

**Advice to licensing authorities on  
information exchange with the  
Gambling Commission**

**Second edition, December 2007**

**Updated April 2008**

This edition supersedes the February 2007 document entitled 'Information exchange between the Gambling Commission and licensing authorities'

## 1 Introduction

- 1.1** The interrelationship between the three types of licence<sup>1</sup> introduced by the Gambling Act 2005 (the Act) means that the Gambling Commission (the Commission) and licensing authorities need to share information on a regular basis. As licensing authorities vary in terms of size and expertise it is important to standardise the type of information sought and received.
- 1.2** The Act empowers the Commission to seek information from licensing authorities, and places an obligation on authorities to comply with information requests. Specifically, section 29 of the Act entitles the Commission to request information from licensing authorities providing it is:
- part of a register or
  - in the licensing authority's possession in connection with a provision of the Act.
- 1.3** The Commission requires up to date information on premises licences and permits from licensing authorities, and will seek to minimise duplication of information in obtaining this.
- 1.4** The Commission has identified five categories of information that are exchanged between licensing authorities and itself, as follows:

### **Information on specific premises or lotteries that licensing authorities are required by the Act to send to the Commission**

- 1.5** The Act obliges licensing authorities to provide information to the Commission in relation to premises licences applied for and issued and the small society lotteries that they register. These information requirements are set out in **section two** of this document.

### **Information on specific operators that the Commission makes available to licensing authorities**

- 1.6** Section 159 of the Act states that applicants for premises licences must have applied for an operating licence from the Commission. The information exchange to support this process is set out in **section two** of this document.

### **Intelligence exchanged between licensing authorities and the Commission**

- 1.7** To ensure operator compliance with licence conditions, and to make certain that appropriate enforcement action is taken, information on the misconduct of gambling operators and illegal gambling needs to be exchanged. These information requirements are discussed in **section three** of this document.

### **Information on the incidence and conduct of gambling in Great Britain**

- 1.8** The Commission requires information from licensing authorities to enable it to fulfil the requirements of section 26 of the Act – its duty to advise the Secretary of State on the incidence of gambling, the manner in which gambling is carried on, the effects of gambling and the regulation of gambling. These information requirements are discussed in **section four** of this document.

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<sup>1</sup> Operating and personal licences issued by the Commission and premises licences issued by licensing authorities.

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The Commission is aware that the Department for Culture, Media and Sports (DCMS) aims to rely upon information collated by the Commission rather than approaching local authorities directly for data, in order to minimise duplication of efforts for licensing authorities.

### Information that informs the Commission's compliance and enforcement model

- 1.9** The compliance and enforcement activity that licensing authorities will undertake in relation to premises licences may impact the Commission's compliance and enforcement model. The information that the Commission requires from licensing authorities is set out in **section five** of this document.

### General information on gambling

- 1.10** The Commission is collating information of interest to licensing authorities and the wider public on matters related to gambling and will make it available through a number of channels. This is discussed in **section six** of this document. This section also includes details of other relevant documents published by the Commission and confirms its contact details.
- 1.11** The activities contained within this document that require specific information to be forwarded by licensing authorities to the Commission are summarised in **Appendix A** at the end of the document.
- 1.12** Please note that this is the second edition of this document, and replaces the first (published in February 2007) entirely. The Commission may publish subsequent editions featuring additions or amended working practices. The arrangements for managing the information exchange outlined in this document will be kept under review, and the Commission will continue to research new methods of facilitating the transfer of knowledge and data between itself and licensing authorities. Future developments will be agreed with the Local Authorities Coordinators of Regulatory Services (LACORS) and other bodies, in order to ensure sufficient timeframe for licensing authorities to make any required local changes.

## 2 Information that licensing authorities are required to send to the Commission

- 2.1** There are a number of separate phases or actions associated with the processing of premises licenses, provisional statements, lottery registrations and some types of permit which result in the transfer of information between licensing authorities and the Commission. These include:
- the consideration and determination of premises licence and provisional statement applications
  - a review of a premises licence by the issuing licensing authority
  - premises licence variations, transfers, lapses and reinstatements.
- 2.2** The required formats for many of the notices referred to in this section have been set through regulations, however for some types of permission there is no prescribed format for notices to take (such as for notices relating to club permits).
- 2.3** Word versions of the notices, with a password for local authority use, are available via LACORS website for authorities in England and Wales.

## Applications for premises licences

Licensing authorities should send their notices of premises licence grants and refusals via email to [localauthority@gamblingcommission.gov.uk](mailto:localauthority@gamblingcommission.gov.uk) or post to the address shown in section six.

**Relevant statutory instruments:**

- **Statutory Instrument 2007/459 – The Gambling Act 2005 (Premises Licences and Provisional Statements) Regulations 2007**
- **Scottish Statutory Instrument 2007/196 – The Gambling Act 2005 (Premises Licences and Provisional Statements) (Scotland) Regulations 2007**

- 2.4** Applicants for premises licences are required by the regulations listed above to forward notice of their application to the Commission, as a responsible authority<sup>2</sup> under the Act. The Commission would prefer applicants to email their notice of application to [info@gamblingcommission.gov.uk](mailto:info@gamblingcommission.gov.uk) although if email is not possible they may post their notice to the Commission's licensing team at the address shown in section seven of this document.
- 2.5** The Commission will email the applicant to confirm it has received the notice by the next working day following receipt. If the applicant is only contactable by post, a confirmation will be posted to them on the next working day<sup>3</sup> following receipt. The relevant licensing authority will be copied with these exchanges.
- 2.6** The Commission may make observations on the suitability of the applicant for a premises licence or any other aspect of the application.

### Consideration of application – hearings and representations

- 2.7** Normally the Commission will not make formal representations on applications for premises licence because the majority of applicants for premises licences will already hold operating licences. However before deciding if it will make a representation it may need to contact the relevant licensing authority on an informal basis, by phone or email, to discuss matters pertaining to the application.
- 2.8** If representations are made by responsible authorities or interested parties, or if the licensing authority proposes to attach or exclude a condition to the premises licence, then there must be a hearing, unless all the parties involved (applicant, authorities and interested parties making representations) agree it is not necessary, or unless the licensing authority considers the representations to be vexatious or frivolous or ones that will not influence the determination of the application. If the Commission makes a representation it will be a party to the hearing. However it will not attend all hearings as a matter of course, and will notify the authority in question if it will attend a hearing.

### Notice of decision

- 2.9** Following consideration of the application, and completion of any hearings that were required, the licensing authority may decide to:
- grant the licence
  - grant the licence subject to conditions or
  - refuse the licence

<sup>2</sup> Responsible authorities as listed under section 157 of the Act.

<sup>3</sup> "working day" means a day which is not a Saturday, Sunday, Christmas Day, Good Friday or a bank holiday in England and Wales.

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- 2.10** Sections 164 and 165 of the Act require the licensing authority to notify the Commission of the outcome of each application. Upon receiving a notice of grant for a premises licence, the Commission adds the details of the licence to the Premises Licence Register on its website ([www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)).

## Reviews

**Licensing authorities should send notices relating to reviews via email to [localauthority@gamblingcommission.gov.uk](mailto:localauthority@gamblingcommission.gov.uk) or post to the address shown in section six.**

**The prescribed format for notices can be found in:**

- **Statutory Instrument 2007/2258: The Gambling Act 2005 (Premises Licences)(Review) Regulations 2007**
- **Scottish Statutory Instrument 2007/394 – The Gambling Act 2005 (Review of Premises Licences)(Scotland) Regulations 2007**

- 2.11** There are two main routes for initiating a review of a premises licence, as follows:
- a responsible authority (including the local police or the Commission) or an interested party can apply to a licensing authority to review a particular premises licence or
  - a licensing authority can initiate a review by its own accord (for example if it received complaints from the public about a particular premises or a class of premises).
- 2.12** The proceedings for undertaking a review are set out in the regulations listed above. If the review is initiated at the request of a responsible authority or an interested party, then the initiating party must notify the premises licence holder of the circumstances of the review, and copy this notice to all responsible authorities, including the Commission. If the review is initiated by a licensing authority, then the licensing authority is required to notify the premises licence holder of the circumstances of the review and to publish notice of its intention to hold the review.
- 2.13** Following completion of a premises licence review, licensing authorities are required to provide determination of the review to the parties listed under section 203 of the Act, which includes the Commission.

## Changes to existing premises licences

**Licensing authorities should send any notices referred to in this section via email to [localauthority@gamblingcommission.gov.uk](mailto:localauthority@gamblingcommission.gov.uk) or post to the address shown in section six.**

**The prescribed format for notices can be found in:**

- **Statutory Instrument 2007/459 – The Gambling Act 2005 (Premises Licences and Provisional Statements) Regulations 2007**
- **Scottish Statutory Instrument 2007/196 – The Gambling Act 2005 (Premises Licences and Provisional Statements)(Scotland) Regulations 2007**

- 2.14** Once a premises licence has been issued the holder may apply to the licensing authority to make certain changes to it. This could include an application to vary certain licence conditions or change the licence status.

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### Variations

- 2.15** Premises licence holders may seek to make changes to specific details of their licence, such as requesting certain conditions are excluded or amended, and as such may apply to vary their licence. The licence holder is responsible for notifying the Commission of their application to vary, and the licensing authority is required to inform the Commission of the outcome of the application.

### Transfers

- 2.16** If an application to transfer a premises licence to a new person is made, the licensing authority will need to know if the proposed new licensee has an operating licence, or has applied for one (except in the case of tracks premises licences where an operating licence is not required). Licensing authorities can find this out via the Commission's website, as explained in section three of this document. Once a decision has been made whether to grant or reject the application, the licensing authority must give notice to the Commission. Grant notices will include information about any conditions attached to the licence and any representations made.

### Licence lapses and reinstatements

- 2.17** Premises licences can lapse for various reasons, such as the licence holder dying or becoming bankrupt. The issuing licensing authority is required by section 194 of the Act to inform the Commission as soon as practicable about lapsed premises licenses. There is no prescribed format for informing the Commission about licence lapses, however the details of the premises licence and the circumstances of the lapse should be forwarded to the Commission in writing either by email or by post.
- 2.18** If the holder of a lapsed premises licence, or some other operating licence holder, applies to reinstate the licence (within 6 months of the date on which the licence lapsed), the applicant must notify the Commission of their application. Where the Commission has concerns about such an application it will contact the relevant licensing authority to discuss the application, and if appropriate make representations and attend any hearing.
- 2.19** Licensing authorities are required to forward notices of grant and notices of rejection to reinstate to the Commission.

### Surrendered licences

- 2.20** Licensing authorities are required to inform the Commission if a premises licence holder chooses to surrender their licence, in accordance with section 192 of the Act. There is no prescribed format for informing the Commission about surrendered licences, however the details of the premises licence and the circumstances of the surrender should be forwarded to the Commission in writing either by email or by post.

## Provisional statements

- 2.21 Applicants for provisional statements are required to send a notice of their application to the Commission, and licensing authorities are required to send the Commission a notice of grant/rejection following their determination of the application.

**Licensing authorities should send their notices of provisional statement grants or refusals via email to [localauthority@gamblingcommission.gov.uk](mailto:localauthority@gamblingcommission.gov.uk) or post to the address shown in section six.**

**The prescribed format for notices can be found in:**

- **Statutory Instrument 2007/459 – The Gambling Act 2005 (Premises Licences and Provisional Statements) Regulations 2007**
- **Scottish Statutory Instrument 2007/196 – The Gambling Act 2005 (Premises Licences and Provisional Statements)(Scotland) Regulations 2007**

## Club permits

**Licensing authorities should send notice of the outcome of club permit applications via email to [localauthority@gamblingcommission.gov.uk](mailto:localauthority@gamblingcommission.gov.uk) or post to the address shown in section six.**

**There is no prescribed format for such notices, however they should contain details of whether the application was granted or rejected, and provide reasons why that decision was reached.**

- 2.22 Schedule 12 of the Act requires applicants for club gaming permits and club gaming machine permits to forward notice of their application to the Commission.
- 2.23 Licensing authorities must inform the Commission of the outcome of club permit applications within a reasonable timeframe.

## Lotteries

**Local authorities should send details of small society lottery registrations, cancelled registrations, and incidents of small lotteries exceeding the permitted proceeds, via email to [localauthority@gamblingcommission.gov.uk](mailto:localauthority@gamblingcommission.gov.uk) or post to the address shown in section six.**

**There is no prescribed format for sending this information, however any information sent should include the society name, and the date of registration / cancellation.**

- 2.24 Schedule 11 of the Act requires local authorities<sup>4</sup> to inform the Commission as soon as is reasonably practicable when they register a society to run small lotteries, and also when they cancel a society's registration to run small lotteries.
- 2.25 Schedule 11 also requires local authorities to inform the Commission if they believe that a small lottery should be reclassified as a large lottery, which would occur where a small lottery had exceeded the permitted proceeds.

<sup>4</sup> Schedule 11 uses the wider term of local authorities, rather than licensing authorities, with reference to small society lotteries

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- 2.26** Detailed information regarding local authority responsibilities towards small society lotteries can be found in part 32 of the Commission's 'Guidance to Licensing Authorities' document<sup>5</sup>.
- 2.27** No other information about small society lotteries (e.g. lottery returns) are required to be sent to the Commission.

## Information on specific operators that the Commission makes available to licensing authorities

### Enquiries about status of applicants for premises licences

- 2.28** Premises licences can only be issued to holders of operating licences (with the exception of applicants for track premises licences). Licensing authorities will need to verify that applicants for premises licences hold a valid operating licence for the type of premises licence that has been applied for, or have applied for such a licence. There is a regularly updated list on the website of LACORS showing all granted, cancelled and refused operating licences, and operating licence numbers can also be requested by telephoning 0121 230 6666 or emailing [localauthority@gamblingcommission.gov.uk](mailto:localauthority@gamblingcommission.gov.uk).
- 2.29** The Commission is required by section 106 of the Act to maintain a register of operating licence holders and to make this register publicly accessible. This register is available at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk), and licensing authorities can check the register to verify if the applicant currently holds an operating licence, or has applied for one.
- 2.30** Information on the progress of an operating licence application can be requested by telephoning the Commission's licensing team on 0121 230 6666, or emailing them at [localauthority@gamblingcommission.gov.uk](mailto:localauthority@gamblingcommission.gov.uk)
- 2.31** These measures will also assist licensing authorities to screen organisations and individuals who have applied for registration to run small society lotteries, and comply with their duty to refuse an application for registration where the applicant has been refused an operating licence or one has been revoked in the last five years (in accordance with schedule 11 of the Act).
- 2.32** Licensing authorities need to be made aware of changes made by the Commission to operating licences that may impact the status of related premises licences. Where the Commission revokes an operating licence it will seek to inform any licensing authorities that issue premises licences linked to the operating licence (at the same time as informing the licence holder about the changes made to the status of their licence).

## Information about operators' compliance

- 2.33** The Commission recommends that gambling operators maintain records of regulatory breaches at each of the premises that they use. Whilst not a statutory requirement, it encourages operators to have registers of action taken to remedy such breaches and potential breaches, and recommends these are made available for licensing authorities to inspect at the premises themselves.
- 2.34** Occasionally the Commission will conduct a regulatory review of operating licences under section 116 of the Act. Local input and knowledge will greatly assist such

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<sup>5</sup> available on the Commission's website at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

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reviews, and for every review the Commission will therefore assess whether licensing authority input will be beneficial. The number and location of authorities invited to participate in reviews is likely to depend on the size and geographic spread of the operator's estate.

**2.35** If such a review raises issues that licensing authorities could usefully take into consideration when determining local premises risk ratings, the Commission will communicate this information to licensing authorities as appropriate. An example of this type of information would include where the social responsibility policies of an operator had been found to be lacking following a review.

Licensing authorities would benefit from being informed of this as it could impact upon the licensing objectives at premises level.

**2.36** Each year the Commission visits a proportion of the premises owned by an operator as part of its national inspection programme, some of which are undertaken alongside local authority authorised officers. If the Commission records anything at a premises or set of premises that it believes licensing authorities may benefit from knowing, it will contact them accordingly. For example, this type of scenario could include the discovery, during an inspection at an operator's headquarters, of poor system controls in relation to underage gambling, which could potentially result in age verification not being adequately enforced at their gambling premises. Another example would be identifying that an operator lacked a sufficiently robust social responsibility training programme, which could potentially result in staff at the operators' premises failing to make leaflets and posters on responsible gambling available.

**2.37** The process that will govern the circumstances used for exchanging information about non-compliant operators will depend on the nature of the suspected or actual breach.

### 3 Intelligence exchanged between licensing authorities and the Commission

- 3.1** The Commission is dependent on information to uncover illegal activity associated with gambling and to monitor the incidence of gambling in Great Britain. The Commission's intelligence unit collates and disseminates information about gambling from a wide range of sources, including the police, the public and licensing authorities. It can use this information to identify areas which need to be inspected and/or reported on to other bodies.
- 3.2** Information that the Commission is interested in includes (but is not restricted to):
- reports of police activity at premises
  - reports of suspected illegal gambling
  - reports of underage gambling
  - reports of breaches of premises licence conditions
  - including breaches of locally applied conditions
  - reports of other activity which may cause concern as to the integrity of operating or personal licences
  - reports of disorder at or around gambling premises
  - surveys undertaken by Crime and Disorder Reduction Partnerships which highlight gambling issues.
- 3.3** The Commission undertakes intelligence assessments to ascertain the state of the gambling industry in Great Britain and measure how effectively the industry is complying with the provisions of the Act. These assessments also identify what is not known about the industry and inform the intelligence requirements of the Commission. These assessments will develop over time, and information identified during this process that may be of significance to licensing authorities' premises risk ratings will be communicated to authorities accordingly. Extracts from assessments may also be published periodically via the Commission's website.
- 3.4** From time to time the Commission may solicit information from licensing authorities on specific topics or classes of premises licence. However, in doing so the Commission will not expect authorities to complete arduous statistical exercises within specified timeframes, nor will it enforce participation. Examples may include asking whether authorities had encountered incidents of bingo being offered in pubs in their area, or whether they were aware of numbers of school truants found in family entertainment centres. This type of information will generally be requested by email.
- 3.5** All intelligence and information on unlicensed gambling should be directed to the Commission's intelligence unit by email to [intelligence@gamblingcommission.gov.uk](mailto:intelligence@gamblingcommission.gov.uk) or by telephoning 0121 230 6666. Intelligence received from licensing authorities may be referred to a regionally based compliance manager who in turn may then contact the licensing authority in question to discuss the matter further.

## 4 Information on the incidence and conduct of gambling in Great Britain

### Registers

- 4.1 The Act requires licensing authorities to keep a number of registers of the licences and permissions that they issue, as follows:
- Premises licences (section 156)
  - Temporary use notices (section 234)
  - Family entertainment centre permits (schedule 10 part 23)
  - Club gaming and machine permits (schedule 12 paragraph 26)
  - Pub machine permits (schedule 13 paragraph 22)
  - Prize gaming permits (schedule 14 paragraph 23)
  - Registered lotteries (schedule 11 paragraph 44 - not a public register but it is the Commission's view that licensing authorities should make the information they hold on small society lotteries available)

### Returns

- 4.2 The information held on licensing authority registers is required by the Commission to inform general surveys of gambling activity in Great Britain. Numbers of new premises licences issued will be communicated to the Commission via notices of grant, but it also needs to access information regarding permits and temporary permissions. Each licensing authority is therefore required to forward returns to the Commission showing the information set out below.

### When are returns required?

- 4.3 The Commission requires returns from each licensing authority on permits and temporary permissions issued every quarter. If an authority has nil activity to report, it must still submit a return stating this. The periods covered by the returns are:
- 1 April – 30 June**
  - 1 July – 30 September**
  - 1 October – 31 December**
  - 1 January – 31 March**

- 4.4 Submissions are to be made to the Commission within one month of the end of the period - no later than 31 July, 31 October, 31 January and 30 April. The Commission asks for the first returns to be sent in January 2008, for the period Oct-Dec 2007.

### How should returns be submitted?

- 4.5 Licensing authorities can download and complete the returns templates on the Commission's website<sup>6</sup> or use extracts from local databases, provided they are populated with all the data fields required by the Commission. In either case, the return should be emailed to [localauthorityreturns@gamblingcommission.gov.uk](mailto:localauthorityreturns@gamblingcommission.gov.uk) by the dates specified above in paragraph 4.3. In the event that a return cannot be sent by email, a hard copy can be posted to the Commission using the contact details shown in section six of this document.

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<sup>6</sup> <http://www.gamblingcommission.gov.uk/UploadDocs/publications/Document/Templates%20for%20LAs.doc>

## What information is required from licensing authorities?

**4.6** The three tables below show the information that is required by the Commission from each licensing authority, for each quarter, relating to permits and temporary permissions. Please note that the Commission does **not** require to be sent copies of permits and temporary permissions issued.

**Table 1 - Permits<sup>7</sup>**

1		Total number of permits issued this quarter	Number of permits cancelled or forfeited this quarter	Number of permits refused this quarter	Number of permits surrendered this quarter	Current total number of active permits
A	Family entertainment centre gaming machine permits					
B	Alcohol licensed premises (automatic)					
C	Alcohol licensed premises gaming machine permits					
D	Prize gaming permits (pubs)					
E	Prize gaming permits (unlicensed family entertainment centres)					
F	Prize gaming permits (other – specify) (add in type)					

**Table 2 – Temporary use notices<sup>8</sup>**

2		Total
A	Number of notices received this quarter	
B	Number of objections received this quarter	
C	Number counter-noticed this quarter	
D	Number withdrawn this quarter	
E	Number endorsed this quarter	
F	Total number of days for which a temporary use notice is in operation <sup>9</sup>	

**Table 3 - Occasional use notices**

3		Betting premises
A	Number of notices received this quarter	
B	Total number of days for which an occasional use notice is in operation <sup>10</sup>	

<sup>7</sup> The definitions assumed of 'cancellation', 'forfeiture', 'refused' and 'surrendered' are as defined by schedule 12 of the Act.

<sup>8</sup> Returns must only report actions that have occurred within the quarter (with the exception of the 'Current total number of active permits' field). For example if an objection is received on the first day of a quarter it must be reported within that quarter's returns, regardless of whether it relates to a notice made in a previous quarter.

<sup>9</sup> This row refers to the total number of days covered by all the temporary use notices that were issued during the quarter.

<sup>10</sup> This row refers to the total number of days covered by all the occasional use notices that were issued during the quarter.

## 5 Information that informs the Commission's compliance and enforcement model

- 5.1 The Commission's approach to compliance is risk based. This risk based approach involves the operation of a comprehensive risk assessment process of each individual operator to ensure that compliance resources are concentrated in relevant areas and on those operators which pose the greatest risk to the licensing objectives.
- 5.2 Complaints and comments about gambling activity play a major part in developing the Commission's risk assessment model. Complaints relating to specific premises may be best handled at a local level, and as such may be forwarded on to the relevant licensing authority.
- 5.3 Periodically, the Commission will issue reports on the work that it is undertaking. These may focus on trends that are emerging and will report the outcomes of thematic reviews, e.g. into the incidence of illegal gambling dens. These may include recommendations for licensing authorities or examples of good practice in enforcement and compliance.

### Returns

- 5.4 Much of the information exchanged between the Commission and licensing authorities will be about crime and disorder associated with gambling or concerns about the activity of licence holders. However it is also important for the Commission to have an appreciation of the overall formal enforcement and compliance activity undertaken by licensing authorities. This knowledge assists the Commission to establish an overview of inspection activity being undertaken within each industry sector, and assists greatly in terms of being able to identify problem areas and trends, such as a particular premises licence being reviewed because of incidents involving crime and disorder.

### When are returns required?

- 5.5 The Commission requires returns from each licensing authority every quarter on the number of gambling premises inspections, and also on the number and outcomes of reviews. If an authority has no activity to report it must still submit a nil return. The periods covered by the returns are:
- 1 April – 30 June**
  - 1 July – 30 September**
  - 1 October – 31 December**
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- 5.6 Submissions should be made to the Commission within one month of the end of the period - no later than 31 July, 31 October, 31 January and 30 April. The Commission asks for the first returns to be sent in January 2008, for the period Oct-Dec 2007.

### How should returns be submitted?

- 5.7 Licensing authorities can download and complete the returns templates on the Commission's website<sup>11</sup>, or use extracts from local databases, provided they are populated with all the data fields required by the Commission. In either case, returns should be emailed to [localauthorityreturns@gamblingcommission.gov.uk](mailto:localauthorityreturns@gamblingcommission.gov.uk) by the dates specified above.

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<sup>11</sup> <http://www.gamblingcommission.gov.uk/UploadDocs/publications/Document/Templates%20for%20LAs.doc>

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**5.8** In the event that a return cannot be sent by email, a hard copy can be posted to the Commission using the contact details shown in section six of this document.

## What information is required from licensing authorities?

**5.9** The three tables below show the compliance and enforcement information that is required by the Commission from each licensing authority, for each quarter.

**5.10** Licensing authorities should note that inspections or reviews undertaken of 'self-contained' betting premises situated on tracks (i.e. high street betting shops with their own betting premises licence) are to be recorded under the 'Betting premises' heading.

**Table 4 – Number of premises inspections undertaken during the quarter**

<b>4</b>		Casino	Bingo	Betting premises	Tracks	Adult gaming centres	Family entertainment centres (with premises licence)	<b>Total</b>
<b>A</b>	Number of pre-planned inspections undertaken as part of authority's inspection programme							
<b>B</b>	Number of inspections undertaken following receipt of a complaint or specific intelligence about a premises							
<b>C</b>	Number of re-inspections (follow-up visits)							

**Table 5 – Reasons for reviews completed during the quarter**

<b>5</b>	<b>Reasons for review</b>	Casino	Bingo	Betting premises	Tracks	Adult gaming centres	Family entertainment centres	<b>Total</b>
<b>A</b>	Protection of children/young people							
<b>B</b>	Protection of vulnerable people							
<b>C</b>	Breach of licensing authority additional condition							
<b>D</b>	Breach of mandatory condition							
<b>E</b>	Breach of default condition							
<b>F</b>	Crime and disorder							
<b>G</b>	Other							

**Table 6 – Outcomes of reviews completed during the quarter**

<b>6</b>	<b>Outcomes of reviews</b>	Casino	Bingo	Betting premises	Tracks	Adult gaming centres	Family entertainment centres	<b>Total</b>
<b>A</b>	No change							
<b>B</b>	Licensing authority condition(s) added							
<b>C</b>	Revised licensing authority condition(s)							
<b>D</b>	Removed licensing authority condition(s)							
<b>E</b>	Removed default condition (where replaced by licensing authority condition)							
<b>F</b>	Suspension of licence							
<b>G</b>	Revocation of licence							

## 6 General information on gambling

- 6.1 The Commission is the primary source of general information on gambling in Great Britain. Licensing authorities are encouraged to sign up to the Commission's fortnightly email alert system to be notified of new postings on its website, as information of interest to them will be made available here. This can be done by clicking on the 'Register for Updates' feature at the Commission's website at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk).
- 6.2 Licensing authorities should provide advice to all those who make enquiries, whether or not they are licence or permit holders, about the legal responsibilities of those involved in providing premises or holding permits for gambling. Specific enquiries about operating or personal licences should be referred to the Commission.
- 6.3 The Commission's annual report contains information on licences, permits and temporary permissions that has been received from licensing authorities. The Commission will also publish national trends reports from time to time outlining developments in the industry, major research results and good practice from other jurisdictions. Commission published list of premises licences issued on its website.

### Future policy development

- 6.4 The Commission's website, [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk), contains information about gambling and the licensing of operators, and has general information and guidance on gambling in Great Britain. Licensing authorities that have specific queries should forward these to the Commission by email to [localauthority@gamblingcommission.gov.uk](mailto:localauthority@gamblingcommission.gov.uk)
- 6.5 Representatives of the Commission will attend appropriate policy forums, including those organised by LACORS, and ensure that developments in the Commission's policy are forwarded to LACORS, the Convention of Scottish Local Authorities (COSLA) and other relevant bodies such as the Institute of Licensing.
- 6.6 The Commission's 'Guidance to Licensing Authorities' documents will be reviewed regularly and updated with recommendations that may result from information supplied to it, following consultation.

### Licensing authority email contacts

- 6.7 The Commission will normally use the '*licensing@.*' email addresses (or an equivalent) to communicate with licensing authorities. Licensing authorities that would prefer to use an alternative email address should notify the Commission of this using the contact details shown below.

### Contact details

- 6.8 The Commission's postal address is:
- Gambling Commission  
Victoria Square House  
Victoria Square  
Birmingham B2 4BP

The main telephone number for all departments is: 0121 230 6666

The main fax number is: 0121 230 6720

The main email address for licensing authorities is:

[localauthority@gamblingcommission.gov.uk](mailto:localauthority@gamblingcommission.gov.uk)

**Gambling Commission December 2007**

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The Gambling Commission regulates gambling in the public interest. It does so by keeping crime out of gambling, by ensuring that gambling is conducted fairly and openly, and by protecting children and vulnerable people from being harmed or exploited by gambling. The Commission also provides independent advice to government on gambling in Britain. For further information or to register your interest in the Commission please visit our website at: [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

Copies of this document are available in alternative formats on request.

Gambling Commission  
Victoria Square House  
Victoria Square  
Birmingham B2 4BP

**T** 0121 230 6500

**F** 0121 230 6720

**E** [info@gamblingcommission.gov.uk](mailto:info@gamblingcommission.gov.uk)

**ADV 08/09**

# Appendix A

Summary of information required in this document by the Commission from licensing authorities (this summary does not include intelligence reports or ad-hoc requests)

Licensing function	Event requiring information to be sent to Commission	Section to refer to in this document
<b>Premises licences and provisional statements</b>	Licensing authority has granted / rejected an application for a premises licence or provisional statement	Paragraphs 2.9 - 2.10 and 2.21
	A premises licence has lapsed	Paragraphs 2.17 – 2.19
	Licensing authority has granted or rejected an application to reinstate a premises licence	Paragraph 2.17 – 2.19
	Licensing authority has granted or rejected an application to transfer or vary a premises licence	Paragraphs 2.15 and 2.16
	A review of a premises licence has been completed and a decision made	Paragraph 2.11 – 2.13
	A hearing is to be held where the Commission has made a representation	Paragraph 2.7
	A premises licence has been surrendered	Paragraph 2.20
<b>Club permits</b>	A club permit application has been granted / rejected	Paragraphs 2.22 - 2.23
<b>Small society lottery registration</b>	Licensing authority registers a society to operate small lotteries	Paragraph 2.24
	Licensing authority cancels a society's registration to operate small lotteries	Paragraph 2.24
	Where a society has exceeded the permitted proceeds for small lotteries	Paragraph 2.25
<b>Issue of permits and temporary permissions</b>	Quarterly returns	Section 4
<b>Inspections and reviews</b>	Quarterly returns	Section 5