



GUILDFORD  
BOROUGH

**James Whiteman**  
Managing Director

[www.guildford.gov.uk](http://www.guildford.gov.uk)

Contact Officer:

Sophie Butcher, Committee Officer  
01483 444056

14 November 2017

Dear Councillor

Your attendance is requested at a meeting of the **LICENSING COMMITTEE** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **WEDNESDAY 22 NOVEMBER 2017 at 7.00 pm.**

Yours faithfully

James Whiteman  
Managing Director

**MEMBERS OF THE COMMITTEE**

Chairman: Councillor David Elms  
Vice-Chairman: Councillor Mike Parsons (The Deputy Mayor)

Councillor Graham Ellwood  
Councillor David Goodwin  
Councillor Christian Holliday  
Councillor Mike Hurdle  
Councillor Jennifer Jordan  
Councillor Nigel Kears  
Councillor Nigel Manning (The Mayor)

Councillor Marsha Moseley  
Councillor Dennis Paul  
Councillor Tony Phillips  
Councillor David Quelch  
Councillor James Walsh  
Councillor David Wright

**QUORUM 5**



## THE COUNCIL'S STRATEGIC FRAMEWORK

### Vision – for the borough

For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

### Five fundamental themes that support the achievement of our vision:

- **Our Borough** - ensuring that proportional and managed growth for future generations meets our community and economic needs
- **Our Economy** - improving prosperity for all by enabling a dynamic, productive and sustainable economy that provides jobs and homes for local people
- **Our Infrastructure** - working with partners to deliver the massive improvements needed in the next 20 years, including tackling congestion issues
- **Our Environment** - improving sustainability and protecting our countryside, balancing this with the needs of the rural and wider economy
- **Our Society** - believing that every person matters and concentrating on the needs of the less advantaged

**Your Council** – working to ensure a sustainable financial future to deliver improved and innovative services

### Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

### Mission – for the Council

A forward looking, efficiently run Council, working in partnership with others and providing first class services that give our society value for money, now and for the future.

## **AGENDA**

### **1 APOLOGIES**

### **2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS**

In accordance with the revised local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

### **3 MINUTES (Pages 1 - 4)**

To confirm the minutes of the meeting of the Licensing Committee held on 27 September 2017.

### **4 ANNOUNCEMENTS**

To receive any announcements from the Chairman of the Licensing Committee.

### **5 GAMBLING POLICY REVIEW - LOCAL AREA PROFILE CONSULTATION RESULTS (Pages 5 - 34)**

The Committee to consider and recommend to Council the revision of the Gambling Act 2005 Statement of Principles 2016-2019 to include the Local Area Profile.

### **6 HOUSE TO HOUSE/CHARITY COLLECTION POLICY FOR CONSULTATION (Pages 35 - 56)**

The Committee to consider the proposed Policy for consultation so to obtain the views of interested parties and use these views to formulate any changes to the draft prior to adoption.

### **7 LICENSING COMMITTEE WORK PROGRAMME (Pages 57 - 60)**

To consider the Licensing Committee Work Programme.

**PLEASE CONTACT US TO REQUEST THIS DOCUMENT IN  
AN ALTERNATIVE FORMAT**

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## LICENSING COMMITTEE

\* Councillor David Elms (Chairman)  
Councillor Mike Parsons (Vice-Chairman)

Councillor Graham Ellwood	* Councillor Marsha Moseley
* Councillor David Goodwin	* Councillor Dennis Paul
* Councillor Christian Holliday	* Councillor Tony Phillips
* Councillor Mike Hurdle	* Councillor David Quelch
* Councillor Jennifer Jordan	Councillor James Walsh
* Councillor Nigel Kearse	* Councillor David Wright
* Councillor Nigel Manning	

\*Present

### L1 APOLOGIES

Apologies for absence were received from Councillors Graham Ellwood, Mike Parsons and James Walsh.

### L2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of interest.

### L3 MINUTES

The minutes of the meeting held on 27 March 2017 were confirmed as a true record and were signed by the Chairman.

### L4 ANNOUNCEMENTS

The Chairman reported that the meeting would be recorded for subsequent broadcast on the Council's website. The whole of the meeting would be recorded, except where there are confidential or exempt items, and the footage will be on the website for six months.

If someone makes a representation to the meeting they will be deemed to have consented to being recorded. By entering the meeting room they are also consenting to being recorded and to the possible use of those images and sound recordings for webcasting and / or training purposes.

### L5 STREET TRADING POLICY - APPROVAL FOR CONSULTATION

The Committee considered a report on an updated Street Trading policy for the Guildford Borough. The Council is the Licensing Authority for Street Trading under the Local Government (Miscellaneous Provisions) Act 1982. The Council had previously designated a list of streets in the Borough as "consent" or "prohibited" streets in order to control Street Trading as adopted by the Licensing Committee in November 2008.

The Committee noted that it was proposed to extend the street trading consent scheme to designate all streets in the Borough as "consent" streets. This means that no trading in any area of the Borough would be permitted without consent of the Council and was a common approach adopted in other Local Authorities.

There was currently no appeal mechanism in place to deal with refused street trading applications. However, the updated Policy includes the provision to refer any contentious application to the Licensing Regulatory Sub-Committee who would consider such an application in its merits.

The Committee considered concerns raised in relation to a case in London whereby a 5-year-old girl was issued with a £150 fine for selling lemonade on the street and whether thresholds could be applied to the Street Trading Policy in Guildford to prevent such a scenario. The Licensing Team Leader confirmed that in London fixed penalty notices could be issued to any trader that did not have a permit. In Guildford, traders would face prosecution for such an offence and therefore instances like this are highly unlikely to occur due to prosecutions needing to satisfy the public interest test.

The Committee was informed that Guildford did have problems with street traders, particularly with multiple fast food vans locating around the University of Surrey and the Royal Surrey Hospital without a permit. Currently, the Licensing Authority did not have the powers to deal with offenders as they were located in areas that were not designated as “consent” streets. Therefore, the updated Street Trading policy would enable a fair and transparent process to be applied across the whole of the borough. This meant that no trading in any area of the Borough would be permitted without the consent of the Council.

Having reviewed the updated Street Trading Policy Document, the Committee

RESOLVED:

To approve the updated draft Street Trading Policy for public consultation over a 12-week period.

Reason for Decision:

To obtain the views of interested parties on the proposed updated Street Trading Policy and use these views to formulate any changes to the draft prior to adoption.

**L6 STREET TRADING RESOLUTION - APPROVAL FOR CONSULTATION**

The Committee considered a report seeking approval to designate all streets in the Borough as “consent” streets in order to improve control of Street Trading and to rescind the existing designation. An updated resolution would enable the Council to manage street trading across the Borough in areas where currently no control exists. The existing street trading resolution was passed on 29 July 1987 and designated a number of streets, predominantly in the town centre, as either consent or prohibited streets.

Having considered the Street Trading Resolution, the Committee

RESOLVED:

To approve the draft Street Trading Resolution for consultation.

The Committee will receive a further report at its meeting on 17 January 2018 to consider any objections received, before making a decision on whether to adopt the Street Trading Resolution.

Reason for Decision:

To obtain the views of interested parties on the proposed updated Street Trading Policy and use these views to formulate any changes to the draft prior to adoption.

**L7 TAXI AND PRIVATE HIRE LICENSING POLICY - CARD PAYMENTS**

The Committee considered a report on proposed changes to the Taxi and Private Hire Licensing Policy to help customers access the taxi service and prevent crime through the introduction of a requirement that all hackney carriages have the facility to accept payments by credit/debit card from 1 April 2019.

The Committee fully supported the move towards automated payments by credit/debit card for use of taxi services. It would prevent the need for taxi drivers to carry cash floats that leaves drivers vulnerable to attack whilst also giving customers more flexible payment options.

Having considered the proposed change to the Taxi and Private Hire Licensing Policy, the Committee

RESOLVED:

To note the draft changes to the taxi and private hire policy, which will be subject to public consultation over a 6-week period.

The Licensing Committee will receive a report on the findings of the consultation on 17 January 2018.

Reason for Decision:

To update the Committee on the intended changes to the taxi and private hire policy.

**L8 TAXI AND PRIVATE HIRE POLICY - CONSULTATION ON CHANGES TO CONVICTIONS POLICY**

The Committee considered a report that proposed changes to the Taxi and Private Hire Licensing Policy to help prevent the sexual exploitation of children by introducing consistent standards across Surrey.

The Surrey Safeguarding Children Board (SSCB) and its partners including all 11 Surrey Local Authorities have agreed a Child Sexual Exploitation Strategy and action plan, which proposes introducing further changes to protect vulnerable children across the country.

The Committee noted that the key changes were to adopt a consistent taxi and private hire convictions policy across Surrey and provide mandatory child sexual exploitation (CSE) training for all taxi and private hire drivers in Surrey. The Surrey Chief Executive Group has provided financial assistance to ensure that the training was undertaken as soon as possible and would be facilitated online.

The Committee noted that drivers who were unsuccessful at completing the CSE training would have their case considered on its own merits.

The Committee fully endorsed the proposed CSE Training for all taxi and private hire drivers in Surrey, as it would help ensure a co-ordinated and consistent response across Surrey to prevent the sexual exploitation of children in Surrey.

The Committee therefore

RESOLVED:

To note the draft changes to the taxi and private hire policy, which will be subject to public consultation over a 6-week period.

The Licensing Committee will receive a report on the findings of the consultation at its meeting on 17 January 2018.

Reason for Decision:

To update the Committee on intended changes to the taxi and private hire policy.

**L9 BEST BAR NONE AND PURPLE FLAG UPDATE**

The Committee received an update on the Best Bar None Awards, which was now in its fourth year. The award scheme represented an opportunity for local businesses to attain accreditation of the scheme and helped the public to make an informed decision when choosing a bar or pub. The award scheme was run by Experience Guildford BID and supported by Surrey Police, Surrey Fire and Rescue Services, Street Angels, PubWatch and the Licensing Authority. A total of fourteen venues were assessed across seven categories. The assessment criteria included the prevention of crime and disorder, public safety and prevention of public nuisance and celebrated best practice across the trade. The award ceremony was held at the Mandolay Hotel on 4 September 2017. The following venues received awards:

- Wetherspoon's – best bar overall and best national late night venue
- Star Inn – best pub in the national category
- The Keep – best independent pub
- All Bar One – best bar in the national category
- Komo – best independent bar
- Boilerroom – best entertainment venue
- Bar 13 – best independent late night venue

In addition, the Committee received an update on Purple Flag, which was also in its fourth year. Guildford had successfully undertaken an interim assessment and retained its Purple Flag status celebrating the fact that Guildford town centre remained a safe place to socialise in the evening and provided a wide variety of venues. Guildford would next be fully assessed in the summer of 2018.

**L10 LICENSING COMMITTEE WORK PROGRAMME**

The Licensing Committee considered the merits of including in its work programme an item on restricting the availability and number of fixed betting machines in Guildford. The Licensing Team Leader confirmed that there had been an update in planning law whereby betting shops have to make an application via the planning process to open a new betting shop. In addition, the work programme already included an inspection programme of gambling venues to ensure that they were operating in accordance with the Gambling Act, which was to be reviewed in the New Year.

The meeting finished at 7.45 pm

Signed .....

Chairman

Date .....



Licensing Committee Report

Report of the Licensing Team Leader

Author: Mike Smith

Tel: 01483 444387

Email: mike.smith@guildford.gov.uk

Lead Councillor responsible: Graham Ellwood

Tel: 07899 846626

Email: graham.ellwood@guildford.gov.uk

Date: 22 November 2017

## **Gambling Act 2005: Local Area Profile**

### **Executive Summary**

The Gambling Act 2005 requires the Council as licensing authority to prepare and publish a Statement of Principles every three years. The existing Statement of Principles was published in January 2016 and is due for renewal by January 2019. The Statement can be revised at any time.

During the development of the current statement, there were some changes in the recommended approach to gambling licensing and regulation, as expressed in guidance published by the Gambling Commission, which recommended that Local Authorities produce a local area profile examining the risks associated with gambling in the area.

A draft Local Area Profile for the Guildford Borough has been produced and has been consulted upon with interested parties and the public as per the report to Licensing Committee on 22 March 2017.

This report seeks to inform the Committee of the results of the consultation and asks the Committee to recommend the revision of the Statement of Principles to include the Local Area Profile within the current Statement.

### **Recommendation to Licensing Committee**

That the Committee recommends to Council the revision of the Gambling Act 2005 Statement of Principles 2016-2019 to include the Local Area Profile.

### **Reasons for Recommendation:**

To ensure that the current Statement of Principles reflects the latest guidance and best practice from the Gambling Commission.

**1. Purpose of Report**

- 1.1 The report informs the Committee of the proposed addition of a Local Area Profile to the current Gambling Act 2005 Statement of Principles.
- 1.2 It asks the Committee to recommend to Council the revision of the current Statement of Principles to include the proposed Local Area Profile.

**2. Strategic Framework**

- 2.1 Adopting a Local Area Profile within the Gambling Act Statement of Principles 2016-2019 will contribute to our fundamental themes and priorities as follows:

Economy – supporting business, growth and employment

Sustainability – safe borough

- 2.2 The statement of principles balances the right of an applicant to make an application under the Gambling Act 2005 (the Act) and to have the application considered on its merits, against the right of any person to make representation on an application or to seek a review of an existing licence.
- 2.3 An appropriate balance will help gambling businesses to develop successfully whilst providing assurance to the public and protecting children and vulnerable persons.
- 2.4 The Local Area Profile will assist industry operators in the borough to identify localised risks gambling venues pose to the licensing objectives, including the protection of young and vulnerable people and to introduce preventative controls.

**3. Background**

- 3.1 The Council is the licensing authority for the purposes of the Act, which requires the Council to prepare a Statement of Gambling Principles that it proposes to, apply in exercising its functions under the Act.
- 3.2 The statement of principles sets out the general approach the Council will take when carrying out its regulatory role under the Act and promoting the three licensing objectives:
- preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime
  - ensuring that gambling is conducted in a fair and open way
  - protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 3.3 The Act was designed to be a light touch piece of legislation covering a wide range of licensable activities such as adult gaming centres and betting premises.

- 3.4 The current statement was adopted by Council in December 2015, with the renewal date being January 2019.

#### **4. Local Area Profile**

- 4.1 During the development of the current statement, there were some changes in the recommended approach to gambling licensing and regulation, as expressed in guidance published by the Gambling Commission (5<sup>th</sup> Edition, September 2015). These changes can be summarised into three broad themes:

- Increased focus on risk and regulation
- Greater attention to local area risk, and;
- Encouragement of partnership and collaboration between stakeholders to mitigate risk

- 4.2 From April 2016, all industry operators have to undertake local area risk assessments to explore what risks gambling venues pose to the licensing objectives, including the protection of young and vulnerable people.

- 4.3 The 5<sup>th</sup> edition of the guidance to Local Authorities from the Gambling Commission recommends that Local Licensing Authorities develop a Local Area Profile, although there is little guidance available about what should be contained within a local area profile.

- 4.4 Using research commissioned by Westminster and Manchester Councils, a Local Area Profile for Guildford has been developed.

#### **5. Consultation**

- 5.1 On 22 March 2017, Licensing Committee approved public consultation on the draft local area profile.

- 5.2 The legislation specifies those persons and groups that the Council has a duty to consult with. We have written to the following individuals and groups inviting comments on the draft local area profile:

- the chief officer of police
- the responsible authorities listed in Appendix B of the Statement of Principles
- the consultees listed in Appendix C of the Statement of Principles who are either people representing the interests of persons carrying on gambling businesses or persons who may be affected.

- 5.3 We have also used social media to inform the public of the consultation and directed them to the consultation on our website.

- 5.4 The consultation ran from 11 July to 13 October 2017. We received one comment from the contact of a registered Small Society Lottery, which queried the relevance of a local area profile to Society Lotteries, and the necessity to regulate Society Lotteries.

- 5.5 As the consultation did not suggest any changes to the draft Local Area Profile, no further changes to the version consulted upon are proposed.

## **6. Financial Implications**

- 6.1 The financial implications associated with the revision of the Statement of Principles can be financed from the Licensing budget.

## **7. Legal Implications**

- 7.1 Section 349(1) of the Gambling Act 2005 requires the Council, as licensing authority, to prepare and publish a statement of principles to cover each successive period of three years. Section 349(2) requires the Council to review the statement from time to time, revise the statement if thought necessary as a result of the review and publish the revision before giving effect to it.

- 7.2 In preparing the revision, the Council must consult the following people for its area:

- a) The chief officer of police
- b) People representing the interests of persons carrying on gambling businesses
- c) Persons who represent the interests of persons who are likely to be affected by the Council exercising its functions under the Act

- 7.3 Before a statement or revision comes into effect, the regulations require licensing authorities to publish a notice of their intention to publish a statement or revision. The notice must:

- specify the date on which the statement or revision is to be published
- specify the date on which the statement or revision will come into effect
- specify the internet address where the statement or revision will be published and the address of the premises at which it may be inspected
- be published on the authority's website and in/on one or more of the following places for at least four weeks before it comes into effect:
  - a local newspaper circulating in the area covered by the statement
  - a local newsletter, circular, or similar document circulating in the area covered by the statement
  - a public notice board in or near the principal office of the authority
  - a public notice board on the premises of public libraries in the area covered by the statement.

- 7.4 Upon recommendation from the Licensing Committee, the revised Statement of Principles will be presented for approval at Full Council on 7 February 2018.

## **8. Human Resource Implications**

- 8.1 There will not be any additional human resource implications associated with the revision of the Statement of Principles.

**9. Conclusion**

- 9.1 The Act requires the Council to prepare a Statement of Gambling Principles, which may be reviewed and revised at any time and requires that we consult on the proposed revision. That consultation has now been carried out.
- 9.2 Following recommendation of the Licensing Committee, a further report will be presented to Full Council requesting the adoption of the revised Statement of Principles.

**10. Background Papers**

[Gambling Act 2005 Statement of Principles 2016-19](#)

[Gambling Commission Guidance to licensing authorities 5<sup>th</sup> edition September 2015](#)

**11. Appendices**

Appendix I: Consultation Response Received

Appendix II: Draft Gambling Act 2005 Guildford Local Area Profile

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**From:** David [REDACTED]  
**Sent:** 11 August 2017 12:47  
**To:** Licensing Unit  
**Subject:** Comments on the Local Area Profile Consultation

I make the following comments:

a) this document does not really apply to the small society lotteries. These are essentially fund raising mechanisms for local organisations (charities, sports club and so on) which nearly all ways rely on ticket sales to members and associates as opposed to the general public. I therefore query as to why they are included along with more generic gambling.

b) as I have already discussed with you - I think the licensing regime for SSLs is overly bureaucratic and does not make best use of IT. I accept that the law requires some licensing for SSLs (though I can not see the validity or purpose of this...) but this needs to be done in a sensitive and low impact manner. Your current regime does not meet this

yours sincerely

David Halliwell  
[REDACTED]

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## **Guildford Borough Council**

### **Statement of Gambling Principles - Local Area Profile**

#### **1. Introduction**

The Gambling Act 2005 (the Act) gave Local Authorities (LA's) responsibility for issuing premises licenses for gambling venues. The Act states that LA's should '*aim to permit*' the use of premises for gambling so long as applications for premises licences are reasonably consistent with the Gambling Commission's code of practice, the Gambling Commission guidance, the licensing objectives and the Council's Statement of Principles. The licensing objectives are:

- a) Preventing gambling from being a source of crime and 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

Recently, there have been some changes in the recommended approach to gambling licensing and regulation, as expressed in the guidance published by the Gambling Commission (the Commission). These changes can be summarised into three broad themes:

- Increased focus on risk and regulation
- Greater attention to local area risk, and;
- Encouragement of partnership and collaboration between stakeholders to mitigate risk

From April 2016, all industry operators have to undertake local area risk assessments to explore what risks gambling venues pose to the licensing objectives, including the protection of young and vulnerable people.

Guildford Borough Council (the Council) has developed this document as a guide which gambling operators can use when undertaking and preparing their local premises risk assessments. This guide is intended for all gambling operators and has not been designed with a specific gambling sector in mind.

The Gambling Commission introduced new provisions in its social responsibility code within the Licence Conditions and Codes of Practice (LCCP), which require gambling operators to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and to have policies, procedures and control measures to mitigate those risks. This change in national policy is intended to provide a well evidenced and transparent approach to considering and implementing measures to address the risks associated with gambling.

The introduction of new provisions in the social responsibility code within the LCCP encourages local authorities, the Commission and the industry to work in partnership to address local issues and concerns. This movement towards increased partnership working is something that Guildford has been doing for a number of years and continues to support. We have found that a risk-based approach to regulation is beneficial for businesses and the authority to prioritise their actions in response to the identified risk.

The risk based approach provides a better understanding of, and enables a proportionate response, to risk. This approach includes looking at future risks and thinking about risks in a probabilistic way. Risk is not necessarily related to an event that has happened. Risk is related to the probability of an event happening and the likely impact of that event. In this case it is the risk of the impact on the licensing objectives.

This guide provides a framework for the local risk assessment process that will provide the necessary frame work to comply with the LCCP requirements. Local risk assessments will be beneficial to the Council as Licensing Authority under the Act, as well as responsible authorities and interested parties when considering new and variation applications. A well thought out and complete risk assessment will benefit gambling operators in the process of applying for new and varying existing premises licences by reducing the need for additional information or possibly the imposition of conditions.

Gambling operators were required to undertake a risk assessment for all of their existing premises by 6th April 2016. Following that date operators must also undertake a review of those assessments when certain triggers are met. These triggers, along with the Council's views on what may instigate either a new assessment or the review of an existing one are detailed within this guidance document.

The Council considers that these local risk assessments are a key component of the overall assessment and management of the local risks.

This local risk assessment process is not the same as other forms of risk assessment undertaken by gambling operators, such as Health and Safety at Work, Fire Safety and Food Hygiene, etc. These local risk assessments are specific to the potential harm that gambling premises can have on one or more of the licensing objectives under the Act. They are specific to the premises, the local area and the local community.

The Licensing Authority will set out how it intends to carry out its functions under the Act in this Statement of Licensing Principles, also known as Licensing Policy. This statement is kept under review and is updated every three years (as a minimum).

The Commission is responsible for issuing operating licences to gambling operators who are deemed suitable and competent to provide facilities for gambling. As a requirement of these operating licences, gambling operators must ensure that they comply with and meet the requirements of the LCCP.

In February 2015, the Commission introduced a new social responsibility code provision making it a requirement for certain gambling operators to assess the local risks to the licensing objectives posed by each of their premises based gambling operations. The Commission also introduced an ordinary code provision relating to sharing local risk assessments. The relevant provisions of the code state:

**Social responsibility code provision 10.1.1**  
**Assessing local risk**

All non-remote casino, adult gaming centre, bingo, family entertainment centre, betting and remote betting intermediary (trading room only) licences, except non-remote general betting (limited) and betting intermediary licences.

***This provision comes into force on 6 April 2016***

1. Licensees must assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in the licensing authority's statement of licensing policy.
2. Licensees must review (and update as necessary) their local risk assessments:
  - a. to take account of significant changes in local circumstances, including those identified in a licensing authority's statement of licensing policy;
  - b. when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
  - c. when applying for a variation of a premises licence; and
  - d. in any case, undertake a local risk assessment when applying for a new premises licence.

**Ordinary code provision 10.1.2  
Sharing local risk assessments**

All non-remote casino, adult gaming centre, bingo, family entertainment centre, betting and remote betting intermediary (trading room only) licences, except non-remote general betting (limited) and betting intermediary licences

***This provision comes into force on 6 April 2016***

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

These code provisions come into effect on 6th April 2016. As a result, all premises that provide facilities for gambling within Guildford must be assessed to identify the local risks posed by the provision of gambling facilities in their respective locations. This guidance will assist operators in complying with these code provisions.

## 2. Guildford Area Profile

Although gambling is a legal entertainment activity it can, in some locations have a negative impact on individuals and the wider community. The Council is keen to understand how gambling can affect its residents and visitors.

The Borough is the second highest populated district in Surrey with 139,700 residents in 2012. The major urban areas are located in the town centre of Guildford and Ash and surrounding areas on the western fringes of the borough.

Guildford Borough is also the second largest borough in the county, covering approximately 269 square kilometres (104 square miles) of which 89% is land designated as Green Belt. Outside the urban areas and villages, rural areas contain the Surrey Hills Area of Outstanding Natural Beauty covering 99 square kilometres, several sites of importance for nature protection and areas of special scientific interest. The borough also has a rich and varied architectural heritage, including 36 scheduled ancient monuments.

Guildford is mostly an affluent area with relatively low unemployment and low levels of crime. Most residents are healthy and enjoy well above average life expectancy. The workforce is generally well-educated and highly skilled. Guildford is home to the University of Surrey.

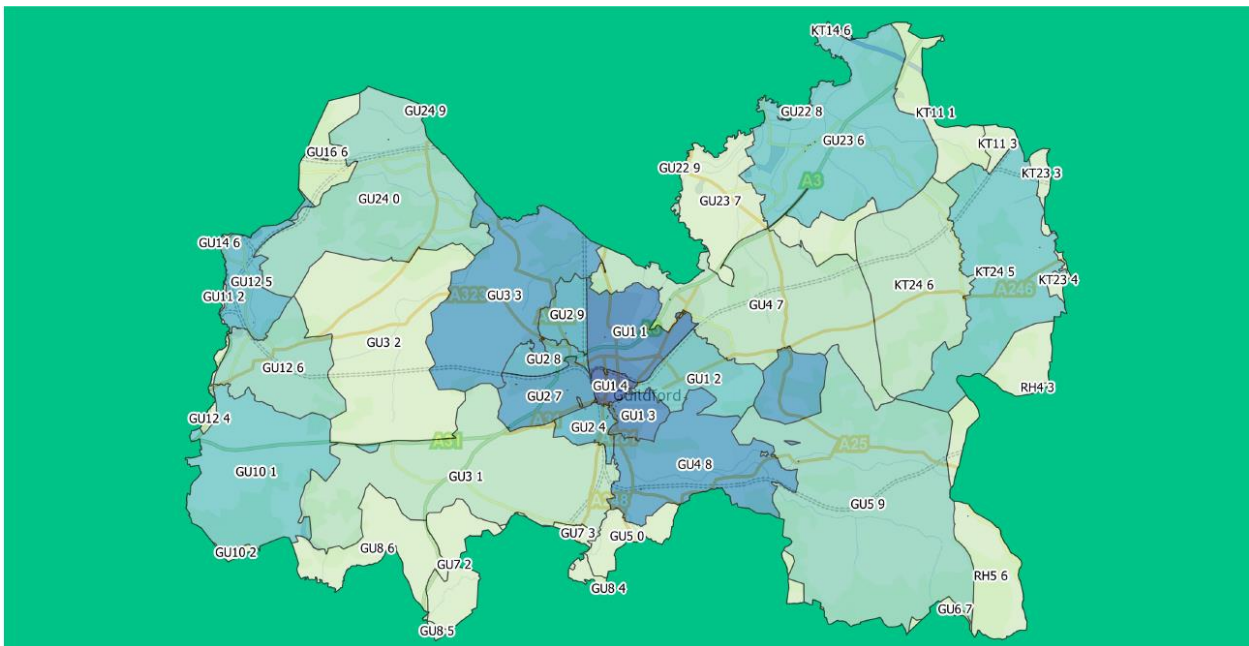
The town centre is a focus for major commercial and administrative functions and is a principal regional shopping destination, with a vibrant night time economy. In 2014 the town was awarded Purple Flag, recognising excellence in the management of the town centre at night. This prestigious award demonstrates the Council's and the other Purple Flag Partners' ambitions to develop and improve the night time economy, encouraging a broad outlook on how the town is presented at night and tackling all aspects from cleanliness to access and transport, street lighting to signage, entertainment variety and choice of styles in bars, clubs and restaurants.

Despite this, Guildford has a comparatively few premises currently licensed for Gambling. There are:

- 11 licensed betting premises, operated by national bookmakers
- 1 Family entertainment centre at Spectrum leisure centre
- 5 Club Gaming permits at Members Clubs
- 13 Club machine permits at Members Clubs
- 10 Licensed premises gaming machine permits at alcohol licensed premises
- 40 Licensed premises gaming machine notifications at alcohol licensed premises
- 103 Small Society Lotteries

The majority of gaming premises are concentrated around the area of the town centre. The map below shows the number and distribution of premises licensed for gambling per postcode sector of the Borough.

### MAP 1: Distribution of premises licensed for gambling per postcode sector



#### Legend - Number of Gambling Premises



Despite the 2015 guidance from the Commission detailing the requirement for a local area profile, there is little guidance available about what should be contained within a local area profile. Westminster and Manchester Councils have been seen to lead the way in this area and commissioned research in 2015 to identify individuals in their local areas who were potentially vulnerable to gambling-related harm. The results of this research were published in two reports:

- Exploring area-based vulnerability to gambling-related harm: Who is vulnerable? Findings from a quick scoping review – 13th July 2015
- Exploring area-based vulnerability to gambling-related harm: Developing the gambling related harm risk index – 9th February 2016

The research identified the following characteristics where there is evidence to support inclusion as being “at risk” from gambling related harm:

- Problem gamblers who are seeking treatment
- Substance abuse/misuse
- Poor mental health
- Unemployment
- Ethnic groups
- Youth
- Financial difficulties/debt
- Homelessness.
- Under the influence of alcohol.

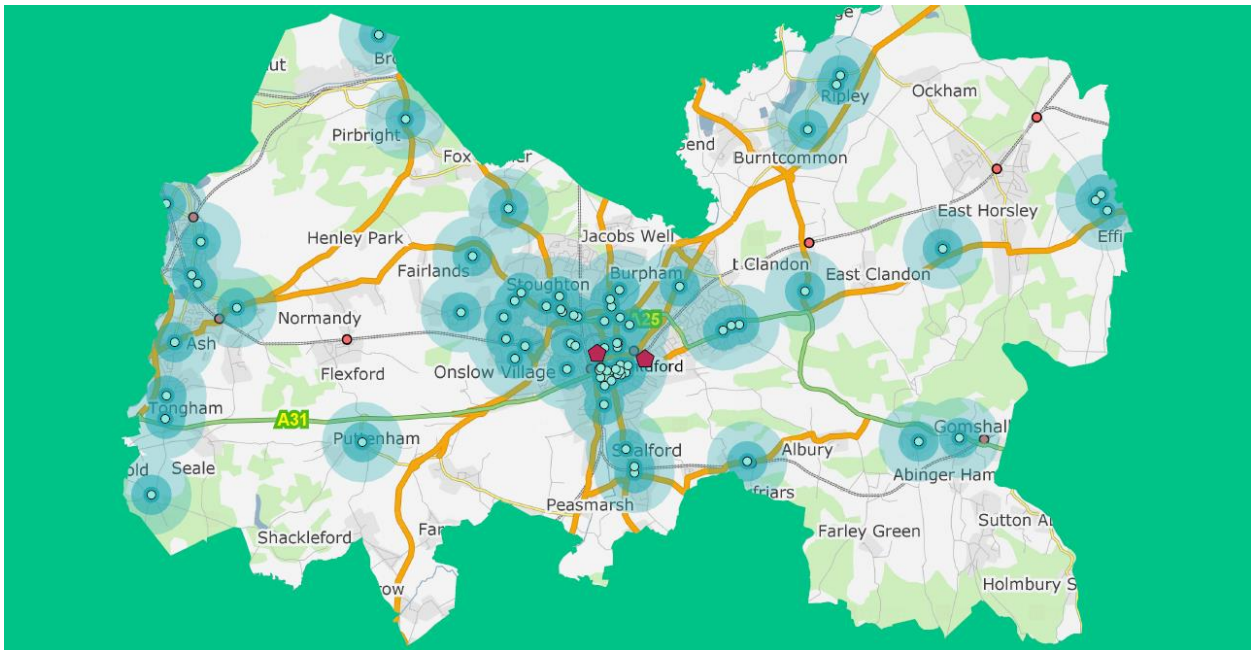
Further information about the exact data used are now discussed:

**Risk factor:** problem gamblers seeking treatment






**Dataset used:** *Gamblers Anonymous meetings, and Gamcare counselling locations*

These locations are derived from lists provided by Gamcare and the Gamblers Anonymous website. These locations show the places where people with gambling problems will be visiting and hence 'pull' this potentially vulnerable group to this location.

**MAP 2: Location of gambling premises and gambling treatment centres**



**Legend**

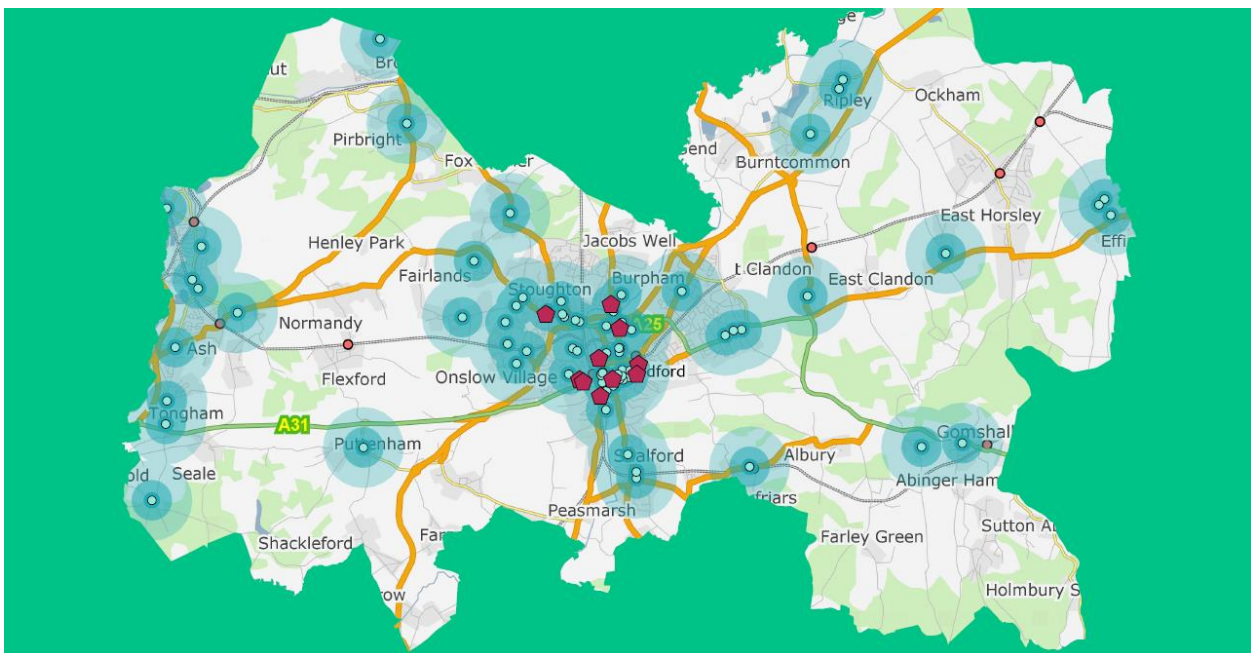
-  Gambling Addiction Treatment Centres
-  Gambling Premises
-  200m Distance
-  500m Distance
-  1km Distance

**Risk factor:** people with substance abuse or misuse problems

**Dataset used:** *Drug and alcohol treatment and recovery centres/clinics and clinics within GP surgeries, needle exchanges, accommodation for persons who require treatment for substance misuse*

As with problem gambling treatment centres, these clinics are likely to act as ‘pull’ for potentially vulnerable people to these locations. This dataset is an amalgamation of LA internal lists supplemented by web searches for any possible missing data on government websites (public health departments, LAs, NHS, Care Quality Commission).

**MAP 3: Location of gambling premises and substance misuse treatment centres**



**Legend**

- ◆ Substance Abuse Treatment Centres
- Gambling Premises
- 200m Distance
- 500m Distance
- 1km Distance

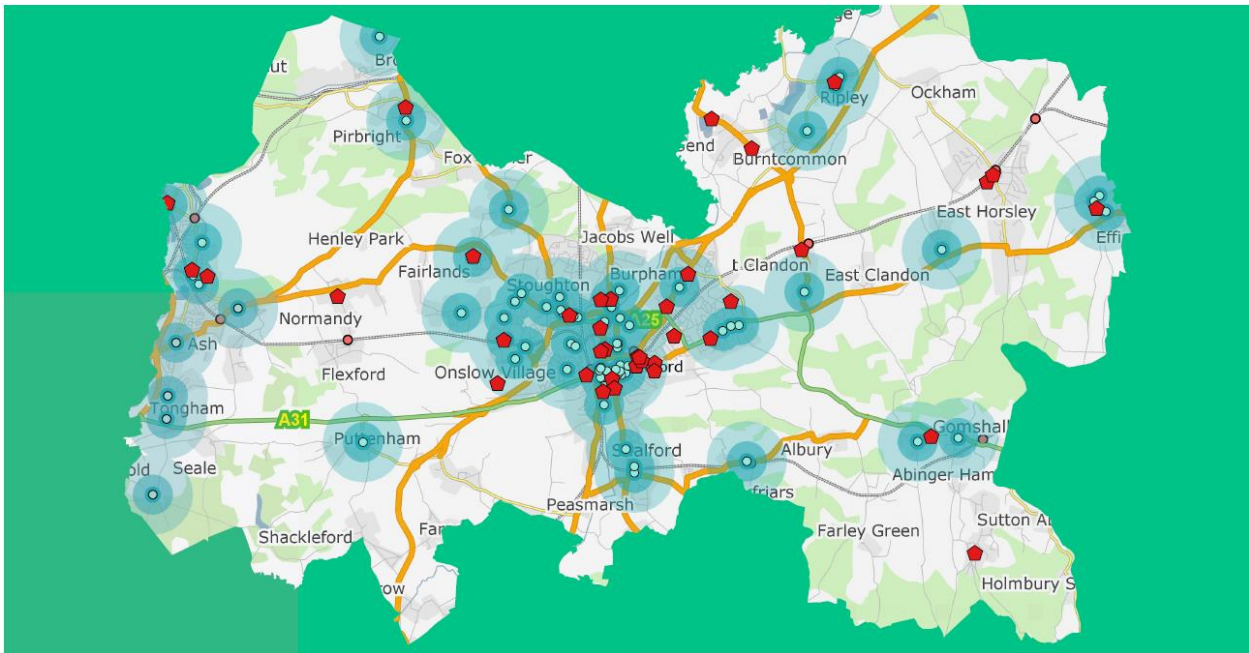


**Risk factor:** people with poor mental health

**Datasets used:** *Mental health treatment and recovery centres/clinics and clinics within GP surgeries, accommodation for persons who require treatment.*

As with problem gambling treatment centres, these clinics are likely to act as ‘pull’ for potentially vulnerable people to these locations. This dataset is an amalgamation of LA internal lists supplemented by web searches for any possible missing data on government websites (public health departments, LAs, NHS, Care Quality Commission).

**MAP 4: Location of gambling premises and medical centres**



**Legend**

- ⬠ Medical Centres
- Gambling Premises
- 200m Distance
- 500m Distance
- 1km Distance



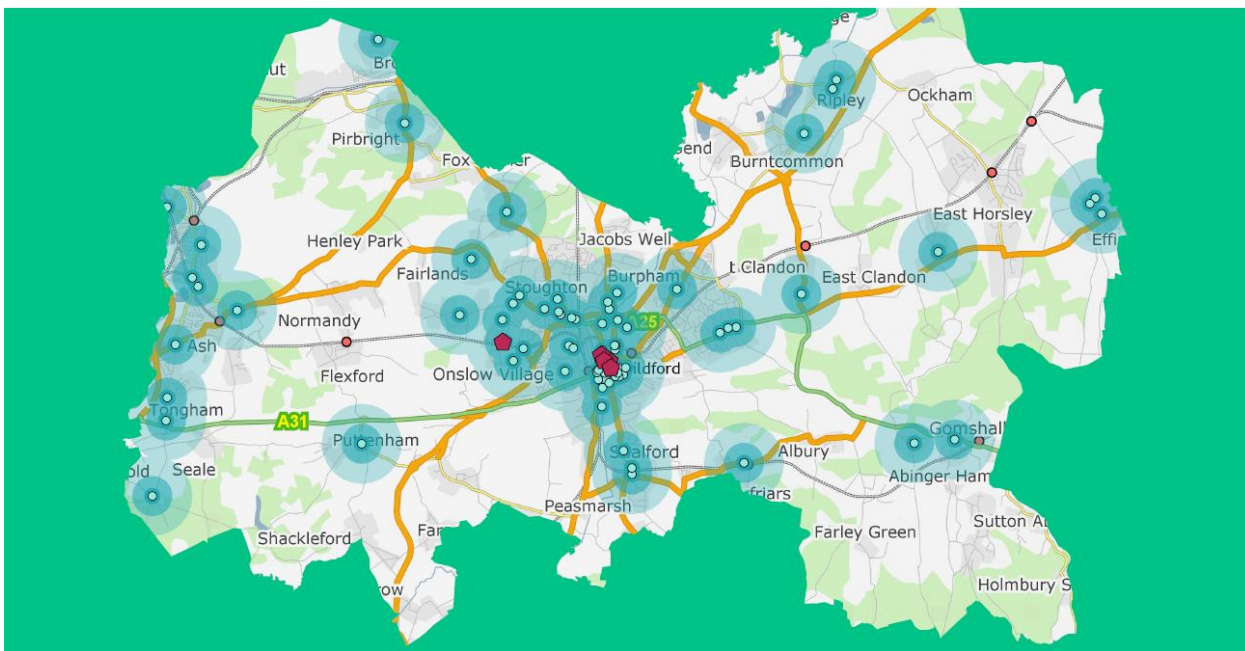
**Risk factor:** Unemployment and those with financial difficulties and/or debt

**Datasets used:** Location of job centres, CABs, payday loan shops, pawn brokers, CABs, food banks, soup kitchens etc.






Job centres and CABs will be accessed by members of the population who are likely to be unemployed and considered likely to have a combination of very low income and a large amount of personal disposable time. The Directgov website should provide a complete and current list of job centre locations.

These data represent locations where those with financial difficulties and debt problems are more likely to be present, visiting places where credit is accessed through less secured means, or places where people are so severely financially constrained they cannot afford to buy food. Although pay day loan shops may be accessed by many members of the population, these locations may serve to pull vulnerable populations with financial and debt problems into an area by providing them with access to unsecured and easy-access finance. These data are therefore derived from local web searches.

**MAP 5: Location of gambling premises and unemployment and finance support centres**



**Legend**

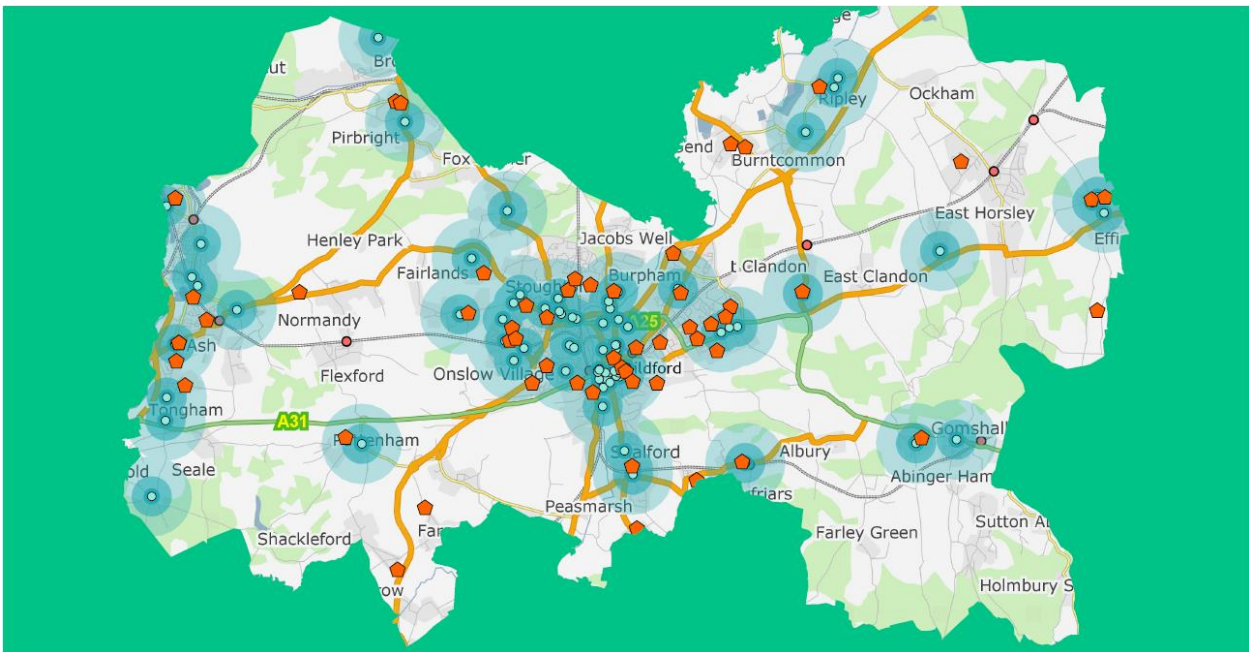
-  Unemployment & Finance Support Centres
-  Gambling Premises
-  200m Distance
-  500m Distance
-  1km Distance

**Risk factor:** Youth






**Datasets used:** *Education institutions*

These data list all known educational institutions and are derived from a complete and current government database. These locations have been included as they represent areas where younger people will be present in greater numbers at certain points of the day. Many educational institutions can have catchment areas much broader than their immediate locale and they reflect the daytime population. In the case of higher educational institutes, this will also reflect greater night-time populations too.

**MAP 6: Location of gambling premises and educational institutions**



**Legend**

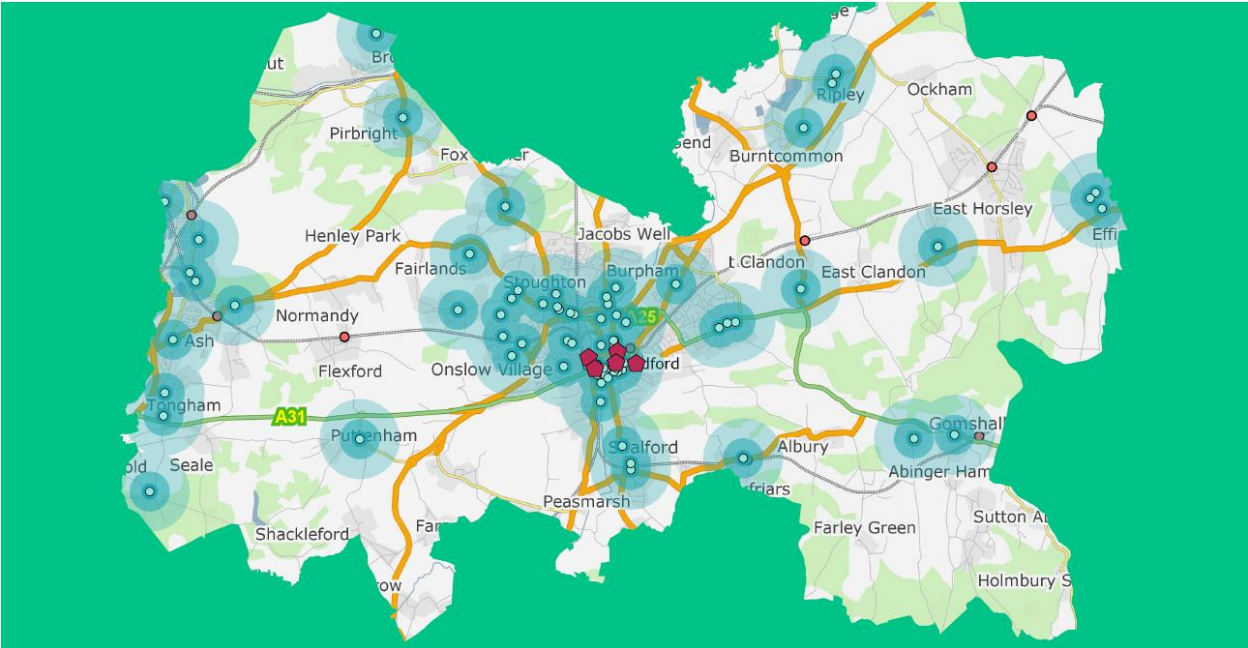
-  Educational Institutions
-  Gambling Premises
-  200m Distance
-  500m Distance
-  1km Distance

**Risk factor:** Homelessness/housing instability

**Dataset used:** *The location of homeless accommodation from Local Authority lists/Homeless UK*

There are a variety of accommodation provision types for the homeless, ranging from emergency shelters to more mid to long-term support representing broader 'housing instability'. Data on the location of accommodation for homeless have been derived from online lists available at Homeless UK which give key locations. However, this database may not include sensitive locations not fit for publishing in the public domain (for example, women's refuges), as well as smaller accommodation provision.

**MAP 7: Location of gambling premises and homeless support centres**



**Legend**

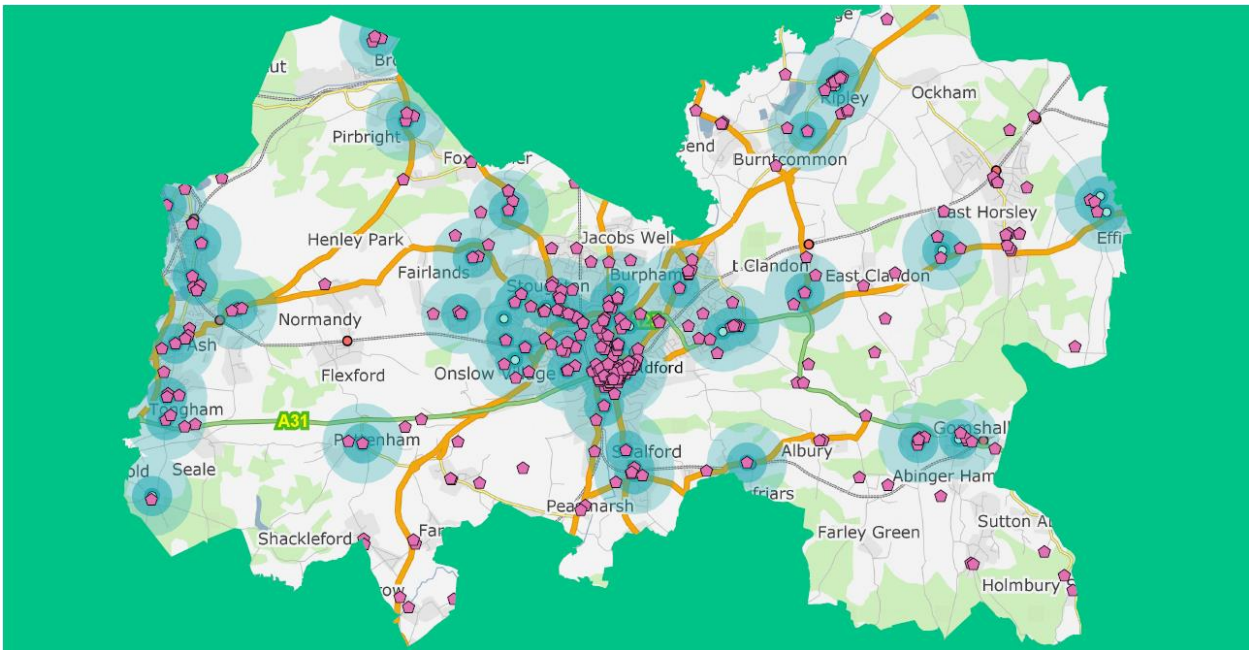
- ◆ Homeless Support Centres
- Gambling Premises
- 200m Distance
- 500m Distance
- 1km Distance

**Risk factor:** Alcohol impairment

**Dataset used:** Location of premises licensed by Guildford Borough Council for the sale of alcohol

There is evidence to suggest that persons impaired by the influence of alcohol may be at risk of gambling related harm. The data used is from the Council's register of licensed premises.

**MAP 8: Location of gambling premises and alcohol licensed premises**



**Legend**

- |                             |                 |
|-----------------------------|-----------------|
| ◆ Licensed Alcohol Premises | ■ 200m Distance |
| ● Gambling Premises         | ■ 500m Distance |
|                             | ■ 1km Distance  |



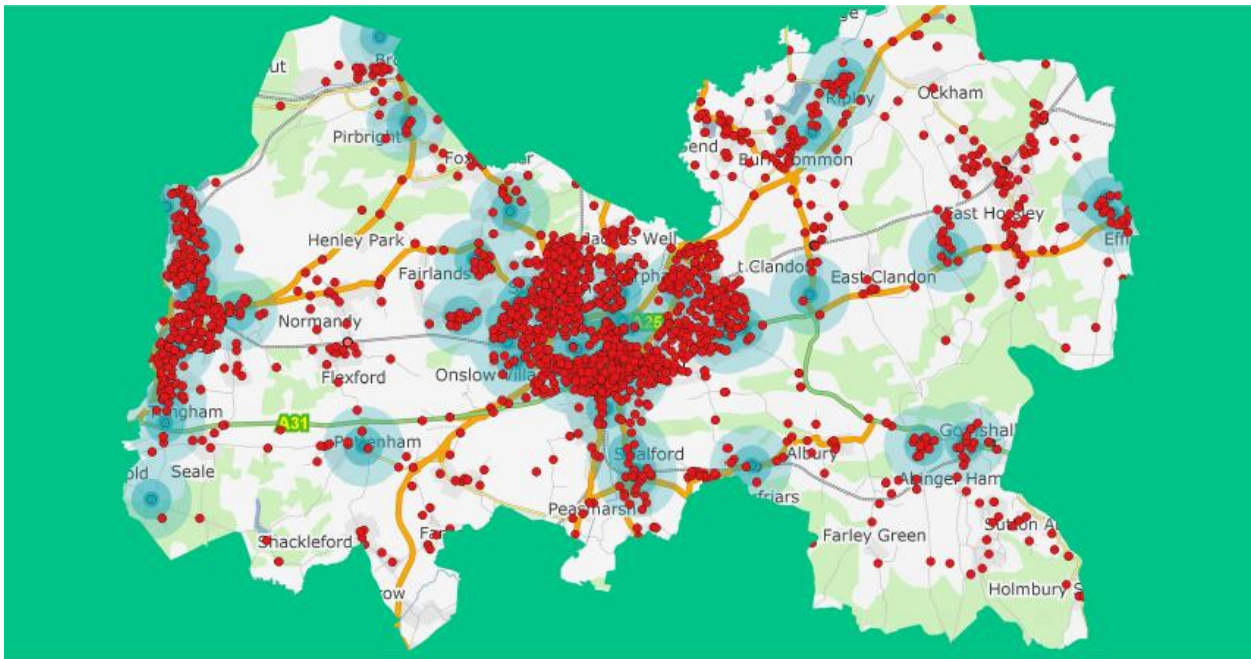
**Risk factor:** Crime

**Dataset used:** *Surrey Police Crime Statistics*

The gambling objectives also aim to prevent gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.

In order to assist operators with their assessments, crime patterns associated with the Borough for the year 2016 have been included in the Guildford area profile.

**MAP 9: Location of gambling premises and reported crimes in 2016**

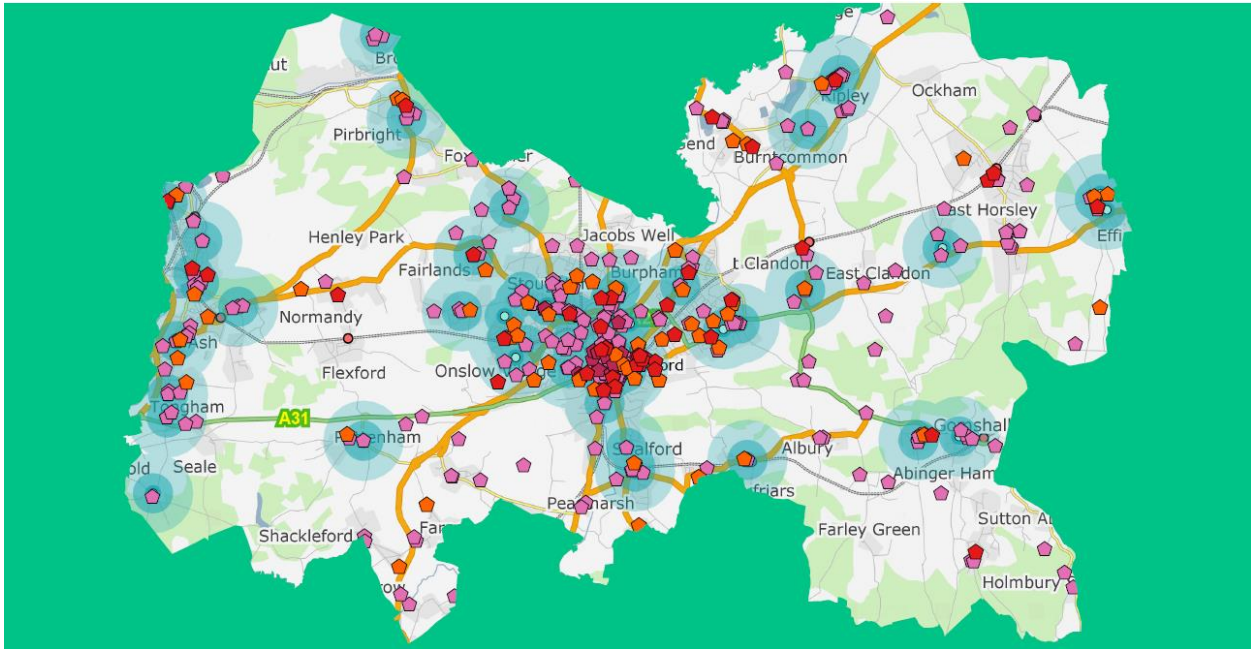


**Legend**

- Reported Crime (2016)
- Gambling Premises
- Distance 200m
- Distance 500m
- Distance 1km

## All risk factor comparison and Town Centre Focus

### MAP 10: Location of gambling premises, alcohol licensed premises and other identified risk groups



#### Legend

- |                     |                             |
|---------------------|-----------------------------|
| ○ Gambling Premises | ⬠ Licensed Alcohol Premises |
| ■ 200m Distance     | ⬠ Health Centres            |
| ■ 500m Distance     | ⬠ Educational Institutions  |
| ■ 1km Distance      | ⬠ Other Vulnerable Groups   |

Map 10, showing the location of gambling premises against all risk groups indicates a close proximity of gambling premises and likely locations of vulnerable groups, particularly around Guildford town centre. Map 11 shows a zoom of the town centre and compares gambling premises and likely vulnerable groups.

The Council would therefore expect operators, particularly those in the town centre, to have identified the close proximity to vulnerable groups and have sufficient controls included in their risk assessment.





There is also a close correlation between premises licensed for gambling and for the sale of alcohol, mainly due to a number of licensed premises and clubs providing facilities for gaming. The Council would therefore expect operators to have identified alcohol consumption as a risk factor and have sufficient controls included in their risk assessment.

Data for ethnic groups is currently unavailable and the Council hopes to include this in future profiles.

**MAP 11: Location of gambling premises support centres for vulnerable groups in the town centre**



**Legend**

-  Support Centres - Addiction, Homelessness & Unemployment
-  Gambling Premises
-  200m Distance
-  500m Distance

### **3. Risk assessment triggers**

The local risk assessment code provisions provide a number of triggers for when a new assessment is required and for when an existing one requires review. The Gambling Commission has not provided any further detail on these triggers and it will be ultimately down to gambling operators, the Commission and the Council to assess when these triggers have been met.

In order to assist gambling operators this section sets out the Licensing Authority's views on what these triggers may be and when operators should provide a copy of their assessments to the Licensing Authority.

#### **New premises**

If an operator intends to apply for a new premises licence under Part 8 of the Act then a local risk assessment must be carried out as required by the Commission's LCCP social responsibility code provision 10.1.1. That assessment should be based on how the premises are proposed to operate at the premises location and must take into account the local area. The completed assessment should be provided with the application for a new premises licence upon submission to the Licensing Authority.

#### **Significant changes in local circumstances**

Operators are required to review their local risk assessment if significant changes in local circumstances occur. Changes to local circumstances happen frequently and can be either temporary or permanent depending on the change, how long that change will remain in place and how it affects the local area. However, the requirement for review of the risk assessment is only applicable when that change is significant.

The review of the premises risk assessment may simply mean that after review no action is necessary as the measures and systems already in place will mitigate any risk associated with that significant change. In this case gambling operators may record that a review has taken place, why it had occurred and that no action was necessary. This would enable the gambling operator to maintain an appropriate audit trail so as to demonstrate that action had been taken.

However, on occasions the significant change in local circumstances may require a need to update and amend the existing risk assessment. In those cases gambling operators may wish to ensure that their assessments are updated adequately and that any relevant control measures are introduced correctly.

As the Gambling Commission has not set out what a significant change in local circumstances is it will be the gambling operator's responsibility to identify these changes and take the appropriate action in reviewing their risk assessments. The Council, in an attempt to assist gambling operators has produced the following lists of examples that may be considered to be significant changes in local circumstances:

- The local area is classified or declassified by the Licensing Authority as being an area of heightened risk within its Statement of Licensing Principles.



- Any new pay day loan or pawn brokers open in the local area
- Educational facilities increase in the local area. This may occur as a result of the construction of a new school/college or where a significant change is made to an existing establishment.
- The local area is identified as a crime hotspot by the police and/or Licensing Authority.
- Any vulnerable group is identified by the Licensing Authority or venues relating to those vulnerable groups are opened in proximity to gambling premises (e.g. additional homeless hostels or gambling or mental health care/support facilities are opened in the local area).

The list above is not an exhaustive list of examples of what could be considered as significant changes in local circumstances. The Council will provide information to gambling operators when it feels a significant change has occurred in the local area to enable them to take any necessary steps in reviewing their risk assessments. The Council may inform gambling operators when it feels that a significant change has occurred in the area. The Council may also include any specific concerns that it feels may be considered as part of any review of the local area risk assessment for that premises. The notification of any significant changes from the Council should be a prompt to gambling operators to consider carrying out a review of their local risk assessments and having regard to any specific concerns raised by the Council.

#### Significant changes to the premises

From time to time operators will undertake changes to the premises' layout and décor, which is unlikely to prompt a review of the risk assessment for that premises. However, where there is a significant change at the premises that may affect the mitigation of local risks, then an operator must review its risk assessment and if necessary update it, taking into account the change and how it may affect one or more of the licensing objectives.

It is expected that gambling operators will undertake this risk assessment process as a matter of course for any premises refit, changes to layout or internal control measures. If any changes do require a review of the risk assessments for that premises gambling operators should ensure that they have a system in place to record and action any measures identified in that review.

The gambling operator will be responsible for identifying when a significant change to the premises has occurred. In order to assist gambling operators the Council has provided the following list of examples of what could be classified as a significant change to the premises (some of which may also require a variation to the existing premises licence).

- Any building work or premises refit where gambling facilities are relocated within the premises.
- The premises licence is transferred to a new operator who will operate the premises with its own procedures and policies which are different to those of the previous licensee.
- Any change to the operator's internal policies which as a result requires additional or changes to existing control measures; and/or staff will require retraining on those policy changes.

- The entrance or entrances to the premises are changed, for example, the door materials are changed from metal with glazing to a full glass door or doors are reallocated from egress to ingress or vice versa.
- New gambling facilities are made available on the premises which were not provided previously, for example, bet in play, handheld gaming devices for customers, Self Service Betting Terminals, or a different category of gaming machine is provided.
- The premises operator makes an application for a licence at that premises to provide an activity under a different regulatory regime, for example, to permit the sale of alcohol or to provide sexual entertainment on the premises.

As with the examples of significant changes in local circumstances set out in paragraph 3.7, the list above is not an exhaustive list of significant changes to premises.

The Council will not, as general practice, request a copy of the reviewed risk assessment if a significant change to the licensed premises has occurred, unless the change is one that will necessitate a variation application.

#### Variation of the premises licence

Variations to premises licences are only those required to be made under section 187 of the Act and will not include changes of circumstances such as a change of premises' name or a change of licensee's address, etc.

The Commissions LCCP social responsibility code provision 10.1.1 requires that gambling operators must undertake a review of the local risk assessment and update it if necessary when preparing an application to vary the premises licence. Operators submitting a variation application to the Council may consider submitting a copy of the reviewed local risk assessment when submitting the application. This will then negate the need for the Council requesting to see a copy of this risk assessment and could potentially reduce the likelihood of a representation being made to the application.

If an operator wishes to vary a converted casino premises licence from one premises to another then the gambling operator should consider producing a new risk assessment for that premises. It is advisable that a copy of that assessment is submitted to the Council with the application form.

#### Regular review of risk assessment

As a matter of best practice the Council recommends that operators establish a regular review regime in respect of their local risk assessments. This review programme can be carried out alongside other reviews on Health and Safety risk assessments for the premises. This review programme would ensure that, regardless of whether or not any of the trigger events set out above have occurred, these risk assessments are considered at regular intervals and updated if necessary.

It will be up to the gambling operator as to the frequency of these reviews but it is recommended that no more than three years should pass before these assessments are reviewed. Operators may wish to synchronise their reviews of the local risk assessments with the publication of the Council's Statement of Licensing Principles for Gambling. This

would enable gambling operators to consider the Local Area Profile, which has been published in the Council's Statement of Licensing Principles for Gambling.

#### 4. Undertaking a local risk assessment

A local risk assessment of gambling premises should be carried out through a step-by-step approach. Gambling operators may first assess the local area and identify the relevant risk factors, then assess the gambling operation, and finally assess the premises design, both internal and external. Once the risk factors have been identified, the control measures to mitigate the risks should be considered. These control measures will either already be in place or will need to be implemented.

##### Who should undertake the assessment

It will be the responsibility of the gambling operator to assign the assessor for assessing the local risks for their premises. The person assigned as the assessor must be competent to undertake this role as failure properly to carry out this function could result in a breach of the provisions of the LCCP. The assessor must understand how the premises operate or will operate, its design, and where it is located. The assessor will need to understand the local area and can use staff or area managers to assist in gaining an understanding of that local area.

##### Step 1: The local area

Operators should start by identify the local risk factors surrounding the premises. The risk factors will differ from location to location so an understanding of the specific characteristics of the local area and the people who live, work or visit that area is important.

The Guildford Local Area Profile (section 2) will set out the demographic profile of areas of the Borough, and the specific concerns and risks that the Licensing Authority has identified in relation to gambling in those areas.

##### Step 2: Gambling operation and physical design

In assessing the risk factors associated with a gambling operation the assessor should take into account the local risks which are commonly accepted by broader stakeholders and how that gambling operation may affect that risk.

The physical design of the premises is a key consideration as this could have a significant impact on the risk to the licensing objectives. In assessing the risk factors associated with the premises design and layout reference is needed to the local area risks factors already identified to ensure the design doesn't add to that risk. The design, both internal and external should be considered and specific risk factors identified and noted.

##### Step 3: Control measures

Once the risk factors have been identified, the assessor should seek to identify control measures that would mitigate the identified risks. Such control measures will relate to one of the three categories of control measures mentioned above (systems, design and physical). Some risk factors may require a combination of control measures to adequately mitigate the risk.

##### Step 4: Action Plan

Once the assessment has been carried out an action plan should be completed so that any identified actions are documented and a deadline for completing the required piece of work is set and agreed.

#### Completed assessment

The control measures must be implemented on the premises and, if applicable, staff on the premises should be trained in their use or trained on the new policy or procedure. The assessment must be retained and should be reviewed whenever a trigger occurs or as part of a regular review regime (see part 3 above).

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Licensing Committee Report

Report of the Licensing Team Leader

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Date: 22 November 2017

## Charity Collections Policy

### Executive Summary

The Council is the Licensing Authority for Charitable Street Collections under Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 and Charitable House to House Collections under the House to House Collections Act 1939.

This report seeks approval from the Licensing Committee to consult on a new Charitable Collections Policy for the Guildford Borough.

Following consultation, a further report will be presented to the Licensing Committee on 30 May 2018 with the results of the consultation and seeking approval for adoption of the Policy.

### Recommendation to Licensing Committee

That the Committee approves the draft Charity Collections Policy for public consultation, and instructs officers to carry out the consultation over a 12-week period.

### Reasons for Recommendation:

To obtain the views of interested parties on the proposed Policy and use these views to formulate any changes to the draft prior to adoption.

### 1. Purpose of Report

1.1 The report informs the Committee of the proposed introduction of a Policy concerning Charitable Collections taking place in the Borough.

1.2 It asks the Committee to approve a public consultation exercise on the proposed draft Charity Collections Policy in Appendix I.

## **2. Strategic Framework**

- 2.1 Charitable collections are regulated by the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 and the House to House Collections Act 1939. The Council is the licensing authority for the purposes of administering charitable collections taking place in the Borough. Charities must obtain a permit or licence from the Council before a charitable collection takes place.
- 2.2 Currently the Council does not have a Policy covering Charitable Collections in the Borough. As such, decisions on permit or licence applications, for example limiting one collection per day in the town centre, or refusing a House to House collection application due to insufficient amounts going to the charity are based upon historical practices.
- 2.3 Therefore, an approved Policy will assist applicants for a charitable collection permit/licence, and provide guidance to enable the Council to make consistent decisions when determining applications.
- 2.4 As such, adopting a Charity Collections Policy will contribute to our fundamental themes and priorities as follows:

Our Borough – ensuring that proportional and managed growth for future generations meets our community and economic needs

Our Economy – supporting business, growth and employment

Our Environment – improving sustainability and protecting our countryside, balancing this with the needs of the rural and wider economy

## **3. Background**

- 3.1 Charitable collections generally take place in one of two ways, either:
  - A collection of donations in the street, or
  - A collection of donations at a person's property.
- 3.2 Charitable street collections are regulated by the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 and house to house collections are regulated by the House to House Collections Act 1939. The Council is the licensing authority for the purposes of administering charitable collections taking place in the Borough. Charities must obtain either a permit under the 1916 Act or a licence under the 1939 Act from the Council before a charitable collection takes place.
- 3.3 Whilst the exact requirements will differ depending on the relevant legislation, the principles of both regimes are the same, in that the collection must be for a charitable purpose. The Council also limits the numbers of street collections taking place. This is to ensure that the public are not inundated by request for donations, and to ensure that charities receive a reasonable opportunity to raise funds.
- 3.4 Currently, there is no policy concerning Charitable Collections, with decisions on applications based upon historical previous decisions and practices.



- 3.5 In order to provide applicants with guidance and a framework for consistent decision-making, a policy covering charitable collections has been drafted.

#### **4. Proposed Changes**

- 4.1 The objectives of the draft charity collection policy are to ensure that:
- Charity collections are treated in a fair and consistent way and are well run and regulated
  - each application is considered on its merits
  - the public is not exposed to an excessive number of street collections
  - relevant objectives of the Council's Corporate Business Plan are supported
  - that the obligations of the Council's Public Sector Equality duty under the Equality Act 2010, section 149 are fulfilled by eliminating discrimination, harassment, victimisation and other conducted prohibited by the Act, advancing equality of opportunity and fostering good relations between persons who share and those who do not share protected characteristics.
  - collections are for the public benefit and in line with a charitable purpose as defined by the Charities Act 2011.
- 4.2 In addition, the reasons for limiting the number of street collections to one area per day are laid out in the form of a written policy.
- 4.3 The Council is entitled to refuse an application for a house to house collection if the percentage of proceeds donated to a charitable cause, after paying expenses, is insufficient. It is recommended that a minimum of 80% of the value of the proceeds of a collection should be donated to the charitable cause.

#### **5. Consultation**

- 5.1 Consultation is critical to ensure that a new Charitable Collection Policy is clear and transparent for charities, responsible authorities and the public.
- 5.2 If the Committee approves the draft Policy, we will follow our consultation standards over a 12 week period to ensure we consult with all interested consultees by:
- Writing to or emailing current and/or previous holders of a charity collection permit/licence.
  - Writing to or emailing people who represent the interests of charitable organisations
  - Publicising the draft Policy on the Council's website
  - Using social media to inform the public of the consultation and direct them to the website.

- 5.4 We will then analyse the comments, prepare any changes considered appropriate to the policy for final approval and present a further report to the Licensing Committee on 30 May 2018.

## **6. Financial Implications**

- 6.1 The Council cannot make a charge for the issue of either a Street Collection permit or House to House Collection licence. As such, the cost of administering the scheme cannot be recovered.
- 6.2 The financial implications associated with the recommendation of carrying out a public consultation on the draft Charity Collection Policy can be financed from existing resources.

## **7. Legal Implications**

- 7.1 Street collections are governed by the Police, Factories, etc (Miscellaneous Provisions) Act 1916. This Act allows the Council to make regulations with respect to the places where and the conditions under which collections may be permitted. The Council has made regulations, which require the promoter to obtain a permit from the Council before the collection can take place.
- 7.2 House to House collections are regulated by the House to House Collections Act 1939. This Act requires the promoter to obtain a licence from the Council before a collection can be carried out. The Council must grant a licence on application unless one of the grounds set out in the Act for refusing the licence apply.
- 7.3 There is no requirement to have a Charitable Collections Policy; however, it is good practice for the Council, as a licensing authority, to have a policy, which provides the framework for consistent decision-making.

## **8. Human Resource Implications**

- 8.1 There will not be any additional human resource implications associated with the consultation exercise.

## **9. Conclusion**

- 9.1 Adopting a Charity Collections Policy will provide guidance to applicants and a framework to enable the Council to make consistent and transparent decisions when determining applications for charity collections.
- 9.2 Following consultation, a further report will be presented to the Licensing Committee on 30 May 2018 recommending adoption of the revised Policy.

## **10. Background Papers**

[Guildford Borough Council Street Collection Regulations](#)

[Guildford Borough Council Guidance on the House to House Collection Regulations](#)

**11. Appendices**

Appendix I: Draft Charity Collections Policy

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Charitable Collections Policy 2017 – 2022

## Contents

1. Introduction
2. Policy Objectives
3. Permitted locations
4. Application Process
5. Supplementary guidance for House to House Clothing Collections
6. Grounds for refusal of a House to House Collections Licence
7. Appeals
8. Fee Structure
9. Enforcement
10. Busking/Street Entertainment
11. Appendices

**1. Introduction**

- 1.1 This policy sets out how the Council will exercise its functions under Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, the House to House Collections Act 1939 and the House to House Collections Regulations 1947 .
- 1.2 This policy will be reviewed every 5 years and/or to reflect significant changes in relevant legislation or other relevant policy and practice of the Council.

**2. Policy Objectives**

2.1 The Policy is designed to ensure that:-

- Charity collections are treated in a fair and consistent way and are well run and regulated
- each application is considered on its merits
- the public is not exposed to an excessive number of street collections
- relevant objectives of the Council's Corporate Business Plan are supported
- that the obligations of the Council's Public Sector Equality duty under the Equality Act 2010, section 149 are fulfilled by eliminating discrimination, harassment, victimisation and other conduct prohibited by the Act, advancing equality of opportunity and fostering good relations between persons who share and those who do not share protected characteristics:
- collections are for the public benefit and in line with a charitable purpose as defined by the Charities Act 2011. See Appendix 'A'.

2.2 The Council will not issue permits or licences to an individual or organisation whose aims do not appear to comply with the definition of charitable purpose under the Charities Act 2011. Applications to raise funds for the purpose of financing or sponsorship for personal expeditions are not usually permitted, even where a proportion of the funds raised is donated to charity. However, each case will be treated on its merits.

**3. Permitted Locations**

- 3.1 Charity Collections may take place in any location within the Guildford Borough.
- 3.2 The Council will only permit one Street Collection per area, per day in Guildford town centre, the Friary Centre or any other location within the Borough.
- 3.3 Appeals for cash and/or direct debit pledges to a charity cannot take place in any public place without a street collection permit or house to house collections licence. This includes collections which are part of a procession but does not include collections taken at a meeting in the open air.

- 3.4 Any collection will require the permission of the land owner, with the exception of a collection taking place on the public highway.
- 3.5 In addition to any highways and pedestrianised areas in the borough, residential streets and those places which, at the time of the appeal, members of the public have or are permitted access, public places are those that are not within a building or if within a building is in a public area to which the public has unrestricted access. A public place that is privately owned is also a public place for the purposes of this policy. For example railway stations, supermarket car parks and shopping centres.
- 3.6 Car boot sales, fetes, fairs, carnivals or other similar event where any of the 'stall holders' are selling goods where the proceeds are directed to a charitable purpose or collecting money or other property will need to be licensed by the Council unless the Regulations exempt such events as local and short term collections.
- 3.7 Applicants and collectors are required to comply with 'no cold calling', 'door step trading' or similar advisory notices which are displayed at a residential address or commercial property.

#### 4. **Application Process**

- 4.1 Applications should be submitted on the forms used by Guildford Borough Council and received at least 28 days before the proposed collection, although there is discretion to waive this where appropriate, for example, for emergency appeals or other special circumstances. Tacit approval does **not** apply. Application forms must be signed by the applicant. Electronic signatures will be accepted. A valid permit or licence must be in place prior to any licensable activity.
- 4.2 Each application will be considered on its merits. However, the number and location of street collections may be limited to avoid clashes and/or an excessive number of collections.
- 4.3 Applications can be made at any time during the year and date(s) may be booked in advance. However, a permit or licence will not be issued earlier than 6 months before the first collection date.
- 4.4 A Charity, or an organisation acting on its behalf, which does not hold a National Exemption Order issued by the Department for Culture, Media and Sport (DCMS), must apply for a House to House Collections licence for any type of house to house fundraising activity. This includes Direct Debit and Commercial Clothing Collections and also collections made in licensed or other business premises, where more than one such premises is included in the collection.
- 4.5 Applicants must provide adequate information in order for their application to be considered properly. This includes the provision of any additional information which might be requested by the Council following submission of the application form. Should any additional information requested by the Council not be provided within the timescale required, then any application is likely to be refused.



- 4.6 All applications must be accompanied by a letter of authorisation from the charity, giving permission for the collection on behalf of the charity.
- 4.7 The Council will comply with relevant Data Protection and Freedom of Information duties. Where it is lawful to do so, the Council will share and take into account information supplied by the applicant, or another enforcement body. The Council may be required by law to supply any information provided to other bodies exercising functions of a public nature, for the prevention and detection of crime. The type of information that may be taken into account includes, submission of 'nil' returns, repeated cancellation of collections without good cause, holding an unauthorised collection or otherwise failing to comply with the Guildford Borough Council Street Collection Regulations or the House to House Collections Regulations 1947.
- 4.8 The Council will not issue permits or licences to an individual or organisation whose collectors are paid more than it considers to be 'reasonable expenses' or who do not comply with the provisions made under the Charities Act 1992 (as amended), with regard to remuneration and solicitation statements. In accordance with the Street Collections Regulations, there should be no payment made out of the proceeds of any collection to any collector or promoter of a collection.
- 4.9 All Collectors must wear an appropriate badge authorising the collection; issued by Guildford Borough Council (Street Collections), or obtain the official badge(s) from The Stationery Office (House to House Collections).
- 4.10 Within one month of the collection a 'schedule of return' must be submitted. This is an official declaration to the Council stating how much money (or equivalent value), has been collected and how much is going to be given to the charity.
- 4.11 The schedule of return should be countersigned as independent evidence that the amount raised is correct and has been paid over to the charity. This should be accompanied, where possible, with a paying in slip to the relevant bank for that charity, or other evidence of receipt by the charity.
- 4.12 Applicants are no longer required to pay for an advert stating the amount collected in the local newspapers; a letter to the Editor of the Surrey Advertiser (for example) or other local news publication thanking residents for their donations totalling £x is sufficient.

## 5. **Supplementary guidance for House to House clothing collections**

- 5.1 Where no National Exemption Order is held by the charity, supplementary guidance is set out below.
- a) a named contact within the benefiting charity will be required to submit a statement of due diligence and confirm awareness of legal requirements, and evidence that the collection will raise the maximum possible benefit to be applied for charitable purposes
- b) the proportion of the proceeds allocated to the charitable purpose should be clear, and the Council must be satisfied that the amount given to the charitable purpose is adequate in relation to the proceeds

received. The following formula may be applied: profits applied for charitable purpose = revenue generated (through sales of clothing) – total costs incurred through collections.

- c) Commercial participators are required to communicate their name and company status on both sides of the charity appeal bag. If the bag features a charity's name, it must not be given greater prominence than the name of the company undertaking the collection.
- d) Any agency operating a collection on behalf of a charity must hold a valid Waste Carriers Licence

## **6. Grounds for the refusal or revocation of a House to House Collections Licence**

(in accordance with the House to House Collections Act 1939 and House to House Collections Regulations 1947 (as amended)).

- 6.1 A Licensing Authority may refuse to grant a House to House Collection licence, or, where such a licence has been granted, may revoke it, if it appears to the authority that:
  - a) the total amount likely to be applied for charitable purposes as the result of the collection (including any amount already so applied) is inadequate in proportion to the value of the proceeds likely to be received (including any proceeds already received)
  - b) remuneration which is excessive in relation to the total amount aforesaid is likely to be, or has been, retained or received out of the proceeds of the collection by any person
  - c) the grant of a licence would be likely to facilitate the commission of an offence under Section 3 of the Vagrancy Act 1824, or that an offence under that section has been committed in connection with the collection
  - d) the applicant or the holder of the licence is not a fit and proper person to hold a licence by reason of the fact that he has been convicted in the UK of certain offences relating to dishonesty, fraud or theft
  - e) the applicant or holder of the licence has failed to exercise due diligence to ensure that the collectors are fit and proper or to secure compliance with the regulations or to prevent the prescribed badges or certificates being obtained by unauthorised persons
  - f) the applicant has refused or neglected to furnish the authority with such information they may reasonably require for the purpose of informing themselves as to any of the foregoing matters
- 6.2 Guildford Borough Council considers that an appropriate percentage of the proceeds which should be donated to the Charity is 80%, with no more than 20% of the value of the collection used to cover the costs of the collection, including any remuneration paid to collectors.
- 6.3 However, the Council acknowledges previous successful appeals against

decisions by local authorities to refuse collections where a lower figure was donated to the charitable cause. For this purpose, any application where the charity agrees to a lower percentage, and where the percentage donated to the charity is clearly communicated to the public on any collection material (such as charity bags), the Council will consider the application on its merits.

- 6.4 The applicant will also be required to declare that they do not have any conviction relating to dishonesty, fraud or theft. Applicants will also be expected to hold collectors to the same standard, and declare that they have taken reasonable steps to ensure that any collector does also not have any similar conviction. In cases where an applicant does have a relevant conviction, or has not taken steps to ensure the suitability of collectors, then the application is likely to be refused
- 6.5 Applicants must provide adequate information in order for their application to be considered properly. This includes the provision of any additional information which might be requested by the Council following submission of the application form. This information may include, but is not limited to:
- information seeking clarification of the charitable purpose
  - amounts donated to the charity
  - remuneration paid to collectors
  - any costs of collection or income received arising from the collection
  - the suitability of the applicant and/or collectors
  - or any information required in order to assist the Council in determining the application.
- 6.6 Should any additional information requested by the Council not be provided within the timescale required, then any application is likely to be refused in line with the regulations above.

## 7. **Appeals**

- 7.1 There is no statutory right of appeal against any decision made by the Council to grant or refuse a Street Collections Permit. However, if an individual or organisation/charity wishes to lodge a request for a decision to be reviewed then the matter should be put in writing to the Head of Health and Community Care Services.
- 7.2 In respect of the refusal or revocation of a House to House Collections Licence there is a right of appeal to the Minister for Civil Society, DCMS, 4<sup>th</sup> Floor, 100 Parliament Street, London. SW1A 2BQ. An appeal must be lodged within 14 days of the date on which notice of refusal or revocation was received by the applicant, or the holder of a licence.

## 8. **Fee Structure**

- 8.1 There is no provision for the Council to charge a fee for making an application and no fee payable on being granted a street collection permit or house to house collection licence.

## 9. **Enforcement**

- 9.1 Any person who contravenes the Regulations for Street Collections, as attached at Appendix 'B' to this policy is guilty of an offence, which on

conviction, is punishable by a fine not exceeding Level One on the Standard Scale (currently £200).

- 9.2 Any person who contravenes the [House to House Collections Regulations 1947](#), the guidance to which is attached at Appendix 'C' to this policy, whether in their capacity as promoter or collector, is committing a criminal offence. Offences are punishable by penalties ranging from a maximum fine of £200 up to six months imprisonment and a fine of up to £1,000.
- 9.3 If anyone undertaking a street collection on behalf of a charity does not give a police officer their name, address and signature when asked to, they could be fined up to £200.
- 9.4 Charities and third party fundraisers acting on their behalf are expected to also comply with the Fundraising Regulator Code of Fundraising Practice and guidance issued by other compliance related bodies such as the Charity Commission, Committee of Advertising Practice, Advertising Standards Authority and Trading Standards.

## 10. **Busking and Street Entertainment**

- 10.1 Individuals wishing to busk or provide street entertainment for a charitable purpose are asked to abide by Guildford Borough Council's Street Entertainment Policy Code of Conduct, (available on the Council's website) to this Policy, in addition to applying for a street collection permit or house to house collection licence as appropriate. Any appropriate Licensing requirements must also be met.

**Appendix A**

Charitable Purpose for the public benefit as defined by the Charities Act 2011

1. The prevention or relief of poverty.
2. The advancement of:
  - education
  - religion
  - health or the saving of lives
  - citizenship or community development
  - the arts, culture, heritage or science
  - amateur sport,
  - human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity
  - environmental protection or improvement
  - animal welfare
3. The relief of those in need by reason of youth, age, ill-health, disability, disadvantage, financial hardship or other disadvantage.
4. The promotion of the efficiency of the armed forces of the Crown or of the police, fire and rescue services or ambulance services.
5. Other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose.

## STREET COLLECTION REGULATIONS

In pursuance of Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, section 251 and schedule 29 of the Local Government Act 1972, the Charitable Collections (Transitional Provisions) Order 1974 and the Charities Act 2006, Guildford Borough Council has made the following regulations with respect to Street Collections for the benefit of charitable or other purposes.

1. In these Regulations, unless the context otherwise requires -  
  
"collection" means a collection of money or a sale of articles for the benefit of charitable or other purposes and the word "collector" shall be construed accordingly;  
"promoter" means a person who causes others to act as collectors;  
"the licensing authority" means Guildford Borough Council; "permit" means a permit for collection;  
"contributor" means a person who contributes to a collection and includes a purchaser of articles for sale for the benefit of charitable or other purposes;  
"collecting box" means a box or other receptacle for the reception of money from contributors.
2. No collection, other than a collection taken at a meeting in the open air, shall be made in any street or public place within the Guildford Borough unless a promoter shall have obtained from the licensing authority a permit.
3. Application for a permit shall be made in writing not later than one month before the date on which it is proposed to make the collection. Provided that the licensing authority may reduce the period of one month if satisfied that there are special reasons for doing so.
4. No collection shall be made except upon the day and between the hours stated in the permit and in the area specified in the permit.
5. The licensing authority may, in granting a permit, limit the collection to such localities, streets or public places or such parts thereof as it thinks fit.
6. (1) No person may assist or take part in any collection without the written authority of a promoter. The licensing authority may require a copy of such permission.  
  
(2) Any person authorised under paragraph (1) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of the licensing authority or any constable, or member of the public.
7. No collection shall be made in any part of the carriageway of any street which has a footway. Provided that the licensing authority may, if it thinks fit, allow a collection to take place on the said carriageway where such collection has been authorised to be held in connection with a procession.
8. (1) No collection shall be made in a manner likely to inconvenience or annoy any person.

- (2) The licensing authority may limit the frequency of collections by an organisation within its area if it considers that the number of collections proposed by that organisation is likely to inconvenience or annoy any person.
- (3) The licensing authority may prevent two or more organisations collecting in the same locality and on the same day if it considers that it is likely to inconvenience or annoy any person.

Provided that the licensing authority may, if it thinks fit, allow two or more organisations to collect in the same location and on the same day if such collections have been authorised to be held in connection with a procession or similar event.

9. No collector shall importune any person to the annoyance of such person.

10. While collecting -

- (a) a collector shall remain stationary; and
- (b) a collector or two collectors together shall not be nearer to another collector than 25 metres
- (c) a collector shall not obstruct the flow of pedestrian or other traffic by display or distribution of information about their charity or organisation.

Provided that the licensing authority may, if it thinks fit, waive the requirements of this Regulation in respect of a collection which has been authorised to be held in connection with a procession.

11. No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as a collector. Provided that the licensing authority may permit persons of fourteen years of age or more to act as collectors where it is satisfied that it is reasonable in the circumstances of a particular collection and that collectors under sixteen years of age will be accompanied by an adult.

12. (1) Every collector shall carry a collecting box, and shall wear an official badge of authorisation, where such a badge has been issued by the licensing authority.

(2) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.

(3) All money received by a collector from contributors shall immediately be placed in a collecting box.

(4) Every collector shall deliver, unopened, all collecting boxes in his possession to the promoter.

13. A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit, nor any collecting box which is not duly numbered.

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Appendix 1

14. (1) Subject to paragraph (2) below, a collecting box shall be opened in the presence of a promoter and another responsible person.
- (2) Where a collecting box is delivered, unopened, to a bank, it may be opened by an official of the bank.
- (3) As soon as a collecting box has been opened, the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list which shall be certified by that person.
15. (1) No payment shall be made to any collector
- (2) No payment shall be made out of the proceeds of a collection, either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, in respect of, services connected therewith, except such payments as may have been approved by the licensing authority.
16. (1) Within one month after the date of any collection the person to whom a permit has been granted shall forward to the licensing authority -
- (a) a statement in the form set out in the schedule to these Regulations, or in a form to the like effect, showing the amount received and the expenses and payments incurred in connection with such a collection and certified by that person and either a qualified accountant or an independent responsible person acceptable to the licensing authority;
- (b) a list of the collectors;
- (c) a list of the amounts contained in each collecting box;

and shall if required by the licensing authority, satisfy it as to the proper application of the proceeds of the collection.

- (2) The said person shall also, within the same period, at the expense of the person and after the certificate under paragraph (1) (a) above has been given, publish in such newspaper or newspapers as the licensing authority may direct a statement showing the name of the person to whom the permit has been granted, the area to which the permit relates, the name of the charity or fund to benefit, the date of the collection, the amount collected and the amount of expenses and payments incurred in connection with such collection. Provided that the licensing authority may if it thinks fit, waive the requirements of the sub-paragraph in respect of a collection in which the total amount collected does not exceed £150.
- (3) The licensing authority may, if satisfied there are special reasons for so doing, extend the period of one month referred to in paragraph (1) above.
- (4) For the purpose of this Regulation "a qualified accountant" means a member of one or more of the following bodies:-

The Institute of Chartered Accountants in England and Wales;  
The Institute of Chartered Accountants of Scotland;  
The Association of Certified Accountants;  
The Institute of Chartered Accountants in Ireland.



17. These Regulations shall not apply -
  - (a) in respect of a collection taken at a meeting in the open air; or
  - (b) to the selling of articles in any street or public place when the articles are sold in the ordinary course of trade.
18. If a collection is held by an organisation and the regulations contravened, the licensing authority may if it thinks fit, revoke any permits already granted for future collections by that organisation and refuse permission for future collections to be held within their area by that organisation or the individuals concerned.

## Appendix C

### HOUSE TO HOUSE COLLECTIONS ACT 1939 House to House Collections Regulations 1947 (as amended)

The above Act and the Regulations made there under contain important provisions for THE REGULATION OF HOUSE TO HOUSE COLLECTIONS FOR CHARITABLE PURPOSES, and prescribe FINES AND/OR IMPRISONMENT for offences against the Act or the Regulations.

1. Except in the cases specified in Paragraphs 3 and 4:-

*No collection in any locality for a charitable purpose may be made unless the promoter is licensed by the Licensing Authority for the area comprising that locality, and the collectors are authorised by the promoter.*

2. Application for a licence must be made in the prescribed manner. The Licensing Authority cannot grant a licence for a period longer than twelve months and may refuse a licence, or where granted, may revoke it, in circumstances specified in the Act.

There is a right of Appeal to the Secretary of State against the refusal or the revocation of a licence, within fourteen days from the date on which notice is given of the refusal or the revocation.

3. Where the Secretary of State is satisfied that *a person pursues a charitable purpose throughout the whole, or a substantial part, of England and Wales, and is desirous of promoting collections for that purpose*, the Secretary of State may by Order direct, in effect, that such person shall be exempt from the requirement to obtain licences from the Licensing Authority, as respects all collections for that purpose in such localities as may be described in the Order.
4. *If the Chief Constable for the Police Area comprising a locality in which a collection for a charitable purpose is being, or proposed to be, made is satisfied that the purpose is local in character, and that the collection is likely to be completed within a short period*, he may grant to the person who appears to him to be principally concerned in the promotion of the collection a *Certificate* in the prescribed form; and where a Certificate is so granted, a Licence from the Licensing Authority is not required, and the provisions of the Regulations (as to which see Paragraph 5 below) shall not apply to a collection made in conformity with such Certificate.
5. Regulations have been made by the Secretary of State under the Act. The Regulations include the following, amongst other provisions –
  - a) Every promoter of a collection must exercise all due diligence to secure that persons authorised to act as collectors are fit and proper persons; and to secure compliance by collectors with the Regulations.
  - b) *No promoter of a collection shall permit any person to act as a collector unless he has issued to that person –*

- i) a prescribed Certificate of Authority; (ii) a prescribed Badge; and (iii) if money is to be collected, a Collecting Box marked, or a Receipt Book (with receipts and counterfoils or duplicates consecutively numbered) marked on every receipt, with a general indication of the purpose of the collection, and a distinguishing number.*
- c) In the case of a collection in respect of which a Licence has been granted, *every prescribed Certificate of Authority shall be given on a form obtained from The Stationery Office, and every prescribed Badge shall be so obtained.*
- d) No person *under the age of 16 years*, shall act or be authorised to act as a collector of money.
- e) No collector shall importune any person to the annoyance of such person or remain in, or at the door of, any house if requested to leave by any occupant thereof.
- f) The promoter of a collection must, within one month of the expiry of the licence, furnish an account of the collection in the form prescribed to the licensing authority or the Secretary of State, as the case may be.

#### DEFINITIONS

6. '*Charitable Purpose*' means any charitable, benevolent, or philanthropic purpose.
- 'Collection'* means an appeal to the public, made by means of visits from house to house to give, *whether for consideration or not*, money or other property; and '*Collector*' means a person who makes the appeal in the course of such visits.
- 'Collection costs'* includes cost of purchasing bags/leaflets, distribution costs, vehicle costs including fuel, hire, insurance and other costs, collection staff and other associated staff salaries, warehouse/storage costs and any other tangible cost that can be attributed to the door to door collection.
- 'House'* includes a place of business.
- 'Proceeds'* means, in relation to a collection, all money *and all other property given, whether for consideration or not*, in response to the appeal.
- 'Promoter'* means a person who causes others to act as collectors for the purposes of the collection.

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Licensing Committee Report  
Report of Director of Resources  
Author: Sophie Butcher  
Tel: 01483 444056  
Email: sophie.butcher@guildford.gov.uk  
Date: 22 November 2017

## Licensing Committee work programme: 2017-18

### Recommendation to Licensing Committee

The Committee is invited to review and approve its current work programme for the remainder of the 2017-18 municipal year.

Reason for Recommendation:

To ensure that the Licensing Committee has an opportunity to review its work programme.

#### 1. Purpose of Report

- 1.1 The work programme is presented to enable necessary changes to be made and to provide updated information on items for future meetings. Appendix 1 to this report sets out the Committee's work programme to date, including any items currently unscheduled.

#### 2. Financial Implications

- 2.1 There are no specific financial implications arising from this report.

#### 3. Human Resource Implications

- 3.1 There are no specific human resources implications arising from this report.

#### 4. Legal Implications

- 4.1 There are no specific legal implications arising from this report.

#### 5. Background papers

None

#### 6. Appendices

Appendix 1: Licensing Committee - Draft Work Programme: 2017-18

## Licensing Committee

### Draft Work Programme 2017-18

<b>17 January 2018</b>		
<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
Approval of Taxi and Private Hire fees and charges 2018-19	To consider and approve the taxi and private hire fees and charges for 2018-19.	Mike Smith, Licensing Team Leader 01483 444387/ Justine Fuller Environmental Health Manager 01483 444370
Taxi and Private Hire Policy – changes to convictions policy – for information	To receive an update on the changes to convictions policy for taxi and private hire.	Justine Fuller Environmental Health Manager 01483 444370
Taxi and Private Hire Licensing Policy update	To receive an update on the taxi and private hire licensing policy.	Mike Smith, Licensing Team Leader 01483 444387
Street Trading Resolution – consideration of objections	To consider any objections received in relation to the street trading resolution consultation.	Mike Smith, Licensing Team Leader 01483 444387

**26 March 2018**

<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
Street Trading Policy – Consultation Results and Approval of Policy	To consider consultation results and approve the Street Trading Policy.	Mike Smith, Licensing Team Leader 01483 444387
Street Trading Fees	To consider the fees set for Street Trading.	Mike Smith, Licensing Team Leader 01483 444387
Taxi and Private Hire fees and charges 2018-19 – objections	To consider an objections received in relation to the Taxi and Private Hire fees and charges.	Mike Smith, Licensing Team Leader 01483 444387/ Justine Fuller Environmental Health Manager 01483 444370
House to House/Charity Collection Policy – consultation results	To consider the consultation results in relation to house to house/charity collection policy.	Mike Smith, Licensing Team Leader 01483 444387

**UNSCHEDULED ITEMS**

<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
Gambling Policy review – Local Area Profile – consultation results	To consider consultation results and make recommendations to the Executive. (Full Council determines the Policy)	Justine Fuller, Environmental Health Manager 01483 444370
Street Trading Policy – consultation results	To consider consultation results and make recommendations to the Executive.	Justine Fuller, Environmental Health Manager 01483 444370
House to House/Charity Collection Policy – approval for consultation	To consider draft policy for public consultation.	Justine Fuller, Environmental Health Manager 01483 444370

## UNSCHEDULED ITEMS

Item	Details of decision to be taken	Officer
House to House/Charity Collection Policy – consultation results	To consider consultation results and make recommendations to the Executive.	Justine Fuller, Environmental Health Manager 01483 444370
Review of Licensed Vehicle Test Standards	To consider consultation results and make recommendations to full Council, which shall determine whether the Taxi and Private Hire Licensing Policy should be amended to adopt any revised vehicle test standards	Mike Smith, Licensing Team Leader 01483 444387