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5 July 2010

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **LICENSING POLICY ADVISORY COMMITTEE** will be held in the Council Chamber at these Offices on Tuesday 13 July 2010 at 11.00 am when the following business will be transacted.

Members of the public who require further information are asked to contact Kate Batty-Smith on (01304) 872303 or by e-mail at kate.batty-smith@dover.gov.uk.

Yours sincerely

Chief Executive

Licensing Policy Advisory Committee Membership:

Councillor N J Collor	(Chairman)
Councillor P S Le Chevalier	(Vice-Chairman)
Councillor S M Le Chevalier	
Councillor V J Revell	
Councillor J M Smith	

DECLARATIONS OF INTEREST

Members are required to disclose the existence and nature of a personal interest at the commencement of the item of business to which the interest relates or when the interest becomes apparent. An explanation in general terms of the interest should also be given to the meeting. If the interest is also a prejudicial interest, the Member should then withdraw from the room or chamber.

AGENDA

1. **APOLOGIES**
2. **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointment of Substitute Members.

3. **MINUTES** (Pages 5-6)

To confirm the attached Minutes of the meeting of the Committee held on 18 November 2009.

4. **LICENSING ACT 2003 – STATEMENT OF POLICY AND PRINCIPLES** (Pages 7-39)

To consider the draft Statement of Policy and Principles and make recommendations to the Council thereon. Council will be asked to consider the document at its meeting on 28 July 2010 for consultation purposes. The results of the consultation will be considered by this Committee and Council at the end of the year.

A copy of the draft Statement of Policy and Principles is attached.

5. **GAMBLING ACT 2005 – REVIEW OF POLICY IN RESPECT OF PERMITS** (Pages 40-49)

To consider the attached report of the Licensing Manager.

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. Basic translations of specific reports and the Minutes are available on request in 12 different languages.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Kate Batty-Smith, Democratic Support Officer, telephone: (01304) 872303 or email: kate.batty-smith@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.

LICENSING POLICY ADVISORY COMMITTEE

TERMS OF REFERENCE

To advise the Council as Licensing Authority in the discharge of its functions under Section 5 of the Licensing Act 2003 (determination and statement of Licensing Policy), including on policy issues relating to all Licensing functions.

FUNCTIONS

Within its Terms of Reference, the functions of the Committee will be:

- (i) to hold enquiries and investigate the available options for future direction in policy development and to appoint advisers and assessors to assist them in this process.
- (ii) to go on site visits, conduct public surveys, hold public meetings, commission research and do all other things as it considers reasonably necessary to inform its deliberations.
- (iii) to ask witnesses to attend to address it on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee for doing so.
- (iv) to prepare formal reports to the Council as Licensing Authority, advising the Licensing Authority as to the discharge of its functions under Section 5 of the Licensing Act 2003.
- (v) to give consideration and advise the Licensing Committee, the Regulatory Committee and/or the Council, as appropriate, by way of formal report on matters of policy relating to Licensing functions.
- (vi) to make decisions and recommendations which will be considered by the Regulatory Committee, Licensing Committee and/or the Council as appropriate.

Minutes of the meeting of the **LICENSING POLICY ADVISORY COMMITTEE** held at the Council Offices, Whitfield on Wednesday 18 November 2009 at 3.00 pm.

Present:

Chairman: Councillor N J Collor

Councillors: P S Le Chevalier
J M Smith

Officers: Democratic Services Manager
Licensing Manager
Solicitor (Litigation and Regulation)
Democratic Support Officer

Apologies for absence were received from Councillors R Frayne and V J Revell.

290 MINUTES

The Minutes of the meeting of the Licensing Policy Advisory Committee held on 23 September 2008 were approved as a correct record and signed by the Chairman.

291 UPDATE REPORT

The Committee received a report from the Democratic Services Manager, who reported the outcome of consultation and work undertaken since the Committee's last meeting, when the three issues of the Driving Standards Agency (DSA) test, the local knowledge test and the local driver test had been highlighted as areas of concern requiring further investigation. Joint working with Canterbury City Council on the DSA test had been explored, but had not proved feasible. Most taxi trade consultees had responded against the local knowledge test, citing the use of satellite navigation equipment as the reason why it was not needed, but were in favour of its use as a penalty for transgressors. Although there was no evidence to suggest that a lack of knowledge of routes was a problem in the District, it was agreed that such a test would enhance the professionalism of drivers. In response to Members' comments that drivers also needed to know about the District's tourist attractions, the Democratic Services Manager advised that the Licensing Manager was currently looking at Welcome Host training. It was agreed that a record would be maintained of which drivers had taken the local knowledge test, and reminders issued when licences were renewed.

RESOLVED: That it be recommended to the Regulatory Committee:

- (a) That the DSA drivers' test be retained.
- (b) That a local knowledge test be introduced, to be taken within 3 years of first licence renewal after April 2011, and every 3 years thereafter.

292 LICENSING ENFORCEMENT UPDATE

The Democratic Services Manager introduced a report on licensing enforcement, advising that, under the Licensing Act 2003, 10 reviews had been carried out during the previous 12 months.

Councillor P S Le Chevalier cited the condition and age of vehicles operating in the District as a particular problem, but acknowledged that resources were limited.

RESOLVED: That the report be noted.

293 DELIMITATION

The Committee received a report that set out the case for and against the delimitation of hackney carriage licences. This followed consultation with the taxi trade and stakeholders, the majority of whom had come out against delimitation. The Council currently limited the number of hackney carriage licences to 69. However, government guidance advised that the practice of limiting licences was anti-competitive, and that authorities which continued to set limits would need to demonstrate that there was no unmet demand by carrying out an Unmet Demand Survey (UDS). In addition, the Council, if challenged, would have difficulty justifying its restriction given that the Council's data were now nearly 5 years old. The UDS could cost up to £20,000, but this would be recoverable from the trade over 3 years. The Committee was advised that regulations stipulated that taxis, when not hired, had to proceed to a rank, and the shortage of ranks within the District could therefore pose a problem in the event of delimitation.

RESOLVED: That it be recommended to Council:

- (a) That, having taken into consideration the Department for Transport guidance and representations received from the trade, an Unmet Demand Survey not be undertaken and that delimitation take place with effect from April 2011.
- (b) That, in the interim, the provision and positioning of additional ranks be explored.

294 HACKNEY CARRIAGE/PRIVATE HIRE – AGE OF VEHICLES

The Committee considered the issue of making recommendations for changes to the existing policy.

RESOLVED: That it be agreed in principle to amend the scheme to bring the arrangement for new and existing vehicles into line with each other, subject to a future report by the Officers as to their possible implications.

The meeting ended at 4.36 pm.



**Statement of
Policy & Principles
Approved
under the
Licensing Act 2003**

Suggested amendments to the existing policy are shown as tracked changes in the text.

December 2010

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 - 5. Prevention of Public Nuisance**
 - 6. Protection of Children from Harm**
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| Appendix C | Other relevant Strategies and Policies |

ALL applications will be considered on their merits, as well as against the relevant policy and statutory framework.

1.0 INTRODUCTION

Dover District Council is the Licensing Authority under the Licensing Act 2003. The Licensing Authority is responsible for granting premises licences, club premises certificates, temporary events notices and personal licences in the District in respect of the sale and/or supply of alcohol. The Licensing Authority also licences the provision of regulated entertainment and late night refreshment.

1.2 The 2003 Act requires the Licensing Authority to carry out its various licensing function to promote the following four licensing objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

1.3 The 2003 Act further requires that the Council publish a 'Statement of Licensing Policy' that sets out the policies the Licensing Authority will generally apply to promote the licensing objectives when making decisions on applications made under the Act.

1.4 The aims of this Statement of licensing policy, in line with the four licensing objectives, are to:

- a. help build and maintain a safe and prosperous society that properly balances the rights of individuals and their communities;
- b. the introduction of more focussed legislation and proportionate enforcement to give business greater freedom and flexibility to meet their customers' expectations;
- c. the encouragement of more family friendly premises catering for all age groups;
- d. develop a thriving cultural mix of live music, dancing and theatre;
- e. protection of local residents from anti social behaviour and disturbance
- f. greater choice for tourists and visitors as to where and when they can spend their leisure time;
- g. encourage an early evening and night time economy which is viable and sustainable;
- h. the reduction of alcohol misuse and the consequential effects of that misuse;
- i. the regeneration of areas and employment opportunities that a thriving and safe night time economy can bring.

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1.5 This 'Statement of Policy and Principles under the Licensing Act 2003,' has been prepared in accordance with the provisions of the 2003 Act and having regard to the Guidance issued under Section 182 of the Act.

Where it is necessary to depart from the guidance - either in this policy or at any other time - The Licensing Authority will give clear and cogent reasons for doing so. It has been drafted in partnership with the Kent & Medway Licensing Regulatory Steering Group. The Licensing Authority shall endeavour to work with other licensing authorities (particularly where licensing authorities' boundaries meet) to ensure that a

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consistent approach is taken in licensing matters whilst respecting the differing needs of individual communities.

1.6 When assessing applications, the Licensing Authority must be satisfied that the measures proposed in the applicant's operating schedule aim, ~~as far as possible,~~ meet the licensing objectives.

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1.7 However, it should be recognised that this policy covers a wide variety of premises and activities carried on ~~within~~ them including theatres, cinemas, restaurants, pubs, nightclubs, private members' clubs, village halls and community centres, as well as off-licences, fast food outlets, late night cafes etc. For this reason, this policy cannot detail all the factors that influence the achievement of the licensing objectives nor can this policy detail all ~~of~~ the control measures that may be appropriate in any given circumstances.

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1.8 ~~The Section 182 Guidance requires that the holder of a premises licence, club premises certificate or temporary events notice work in partnership with the Licensing Authority to actively promote the licensing objectives.~~ In respect of each of the four licensing objectives ~~therefore,~~ applicants will need to satisfy the Licensing Authority that suitable and sufficient measures, as detailed in their operating schedule, will be implemented and maintained, relevant to the individual style and characteristics of their premises and events. Reference will need to be made as to whether additional measures will be taken on a permanent basis or ~~for a~~ specific occasion such as when a special event or promotion is planned, which is intended to, or likely to attract, larger audiences. ~~Applicants should be aware that, whilst the operating schedule does not form an integral part of any premises licence or club premises certificate, the Licensing Authority may impose such conditions to the licence or certificate as are reasonably consistent with the operating schedule. These conditions will form part of the premises licence or club premises certificate.~~

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1.9 When considering applications, the Licensing Authority will have regard to this Policy, the Licensing Act 2003, particularly the Licensing Objectives and Guidance issued under Section 182 of the Act, and any supporting regulations that may from time to time be made. It will also seek proper integration with local crime prevention, planning, transport, employment and cultural strategies. To this end, the Licensing Committee ~~may~~ provide reports to the planning committee on the situation regarding licensed premises in the area and arrangements ~~may~~ be made for the Licensing Committee to receive reports on the needs of the local tourist economy and the cultural strategy for the area to ensure that these are reflected in ~~its~~ considerations. ~~Care will be taken to ensure that only necessary, proportionate and reasonable licensing conditions are imposed.~~

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Deleted: The Licensing Authority will monitor the impact of licensing on the provision of regular entertainment particularly live music and dancing.

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1.10 The Policy does not undermine the rights of any person to apply under the 2003 Act for a variety of permissions and have the application considered on its individual merits. ~~Such considerations will be in the context of~~ the relevant policy and statutory framework.

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~~The Policy~~ does not override the right of any person to make representations on any application or seek a review of a licence or certificate where they are permitted to do so under the 2003 Act.

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In formulating this policy the Council has had regard to the provisions of the Human Rights Act 1998. This Act places a duty on public authorities to protect the rights of individuals in a variety of circumstances, and to balance those rights against the rights of persons trading in licensable activities and to achieve proportionality. The

Council has also had regard to the Race Relations Act 1976 as amended by The Race Relations (Amendment) Act 2000, the Disability Discrimination Act 1995 and Section 17, Crime and Disorder Act 1998.

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1.11 Applicants and those making representation in respect of applications to the Licensing Authority have a right of appeal to the Magistrates' Court against the decisions of the Licensing Authority.

1.12 The Licensing Authority recognises that the object of licensing is to maintain appropriate control of licensed premises, qualifying clubs, temporary events and the people who manage them or hold personal licences within the terms of the 2003 Act.

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Where any party makes relevant representations, the Licensing Authority will seek to make objective judgements as to whether conditions may need to be attached to a licence or certificate to secure achievement of the licensing objectives. Any such conditions will primarily focus on the direct impact of the activities taking place at licensed premises on those attending the premises and members of the public living, working or otherwise engaged in normal activity in the vicinity and will cover issues that are reasonably within the control of individual licensees.

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1.13 When considering any conditions, the Licensing Authority acknowledges that the licensing function is not the only mechanism for the general control of the anti-social behaviour of individuals once they are outside the vicinity of licensed premises and beyond the direct control of the licensee of any premises concerned. Therefore, other mechanisms may be utilised, where appropriate, to tackle unruly or unlawful behaviour of patrons when beyond the control of premises. These include:

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- Partnership working with the Kent Police (and other agencies as appropriate) to promote enforcement of the law, including the issuing of fixed penalty notices
- Powers to designate parts of the area as places where alcohol may not be consumed publicly. Large areas of the District are already covered by bye-laws and Designated Public Places Orders controlling drinking in the streets and other public places
- Partnership working with businesses, transport operators and other parts of the Council to create a safe and clean environment.

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As part of its overall policy the Licensing Authority expects every holder of a licence or Temporary Event Notice to be responsible for minimising the impact of their activities and anti-social behaviour by their patrons within the vicinity of their premises. The holders of authorities under the Licensing Act 2003 should be aware that they might be responsible for the actions of their patrons if such actions occur on the premises, directly outside the premises or sufficiently close to their premises to provide a direct causal link.

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A key aim of the licensing policy is to assist licence holders to maintain a safe and family friendly environment in this Local Authority Area. It may be that conditions that would be relevant in the town centres may not be appropriate in rural areas. However each application will be considered on its individual merits.

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Further, when the Licensing Authority is considering any application, it must avoid duplication with other regulatory regimes, (e.g. health and safety at work,

environmental protection, disability discrimination, the Regulatory Reform (Fire Safety) Order 2006, so far as possible.

The licensing regime is not intended to be used to achieve outcomes that have been or could be achieved by other legislation. In particular, its licensing functions will be discharged separately from its functions as the Local Planning Authority. The Licensing Authority anticipates compliance with other statutory regimes in particular those relating to public safety.

Licences and planning permission

- 1.14 The use of any licensed premises or places may be subject to planning controls. There are several key differences between licensing and planning control.

Licensing is concerned with the fitness of the operator and detailed issues concerning the operation and management of the premises that are not addressed by the planning process that relates to the use of the premises. Applicants will be requested to check specifically with the Planning Department for confirmation of the action that they should take in respect of planning matters.

It is anticipated, in general, that the grant or variation of planning permission would be resolved before a licence application is made. Provisional statements may be treated differently.

The Licensing Committee may refuse to grant a licence following representations from the local planning authority if the activity sought to be licensed would amount to an unlawful use of the premises or a failure to actively promote the licensing objectives.

It will be for the applicant to demonstrate any special circumstances to justify a departure from this policy in the face of representations from the Local Planning Authority.

- 1.15 With the exception of the approval and review of its Licensing Policy, decisions on licensing matters will be taken in accordance with a published and approved scheme of delegation aimed at underlining the principles of timely, efficient and effective decision-making.

Cumulative Impact Of A Concentration Of Licensed Premises

- 1.16 "Cumulative impact" is not mentioned specifically in the 2003 Act but means the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area. For example, the potential impact on crime and disorder or public nuisance on a town centre of a large concentration of licensed premises in that part of the local authority area. The cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for the Licensing Authority to consider in its policy.

- 1.17 This Licensing Authority will have regard to the relevant paragraphs of the Guidance issued under Section 182 of the Licensing Act 2003 should it wish to give consideration to the adoption of a special policy in respect of "cumulative impact".

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¶ activity sought to be licensed would amount to an unlawful use of the premises;

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Deleted: Where, after considering the available evidence and consulting the Statutory Authorities listed in section 5(3) of the 2003 Act and any others, the Licensing Authority is satisfied that it is appropriate and necessary to include an approach to cumulative impact in the licensing policy statement, it will do so by indicating in the policy that it is adopting a special policy. The effect of this special policy will be one of refusing new licences whenever it receives relevant representations (which may lead to a refusal) about the cumulative impact on the licensing objectives from responsible authorities or interested parties.¶
¶ 1.18 There will be an evidential basis for the decision to include a special policy (cumulative impact policy) within the main policy. For example, Crime and Disorder Reduction ... [1]

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Advice and Guidance

1.25 The Licensing Authority recognises the valuable cultural, social and business importance that premises and events requiring a licence under the Licensing Act provide and welcomes the diversity of activities that are provided by licence holders. For this reason, pre-application discussions will be encouraged to assist applicants to develop their operating schedule to the standards the Licensing Authority will normally expect. The Licensing Authority will offer as much advice and guidance to applicants, as resources permit. Guidance can also be sought from Kent Police and/or Kent Fire and Rescue Service.

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1.26 The Licensing Authority will also seek to liaise with applicants and/or mediate between applicants and others who may make representations, to achieve a satisfactory outcome for all involved wherever possible and where resources permit. Where an applicant considers that representations may be likely or probable, it is recommended that the applicant discuss the proposal with the Licensing Authority and those from whom they think representations are likely prior to submitting their application. Once an application has been lodged, there are statutory timescales imposed upon the application and determination process, which restrict the opportunity for such discussions, liaison and mediation.

Consultation

1.27 There are a number of groups who have a stake in the leisure industry, including businesses, customers, residents and regulators, all of whom have views and concerns that require consideration as part of the licensing function and promotion of the licensing objectives.

1.28 In developing this Policy Statement, the Council consulted widely. Along with the statutory consultees (the Chief Police Officer for the District and the Kent & Medway Fire and Rescue Authority) and the Crime and Disorder Reduction Partnership, the views of existing licence holders, businesses, voluntary groups and residents were also taken into account. Due consideration was given to the views of all those who responded to that consultation process.

1.29 **This Policy Statement takes effect on 7 January 2011 and will remain in force for a period of 3 years.** It will be subject to regular review by the Licensing Authority. This may lead to Interim Provisions within the three year period that would then be published in a revised policy statement.

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1.30 Amusement with prizes machines

The Gambling Act 2005 gives an automatic entitlement to two gaming machines for category C or D to the holders of premises that are licensed for the sale of alcohol for consumption on the premises at a bar. This automatic entitlement may be rescinded under certain circumstances. Notification must be given to the Licensing Authority together with the appropriate fee. This notification will fail when the premises licence is transferred to another person or ceases to have effect. Under these circumstances a new notification must be given to the Licensing Authority and a fee paid

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Where the intention is to make more than 2 machines available for use application must be made to the Licensing Authority. The Licensing Authority may restrict the number of machines on a premises if it appears that the licensing objectives under the Licensing Act 2003 or Gambling Act 2005 are not being promoted. An

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application fee and annual fee will need to be paid however this permit may be transferred with the premises licence.

Members Clubs and Miners Welfare Institutes may apply for Club Gaming and Club Gaming Machine permits. Commercial clubs e.g. snooker clubs and night clubs cannot avail themselves of these permits.

Minor Variations

In order to assist the holders of premises licence and club premises certificates to make variations to licences and certificates, new regulations have been brought into effect. The test as to whether such a minor variation is appropriate is "could this variation taken singly, or on its own, adversely effect the licensing objectives?" If in the view of the Licensing Authority this is the case a full variation would be required.

A minor variation may be appropriate in cases:

- where there is a minor change to the layout of a premises that would not effect public safety or nuisance
- A reduction in the hours of operation of a premise
- The removal of conditions that have become obsolete due to changes in legislation
- The addition of voluntary conditions

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Minor variations are not permitted if the hours for the sale or supply of alcohol are increased or if the effect of the variation is to move the hours of alcohol to allow the licensable activity to be carried out between the hours of 23:00 and 07:00 on any day (notwithstanding that there is no increase in hours).

The Licensing Authority may consult with such responsible authorities as its thinks appropriate and must consider any representation made by an interested party.

When determining any application for a minor variation the Licensing Authority may receive valid representation if made within 10 days of the application. The Authority must make its determination within 15 days of the application. Should the Authority fail to determine the application within this time its is deemed to have failed. The decision as to whether to allow a minor variation rests with the Licensing Authority and may only be challenged by way of judicial review.

Designated Premises Supervisor

Because of the wider impact on the community the sale of alcohol carries with it greater responsibility than that associated with the provision of entertainment and late night refreshment. The main purpose of having a Designated Premises Supervisor is to ensure that there is a specified individual that can be readily identified at the premises. The Designated Premises Supervisor therefore will occupy a pivotal role in the management and supervision of the premise and may be given day to day responsibility for running the premises.

The exception to the above is to allow certain community premises which have or are applying for a premises licence, that authorise the sale of alcohol, to apply the alternative licence condition instead of the usual mandatory conditions. The effect of the alternative licence condition is that the licence holder, i.e. the management

committee that runs the community premises, is responsible for the supervision and authorisation of all alcohol sales. However, this application of the requirement of a Designated Premises Supervisor may only be applied for where the Community Premises has a recognised Management Committee

Adult Entertainment

Premises that wish to provide adult entertainment by way of lap dancing, pole dancing or other types of activities involving nudity (relevant entertainment) are required to be licensed under the Local Government (Miscellaneous Provisions) Act 1982 unless they provide such entertainment less than 11 times in any rolling year and there is at least one calendar month between performances. Where this exemption applies the holders of authorities under the Licensing Act 2003 (premises licences, club premises certificates or temporary events notices) will be expected to implement measures to actively promote the four licensing objectives. In particular the Licensing Authority encourages measures that will protect children from moral, physical or mental harm. Such measures may include the following however this list should not be seen as being exhaustive or exclusive:

- Measures to ensure that any adult entertainment cannot be viewed from the public highway or from any part of the premises not being used for adult entertainment. Such measures may include the screening of doors and windows or the screening of the stage area to reduce the field of vision in respect of the performance
- A proof of age scheme where persons under the age of 18 years are required to provide photographic means of identification
- The provision of door supervisors registered by the Security Industry Authority for the purposes of ensuring good behaviour during any performance and to ensure that age restrictions are complied with.
- Measures to ensure that members of the audience are not permitted to be in physical contact with the performer. This may included a barrier or enforced sterile area immediately in front of the stage at a distance that will prevent contact.

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Where premises licences or club premises certificates have conditions attached in respect of regulated entertainment in the form of adult entertainment such conditions will remain in force unless the premises are licensed for relevant entertainment under the Local Government (Miscellaneous Provisions) Act 1982. This is because it is anticipated that the conditions in respect of premises with relevant entertainment are likely to be stricter than those with regulated entertainment.

Mandatory Conditions

The Policing and Crime Act 2009 allowed the Government to impose mandatory conditions with regard to the responsible retailing of alcohol. These conditions must be intended to support and actively promote the licensing objectives. The aim of the mandatory conditions is to ensure that those businesses, both small and large, who are selling alcohol irresponsibly, act more responsibly to help tackle alcohol-related crime and disorder.

The mandatory licensing conditions apply to all alcohol retailers and hence they will apply to many small businesses. Many of the proposed conditions involve restrictions on irresponsible practices or promotions and hence will not have any

impact on those businesses that do not currently operate these types of practices or promotions. However, it is likely that some small businesses are operating them and hence will be affected by these conditions. There are also some conditions which require premises to adhere to particular good practice and these will also have an impact on some small businesses. The supply of alcohol by members clubs and miners welfare institutes is also included in the conditions.

For the purposes of this policy a responsible will be considered to be:

- Premises licence holder
- Designated premises supervisor
- A person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18
- A member or officer of a club present on the club premises who can oversee the supply of alcohol

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A responsible person should be able to prove that they have taken reasonable steps to be compliant with the mandatory conditions.

In particular the code requires that the responsible person shall :

make free tap water available to customers on request
ensure that a proof of age policy is in place and operated in respect of persons who appear to be under the age of 18 years that includes a photograph, date of birth and holographic mark
where alcoholic drinks are sold for consumption on the premises (other than those sold in sealed containers) make such alcohol available in the following measures:

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and

and is required to inform customers of the availability of such measures.

The definition as to what is an irresponsible drinks promotion is given within the mandatory conditions as:

Any activity carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children

Examples of this would be:

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to:

- (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
- (ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—

- (i) the outcome of a race, competition or other event or process, or
- (ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable

The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

Whilst any prosecution will be assessed on its individual merit and in light of the Statutory Code of Practice for Regulators breaches of the mandatory code will always be viewed as serious and likely to be subject to enforcement action.

Early Morning Alcohol Orders

The Crime and Security Act 2010 has amended the Licensing Act 2003 in that a licensing authority may make an order providing:

(a) premises licences and club premises certificates granted by the authority, and temporary event notices given to the authority, shall not have effect to the extent that they authorise the sale of alcohol between 3am and 6am, and

(b) club premises certificates granted by the authority shall not have effect to the extent that they authorise the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club between 3am and 6am.

It is immaterial for the purposes of an order under this section whether a premises licence or club premises certificate is granted, or a temporary event notice is given, before or after the order is made. The effects of this provision is that where such an order is made it becomes enforceable on all premises where a premises licence, club premises certificate or temporary events notice is in force notwithstanding that the permitted hours were granted prior to the order being made.

The Licensing Authority has considered that a primary objective of the Licensing Act 2003 is to allow for a phased closure of licensed premises at the end of an evening thus reducing the crime and disorder and nuisance associated with a number of premises closing at the same time. It is the intention of this licensing authority to make orders under this section only where it is shown to be necessary in order that the licensing objectives, and in particular those relating to crime and disorder and public nuisance, will be promoted.

Where it is intended to make such an order the Licensing Authority will advertise the intention in a local newspaper and, where relevant representations are made by:

- (i) an affected person,
- (ii) an interested party, or
- (iii) a responsible authority.

Hold a hearing to consider any relevant representations that are made.

A relevant representation is a representation that:

(a) is about the likely effect of the making of the proposed order on the promotion of the licensing objectives,

(b) are made to the licensing authority by:

- (i) an affected person,
- (ii) an interested party, or
- (iii) a responsible authority.

(c) are made in the prescribed form and manner and within the prescribed period,

(d) have not been withdrawn, and

(e) in the case of representations made by an affected person or an interested party (who is not also a responsible authority), that they are not, in the opinion of the licensing authority, frivolous or vexatious.

For the purposes of this policy an "affected person" means:

(a) the holder of a premises licence or club premises certificate in respect of affected premises,

(b) the premises user in relation to a temporary event notice in respect of affected premises,

(c) a person who has applied for a premises licence or club premises certificate in respect of affected premises (where the application has not been determined), and

(d) a person to whom a provisional statement has been issued in respect of affected premises

Interested party and responsible authority retain the meanings contained within the Licensing Act 2003.

1.31 Reviews

Where possible and appropriate the Licensing Authority, Kent Police and/or Kent Fire & Rescue Service will give early warning to licence holders of any concerns about problems identified at premises and of the need for improvement.

The Licensing Act 2003 allows the Licensing Authority to reject any application for a review that appears to be malicious, vexatious or repetitive. With this in mind no

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more than one review will normally be permitted within any 12 month period where the application relies on substantially similar grounds other than in exceptional and compelling circumstances or where it arises following a closure order.

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The Licensing Authority may review a licence on the application of any responsible authority or interested party who makes a relevant representation that relates to the licensing objectives. It views particularly seriously applications for the review of any premises licence where it involves the:

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- (a) use of licenced premises for the sale and distribution of Class A drugs and the laundering of the proceeds of drugs crimes
- (b) use of licensed premises for the sale and distribution of illegal firearms
- (c) evasion of copyright in respect of pirated films and music
- (d) underage purchase and consumption of alcohol
- (e) use of licensed premises for prostitution or the sale of unlawful pornography
- (f) use of licensed premises for unlawful gaming
- (g) use of licensed premises as a base for organised criminal activity
- (h) use of licensed premises for the organisation of racist, homophobic or sexual abuse or attacks
- (i) use of licensed premises for the sale of smuggled tobacco or goods
- (j) the use of licensed premises for the sale of stolen goods
- (k) prolonged and/or repeated instances of public nuisance
- (l) where serious risks to public safety have been identified and the management is unable or unwilling to correct those risks
- (m) where serious risks of harm to children have been identified
- (n) permitting drunkenness and for encouraging binge drinking

Responsible authorities and/ interested parties can apply for a review of a premises licence however evidentiary basis would be required to be presented to the Licensing Authority. Interested parties are therefore advised to keep records of incidents in relation to licensed premises in order to support the application for review.

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Summary Expedited Reviews

Experience since the Licensing Act 2003 came into force has shown that a minority of operators of licensed premises do not seek to actively promote the licensing objectives resulting in serious crime or disorder to be generated at those premises. The Licensing Act 2003 was amended by the Violent Crime Reduction Act 2006 to allow the police to call for an expedited review. The process is

1. a local chief officer of police may apply to the licensing authority for an expedited review of a premises licence where a senior police officer has issued a certificate stating that in his/her opinion the premises are associated with serious crime or serious disorder (or both).

2. on receipt of the application and the certificate the licensing authority must within 48 hours consider whether it is necessary to take interim steps pending determination of the review of the premises licence – the authority must in any event undertake a review within 28 days of receipt of the application

The premises licence holder may make representations against the interim steps taken by the Licensing Authority that will be considered at the review hearing.

At the hearing, the licensing authority must consider:

- what steps it considers necessary for the promotion of the licensing objectives; and

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- consider what steps should be taken to secure the promotion of the licensing objectives including whether the interim steps should be made permanent.

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The steps the licensing authority can take are:

- the modification of the conditions of the premises licence;
- the exclusion of the sale of alcohol by retail (or other licensable activities) from the scope of the licence;
- the removal of the designated premises supervisor from the licence;
- the suspension of the licence for a period not exceeding 3 months; and
- the revocation of the licence.

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Right of Appeal

An appeal may be made within 21 days of the licence holder being notified of the licensing authority's decision to a magistrates' court. An appeal may be made by the premises licence holder, the chief officer of police and/or any other person who made relevant representations.

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The decision of the licensing authority, following the review hearing, will not have effect until the end of the period allowed for appeal, or until the appeal is disposed of. Any interim steps taken will remain in force over these periods.

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1.32 **Enforcement**

The Council delivers a wide range of enforcement services aimed at safeguarding the environment and the community and at providing a 'level playing field' on which businesses can fairly trade. The administration and enforcement of the licensing regime is one of these services. The Council has adopted the principles of the Government's Statutory Code of Practice for Regulators, designed to ensure effective and efficient public protection services. Specifically, the Council is committed to accord with the principles of good enforcement practice by carrying out its regulatory functions in a fair, open and consistent manner.

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1.34 The Statutory Code of Practice for Regulators is based on the principles that businesses should:

- receive clear explanations from enforcers of what they need to do and by when;
- have opportunities to resolve differences before enforcement action is taken - unless immediate action is needed;
- receive an explanation of their rights of appeal

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1.35 The Licensing Authority recognises the interests of both individual citizens and the requirements of businesses and will work closely with partners to assist licence

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holders to comply with the law and the four licensing objectives it seeks to promote. However, proportionate but firm action will be taken against those who commit offences or break the law. The Council has set clear standards of service and performance that the public and businesses can expect. In particular, a licensing enforcement policy has been created that explains how the Council will undertake its role as Licensing Authority and how the principles of effective enforcement will be achieved. The policy is available from the Licensing Section, as are details of the Council's corporate complaints procedures. These documents can also be viewed on the Council's website: www.dover.gov.uk/licensing

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- 1.36 The Licensing Authority has established protocols with Kent Police, Kent & Medway Towns Fire and Rescue Authority and Kent County Council Trading Standards on enforcement issues. These protocols provide for the targeting of resources towards high-risk premises and activities that require greater attention, while providing a lighter touch in respect of low risk premises that are well operated.
- 1.37 The principle of using a scoring scheme based on risk factors will normally prevail and proactive inspections will usually be undertaken in accordance with a priority inspection scheme. This should ensure that resources are more effectively allocated to higher risk or 'problem premises'. Monitoring visits will also take place in and around premises.

2.0 LICENSING OBJECTIVES

2.1 The following sections set out the Licensing Authority's Policy relating specifically to the four licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

The Licensing Authority accepts the rights of any person to apply for a variety of permissions under the Act and to have the application processed in accordance with the Act.

The Licensing Authority accepts the right of any interested person to make representation on any application or seek a review of a licence or certificate where they are permitted to so under the Act. Where the Licensing Authority has the ability to do so, following the receipt of a relevant representation, each application will be considered on its individual merits as well as against the relevant policy and statutory framework.

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If no representations are received from responsible authorities or interested parties the licence will be granted as applied for subject only to mandatory conditions and those conditions that are consistent with the operating schedule that is required to be submit as part of the application.

The Licensing Authority will attach conditions to licences where considered necessary and proportionate for the promotion of the licensing objectives. They will be tailored to the individual style and characteristics of the particular premises and events concerned.

2.2 In each section relating to the objectives, the Licensing Authority has defined its intended outcome). Each section then lists the factors that **may** influence the achievement of that objective. ~~Because of the wide variety of premises and activities to which this policy applies, the lists provided are not exhaustive or exclusive.~~ Applicants know their premises **and business** best and should address all aspects relevant to the individual style and characteristics of their premises and events.

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2.3 Further, in each section, a list of possible control measures is provided. **This is** to be of assistance to applicants, but again is not intended to be an **exclusive or** exhaustive list. Many control measures achieve more than one objective but have not necessarily been listed under each objective. Applicants will not be required to mention a control measure more than once in their operating schedule.

2.4 The Licensing Authority will expect the selection of control measures, referred to in 2.3 above, to be based upon a risk assessment of the premises, events, activities and the customers expected to attend (e.g. their age, number, etc.). Whilst the Licensing Authority may not require such risk assessments to be documented, (other than where required by other legislation), it considers such documentation to be good practice and a useful tool in the instruction and training of staff. It is also a sound basis for review by the licence holder, in the event of an application for variation, or a response to changing circumstances/conditions at the premises being

required. The Licensing Authority also encourages the maintenance of training records to evidence the promotion of the licensing objectives.

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2.5 Additional measures may be necessary on a specific basis such as when a special event (e.g. popular live band) or promotion (e.g. during major sporting occasions) is planned, and which is intended to, or likely to attract larger audiences and/or audiences of a different nature, and which can have a significant impact on the achievement of the licensing objectives.

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Reference should be made in an applicant's operating schedule, where applicable, ~~to such occasions~~ and the additional measures that are planned in order to achieve the licensing objectives.

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2.6 The Licensing Authority considers the effective and responsible management of the premises, instruction, training and supervision of staff and the adoption of best practice to be the most essential of control measures for the achievement of all the licensing objectives. Applicants are encouraged to consider and address such elements within an applicant's operating schedule.

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2.7 The imposition of occupancy capacities is encouraged for premises, (which includes performers and staff) and events as appropriate, is also considered to be an essential factor in the achievement of the four licensing objectives, (except in respect of premises licensed for the consumption of food and/or alcohol off the premises). The issue of occupancy capacity should be considered and addressed within an applicant's risk assessment under the Regulatory Reform (Fires Safety) Order 2006 however the Licensing Authority encourages premises to consider occupancy levels as part of the operating schedule.

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2.8 The design and layout of premises are important in determining capacity, as is the availability and size of exits within recommended travel distances. Other factors should also be considered when assessing the appropriate capacity for premises or events. These might include:

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- The nature of the premises or event
- The nature of the licensable activities being provided
- The provision or removal of such items as temporary structures, such as a stage, or furniture
- The number of staff available to supervise customers both ordinarily and in the event of an emergency
- The customer profile (e.g. age, disability)
- The attendance by customers with disabilities and means of emergency exit for such customers.
- The attendance by customers with whose first language is not English
- Availability of suitable and sufficient sanitary accommodation
- Nature and provision of facilities for ventilation

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2.9 The agreement to a capacity for premises or events should not be interpreted as a requirement to also provide permanent monitoring arrangements such as door staff, attendance clickers or maintenance of attendance records. The Licensing Authority recognises that the person in charge at the premises can often readily assess the capacity of premises without resort to such measures. However, where the capacity is likely to be reached (such as on known busy evenings) and particularly where a special event or promotion is planned, the applicant has a responsibility in promoting the licensing objective of public safety and to be able to

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give details of the additional arrangements that will be put in place to ensure that the capacity of the premises is not exceeded.

3.0 PREVENTION OF CRIME AND DISORDER

3.1 Dover District Council is committed to further improving the quality of life for the people of the District of Dover by continuing to reduce crime and the fear of crime.

~~Whilst the Community Safety Partnership is not a responsible authority under the Licensing Act 2003, the Licensing Authority will consult and involve the Community Safety Partnership in policy making in order to maximise the effectiveness of reducing crime, misuse of drugs and the fear of crime.~~

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3.2 Section 17 of the Crime and Disorder Act 1998 introduced a wide range of measures for preventing crime and disorder and imposed a duty on Dover District Council, Kent Police, Kent County Council and others to consider crime and disorder reduction in the exercise of all their duties. The Licensing Act 2003 reinforces this duty for local authorities.

3.3 The promotion of the licensing objective, "prevention of crime and disorder", places a responsibility on licence holders to become key partners in achieving this objective. Applicants should demonstrate in their operating schedule that suitable and sufficient measures have been identified, and will be implemented and maintained, to reduce or prevent crime and disorder on and in the vicinity of their premises, relevant to the individual style and characteristics of their premises and events.

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3.4 The applicant should consider factors arising from the premises or the activities of their customers within the vicinity of the premises, and are encouraged to demonstrate consideration of factors that may impact on the prevention of crime and disorder objective. These might include:

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- Underage drinking
- Drunkenness on premises
- Public drunkenness
- Drugs
- Violent behaviour
- Anti-social behaviour

3.5 The following examples of control measures are given to assist applicants and are considered to be amongst the most essential that applicants should take account of in their operating schedule, having regard to their particular type of premises and/or activities:

- Effective and responsible management of premises
- Training and supervision of staff, including the maintenance of training records
- Adoption of best practice guidance (e.g. Safer Clubbing, the National Alcohol
- Harm Reduction Strategy Toolkit and other voluntary codes of practice, including those relating to drinks promotions e.g. The Point of Sale Promotions published by BBPA)
- Membership of the Dover Partnership Against Crime (DPAC)
- Acceptance of accredited 'proof of age' cards for example "Citizen Card" and/or 'new type' driving licences with photographs, passports, an official identity card issued by H M Forces.
- Provision of effective CCTV in and around premises

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- Employment of Security Industry Authority licensed door staff. Such door staff should be at a ratio set down by the Security Industry Authority (currently 1:100 patrons) The employment of female staff as part of such door supervision arrangements is encouraged
- Provision of toughened or polycarbonate glasses
- Provision of litterbins and other security measures, such as lighting, outside premises
- Membership of a Pub Watch, Three Strikes or Safer Socialising schemes

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3.6 Applicants should carefully consider the hours that they will wish to operate and when to close their premises for the entry of customers and to require them to leave. They should consider each licensable activity separately and carefully and reflect this in operating schedules. The Licensing Authority will similarly consider hours for licensable activities and closing times and appropriate conditions. The benefits of “cooling down” periods; after the last sales of alcoholic drinks; while food and non alcoholic drinks are still available; and when they volume and tempo of music is reduced, and the levels of lighting are increased, are very widely recognised as helping to reduce crime and disorder and public nuisance. Applicants should consider the benefits of stopping serving alcohol well before other licensable activities stop or more than half an hour before the premises close and customers must leave. They should consider stopping playing music or dancing before they stop serving alcohol and food to customers in very noise sensitive areas.

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3.7 Within the operating schedule for premises from which alcohol will be sold, a Designated Premises Supervisor (DPS) must be identified and named. The DPS should have been given the day-to-day responsibility for running the premises by the premises licence holder. In addition to the DPS holding a personal licence, the Licensing Authority will expect where serious crime or disorder has previously been experienced on those premises the DPS to have additional training and/or experience commensurate with the nature and style of the operation of the premises.

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In exceptional circumstances, the police may object to the designation of a new premises supervisor where they believe that such appointment would undermine the crime prevention objective.

3.8 Certain temporary events are not required to be licensed but must be notified to the Licensing Authority and Police using the Temporary Event Notice procedure. However, depending on the nature and location of such events, these can have serious crime and disorder implications. Organisers of these events must submit their notification at least **10 working days** before the event to enable the police and the Licensing Authority to work with them to identify and reduce the risk of crime and disorder.

3.8 Where the Licensing Authority has given notice in writing to the holder of the premises licence prohibiting the exhibition of a film (including DVD or video) on the grounds that it contains matter which, if exhibited, would be likely to:

- Encourage or incite crime or lead to disorder, or
- Stir up hatred or incite violence towards any section of the public on grounds of colour, race or ethnic or racial origin, disability, religious beliefs, sexual orientation or gender

the Licensing Authority will expect that the film shall not be exhibited in the premises except with the consent in writing of the Licensing Authority and in accordance with any conditions attached to such consent.

The Licensing Authority will require all films to comply with British Board of Film Classification (BBFC) guidelines.

3.9 Applicants for late-night entertainment and **premises licensed for the sale or supply of alcohol** should show that they can comply with the Home Office guidance "Safer Clubbing" in relation to the control of illegal drugs on their premises. Applicants are advised to seek advice from the police on the handling and disposal of any controlled substances that are seized.

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3.10 Whilst each application is considered on its merits, **the provision** of door supervisors in town centre pubs and clubs that wish to sell alcohol beyond 11.00pm is encouraged. The Security Industry Authority's policy is that one door supervisor must be employed for every 100 people likely to be present on the premises. The Licensing Authority **may liaise** with the designated premises supervisor as to the days of the week when such staff need to be employed.

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4.0 PUBLIC SAFETY

4.1 The Licensing Authority is committed to ensuring that the safety of any person visiting or working in licensed premises is not compromised. To this end, applicants **are encouraged to** demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to ensure public safety, relevant to the individual style and characteristics of their premises and events.

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4.2 When addressing the issue of public safety, an applicant should demonstrate that those factors that impact on the standards of public safety have been considered. These may include:

- The occupancy capacity of the premises **(notwithstanding the provisions of the Regulatory Reform (Fire Safety) Order 2006) in particular having regard to means of escape in an emergency**
- The age, design and layout of the premises, including means of escape in the event of fire
- The nature of the licensable activities to be provided, in particular the sale or supply of alcohol, and including whether those activities are of a temporary or permanent nature
- The hours of operation, noting the difference between opening hours and the hours of licensable activities (wind down periods).
- Customer profile (e.g. age, disability)
- The use of special effects such as lasers, pyrotechnics, smoke machines, foam machines, etc.

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The Regulatory Reform (Fire Safety) Order 2006 places a responsibility on the licence holder to carry out a risk assessment and appoint a competent person. This risk assessment should include a maximum capacity limit taking into account the

activities undertaken on those premises and any extenuating circumstances such as special effects, clientele, or restricted access

4.3 The following examples of control measures are given to assist applicants and are considered to be amongst the most essential that applicants should take account of in their operating schedule, having regard to their particular type of premises and/or activities:

- Suitable and sufficient risk assessments
- Effective and responsible management of premises
- Provision of a sufficient number of people employed or engaged to secure the safety of the premises and patrons
- Appropriate instruction, training and supervision of those employed or engaged to secure the safety of the premises and patrons
- Adoption of best practice guidance
- Provision of effective CCTV in and around premises
- Provision of toughened or polycarbonate glasses
- Implementation of crowd management measures
- Regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety

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5.0 PREVENTION OF PUBLIC NUISANCE

5.1 Licensed premises have a significant potential to adversely impact on communities through public nuisances that arise from their operation. The Licensing Authority wishes to proactively maintain and protect the amenity of residents and other businesses from the potential consequence of the operation of licensed premises whilst recognising the valuable cultural, social and business importance that such premises provide.

5.2 The Licensing Authority will interpret 'public nuisance' in its widest sense, and takes it to include such issues as noise, light, odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.

5.3 Applicants need to clearly understand that the Licensing Authority will pay particular attention whether or not to impose stricter conditions, including controls on licensing hours, with a view to protecting the quality of life of residential occupiers.

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5.4 In the case of shops, stores and supermarkets and garages selling alcohol, the Licensing Authority will normally permit the hours during which alcohol is sold to match the normal trading hours during which other sales take place, unless there are valid reasons relating to any of the licensing objectives which justify restricting hours of opening.

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5.5 Applicants should demonstrate in their operating schedule that suitable and sufficient measures to prevent public nuisance have been identified and will be implemented, relevant to the individual style and characteristics of their premises and events.

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5.6 When addressing the issue of prevention of public nuisance, the applicant should demonstrate that those factors that impact on the likelihood of public nuisance have been considered. These may include:

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- The location of premises and proximity to residential and other noise sensitive premises, such as hospitals, hospices and places of worship
- The hours of operation, particularly if between 23.00 and 07.00
- The nature of activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside premises
- The design and layout of premises and in particular the presence of noise limiting features
- The occupancy capacity of the premises
- The availability of public transport
- Last admission time
- The steps the applicant has taken or proposes to take to ensure that staff leave the premises quietly
- The steps the applicant has taken or proposes to take to prevent disturbance by patrons arriving or leaving the premises
- Whether routes to and from the premises, on foot or by car or service or delivery vehicles, pass residential premises.
- Whether other measures have been taken or are proposed such as the use of CCTV or the employment of registered door supervisors.
- The arrangements made or proposed for parking by patrons, and the effect of this parking on local residents.
- The likelihood of any violence, disorder or policing problems arising if a licence were ~~to be granted~~.
- Whether taxis and private hire vehicles serving the premises are likely to disturb local residents.
- The siting of external lighting, including security lighting, ~~that is installed inappropriately~~.
- Whether the premises would result in increased refuse storage or disposal problems or additional litter in the vicinity of the premise and any measures or proposed measures to deal with this.
- The history of previous nuisance complaints proven against the premises, particularly where statutory notices have been served on the present licensees.

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5.7 The following examples of control measures are given to assist applicants and are considered to be amongst the most essential that applicants should take account of in their operating schedule, having regard to their particular type of premises and/or activities:

- Effective and responsible management of premises
- Appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance
- Control of operating hours for all or ~~individual parts of the premises (e.g. garden areas)~~, including such matters as deliveries, ~~bottle clearing etc.~~
- Adoption of best practice guidance (e.g. Good Practice Guide on the Control of Noise from Pubs and Clubs, produced by Institute of Acoustics)
- Installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices
- Management of people, including staff, and traffic (and resulting queues) arriving and leaving premises
- Liaison with public transport providers
- Siting of external lighting, including security lighting
- Management arrangements for collection and disposal of litter
- Effective ventilation systems to prevent nuisance from odour

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6.0 PROTECTION OF CHILDREN FROM HARM

6.1 Applicants should demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, relevant to the individual style and characteristics of their premises and events. The Licensing Authority commends the Portman Group Code of Practice on the naming and packaging of alcoholic drinks.

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6.2 That the appropriate body for advising on the protection of children from harm be **the** KCC **Safeguarding Children Board** to be discharged through such arrangements as it shall determine.

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6.3 The protection of children from harm is an important issue. It is hoped that family friendly premises will thrive, but the risk of harm to children remains a paramount consideration when determining applications.

6.4 The relaxation of previous restrictions contained in the Licensing Act 1964 giving accompanied children greater access to licensed premises is seen as a positive step, which may bring about a social change in family friendly leisure. Clearly, this relaxation places additional responsibilities upon licence holders. However, it is recognised that parents and others accompanying children also have responsibilities.

6.5 The protection of children from harm includes the protection of children from moral, psychological and physical harm and, in relation to the exhibition of films, or the transmission of programmes by video or DVD. This includes the protection of children from exposure to strong language, sexual imagery and sexual expletives. In certain circumstances children are more vulnerable and their needs will require special consideration. This vulnerability includes their susceptibility to suggestion, peer group influences, inappropriate example, and the unpredictability of their age and the lack of understanding of danger.

6.6 Whilst children may be adequately protected from harm by the action taken to protect adults, they ~~also need special consideration and no policy can anticipate every situation.~~ When addressing the issue of protecting children from harm, the applicant ~~should~~ demonstrate that those factors that impact on harm to children have been considered. The potential for children to be exposed to the following ~~should~~ all be considered and addressed:

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- Purchase, acquire or consume alcohol
- Be exposed to drugs, drug taking or drug dealing
- Be exposed to gambling
- Be exposed to activities of an adult or sexual nature
- Be exposed to incidents of violence or disorder
- Be exposed to environmental pollution such as noise or smoke
- Be exposed to special hazards such as falls from a height

6.7 The following examples of control measures are given to assist applicants and are considered to be amongst the most essential that applicants should take account of in their operating schedule, having regard to their particular type of premises and/or activities:

- Effective and responsible management of premises
- Provision of a sufficient number of people employed or engaged to secure the protection of children from harm
- Appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm
- Adoption of best practice guidance
- Limitations on the hours when children may be present, in all or **individual** parts of the premises Formatted: Highlight
- Limitations or exclusions by age when certain activities are taking place
- Imposition of requirements for children to be accompanied by an adult
- Acceptance of accredited 'proof of age' cards for example Citizens Card" and/or **photocard type** driving licences with photographs, passport, an official identity card issued by HM Forces or by a EU country bearing the photograph and date of birth of bearer Deleted: new type'
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- The placing of machines **provided** under the Gambling Act 2005 so that they can be properly supervised. Formatted: Highlight

6.8 In the case of film exhibitions, the Licensing Authority will expect licensees to implement measures that restrict children from viewing age-restricted films classified according to the recommendations of the BBFC or the Licensing Authority. In the case of a film exhibition that has not been classified, the Licensing Authority will expect the licensee to certify to the Licensing Authority that an assessment of the suitability of the film for exhibition to children in accordance with the BBFC Guidelines has been carried out and that this has been confirmed by the Licensing Authority in writing prior to public viewing. [Details of the BBFC Guidelines are available on the Dover District Council website Licensing Page.](#) Formatted: Highlight

6.9 Where regulated entertainment is provided the Licensing Authority will require the presence of an adequate number of adult staff to control the access and egress of children and to protect them from harm whilst on the premises. Where children are present as performers, the Licensing Authority will normally require an adequate number of adult staff to be responsible for the child performers. The staff should be suitably screened to work with children.

6.10 In promoting this licensing objective the holders of any premises licence should ensure that a current risk assessment has been carried out and adequate numbers of attendants are on duty to ensure public safety.

6.11 The Licensing Authority will rarely impose complete bans on access to children. In exceptional circumstances, and only where the Licensing Authority has received relevant representations, conditions restricting access or excluding children completely may be considered necessary. Those conditions may restrict children from entering all or part of licensed premises:

- (1) at certain times of the day or
- (2) when certain licensable activities are taking place or
- (3) to which children aged under 16 years should have access only when supervised by an adult or
- (4) to which unsupervised children under 16 will be permitted access

6.12 Examples of premises where these conditions may be considered include where:

- (1) there have been convictions for serving alcohol to minors or where there is some evidence of under-age drinking

- (2) there is a known association with drug taking or dealing
- (3) there is a strong element of gambling on the premises
- (4) entertainment of an adult or sexual nature is commonly provided
- (5) there is a presumption that children under 18 should not be allowed (e.g. to nightclubs, except where under 18 discos are being held)
- (6) licensable activities are taking place during times when children under 16 may be expected to be attending compulsory full-time education.
- (7) there is evidence or convictions for permitting drunkenness and/or binge drinking

6.13 Designated Premises Supervisor

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Because of the wider impact on the community the sale of alcohol carries with it greater responsibility than that associated with the provision of entertainment and late night refreshment. The main purpose of having a Designated Premises Supervisor is to ensure that there is a specified individual that can be readily identified at the premises. The Designated Premises Supervisor therefore will occupy a pivotal role in the management and supervision of the premise and may be given day to day responsibility for running the premises.

The exception to the above is to allow certain community premises which have or are applying for a premises licence, that authorise the sale of alcohol, to apply the alternative licence condition instead of the usual mandatory conditions. The effect of the alternative licence condition is that the licence holder, i.e. the management committee that runs the community premises, is responsible for the supervision and authorisation of all alcohol sales. However, this application of the requirement of a Designated Premises Supervisor may only be applied for where the Community Premises has a recognised Management Committee

Appendix A The District of Dover

Dover District is situated in East Kent and covers 31186 hectares. About 60% of the population live in the main towns of Dover, Deal and Sandwich. The remainder of the District is predominately rural although the large mining village of Aylesham (previously a mining community) is now being developed to meet the needs of an expanding population.

The District has an economy which is closely linked with Dover Port and ancillary activities although there are other sources of employment including the pharmaceutical company Pfizers and in the agricultural and food manufacturing sectors.

There is a range of retail facilities available to residents within the urban areas although these tend to be local rather than regional shopping facilities. A larger shopping area is planned as part of the Dover Town Investment Zone.

Sandwich and Dover are both Cinque Ports and Deal is a member of the Confederation. The District contains the spectacular Norman Castle at Dover, the Tudor castles of Deal and Walmer and the Roman castle at Richborough. Sandwich is the most complete medieval town in Britain and Deal is noted for its Georgian seafront.

Dover offers a wide range of sports and leisure facilities. The district is famous for its golf courses including the Royal St. George's host to the British Open Championship.

Some 550 commercial outlets now offer licensable activities including, pubs, clubs, off licences, public entertainment establishments and late night refreshment houses.

The District has a population of 106,900 (2000) census which is comprised of the following:

Under 16's-	<u>19900</u>	<u>(18.6%)</u>
16-24 year olds	<u>11200</u>	<u>(10.5%)</u>
25-34 year olds	<u>10000</u>	<u>(9.4%)</u>
35-44 year olds	<u>14300</u>	<u>(13.4%)</u>
45-59 year olds	<u>22100</u>	<u>(20.7%)</u>
60-64 year olds	<u>8000</u>	<u>(7.5%)</u>
65-84 year olds	<u>18,200</u>	<u>(17%)</u>
85 and over	<u>3100</u>	<u>(2.9%)</u>

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Appendix B

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		Deleted: Berwin Leighton Paisner
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		Deleted: English Nature
		Deleted: Eurotunnel Developments Limited
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	Dover Partnership Against Crime	
Betteshanger Regeneration Forum	East Kent Coastal Primary Care Trust East Kent Mercury	
Blakes of Dover Restaurant		
Buckland Resident's Association		
Business Link Kent		
Campaign for Real Ale Limited	F. S. Leisure Limited Fire Safety Officer - Kent Fire & Rescue Service, South Kent Office Friends of North Deal Gateway Resident's Association	
Chair of Dover Neighbourhood Watch Chairman Licensing Committee		
Chief Constable, Kent Constabulary	Jazz Services Limited KCC Children's Services, Dover KCC Social Services (Asylum Team) KCC Social Services (Child Protection) Kent Arts and Libraries	
Coalfields Regeneration Trust		
South Eastern Railway		
Deal & District Business & Professional Women's Club	Kent Association of Local Councils	
Deal & Walmer Chamber of Commerce	Kent Coin Automatics Kent County Council Kent Hotels & Restaurants Association Kent Initiative on Drugs & Drug Action Team (Kent)	
Deal Society		
Deal, Walmer & Sandwich LVA	Kent Magistrates' Court Service Kent Rural Community Council Kent Transport	
Dover District Chamber of Commerce Dover District LVA	LGS (UK) Licensing Administrator - Spirit Group	
Dover Guest House Association Dover Harbour Board		

Dover District Council Office, Whitfield
Sandwich Area Office
Aylesham Area Office
Deal, Dover, Sandwich and Aylesham Libraries

Appendix C - Other Relevant Contacts, Strategies and Policies

Licensing Act 2003: Guidance issued under Section 182 and Guidance on the Operation of Closure Powers in Part 8 www.culture.gov.uk

Together: Tackling Anti-Social Behaviour Actionline www.together.gov.uk

PM's Strategy Unit's Interim Paper re alcohol related harm <http://www.number10.gov.uk/output/Page4498.asp>

Home Office Alcohol and Crime Research Page <http://www.homeoffice.gov.uk/rds/alcohol1.html>

Home Office Guidance for Local Agencies <http://www.homeoffice.gov.uk/rds/dprpubs1.html>

British Institute of Innkeeping (BII) info@bii.org

Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances published by Independent Street Arts Network www.streetartsnetwork.org/pages/publications

Home Office Race Relations Guidance www.raceimpact.homeoffice.gov.uk

Disability Rights Commission www.dre-gb.org

Home Office's Updated Drug Strategy and "Safer Clubbing" www.drugs.gov.uk

"Alcohol and Crime: Taking Stock" by Anne Deehan, Home Office Crime Reduction Research Series Paper 3 www.crimereduction.gov.uk/drugsalcohol8.htm

Crime Reduction - Enforcement Strategy www.dover.gov.uk/crimereduction/corporateenforcmentstrategy/2004.pdf

Crime Reduction Strategy 2002-2005 www.dover.gov.uk/crimereductionstrat2002-2005/delivery.asp

Dover District Local Plan www.dover.gov.uk/forward_planning/local_development_framework.aspx

Race Equality Policy www.dover.gov.uk/humanresources/raceequalitypolicy.doc

Community Strategy www.dover.gov.uk/community-strategy/comstrato3.pdf

Dover District Council Corporate Plan www.dover.gov.uk/corporateplan/home.asp

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Where, after considering the available evidence and consulting the Statutory Authorities listed in section 5(3) of the 2003 Act and any others, the Licensing Authority is satisfied that it is appropriate and necessary to include an approach to cumulative impact in the licensing policy statement, it will do so by indicating in the policy that it is adopting a special policy. The effect of this special policy will be one of refusing new licences whenever it receives relevant representations (which may lead to a refusal) about the cumulative impact on the licensing objectives from responsible authorities or interested parties.

1.18 There will be an evidential basis for the decision to include a special policy (cumulative impact policy) within the main policy. For example, Crime and Disorder Reduction Partnerships will often have collated information that demonstrates cumulative impact as part of their general role on anti-social behaviour; and crime prevent strategies may have already identified cumulative impact as a local problem. Similarly, environmental health officers may be able to demonstrate concentrations of valid complaints relating to noise disturbance.

1.19 In summary, the steps to be followed in considering whether to adopt a special policy within the policy are:

Identification of concern about crime and disorder or public nuisance;

Consideration of whether it can be demonstrated that crime and disorder and nuisance are arising and are caused by the customers of licensed premises, and if so identifying the area from which problems are arising and the boundaries of that area; or that the risk factors are such that the area is reaching a point where a cumulative impact is imminent;

Consultation with those specified by section 5(3) of the 2003 Act as part of the general consultation required in respect of the whole policy;

Subject to that consultation, inclusion of a special policy about future premises licence or club premises certificate applications from that area within the terms of the licensing policy;

Publication of the special policy as part of the policy required by the 2003 Act.

1.20 The effect of adopting a special policy of this kind is to create a rebuttable presumption that applications for new premises licences or club premises certificates or material variations will normally be refused, if relevant representations to that effect are received, unless it can be demonstrated that the operation of the premises involved will not add to the cumulative impact already being experienced.

Applicants would need to address the special policy issues in their operating schedules in order to rebut such a presumption. However, a special policy must stress that this presumption does not relieve responsible authorities or interested parties of the need to make a relevant representation before the

local authority may lawfully consider giving effect to its special policy. If no representation is received, it would remain the case that any application must be granted in terms that are consistent with the operating schedule submitted. However, responsible authorities, such as the police, or interested parties, can make a written representation maintaining that it is necessary to refuse the application for the promotion of the prevention of crime and disorder and referring to information that had been before the local authority when it developed its policy.

- 1.21 If adopted, special policies will be reviewed regularly to assess whether they are still required

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or need expanding. While a special policy is in existence, applicants will need to demonstrate why the operation of the premises would not add to the cumulative impact being experienced.

- 1.22 The absence of a special policy does not prevent any responsible authority or interested party making representations on a new application for the grant or variation of a licence on the grounds that the premises will give rise to a negative cumulative impact on one or more of the licensing objectives.

- 1.23 The Licensing Authority recognises that the diversity of premises selling alcohol, serving food and providing entertainment covers a wide range of contrasting styles and characteristics and will have full regard to those differences and the differing impact these will have on the local community.

- 1.24 It therefore also recognises that, within this policy, it may be able to approve licences that are unlikely to add significantly to the problems arising from saturation, and will consider the circumstances of each individual application.

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Avo International Limited

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Dover Visitor Information Centre

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Aycliffe & Ropewalk Community Forum

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Dover Welfare OAP Club

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Aylesham & District Community Workshop Trust

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Duke of York's Military School

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Birdwood Avenue Tenants Association

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English Heritage

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CBS Amusements

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George Hammond PLC

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Kent Association for the Blind		
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Leisure Tech Amusements Limited		
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Licensing Unit - Kent Police		
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Mid & South East Kent CVS		

REPORT OF THE LICENSING MANAGER

LICENSING POLICY ADVISORY COMMITTEE – 13 JULY 2010

GAMBLING ACT 2005 – REVIEW OF POLICY IN RESPECT OF PERMITS

Recommendation

<i>Members' instructions are requested.</i>

Contact Officer: Tony Bartlett, extension 2229

Reasons why a decision is required

1. This policy was adopted three years ago as a subsidiary policy to the main Gambling Policy. It is therefore now subject to review. Other than minor, grammatical changes it is believed that the policy has stood the test of time and is still fit for purpose.
2. The Gambling Act 2005 requires that the Licensing Authority publish a Statement of Policy and Principals regarding the administration of the Act particularly in respect of premises licences.
3. The administration of permits issued under the Gambling Act 2005 does not however require that the Licensing Authority have regard to the licensing objectives when applications are received for permits for unlicensed Family Entertainment Centres, Gaming Machine Permits or Prize Gaming Permits.
4. The Licensing Committee adopted a policy in respect of the administration of permits, which is now due for review. This policy would be subordinate to the main Statement of Policy and Principals but would set out expectations to inform applicants of the area considered in granting permits.

Evaluation of options available to the Council

5. Options:
 - (a) To reaffirm the policy with minor grammatical amendments as shown.
 - (b) To reaffirm the existing policy as it stands.
 - (c) To dispense with the policy

Information to be considered in taking the decision

6. Permits relate to fairly low risk types of gambling however it is often in these areas that young and vulnerable persons experience their first involvement in gambling.
7. The Gambling Act 2005 sets three licensing Objectives:
 - (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, and

- (c) Protecting children and other vulnerable persons from being harmed or exploited by gambling.
8. Whilst there is no legal requirement to take these objectives into consideration when determining applications for permits there may be occasions when the refusal of an application is being considered and it is necessary to show that the decision maker has acted in accordance with the Act and the rules of natural justice. In such cases the presence of a policy both guides and safeguards those making the determination.

Resource Implications

None

Attachments

Appendix – Statement of Principles for Unlicensed Family Entertainment Centres, Gaming Machine Permits and Prize Gaming Permits

TONY BARTLETT

Licensing Manager



**Statement of Principles
for
Unlicensed Family Entertainment
Centres,
Gaming Machine Permits
&
Prize Gaming Permits

Gambling Act 2005**

Contents

1. The Gambling Act 2005
2. Purpose of this document
3. Unlicensed family entertainment centres (UFECs)
4. Prize Gaming Permits
5. Statement of Principals for UFEC gaming machine permits and prize gaming permits
6. Supporting documents
7. Child protection issues
8. Protection of vulnerable persons issues
9. Other miscellaneous issues

1. The Gambling Act 2005

The Gambling Act 2005 (the Act) reforms the law on all commercial gambling in the United Kingdom other than the National Lottery and spread betting.

Dover District Council is the licensing authority for Dover, Deal, Sandwich and the surrounding rural area and licences premises for gambling such as bookmakers, casinos and bingo halls as well as issuing various other gambling permits.

Unless otherwise stated any references in this document to the council is to the Dover District Council as the licensing authority.

The Act requires the council, as the licensing authority, to aim to permit the use of premises for gambling in so far as the authority thinks it:

- in accordance with a relevant code of practice
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the licensing objectives and
- in accordance with the licensing authority policy issued under 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.

2. Purpose of this document

This document has been prepared to assist persons considering making an application for either an unlicensed family entertainment centre (UFEC) gaming machine permit or a prize gaming permit under the Gambling Act 2005.

Dover District Council fully endorses the licensing objectives detailed above and all applicants should work in partnership to promote these objectives through clear and effective management of each gambling operation whether in respect of a permit or premises licence

In respect of Unlicensed Family Entertainment Centre (UFEC) gaming machine permits it has been prepared in accordance with Paragraph 7 of Schedule 10 of the Act and in respect of prize gaming permits it has been prepared in accordance with paragraph 8 of Schedule 14 of the Act.

The document should be read in conjunction with Dover District Council Statement of Licensing Policy and Principals. - Gambling Act 2005

The purpose of the document is to clarify measures that applicants should demonstrate when applying for either of these permits so the council can determine the suitability of the applicant and the premises for a permit.

Within this process the council will aim to grant the permit where the applicant is able to demonstrate that:

- they are a fit and proper person to hold the permit
- they have considered and are proposing suitable measures to promote the licensing objectives and
- they have a legal right to occupy the premises to which the permit is sought.

The measures suggested in this document should be read as guidance only and the council will be happy for applicants to suggest measures above and beyond those listed in the document and or to substitute measures as appropriate.

3. Unlicensed Family Entertainment Centres

The term ‘unlicensed family entertainment centre’ (UFEC) is one defined in the Act and refers to a premises which provides category D gaming machines together with various other amusements such as computer games and “penny-pushers”.

The premises is ‘unlicensed’ in that it does not require a premises licence but does require a permit to be able to provide its category D gaming machines. It should not be confused with a ‘licensed family entertainment centre (LFEC) that does require a premises licence because it contains both category C and D gaming machines the former of which are restricted to persons over the age of 18 years .

Unlicensed family entertainment centres (UFECs) will be most commonly located at seaside resorts, in airports and at motorway service centres, and will cater for families, including unaccompanied children and young persons. The council will only grant a UFEC gaming machine permit where it is satisfied that the premises will be operated as a bona fide unlicensed family entertainment centre.

In line with the Act, while the council cannot attach conditions to this type of Permit. The council can refuse applications if they are not satisfied that the issues raised in this “Statement of Principles” have been addressed through the application.

Applicants only need to address the “Statement of Principles” when making their initial applications and not at time of renewal. (Permits are granted for a period of ten years.)

4. Prize gaming permits

Section 288 defines gaming as prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. The operator will determine the prizes before play commences. Prize gaming can often be seen at seaside resorts in amusement arcades where bingo is offered and the prizes are displayed.

A prize gaming permit is a permit issued by the council to authorise the provision of facilities for gaming with prizes on specified premises. Applicants should be aware of the conditions in the Gambling Act 2005 by which prize gaming permit holders must comply.

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;

The game must be played and completed on the day the chances are allocated;
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);
participation in the gaming must not entitle the player to take part in any other gambling.

In line with the Act, whilst the council cannot attach conditions to this type of permit, the council can refuse applications if they are not satisfied that the issues raised in this “Statement of Principles” have been addressed through the application.

Applicants only need to address the “Statement of Principles” when making their initial applications and not at time of renewal. Permits are granted for a period of ten years.

5. Statement of Principles for UFEC gaming machine permits and prize gaming permits

Supporting documents

The council will require the following supporting documents to be served with

all UFEC gaming machine permit and prize gaming permit applications:

- all applicants for these permits must be aged 18 or over therefore proof of age will be required (a certified copy or sight of an original birth certificate, driving licence, or passport)
- proof that the applicant has the right to occupy the premises.
Acceptable evidence would be a copy of any lease, a copy of the property's deeds or a similar document
- an enhanced criminal record certificate. (this should be no greater than one month old.) This will be used to check that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act.)
- In the case of applications for a UFEC gaming machine permit evidence that the machines to be provided are or were supplied by a legitimate gambling operator who holds a valid gaming machine technical operating licence issued by the Gambling Commission
- A plan of the premises to which the permit is sought showing the following items:
 - the boundary of the building with any external or internal walls,
 - entrances and exits to the building and any internal doorways
 - where any category D gaming machines are positioned and the particular type of machines to be provided (eg. slot machines, penny falls, cranes)
 - The location where any prize gaming will take place (including any seating and tables) and the area where any prizes will be displayed.
 - the positioning and types of any other amusement machines on the premises
 - the location of any fixed or semi-fixed counters, booths or offices on the premises whereby staff monitor the customer floor area
 - the location of any ATM/cash machines or change machines the location of any fixed or temporary structures such as columns or pillars
 - the location and height of any stages in the premises; any steps, stairs, elevators, balconies or lifts in the premises
 - the location of any public toilets in the building.

(Unless agreed with the council, the plan should be drawn to a standard scale with a key showing the items mentioned above. The standard scale is 1:100)

6. Child protection issues

the applicant should 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 council will assess these policies and procedures on their merits, and they should (depending on the particular permit being applied for) include appropriate measures / training for staff as regards the following:

- maintain contact details for any local schools and or the education authority so that any truant children can be reported
- employ policies to address the problems associated with truant children who may attempt to gain access to the premises and gamble when they should be at school
- employ policies to address any problems that may arise during seasonal periods where children may frequent the premises in greater numbers, such as half terms and summer holidays
- maintain information at the premises of the term times of any local schools in the vicinity of the premises and also consider policies to ensure sufficient staffing levels during these times
- display posters displaying the 'Child Line' phone number in discreet locations on the premises e.g. toilets, close to the cash desk etc.
- maintain an incident register of any problems that arise on the premises related to children such as children gambling excessively, truant children, children being unruly or young unaccompanied children entering the premises. (The register should be used to detect any trends that require attention by the management of the premises.)
- ensure all young children are accompanied by a responsible adult.
- Maintain policies to deal with any young children who enter the premises unaccompanied
- Enhanced criminal records checks for all staff who will be working closely with children.

NB: Any supporting evidence of the above measures e.g. training manuals or other similar documents/written statements should be attached to the application.

7. Protection of vulnerable persons

The applicant should show that there are policies and procedures in place to protect vulnerable persons.

The council will assess these policies and procedures on their merits, however, they may (depending on the particular permit being applied for) include appropriate measures / training for staff as regards the following:

- display Gamcare helpline stickers on all gaming machines

- display Gamcare posters in prominent locations on the premises
- training for staff members which focuses on building an employee's ability to maintain a sense of awareness of how much (e.g. how long) customers are gambling, as part of measures to detect persons who may be vulnerable
- consider appropriate positioning of ATM and change machines. (including the display of Gamcare stickers on any such machines.)

NB: Any supporting evidence of the above measures eg. training manuals or other similar documents/written statements should be attached to the application.

8. Other miscellaneous issues

The applicant should also be mindful of the following possible control measures (depending on the particular permit being applied for) to minimise crime and disorder and the possibility of public nuisance as follows:

- maintain an effective CCTV system to monitor the interior and exterior of the premises
- keep the exterior of the premises clean and tidy
- ensure that external lighting is suitably positioned and operated so as not to cause nuisance to neighbouring or adjoining premises
- consider the design and layout of the outside of the premises to deter the congregation of children and youths.

NB: Any supporting evidence of the above measures eg. training manuals or other similar documents/written statements should be attached to the application.

Reference to Disclosure Scotland removed as they no longer provide enhanced CRB disclosures.