

# Yate Town Council

## Planning and Transportation Committee

10<sup>th</sup> February 2021

You are invited to attend a meeting of the **Planning and Transportation Committee** of **Yate Town Council** to be held remotely via Zoom on **Tuesday 16<sup>th</sup> February 2021** between 6.30pm – 8.00pm for the purpose of transacting the business set out in the agenda below.

Join Zoom Meeting

<https://zoom.us/j/99745163651?pwd=Vk5nWkNSdFdFMEdLY1F6Y1FNTDBZZz09>

Meeting ID: 997 4516 3651– Passcode 013547 - or telephone 0131 4601196

*(Please insert your name and organisation in your Zoom name)*



Hayley Townsend  
Town Clerk

## Agenda

*In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.*

1. Apologies for Absence
2. Declarations of Interest under the Localism Act 2011

*Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.*

3. To Receive Any Requests for Dispensations
4. Public Participation Session with Respect to Items on the Agenda

5. To Receive and Approve the Minutes for the Planning and Transportation Committee Meeting Held on 12<sup>th</sup> January 2021 (copy herewith).

6. To Consider the Following Items on the Clerk's Report:

- Item 1      Planning Matters**
- 1/1      Planning Applications
  - 1/2      Footpath Obstruction LYA48
  - 1/3      Licensing Request
    - a)      Shipley's

# Yate Town Council

## Planning and Transportation Committee

### 16<sup>th</sup> February 2021

## Clerk's Report

### General note about action taken between meetings:

Owing to the national pandemic situation, where action has been taken between meetings, it has been in consultation with members of the council via email and the existing below delegation invoked:

“The Town Clerk shall have the power to take action as necessary between Meetings of the Full Council, Committees, Sub-Committees, Project Steering Group Committees and Working Groups provided that such action is in accordance with the policy of YTC and is within budget.”

Item 1. Planning Matters

#### 1/1 Planning Applications

- a) To receive and consider planning applications (Appendix 1).
- b) To comment on planning applications received after the circulation of the agenda (to be circulated).
- c) To **NOTE** the planning meeting scheduled for 26<sup>th</sup> January 2021 was cancelled. Planning items due to be considered at this meeting were circulated via email and comments received and submitted under delegated powers to the Town Clerk. (Appendix 2).

#### 1/2 Footpath Obstruction LYA48

Further to minute number 9.2 of the Environment and Community Meeting held on 19<sup>th</sup> January 2021;

*An update was received in respect of an accident that occurred in North Yate, Peg Hill where a path that leads from Autumn Brook directly onto Gravel Hill Road (no barrier*

*from area to road.). The exit has now been blocked, however the previous path (LYA48) which was blocked and this new exit created is also closed.*

### **RESOLVED**

- *Correspondence to be sent to the Public Rights of Way Officer advising that not only did the Town Council warn that an accident would happen at this location but now both the original path (LYA48) and the new diverted path are closed. A path needs opening with a safe exit to Gravel Hill Road;*

To receive information received from South Gloucestershire Council Senior Public Rights of Way Officer and South Gloucestershire Council Major Sites Planning Officer. (Appendix 3). (*N.B Councillor Willmore has subsequently established the land in question appears to belong to The Anchor Trust and not the Developers*)

To agree a way forward.

### **1/3 Licensing Requests**

- a) Shipley's, 12 North Walk, Yate BS37 4AP

Bingo premises application and plans under the Gambling Act 2005 (Appendix 4).

## YATE TOWN COUNCIL

## Planning Applications Received for Review and Comment

Ref. Number	P20/22276/F
Description	Erection of temporary building to form sales office for Bellway area of Ladden Garden Village.
Location	Clayhill Drive West Of Bellway Site North Yate New Neighbourhood
Expiry Date	23 February 2021
YTC Comments	

Ref. Number	P21/00282/PIP
Description	Permission in principle for the erection of a maximum of 3 no. dwellings.
Location	Land At 319 North Road Yate South Gloucestershire BS37 7LJ
Expiry Date	25 <sup>th</sup> February 2021
YTC Comments	Neighbouring Parish

Ref. Number	P21/00548/PDR
Description	Erection of a single storey rear extension to form additional living accommodation.
Location	50A Lancaster Road Yate South Gloucestershire BS37 5SU
Expiry Date	25th February 2021
YTC Comments	

Ref. Number	P21/00561/PDR
Description	Erection of single storey side extension to form additional living accommodation.
Location	54 Cheshire Close Yate South Gloucestershire BS37 5TH
Expiry Date	26th February 2021
YTC Comments	

Ref. Number	P21/00562/F
Description	Erection of single storey rear and side extension to form additional living accommodation and moving of boundary wall.
Location	56 Hampden Close Yate South Gloucestershire BS37 5UP
Expiry Date	26th February 2021
YTC Comments	

Ref. Number	P21/00635/PNH
Description	The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.75m, for which the maximum height would be 2.65m, and for which the height of the eaves would be 2.75m.
Location	200 Dowsell Way Yate South Gloucestershire BS37 7EB
Expiry Date	1st March 2021
YTC Comments	

Ref. Number	P21/00614/F
Description	Erection of single storey side extension to form shed (retrospective)
Location	16 Rectory Close Yate South Gloucestershire BS37 5SB
Expiry Date	1st March 2021
YTC Comments	

Ref. Number	P21/00628/F
Description	Demolition of existing conservatory. Erection of single storey rear extension to form additional living accommodation
Location	5 Corbett Close, Yate, BS37 7BA
Expiry Date	1st March 2021
YTC Comments	

Ref. Number	P21/00597/F
Description	Demolition of existing conservatory. Erection of single storey rear and side extension to form additional living accommodation.
Location	126 Merlin Way Chipping Sodbury South Gloucestershire BS37 6XT
Expiry Date	1 <sup>st</sup> March 2021
YTC Comments	Neighbouring Parish

## YATE TOWN COUNCIL

## Planning Applications Received for Review and Comment

Ref. Number	P20/24128/F
Description	Erection of single storey side/rear extension to provide additional living accommodation.
Location	24 Ridgeway Yate South Gloucestershire BS37 7AF
Expiry Date	30 <sup>th</sup> January 2021
YTC Comments	No Comment  Submitted 28.1.21

Ref. Number	P21/00010/F
Description	Creation of a new access onto Limekiln Road to serve equestrian /agricultural uses
Location	Leechpool Farm Tanhouse Lane Yate South Gloucestershire BS37 7QL
Expiry Date	30 <sup>th</sup> January 2021
YTC Comments	Comment:  We express our concern at the loss of hedgerow and request that a condition is included to replant inside the visibility splay line using native species to match any hedge lost.  Submitted 28.1.21

Ref. Number	P19/2575/F
Description	Erection of 118 dwellings, public open space, drainage, landscaping and ancillary works. (Full Planning)
Location	Land North Of Iron Acton Way And East Of Dyer's Lane, Yate, South Gloucestershire
Expiry Date	The above planning application is to be considered by the Spatial Planning Committee on the 25th January 2021 at 11.00am.
YTC Comments	N/A



Ref. Number	P21/00188/PNH
Description	LARGER HOME EXTENSIONS – NEIGHBOUR CONSULTATION SCHEME The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 3.2 metres, for which the maximum height would be 3.6 metres, and for which the height of the eaves would be 2.55 metres.
Location	17 Tylers Way Yate South Gloucestershire BS37 7FB
Expiry Date	4 <sup>th</sup> February 2021
YTC Comments	No Comment  Submitted 28.1.21

Ref. Number	P20/04569/F
Description	Demolition of existing extensions and barn, erection of replacement extensions and construction of 4no. dwellings with associated access, car parking and amenity space.
Location	Crowthers Farm Goose Green Yate BS37 5BJ
Expiry Date	The above planning application is to be considered by the Development Management Committee on the 21st January 2021 at 11.00am.
YTC Comments	N/A

Ref. Number	P21/00124/F
Description	Erection of a single storey front extension to form additional living accommodation.
Location	65 Somerset Avenue Yate South Gloucestershire BS37 7SQ
Expiry Date	1 <sup>st</sup> February 2021
YTC Comments	No Comment

Ref. Number	P21/00047/RVC
Description	Variation of conditions 2, 4, 5, and 8 attached to permission PK18/6606/F as amended by P20/15588/NMA to replace the approved plans. External alterations to facilitate change of use

	from nursing home (Class C2) to 9 No. flats (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).
Location	Willow Cottage Nursing Home 127 Station Road Yate BS37 5AL
Expiry Date	9 <sup>th</sup> February 2021
YTC Comments	<ol style="list-style-type: none"> <li>1. We object to the bin area, which will be directly in front of adjoining properties. It should be moved along to where the cycle racks are currently shown, with the cycle racks provided in a more secure location within the site. To work, the racks need to be covered and secure.</li> <li>2. We object to the proposal to add parking under the TPO'd yew tree canopy, as any works must be conditioned to comply with best standards to protect the tree. A condition is needed to protect the tree, so these works cannot take place if they have any impact on the tree.</li> <li>3. We object to this application, which is happening at the same time as the applicant has indicated they will change one of the offices to flats, meaning it is actually going to be 10 flats and less office space.  Of course at 10 flats there would be an affordable housing issue, but the applicant is still saying he is doing 9, when he has indicated he will be actually delivering 10. Therefore this application should be used to regularise the position and ensure that the new ability to move offices to residential without consent is not being used in this case to avoid the Council's affordable housing obligations.</li> <li>4. We object to second floor balcony, which will generate overlooking.</li> </ol> <p>Submitted 28.1.21</p>

## Footpath LYA048

### Response received from SGC Snr Public Rights of Way Officer

*'The path to Gravel Hill Road was included in the planning permission and was set out as required*

*The path comes into the Management Companies remit and not South Gloucestershire Councils*

*LYA 48 connects to GHR further north and is seen as a kissing gate but joins after that first field into the new estate. This first field is not within the developers nor the management companies ownership so was only able to have limited changes confined to the new development.*

*For this reason we are not able to take action on the gravel path but recommend it should be taken up with the management company';*

### Response received from SGC Major Sites Team Planning Officer

*'A planning application was submitted to us by Barratt last year to remove the access this was as a result of concerns that were raised by Autumn Brook residents in respect of the safety for those using the play area. As the play area adjoins a 60mph road there were specific concerns relating to children being able to bypass the access unattended therefore potentially stepping out into the path of oncoming vehicles travelling at fast speeds.*

*The approved plans have sought for a continuation of the hedgerow, although what I think has happened in the interim is a temporary solution put into place to allow the hedgerow to establish.'*

**Application for a premises licence  
under the Gambling Act 2005 (standard form)**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant question). You may wish to keep a copy of the completed form for your records.

Where the application is—

- In respect of a vessel, or
- To convert an authorisation granted under the Betting, Gaming and Lotteries Act 1963 or the Gaming Act 1968,

the application should be made on the relevant form for that type of premises or application.

**Part 1 – Type of premises licence applied for**

Regional Casino <input type="checkbox"/>	Large Casino <input type="checkbox"/>	Small Casino <input type="checkbox"/>
Bingo <input checked="" type="checkbox"/>	Adult Gaming Centre <input type="checkbox"/>	Family Entertainment Centre <input type="checkbox"/>
Betting (Track) <input type="checkbox"/>	Betting (Other) <input type="checkbox"/>	

Do you hold a provisional statement in respect of the premises? Yes ☐ No ☒

If the answer is "yes", please give the unique reference number for the provisional statement (as set out at the top of the first page of the statement):

**Part 2 – Applicant Details**

If you are an individual, please fill in Section A. If the application is being made on behalf of an organisation (such as a company or partnership), please fill in Section B.

**Section A**

**Individual applicant**

1. Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other (please specify)

2. Surname: Other name(s):

*[Use the names given in the applicant's operating licence or, if the applicant does not hold an operating licence, as given in any application for an operating licence]*

3. Applicant's address (home or business – *[delete as appropriate]*):

Postcode:

4(a) The number of the applicant's operating licence (as set out in the operating licence):

4(b) If the applicant does not hold an operating licence but is in the process of applying for one, give the date on which the application was made:

5. Tick the box if the application is being made by more than one person. ☐

*[Where there are further applicants, the information required in questions 1 to 4 should be included on additional sheets attached to this form, and those sheets should be clearly marked "Details of further applicants".]*

## Section B

### Application on behalf of an organisation

6. Name of applicant business or organisation: [REDACTED]

*[Use the names given in the applicant's operating licence or, if the applicant does not hold an operating licence, as given in any application for an operating licence.]*

7. The applicant's registered or principal address:

[REDACTED]

Postcode: [REDACTED]

8(a) The number of the applicant's operating licence (as given in the operating licence):

[REDACTED]

8(b) If the applicant does not hold an operating licence but is in the process of applying for one, give the date on which the application was made:

9. Tick the box if the application is being made by more than one organisation. ☐

*[Where there are further applicants, the information required in questions 6 to 8 should be included on additional sheets attached to this form, and those sheets should be clearly marked "Details of further applicants".]*

## Part 3 – Premises Details

10. Proposed trading name to be used at the premises (if known): SHIPLEYS

11. Address of the premises (or, if none, give a description of the premises and their location):

12 NORTH WALK , YATE

Postcode: BS37 4AP

12. Telephone number at premises (if known):

13. If the premises are in only a part of a building, please describe the nature of the building (for example, a shopping centre or office block). The description should include the number of floors within the building and the floor(s) on which the premises are located.

A 2 STOREY FORMER SHOP BUILDING

14(a) Are the premises situated in more than one licensing authority area?

No *[delete as appropriate]*

14(b). If the answer to question 14(a) is yes, please give the names of all the licensing authorities within whose area the premises are partly located, **other than the licensing authority to which this application is made:**

#### Part 4 – Times of operation

15(a). Do you want the licensing authority to exclude a default condition so that the premises may be used for longer periods than would otherwise be the case? No *[delete as appropriate]* *[Where the relevant kind of premises licence is not subject to any default conditions, the answer to this question will be no.]*

15(b). If the answer to question 15(a) is yes, please complete the table below to indicate the times when you want the premises to be available for use under the premises licence.

	Start	Finish	Details of any seasonal variation
Mon	hh:mm	hh:mm	
Tue			
Wed			
Thurs			
Fri			
Sat			
Sun			

16. If you wish to apply for a premises licence with a condition restricting gambling to specific periods in a year, please state the periods below using calendar dates:

### Part 5 – Miscellaneous

17. Proposed commencement date for licence (leave blank if you want the licence to commence as soon as it is issued): (dd/mm/yyyy)

18(a). Does the application relate to premises which are part of a track or other sporting venue which already has a premises licence? No *[delete as appropriate]*

18(b). If the answer to question 18(a) is yes, please confirm by ticking the box that an application to vary the main track premises licence has been submitted with this application. ☐

19(a). Do you hold any other premises licences that have been issued by this licensing authority?  
NO *[delete as appropriate]*

19(b). If the answer to question 19(a) is yes, please provide full details:

12 NORTH WALK , YATE

20. Please set out any other matters which you consider to be relevant to your application:

The existing licence is surrendered on issue of the licence applied for

### Part 6 – Declarations and Checklist (Please tick)

I/ We confirm that, to the best of my/ our knowledge, the information contained in this application is true. I/ We understand that it is an offence under section 342 of the Gambling Act 2005 to give information which is false or misleading in, or in relation to, this application. ☒

I/ We confirm that the applicant(s) have the right to occupy the premises. ☒

Checklist:

- Payment of the appropriate fee has been made/is enclosed ☒
- A plan of the premises is enclosed ☒
- I/ we understand that if the above requirements are not complied with the application may be rejected ☒
- I/ we understand that it is now necessary to advertise the application and give the appropriate notice to the responsible authorities ☒

### Part 7 – Signatures

21. Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity:

Signature:

[Redacted Signature]

Print Name:

Date: 22/01/2021 (dd/mm/yyyy) Capacity: DULY AUTHORISED AGENT

22. For joint applications, signature of 2nd applicant, or 2nd applicant's solicitor or other authorised agent. If signing on behalf of the applicant, please state in what capacity:

Signature:

[Redacted Signature]

Print Name:

Date: (dd/mm/yyyy) Capacity:

*[Where there are more than two applicants, please use an additional sheet clearly marked "Signature(s) of further applicant(s)". The sheet should include all the information requested in paragraphs 21 and 22.]*

*[Where the application is to be submitted in an electronic form, the signature should be generated electronically and should be a copy of the person's written signature.]*

### Part 8 – Contact Details

23(a) Please give the name of a person who can be contacted about the application:

[Redacted Name]

23(b) Please give one or more telephone numbers at which the person identified in question 23(a) can be contacted:

[Redacted Telephone Number]

24. Postal address for correspondence associated with this application:

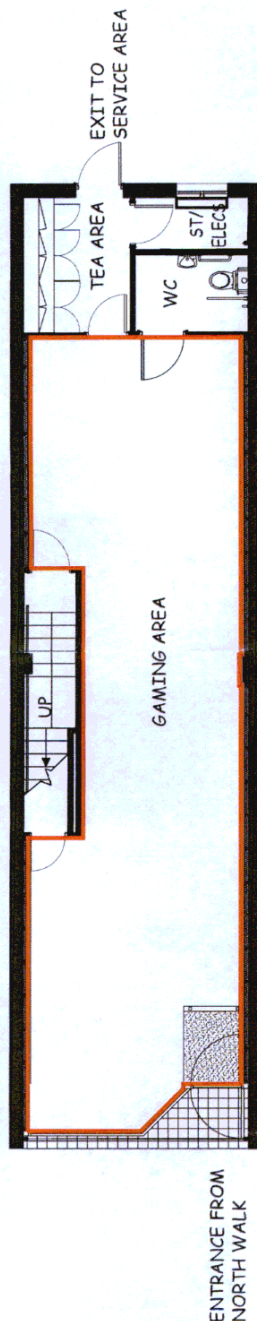
[Redacted Postal Address]

Postcode: [Redacted Postcode]

25. If you are happy for correspondence in relation to your application to be sent via e-mail, please give the e-mail address to which you would like correspondence to be sent:



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EXISTING GROUND FLOOR PLAN  
Scale 1:50

NOTES:

NO UNDER 18s WILL BE ADMITTED TO ANY PART OF THE PREMISES  
THE AREA EDGED RED SHOWS THE EXTENT OF THE AREA WHERE  
FACILITIES WILL BE PROVIDED FOR BINGO AND CATEGORY B, C  
AND D MACHINES ARE TO BE MADE AVAILABLE

<div>Abstract Design</div> <div>INTERIOR DESIGN CONSULTANTS TO THE LEISURE INDUSTRY</div>	<div>MILLFIELD CHAMBERS, 1A HIGHFIELD ROAD HALL GREEN, BIRMINGHAM, B28 0EL TELEPHONE - 0121 778 6060 E MAIL - abstractdesign@btconnect.com www.abstractdesign.net</div>	<div>CLIENT MIRAGE PROPERTY SERVICES LIMITED</div> <div>JOB TITLE SHIPLEYS AMUSEMENT CENTRE, 12 NORTH WALK, YATE, SOUTH GLOUCESTERSHIRE, BS37 4AP</div>	SCALE • A3	DRAWING TITLE	
			1:100	EXISTING GROUND FLOOR PLAN	
			DATE	DRAWN BY	
			JAN 2021	JD	DRAWING NO.
					591/51
					REV

## SHIPLEY'S LOCAL GAMBLING RISK ASSESSMENT

### PREMISES

Premises Name:	Shipley's Bingo Centre
Premises Address:	12 North Walk, Yate Shopping Centre, Yate
Premises Post Code:	BS37 4AP
Premises Licence Number	
Category of Premises	Bingo

### COMPANY

Operating Company:	
Operating Licence Number	

### ASSESSMENT WRITER

Name of Person Writing this Assessment:	
Position within the Company:	Compliance Consultant
Date that Original Assessment was written:	January 11 <sup>th</sup> 2021

### REQUIREMENT TO COMPLY

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.

Effective as at April 16<sup>th</sup> 2016

Social Responsibility Code Provision 10.1.1

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 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**

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

P&T 16.2.21

### **The Operator**

The Operator, and its related companies run by the Shipley family, have longstanding experience of operating bingo and adult gaming centre premises in London and the Midlands. It is familiar with the guidance in South Gloucestershire Councils Statement of Principles for Gambling (January 2019), although it appears that South Gloucestershire Council have not published a Gambling Area Local Profile. The company has an independent regime for testing the robustness of its policies & procedures and since the introduction of the Gambling Act 2005 (in 2007) has not been sanctioned by the Gambling Commission nor been subject to any Licence Review by a local authority.

### **Local Area Profile**

The purpose of this document is to assist staff in understanding and carrying out their responsibilities in running the premises including alerting them to any special problems of which they need to be aware in carrying out their duties.

- ⊗ The proposed Bingo premises have been trading as an Adult Gaming Centre for a number of years without incident. The premises are situated in the Shopping Centre within a primary shopping area. Nearby and adjacent traders are the Card Shop, William Hill, Pretty Nails Salon, Parsons Bakery, CEX and

Rymans Stationers. Also nearby are Barclays Bank , Nationwide Building Society, Furniture Shop, HSBC Bank and the British Heart Foundation. There is a wide range of national and local retailers within the Centre.

The venue is rectangular in shape with a seventeen foot frontage and double entrance doors from the pedestrian shopping area plus a fire exit leading onto the rear service yard. It is proposed that the bingo premises will offer proprietary electronic bingo equipment along with Category B3, C and D gaming machines.

The premises listed below all possibly have links to people who are potentially vulnerable to gambling related harm as either providing a source of funds to gamble or which provide gambling services. The applicant is mindful of this and staff training programmes and procedures ensure that customers that might display signs of gambling related problems are identified quickly and the appropriate action taken.

Betting Shops: William Hill, Ladbrokes and BetFred are all within easy walking distance.

ATM's: There are at least 4 ATM's within close proximity.

Pawnbrokers: Cheques & Change.

Public Houses: Wetherspoons Thorn's Farm is a short walk from the proposed premises.

### **Schools**

There are 5 schools within easy travelling distance of the town centre:

Yate Academy, Sunridge Park.

Brimsham Green School, Broad Lane.

St Mary's Church of England Primary School, Church Road.

Broadway Infant School, Broadway

St Pauls Catholic Primary School.

It is not unusual to see school & college students in the town centre after school hours. The risk of these students gambling is mitigated by the processes found on page 5 of this Risk Assessment. It should also be noted that there is no visibility of gambling through the entrance or the windows of the proposed bingo centre.



## CCTV

A modern high definition system will be installed throughout the proposed premises. All CCTV images will be stored in the appropriate GDPR fashion and images will be made available to the Police and licensing authority to recover any required images.

### Gambling Act 2005 – The Licensing Objectives

The Gambling Act 2005 sets out the three licensing Objections (LO), which are;

- A. Preventing Gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- B. Ensuring that Gambling is Conducted in a fair and open way; and
- C. Protecting children and other vulnerable people from being harmed or exploited by gambling;

Risk Assessment	LO	Level of Risk	Impact	Control System	Risk Management	Reviewed
Children entering site unnoticed or unchallenged	(C)	Low	Severe to business Severe to child Breach of conditions	Interior Design	* Effective monitoring of entrance by staff with well positioned cash desk having direct line of entrance to premises. Clear signage +18	Jan 2021
				Exterior Design	* Frontage of Venue designed so as not to be attractive to children	Jan 2021
				Physical	CCTV coverage of entrance linked to office, position of cash desk and staff to monitor main entrance. Staff constantly walking around the venue	Jan 2021
				Systems	* Think 25 policies in place and implemented * Use of Bingo Association resources for age verification testing. * Regular staff training (6 monthly) in house. * Adherence to company policies. * clear & prominent premises signage and machine labelling. * Think 25 material displayed. * Regular monthly review of incident report logs.	Jan 2021

							*Policies & Procedures in place and regularly reviewed.	
Out of control gambling by other vulnerable persons	(C)	Low	Non-compliant to social responsibility	Systems			*Customer interaction policy & procedure/log adhered to. *Liaison with head office	Jan 2021
Failure to deal with Customers making complaints about the outcome of Gambling	(B)	Low		Physical			*Machine maintenance carried out by our engineers *Machine turned off immediately should fault be identified. *Machines only acquired from licensed suppliers	Jan 2021

Risk Assessment	LO	Level of Risk	Impact	Control System	Risk Management	Reviewed
Failure to deal with consumers making complaints about the outcome of Gambling(continued)	(B)	Low	Moderate to business Severe to customer	Systems	*Complaints procedure & forms available on premises. *Half yearly staff training on company policy. *Complaint with Company practices and policies.	Jan 2021
Failure to provide information to players on responsible gambling.	(C)	Low	Moderate to business Severe to customer	Physical	*Stay in Control posters displayed prominently. *Sufficient quantity of stay in control leaflets, discretely located. *machine labelling displaying national gambling helpline.	Jan 2021
				Systems	*Stock control system in place for leaflets. *Ensure adherence with company policies and practices *Regular checks to ensure systems in place.	Jan 2021
Failure to recognise signs associated with problem gambling or substantial changes in gambling style	(c)	Low	Moderate to business Severe to customer	Interior Design	*Players positions effectively monitored *Play's behaviour closely monitored	Jan 2021
				Systems	*Staffed trained in customer interaction in line with company policies and practices *Clear policy to record the procedure for interaction and level of staff that are authorised to intervene (manager)	Jan 2021
Failure to properly administer the self-exclusion process and maintain its effectiveness thereafter, including breaches and reinstatements.	(C)	Low	Moderate to business Severe to customer	Physical	*CCTV effectively positioned on entrance to benefit identification.	
				Interior Design	*consideration given to internal layout so as to ensure effective monitoring of customers entering the premises and those that might enter in order to gamble on behalf of a self-excluder	
				Systems	*All data subject to quarterly review. *Tablet using SmartEXCLUSION paperless self-exclusion solutions, for those wishing to self-exclude	



						<ul style="list-style-type: none"> <li>*Details of self excluded customers distributed to other bingo premises and operators via the Bingo Association MOSES scheme.</li> <li>*Customer complaints to be fully investigated in accordance with policy and referred to nominated ADR 3<sup>rd</sup> party as required by the LCCP.</li> <li>*Compliant with Policies and Practices and log it</li> </ul>
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Risk Assessment	LO	Level of Risk	Impact	Control System	Risk Management	Reviewed
Failure to identify attempts to launder money on premises. (e.g. dye stained notes) and to follow correct reporting procedure	(A)	Low	Severe to business Low to customers	Interior Design	<ul style="list-style-type: none"> <li>*Effective monitoring of customer's behaviour by good lines of sight from staff members, as well positioned CCTV</li> </ul>	Jan 2021
				Physical	<ul style="list-style-type: none"> <li>*Change machines and note acceptors regularly checked</li> <li>*TITO tickets not transferable to other premises.</li> </ul>	Jan 2021
				Systems	<ul style="list-style-type: none"> <li>*Fully compliant with LCCP requirements</li> <li>*Comply with company's policies and practices in particular the reporting procedure to company appointed Money Laundering Officer.</li> <li>*Review unusual patterns of play (as per PoCA), non regular players and consider exclusion or reporting.</li> </ul>	Jan 2021
Poor security increasing vulnerability to crime	(A)	Low	Severe to business Severe to customers	Physical	<ul style="list-style-type: none"> <li>*Static panic Alarm</li> <li>*Staff Guard Personal Panic alarm fob</li> <li>*Intruder alarm installed and regularly serviced.</li> <li>*Effective CCTV coverage with data stored for 30 days</li> <li>*Safes kept locked at all times not in use</li> </ul>	Jan 2021
				Exterior Design	<ul style="list-style-type: none"> <li>*No visibility of gambling from outside.</li> <li>*Police in close proximity to premises</li> </ul>	Jan 2021
				Systems	<ul style="list-style-type: none"> <li>*staff's personal floats limited to £80.00</li> <li>*Key storage and authorisation of use policy in place</li> <li>*Regular liaison with local police</li> <li>*incident log maintained for police called for assistance</li> <li>*Staff Guard system</li> <li>*Subscribe to Bingo Association &amp; BACTA's crime bulletins</li> </ul>	Jan 2021
Awareness of heightened local crime in the local area	(A)			Systems	<ul style="list-style-type: none"> <li>In line with national urban levels. NO heightened risk</li> <li><a href="https://www.police.uk">https://www.police.uk</a></li> <li><a href="https://ukcrimestats.com">https://ukcrimestats.com</a></li> <li><a href="https://www.gov.uk/government/collections/crim-statistics">https://www.gov.uk/government/collections/crim-statistics</a></li> </ul>	Jan 2021

Awareness of student learning facilities (schools & colleges) in the local area	(C)			Systems	*There are a number of colleges and schools in immediate vicinity *Entrance monitoring given extra resources between 3pm and 4pm on school/college days, Think 25+ policy	Jan 2021
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Risk Assessment	LO	Level of Risk	Impact	Control System	Risk Management	Reviewed
Awareness of residential facilities for the vulnerable in local area	(C)			Systems	*No care homes or other residential facilities for the vulnerable in the vicinity <a href="http://www.carehome.co.uk">http://www.carehome.co.uk</a>	Jan 2021
Awareness of gambling care agencies in local area	(C)			Systems	*No facilities for problem gambling in the vicinity. <a href="http://www.gamcare.org.uk">www.gamcare.org.uk</a> <a href="http://www.gordonmoody.org.uk">www.gordonmoody.org.uk</a>	Jan 2021
Assessment Review						
e.g. Every 12 months or after any incidents or changes		Date Review Due :		January 2022		
Signature of Lead Assessor						