

**Inspection guide - Alcohol Licensed Premises**

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| Premises name and address |
| Premises person(s) present |  |
| Authorised Officer(s) |  |
| Signature of Authorised Officer(s) |  |
| Date and time of the assessment |  |
|  | Please tick sections completed |
| 1. Pre-Assessment Checks
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| 1. Visual Assessment
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| 1. Equal Chance Gaming and Exempt Gaming
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| 1. Additional Questions
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| 1. Action Points
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| 1. **Pre-assessment Checks**
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| 1.1) Permission to site gaming machines**Does the premises hold either of the following permissions?**Automatic entitlement to two machines (GA05 s282)This authorises the premises to site two category C or D MachinesLicensed premises gaming machine permits (GA05 s283)This authorises the premises to site a specified number of category C or D machines  |
| 1.2) Removal of automatic entitlement (GA05 s284)**Has an order been made to remove the automatic entitlement to two machines?**

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| Yes |   |
| No |  |

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| Licensing Authorities can remove the automatic authorisation where: it is not consistent with the Licensing Objectives to site the gaming machines, gaming has taken place on the premises which breaches GA05 s284, the premises is mainly used for gaming, an offence under the Gambling Act has been committed on the premises |

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| **2) Visual Assessment**Compliance with these provisions can usually be established through a visual assessment, but may require further information from staff members |

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| 2.1) Permit on Premises (GA05 Schedule 13 paragraph 8/SSI 2007/ 505 provision 10).**Is the licensed premises gaming machine permit kept on the premises?** |

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| Yes/ N/A | 0  |
| No | 10 |

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| This does not apply for notifications for two machines |
| 2.2) Gaming Machines Available for Use**Is the premises only offering Category C and D gaming machines in line with allowances detailed under the premises permission?** |

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| Yes | 0  |
| No | 10 |

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| 2.3) Gaming Machine Display Requirements SI 2007 / 2319 and SI 2007 / 2320**Do all gaming machines display:*** What category it is?
* The name and telephone number for assistance with problem gambling?
* That the machine is not to be used by child/ young person unless it is a category D?
* The percentage return to player?
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| Yes | 0  |
| No | 10 |

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| The information above needs to be readily accessible by a person using the machine. It may be found on the machine cabinet or within the information shown on screen.Machines could be supervised by staff whose duties include such supervision (including bar or floor staff) or by other means (Code of practice for gaming machines in clubs and premises with an alcohol licence – For club gaming permits, club machine permits and alcohol licensed premises - March 2012). |
| 2.4) SWP (Skill with Prize) Machines**If Skill with Prizes machines are available at the premises – do they offer gaming machine content or are they presented in a way that would classify them as gaming machines?** |

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| Yes | 10  |
| No | 0 |

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| SWPs are not gaming machines and do not require a licence or permit. Sometimes, it can be difficult to tell the difference between SWPs and gaming machines. Please take the following into account:* Is the machine offering a game in which the outcome is entirely dependent on chance?
* Does the game involve an element of chance and skill?
* Is the element of chance significant enough to make a difference to the game outcome?
* Is the game presented as having an element of chance? Does the machine present language, symbols, graphics etc. associated with gambling? (One of these elements on its own may not define the machine as a gaming machine).

P.T.OAnswering yes to any of the above may mean that the machine is a gaming machine rather than an SWP.It would be difficult to manufacture a genuine SWP machine that was economically viable and offered prizes over £50. |
| 2.5) Main Use of Premises (GA05 Schedule 13 paragraph 16/SSI 2007 /505 provision 16c)**The premises must be not be mainly used for making gaming machines available. Is the premises compliant?** |

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| Yes | 0  |
| No | 10 |

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| 1. **Equal Chance Gaming/ Exempt Gaming**
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| 3.1) Equal Chance Gaming (GA05 Section 279)**Where equal chance gaming is provided, does it comply with the conditions below:*** No amount is deducted or levied from the sums staked or won
* No participation fee is charged
* No linking of games with games played in other premises
* Persons under 18 are excluded from the gaming
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| Yes/ N/A | 0  |
| No | 10 |

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| Equal chance gaming is gaming that does not involve staking against a bank. The chances of winning should be equally favourable to all participants. It can include games such as poker, bingo, dominoes and cribbage. |
| 3.2) Equal Chance Gaming – Stakes and Prizes (SI 2007 / 1940)**Where equal chance gaming is provided, does it comply with the regulations on stakes and prizes shown below?*** All gaming (except dominoes and cribbage) - stakes limit of £5 per person per game
* Poker – total stakes limit of £100 per day
* Poker - prize limit of £100 per game
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| Yes/ N/A | 0  |
| No | 10 |

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| Limits on prizes are only placed on games of poker. For bingo prize limits, please see question below. All other gaming has no prize limits. |
| 3.3) Bingo (GA05 Section 281)**Where bingo is provided, the total stakes or prizes must not exceed £2000 in any seven day period. Is the premises compliant?** |

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| Yes/ N/A | 0  |
| No | 10 |

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| If the £2000 limit is exceeded, the Gambling Commission must be notified. An offence is committed if the limit is exceeded more than once in any rolling year and an appropriate operating licence is not in place (GA05 Section 281) |
| 3.4) Exempt Gaming – Code Provisions (Code of Practice for Equal Chance gaming for clubs and alcohol licensed premises)**Are the following code provisions satisfied?*** games are held in areas restricted to adults
* checking of age is carried out for potentially underage players
* games are conducted in supervised places
* equipment is supplied by the premises and secured when not in use
* rules should be displayed or otherwise available
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| Yes/ N/A | 0  |
| No | 10 |

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| 1. **Additional Questions**
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| 4.1) Commercial Betting (GA05 s33 and s37)**Is the premises offering betting?** |

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| Yes | 10  |
| No | 0 |

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| Commercial betting isn’t allowed in pubs. This includes the premises acting as “bookmaker”, the premises acting as an intermediary by accepting bets on behalf of a licensed operator and a licensed operator (or their agent) directly accepting bets on the premises. |
| 4.2) Lotteries (Sch 11 GA05)**If the premises is offering a customer lottery, does it meet the following requirements?*** The lottery is only run for its customers at the time they are on the premises
* Tickets must not be sold to children under 16 years of age
* No prize can be more than £50 in value
* No rollover of prizes from one lottery to another is permitted
* Only one lottery draw is permitted in each period of seven days
* Tickets must display the name address of the promoter, the price of the ticket, the people who can buy tickets and that rights conferred by the sale of the ticket are not transferrable.
* The lottery may only be advertised on the premises where tickets are sold
* No profit can be made (customers lotteries are not suitable for fundraising)
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| Yes/ N/A | 0  |
| No | 10 |

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| Lotteries are a form of gambling and must be offered in compliance with the requirements primarily laid out within Schedule 11 of the Gambling Act 2005. It defines exempt lotteries and applicable conditions covering areas such stakes and prizes, ticket information and suitability for fundraising. |
| 4.3) Employment of Children (GA05 Section 54)**Does the premises employ a child/ young person to work where gaming machines are situated where they may be required to perform a function in connection with a gaming machine?** |

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| Yes | 10  |
| No | 0 |

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|  | **Assessment Score**:……….……./ 120 |

1. **5) Action Points**

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| Question Number | Issue/ Resolution |
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‘Assessment outcome letters’ are available for you to use and can be downloaded from the LLEP website. Where possible, please share this letter, or the notes shown above, with your Gambling Commission Compliance Manager.