

Licensing Committee 17 January 2012.

Appendix 1 - Summary of Changes to issued pack

- 1.1 Application Pack Contents – A new cover page has been provided, and the formatting of the entire document has been amended to be more user friendly.
- 1.2 General Information – an addition has been added to state “All applications submitted during this period will be governed by the principles set out in the revised Leeds City Council Gambling Act 2005 - Statement of Licensing Policy 2010-2012 approved on 18 January 2012 and taking effect on 23rd February”.
- 1.3 Gambling Act 2005 Statement of Licensing Policy 2010-2012 – no changes have been made.
- 1.4 Stage 1 Guidance – A statement has been included encouraging applicants to apply earlier within the application period but confirming that such applications will be treated as being made on the closing date and will not open to public view prior to that date.
- 1.5 Stage 1 Application Forms – no changes have been made
- 1.6 Stage 2 Guidance – there has been three minor changes.
 - 1) it has been clarified that *written* feedback will be provided upon request after the licence has been granted, whereas previously it was unclear as to the form of feedback.
 - 2) In between the Licensing Committee issuing a minded to grant decision and granting the licence, the council and legal advisors will finalise the schedule 9 agreement. Text has been added into the paragraph explaining this stage to include the following text “As the schedule 9 agreement will be evaluated, it is not envisaged that there will be significant modifications to the schedule 9 at this stage”.
 - 3) Within the disclaimers section, there is a section on confidentiality. Two minor changes were made due to correct numerical references to paragraphs. Lastly, on the ‘Request For Information Template’ a footnote has been added to make clear that this template will be provided when ‘Notice 2’ is issued at Stage 2. Typos have also been addressed, and correct communication information detailed.
- 2.7 Stage 2 Evaluation Methodology –
 - 1) the diagram representing financial criteria has been slightly amended so that one box reads ‘completion of schedule 9...’ as opposed to ‘upon signature of schedule 9..’.
 - 2) the following text has been added into the narrative introducing criteria 1.1.1. “Applicants will note that the up-front capital payment and the annual cash sum will be evaluated twice in the council’s evaluation, with the up-front capital payment evaluated in this criteria and criteria 1.1.2, and the annual cash sum is evaluated in

this criteria and criteria 1.1.3. This method purposely aims to reward applicants who propose payments that have more certainty attached to them.”

3) Where an applicant proposes an annual variable payment (e.g a % of profit), applicants will provide an estimate of what this will be. Text has been added to clarify that ‘the credibility and deliverability of these estimates will be evaluated in criteria 1.1.4’. Likewise, in criteria 1.1.4. reference to this has been added to refer explicitly to the evaluation of the credibility.

4) in the financial standing section, in the ‘the submissions will be evaluated in terms of’ list, the list has been tweaked to provide more clarity as to how the section will be evaluated by expanding upon details.

5) The document twice referred to a ‘code of practice’. It has been clarified that this is the DCMS code of practice.

2.8 Stage 2 Advisory Panel Terms of Reference – no changes made

2.9 Stage 2 Proforma Schedule 9 Agreement – there has been minor changes to update the terminology to reflect financial definitions detailed in the application pack. Indexation clauses have been amended to outline how indexation will apply on each anniversary of the date of completion of the agreement, and not January 1st of each year. Minor changes were made to the schedules within the schedule 9 to references to the application pack, including criteria numbers and terminology used in the schedules. An amendment was added to ensure that reports on social benefits/ impacts are provided to LCC upon 28 days of request.