

**Inspection guide – Unlicensed Family Entertainment Centres**

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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 |  | |
| Permit reference number |  | |
| Permit expiry date |  | |
|  | | Please tick sections completed |
| 1. Visual Assessment | |  |
| 1. Additional Questions | |  |
| 1. Action Points | |  |

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| **1) 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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| 1.1) Wholly or Mainly Used for Making Machines Available (GA05 Section 238)  **Is the premises wholly or mainly used for making gaming machines available for use?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | |
| Gaming machines should not be available in certain non-gambling premises (i.e. fish and chip shops, mini cab offices) and a clear distinction between environments where gambling takes place and where it should not should be maintained. | |
| 1.2 Multi-Use Premises  **Are the machines sited within a designated, enclosed area?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | |
| It is generally not permissible for such premises to correspond to an entire shopping centre, airport, motorway service station or similar. Machines should not be sited in corridors or walkways which form part of the larger building. | |
| 1.3) Gaming Machines Available for Use  **Is the premises only offering Category D machines?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | |
| 1.4 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 * the % return to player? | |  |  | | --- | --- | | Yes | 0 | | No | 10 | |

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| 1. **Additional Questions** |

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| 2.1) Permit on Premises (GA05 Schedule 10 paragraph 19).  **Is the permit kept on the premises?** | |  |  | | --- | --- | | Yes/ N/A | 0 | | No | 10 | |
| 2.2) 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?** | |  |  | | --- | --- | | Yes | 10 | | No | 0 | |
| 2.3) Supervision  **Is there adequate supervision of the gaming machines to ensure that any risks to the Licensing Objectives are suitably managed?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | |
| 2.4) Statement of Policy – Considering Permits (GLA Section 24.8)  Where the Licensing Authority has included a statement of principles that it proposes to apply when exercising its functions in considering applications for permits:  **Is the premises operating in accordance with the statement of principles?** | |  |  | | --- | --- | | Yes/ N/A | 0 | | No | 10 | |
| Licensing authorities may have included matters relating to the protection of children from being harmed or exploited by gambling. It may also be specified that plans for the uFEC must be submitted. | |

1. **3) 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.