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| **Expected Control Procedures** | **In place** | **Evidence Available** | **Comments** |
| **Yes/No/N/a** |
| **Objective: Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime** |
| 1. Use of appropriately trained staff, including door and other staff and staff rota ensures trained staff are on duty at all times.
 |  | Staff details including qualifications, number of staff and staff duty rota with locations.Staff training records in relation to crime prevention measures. |  |
| 1. Notices are prominently displayed on the premises and visible to members of the public stating:
2. CCTV is recording on the premises (where required by legislation) – kept for minimum of 31 days and available to the police and the Licensing Authority on request
3. Drugs will not be tolerated and persons found possessing/dealing will be excluded from the premises
4. Drunkenness and those under the influence of drugs will not be tolerated on the premises
 |  | Notices with relevant informationCCTV records retained for minimum of 31 daysDrugs/Alcohol policy |  |
| 1. Staff are able to survey entrances, exits and any dark or hidden areas.
 |  | Plan of the premises confirming the design and layout of the premises:* Location of lighting inside and outside the premises
* Location of any physical security features eg CCTV equipment, its coverage of the interior and exterior of the premises
 |  |
| 1. Proof of age schemes
 |  | Information on proof of age schemes |  |
| **Expected Control Procedures** | **In place** | **Evidence Available** | **Comments** |
| **Yes/No/N/a** |
| **Objective: Ensuring that gambling is carried out in a fair and open way** |
| 1. Rules and terms of gambling are in place which ensure customers can make an informed decision as to whether and how to participate in gambling:
2. Information is bold, precise and clearly located on or near where the game or bet is placed
3. Where the customer base includes people whose first language is not English, notices are in other languages as appropriate
4. Information displayed includes:
	1. Rules of the game or bet
	2. The odds of winning or losing in different scenarios
	3. Changes in the rules which must be bold, precise and communicated to the customer
	4. The average return to the player
	5. The minimum and maximum stakes
	6. Information about the machine characteristics (eg compensated or random)
	7. Dispute and complaints procedure
5. No advertising or other marketing tool inside or outside the premises or any part of the media which misleads the customer as to the rules of the game or encourages them not to read the rules
6. Layout of the premises ensures that the games and bets can be conducted in a fair and open way.
 |  | Contractual terms and conditions of gamblingNotices displayedDispute and complaints procedurePlan of the premises confirming the design and layout of the premises |  |

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| **Expected Control Procedures** | **In place** | **Evidence Available** | **Comments** |
| **Yes/No/N/a** |
| **Objective: The protection of children and other vulnerable persons from being harmed or exploited by gambling** |
| 1. The design and layout of the premises and any external signage, advertising or promotional material is not aimed or marketed at attracting children to premises or areas which are reserved for adult gambling
2. Children are prevented from being in close proximity to types of gambling restricted to adults
3. Staff have been appropriately trained to understand:
	1. Which class of machines are restricted to adults only
	2. Any areas where children and young persons are not to be permitted
	3. Child protection requirements
	4. Reporting concerns about the welfare of a child to children and families within the Council
	5. Reporting concerns about the welfare of vulnerable persons to the adult services within the Council
4. There is supervision of entrances
5. There is segregation of gambling from areas frequented by children
6. There are separate and identifiable entrances and exits from parts of buildings with more than one licence
7. For category C or above machines:
	1. all such machines are located in an area of the premises separated from the remainder of the premises by a physical barrier
	2. only adults are permitted to the area where machines are located
	3. access to the area where the machines are located is supervised
	4. the area is arranged so that it can be observed by staff
	5. there are prominent notices displayed indicating that access to the area is prohibited to persons under 18
 |  | Plan of the premises confirming the design and layout of the premisesStaff training recordsPhysical barriersStaff rota showing location Notices on display |  |

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| **Expected Control Procedures** | **In place** | **Evidence available** | **Comments** |
| **Yes/No/N/a** |
| **Objective: The protection of children and other vulnerable persons from being harmed or exploited by gambling** |
| 1. Convictions or cautions in relation to the admission of under 18 year olds have been properly addressed:
	1. limits to when children can be admitted to the premises during hours of operation
	2. children under a certain age are required to be accompanied by an adult
	3. an age limitation for under 18s
	4. access is limited to certain parts of the premises
 |  | Proof of age schemePlan of the premises confirming the design and layout of the premisesStaff training recordsPhysical barriersStaff rota showing location Notices on display |  |