinking

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| MC69 | The licensee will contact the local homeless hostels/shelters and offer to provide information on problem gambling support services and how their residents can self-exclude from [operator name] premises. | CV |
| MC70 | The licensee shall take all reasonable steps to prevent street drinking of alcohol directly outside the premises and to ban from the premises those who do so. | CD & CV |
| MC71 | The licensee shall place a notice visible from the exterior of the premises stating that customers drinking alcohol outside the premises is not permitted and those who do so will be banned from the premises. | CD & CV |

4.25 Police Reporting Protocols and Crime Prevention

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| MC72 | The licensee shall develop and agree a protocol with the police as to incident reporting, including the type and level of incident and mode of communication, so as to enable the police to monitor any issues arising at or in relation to the premises. | CD |
| MC73 | Prior to opening the licensee shall meet with the Crime Prevention Officer in order to discuss any additional measures to reduce crime and disorder. | CD |

4.26 **ATMs**

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| MC74 | There shall be no cash point or ATM facilities on the premises. | CD & CV |
| MC75 | The ATM shall be located so that the staff behind the cashiers desk has direct line of sight to the machine and customers using it. | CD & CV |
| MC76 | Signage shall be placed on or immediately next to the ATM to warn customers to cover the keypad when entering their PIN. | CD |

4.27 **Gaming Machines and SSBTs**

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| MC77 | Gaming machines shall be sited in the locations specified on the premises plans. | CD & CV |
| MC78 | Gaming machines shall be sighted so that the cashiers from all counter positions have direct line of sight of the machines and the customers using them. | CD & CV |
| MC79 | Gaming machines shall not be emptied whilst customers are present on the premises and the doors are unlocked. | CD |
| MC80 | Self Service Betting Terminals shall not be emptied whilst customers are present on the premises and the doors are unlocked. | CD |
| MC81 | Gaming Machines shall not be emptied when there is only one member of staff on the premises. | CD |
| MC82 | Self Service Betting Terminals shall not be emptied when there is only one member of staff on the premises. | CD |
| MC83 | The number of Self Service Betting Terminals on the premises is [insert number]. | CV |
| MC84 | The over 18 area containing the category C gaming machines will be enclosed with a floor to ceiling partition wall with one point for egress and ingress. | CV |
| MC85 | Privacy screening, known as a 'gaming machine pod' shall not enclose the customer to such a degree that would restrict the customer's peripheral vision of the premises when playing the machine in either a standing or sitting position and prevent a member of staff from observing that person. | CD & CV |
| MC86 | No other gambling facilities shall be provided in a gaming machine enclosure so as to allow a customer the ability to play the machine and participate in other forms of gambling. | CV |

4.28 Multiple Storey Venues

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| MC87 | Access to the [floor number] floor of the premises will be controlled by members of staff and a door which can only be operated by members of staff will be positioned at the bottom of the stairs thereby restricting access to only those with staff approval. | CD |
| MC88 | A minimum of one member of staff shall be present at all times when the [floor number] floor is being used by customers. | CD & CV |
| MC89 | The licensee shall install and maintain an internal intercom/phone system to enable staff to communicate with one another on all floors of the premises. | CD & CV |
| MC90 | The licensee shall install monitors within the staff cashier counter areas on all floors that will display live CCTV footage from inside and outside the premises. | CD & CV |
| MC91 | An attack alarm shall be installed and maintained behind the ground and first floor cashier counters which would alert [operator name] Security and the police. | CD |

4.29 Betwatch Scheme

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| MC92 | As soon as possible, and in any event within 1 month from the grant of this licence, the premises shall join the Betwatch scheme. | CD & CV |
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4.30 Documents Provided to the Licensing Authority

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| MC93 | The licensee shall provide the Licensing Authority with their compliance/operating manual which sets out all of the premises policies to meet the regulatory requirements under the Gambling Act 2005 and shall provide a copy of any update or revision as soon as practicable following the implementation of that change. | CD, FO & CV |
|------|--|-------------|