



14<sup>th</sup> September 2021

You are summoned to attend a meeting of the **PLANNING COMMITTEE**, to be held at **7pm** at the Bat & Ball Centre on **Monday 20<sup>th</sup> September 2021**.

**Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.**

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/x0aC3tvzwoY> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk) or by request. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Please note that the Planning Committee forward recommendations as a statutory consultee to the local Planning Authority, and therefore the final responsibility for approving or refusing an application rests with Sevenoaks District Council.

**Town Clerk**

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

### **Committee Members**

CLlr Bonin  
CLlr Busvine OBE  
CLlr Camp – **Vice Chairman**  
CLlr Dr Canet – Mayor  
CLlr Clayton  
CLlr Eyre  
CLlr Granville-Baxter  
CLlr Hogarth

CLlr Michaelides  
CLlr Morris Brown  
CLlr Mrs Parry  
CLlr Parry  
CLlr Piper  
CLlr Raikes – **Chairman**  
CLlr Shea  
CLlr Waite

### **PUBLIC QUESTION TIME**

To enable members of the public to make representation or to put questions to the Committee on any planning matters, with the exception of individual planning applications which will be considered under a later agenda item.

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Brackbourne Vale Road  
Sevenoaks, Kent TN13 3QG

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**Town Clerk**

## AGENDA

- 1 APOLOGIES FOR ABSENCE  
To receive and note apologies for absence.
  
- 2 REQUESTS FOR DISPENSATIONS  
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).
  
- 3 DECLARATIONS OF INTEREST  
To receive any disclosures of interest from Members in respect of items of business included on the agenda for this meeting.
  
- 4 MINUTES (Pages 5-32)  
To receive and agree the Minutes of the Planning Committee Meeting held on 6<sup>th</sup> September 2021.
  
- 5 COVID-19: PLANNING COMMITTEE ARRANGEMENTS
  - a) To note that the Town Council is moving to face-to-face meetings, following the lifting of public health restrictions on 19<sup>th</sup> July 2021. These are to be held initially at Bat & Ball Centre and live streamed on Youtube.
  
  - b) To note that Councillors can attend meetings via Zoom, however will not be able to vote and will be counted as not legally present.
  
  - c) To note that all arrangements are subject to review.
  
- 6 DEVELOPMENT CONTROL COMMITTEE
  - a) To receive notice that the following prior approval application was refused by the Development Control Committee on Thursday 9<sup>th</sup> September 2021.
    - 21/02502/PAC – 160 London Road
  
  - b) The reasons for refusal as follows:
    1. In the absence of adequate information surrounding the use of parking spaces, the applicant has not satisfactorily demonstrated that the highways impacts of the development are acceptable.

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Town Clerk

- 7 CONSULTATION ON AMENDED KCC APPLICATION KCC/SE/0045/2021 – SEVENOAKS GRAMMAR ANNEXE/TRINITY SCHOOL SITE (Pages 33-34)
- a) To receive KCC’s consultation on an amended application for Sevenoaks Grammar Annexe/Trinity School site.
- b) To note STC’s previous recommendation, processed under Chairman’s Action and forwarded to KCC on 20<sup>th</sup> April 2021 (See Appendix, page 35)
- c) To note that the deadline for comment is 4<sup>th</sup> October 2021 and that further information can be found via the following link:  
<https://www.kentplanningapplications.co.uk/Planning/Display/KCC/SE/0045/2021>
- 8 SEA SCOPING REPORT BY AECOM
- a) To discuss and approve the collated comments of Councillors regarding the previously circulated SEA Scoping Report.
- b) To receive and approve the Scoping Report, with Cllr comments to be taken into consideration and the report to be forwarded to Statutory bodies for five week consultation.
- 9 SDC GAMBLING POLICY CONSULTATION (Pages 37-71)
- a) To receive SDC’s Statement of Licencing Policy draft for the Gambling Act 2005 as its Statutory Consultee.
- b) To discuss and agree any comments for inclusion in the final draft to be forwarded to the District Council’s Licencing Team.
- c) To note that the deadline for comment is 20<sup>th</sup> October 2021 and that the final draft will be presented to the Licencing Committee on 2<sup>nd</sup> November 2021.
- 10 PLANNING APPLICATIONS (Pages 73-76)
- a) The meeting will be adjourned to enable members of the public, by prior arrangement, to speak on individual planning applications which are on the current agenda.  
**Members of the public wishing to speak and address the Planning Committee must register to do so with the Town Council by 12noon on the date of the meeting, stating that they wish to speak.**
- b) The meeting will be reconvened to consider planning applications received during the two weeks ending 13<sup>th</sup> September 2021.

11 PRESS RELEASES

To consider any item in this report that would be appropriate for a press release.

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**Town Clerk**

Minutes of the PLANNING COMMITTEE meeting held on Monday 6<sup>th</sup> September 2021 at 7:00pm at Bat & Ball Centre, available to view on YouTube: <https://youtu.be/8AXvIKf1QyQ>

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**Present:**

**Committee Members**

Cllr Bonin	Remote Attendance*	Cllr Michaelides	Present
Cllr Busvine OBE	Present	Cllr Morris Brown	Apologies
Cllr Camp – Vice Chairman	Apologies	Cllr Mrs Parry	Present
Cllr Dr Canet - Mayor	Present	Cllr Parry	Present
Cllr Clayton	Remote Attendance* left at 19:57	Cllr Piper	Present
Cllr Eyre	Present	Cllr Raikes - Chairman	Present
Cllr Granville-Baxter	Apologies	Cllr Shea	Present
Cllr Hogarth	Apologies	Cllr Waite	Apologies

**Also in attendance:**

Town Clerk  
 Planning Committee Clerk  
 Nick Chapman, Acting Environmental Health Manager at SDC

\*Members attending via Zoom took part in the discussion but were not permitted to vote on matters under consideration, legally they do not constitute as being “present” at the meeting.

**PUBLIC QUESTION TIME**

None.

**At 7pm, prior to the commencement of the meeting, there was a presentation from the Sevenoaks District Council’s Acting Environmental Health Manager relating to the Environmental Health team’s role in the planning application process. The presentation was followed by a Q & A session. (Please see appendix for the presentation slides).**

**235 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**236 DECLARATIONS OF INTEREST**

Cllr Eyre declared a non-pecuniary interest in The Stag Community Arts Centre.

**237 DECLARATIONS OF LOBBYING**

None.

**238 MINUTES**

The Committee received the MINUTES of the Planning Committee Meeting held 23<sup>rd</sup> August 2021.

Cllr Piper requested that [Minute no. 231], under **30mph SID** be amended to clarify “Brittains Lane” as “Brittains Lane (the narrow part)”.

Cllr Parry requested that [Minute no. 231 iii.] be amended to clarify “the station” as “Sevenoaks Station”.

**It was RESOLVED** that the minutes be approved with the above amendments made.

239 COVID-19: PLANNING COMMITTEE ARRANGEMENTS

a) It was noted that meetings had commenced face-to-face following the lifting of public health restrictions on 19<sup>th</sup> July 2021, to be live streamed on Youtube.

b) It was noted that all arrangements were subject to review.

240 NOMINATIONS FOR ASSETS OF COMMUNITY VALUE UNDER THE COMMUNITY RIGHT TO BID

a) Councillors noted that Sevenoaks District Council confirmed receipt of the following nominations made by STC for Assets of Community Value.

**CTtB – The Stag Community Arts Centre**

**CRtB – Bradbourne Lakes**

**CRtB – Sevenoaks Kaleidoscope: Gallery, Museum and Library**

241 TOWN/PARISH HIGHWAY IMPROVEMENT PLAN DRAFT

a) Councillors received and discussed the Town/Parish Highway Improvement Plan draft, and agreed that the document’s contents be reprioritised and locations without recorded issues within the last three years be removed.

b) It was **RESOLVED** that Cllr Shea and Cllr Parry form a Working Group to amend the draft, to be brought back to the Planning Committee for consideration at the Planning Committee Meeting to be held on 4<sup>th</sup> October 2021.

242 DEVELOPMENT CONTROL COMMITTEE

a) Councillors noted that the following application is due to be considered by the Development Control Committee on Thursday 9<sup>th</sup> September 2021.

- 21/02502/PAC – 160 London Road

b) It was **RESOLVED** that Cllr Bonin be registered to speak on the application on behalf of Sevenoaks Town Council and report back with the results of the Development Control Committee’s discussion and views expressed.

243 KCC CONSULTATION FOR SEVENOAKS GRAMMAR ANNEXE – CHAIRMAN’S ACTION

a) The Committee noted receipt of KCC consultation regarding the below application.

- KCC/NMA/0166/2021 – Sevenoaks Grammar Annexe, Seal Hollow Road

b) The Committee noted that this was processed under Chairman’s Action and forwarded to KCC on 25<sup>th</sup> August 2021 with a recommendation for approval.

244 PLANNING APPLICATIONS

(a) No members of the public registered to speak on individual applications.

(b) The Committee considered planning applications received during the two weeks ending 30<sup>th</sup> August 2021. **It was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

245 PRESS RELEASES

None.

There being no further business the Chairman closed the meeting at 20:35.

Signed .....  
Chairman

Dated .....

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# Planning Applications Considered

Applications considered on 6-9-21

<b>1</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	<b>20/03804/FUL</b>	Emma Gore 08-09-2021	Cllr Dr Canet	Rob Ranson
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Sevenoaks Town Football Club		Greatness Playing Fields	Mill Lane	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				20/08/21

**20/03804/FUL - Amended plan**  
**Construction of new covered stands, club house and changing room facilities and associated landscaping works.**

**A summary of the main changes are set out below;**  
**Submission of Phase 2 Site Investigation report**

*Comment*

**Sevenoaks Town Council advised by SDC lawyer not to comment on applications on land owned by the Town Council.**

# Planning Applications Considered

Applications considered on 6-9-21

<b>2</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/01254/FUL	Mark Mirams 15-09-2021	Cllr Shea	Sarah Cottingham 01322 274 660
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
c/o Agent		Sevenoaks Gasholder Station	Cramptons Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				25/08/21

**21/01254/FUL - Amended plan**

**Construction of a residential development of 136no. Dwellings, new vehicular accesses from Otford Road and Cramptons Road, associated parking, landscaping, drainage, boundary treatments and earthworks.**

**A summary of the main changes are set out below:**

**The application has been amended to incorporate changes to the townhouse designs, additional parking spaces and slight changes to the accesses arrangements to provide visibility splays.**

*Comment*

**Sevenoaks Town Council continues to recommend refusal on the following grounds:**

- 1. Layout and density of the development are not consistent with the Allocated Development Management Plan of 2015, nor the emerging and widely-consulted on Neighbourhood Development Plan or Local Plan for the site, being significantly taller and more dense;**
- 2. The ten-storey rotunda tower is overdeveloped, overbearing, out of character and of a height incongruous with the residential character of the area. There are no buildings above four storeys in that locality and the loss of the former industrial gasometers is welcomed by residents of the area;**
- 3. The design and materials are out of keeping with the SDC Residential Character Area Assessment for the areas local to it;**
- 4. The rotunda tower would be intrusive to the green belt and SSSI which it would be adjacent to;**
- 5. The rotunda tower would be solid, impermeable to light and views and internally lit at night, unlike the predecessor (and now non-existent) gasometer, impacting visual amenity for a considerable distance;**
- 6. The townhouses on Cramptons Road are not in keeping with the Residential Character Area Assessment and have an uncomfortable relationship with the neighbouring properties with overlooking and loss of privacy issues;**
- 7. Adequacy of parking is insufficient with a risk of overspill on-street parking in an area with already high demand. Sevenoaks Town Council recommended that the KCC policy of one space per unit be adhered to;**
- 8. Lack of social housing – Sevenoaks Town Council recommended that 40% of the units be made available as affordable social rented housing, as per SDC policy, in perpetuity.**

**Informatives:**

**The application includes a travel plan, which proposed frequent post-occupancy reviews of resident journeys and a car club as mitigation for lower parking levels and assumptions of residents not needing personal transport in this location. With the further delay to fast services from Bat and Ball Rail Station and with existing bus routes being tailored to a neighbourhood of car owners, any Travel Plan must be binding and enforceable.**

**The Town Council noted that this scheme makes a positive contribution to the green spaces of the area, and indeed there are very few green public spaces or play facilities in the Cramptons Road/Moor Road/Swanzy Road area. Public access to maintained public space and play facilities must be permanently ensured.**

**The applicant states that the infrastructure for vehicle charging points can be provided. Any development should be conditional upon comprehensive provision of charging points for electric cars and bikes given their rapid increase in popularity and availability.**

**The scheme as submitted is substantially larger than envisaged in the ADMP or NDP. It is vital that infrastructure is able to cope with 136 new families in the area and at present healthcare and education (particularly primary education) are at capacity. The applicant's Design and Access Statement draws attention to schools which are operating at very tight**

# Planning Applications Considered

Applications considered on 6-9-21

catchments, plus one which doesn't exist any longer. It covers medical centres without reference to a single GP practice, which we know to be under great pressure. Public transport infrastructure in this location is not designed for dense, low-car owning developments as might be the case in London boroughs, with few bus services serving the area at infrequent intervals and, whilst the site is undeniably close to a rail station, the services from Bat and Ball station do not compete for most London-bound commuters with those at Sevenoaks station. Bat and Ball junction is highly congested with unsignalled and hard-to-use pedestrian crossings and zero cycle infrastructure. Significant investment will be needed in local infrastructure to meet the expectations of this development and should be reflected in the Section 106/ CIL heads of terms.

The Town Council encloses a more detailed report on its views as an added informative. (See attached)

<b>3</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/01801/HOUSE	Samantha Simmons 09-09-202	Cllr Piper	Frank Knight
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr R Johnson			16 Croft Way	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				18/08/21

**REVALIDATED:**

Double storey side, single rear and first floor side extensions. Loft and garage conversion to habitable spaces. Rear dormer and balcony. Alterations to fenestration. Raised terracing to garden. Removal of chimneys. Raised terracing to garden.

A summary of the main changes are set out below:  
Amended existing plans.

*Comment*

Sevenoaks Town Council recommended approval with the condition of installation of the Juliet balcony with no outside seating.

<b>4</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02595/HOUSE	Hayley Nixon 08-09-2021	Cllr Michaelides	George Burn 07815 1337
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr E & Mrs Foulkes		The Chantry	High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				17/08/21

Replacement and relocation of internal first to second floor staircase, insertion of rear facing rooflight over floor light to main staircase, and installation of solar photovoltaic panels to existing shed in rear garden including cabling back to main house.

*Comment*

Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the design and materials proposed.

# Planning Applications Considered

Applications considered on 6-9-21

<b>5</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02596/LBCALT	Halyey Nixon 08-09-2021	Cllr Michaelides	George Burn
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr E & Mrs Foulkes		The Chantry	High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				17/08/21
<b>Replacement and relocation of internal first to second floor staircase, insertion of rear facing rooflight over floor light to main staircase, and installation of solar photovoltaic panels to existing shed in rear garden including cabling back to main house.</b>				

*Comment*

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the design and materials proposed.**

<b>6</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02650/HOUSE	Samantha Simmons 09-09-202	Cllr Parry	Phillip Hobbs 01732 7600
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr T Page		Ardsheal	75 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				18/08/21
<b>Conversion of existing garage to habitable space and addition of rear extension. First floor extension and a new dormer to serve enlarged attic room with roof alterations.</b>				

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>7</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02661/HOUSE	Holly Pockett 15-09-2021	Cllr Parry	Martin Bush 01732 74077
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr J Boorman			6 Stafford Way	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/08/21
<b>Erection of single storey side extension and alterations.</b>				

*Comment*

**Sevenoaks Town Council recommended approval.**

# Planning Applications Considered

Applications considered on 6-9-21

<b>8</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02669/HOUSE	Samantha Simmons 10-09-2021	Cllr Camp	Offset Architects 01732 7 5000
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr O'Keefe		Mayfield	Linden Chase	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				19/08/21
<b>Extensions and refurbishment to the existing property; demolition of existing garage and construction of new detached garage with associated landscaping.</b>				

*Comment*

**Chairman presenting Cllr Camp's recommendation:**

**Sevenoaks Town Council recommended approval, providing the Planning Officer is satisfied that:**

- there is no overlooking or loss of amenity from the new windows for the neighbouring properties
- the proposal is in line with recommendations from the Residential Character Area Assessment.

<b>9</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02687/HOUSE	Anna Horn 11-09-2021	Cllr Hogarth	Scott Wilson 07515 8996 00
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr N Jones			5A St Johns Hill	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				20/08/21
<b>Proposed loft conversion with hip to gable with barn hip roof extension to side elevation, crown top dormer to rear elevation &amp; 5 No rooflight windows to front elevation. Removal of chimney</b>				

*Comment*

**Chairman presenting Cllr Hogarth's recommendation:**

**Sevenoaks Town Council recommended approval.**

<b>10</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02691/FUL	Sean Mitchell 16-09-2021	Cllr Eyre	Eren Munir 07985 392133
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr K Cummins			79 Weald Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				25/08/21
<b>Demolition of existing dwelling and the erection of a replacement detached dwelling.</b>				

*Comment*

**Sevenoaks Town Council recommended approval.**

# Planning Applications Considered

Applications considered on 6-9-21

<b>11</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02694/HOUSE	Anna Horn 10-09-2021	Cllr Eyre	Stuart Coleman 01892 537494
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Smith		Treetops	71 The Rise	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				19/08/21
<b>Two storey side extension, amendments to external materials, fenestration and roof.</b>				

*Comment*

**Sevenoaks Town Council recommended approval.**

<b>12</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02696/HOUSE	Holly Pockett 11-09-2021	Cllr Clayton	Martin Bush
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr G Wheldon			9 Serpentine Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				20/08/21
<b>Erection of a single storey side extension.</b>				

*Comment*

**Chairman presenting Cllr Clayton's recommendation:**

**Sevenoaks Town Council recommended approval provided the Planning Officer is satisfied that there is no adverse or unacceptable impact on no. 7 Serpentine Road.**

<b>13</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02704/LBCALT	Samantha Simmons 11-09-2021	Cllr Busvine	Daniel Cooper 01892 549777
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs G Voss			10 Six Bells Lane	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				20/08/21
<b>Installation of clay tiles and lead flashings to the brick gables of the chimney to reduce saturation of the masonry and resultant frost damage and internal dampness.</b>				

*Comment*

**Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied as to the materials used.**

<b>14</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02720/HOUSE	Holly Pockett 16-09-2021	Cllr Morris Brown	Antoinne Edghill 02039 660750
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr D Houcke			16 Pinewood Avenue	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				25/08/21
<b>Demolition of the existing rear extension and garage and the erection of a single storey rear and part side extension.</b>				

*Comment*

**Chairman presenting Cllr Morris Brown's recommendation:**

**Sevenoaks Town Council recommended approval.**

## INFORMATIVE for Sevenoaks District Council

### Sevenoaks Town Council report on its views on Planning Application 21/01254/FUL – Sevenoaks Gasholder Station, Cramptons Road

#### Comments:

This scheme is to regenerate the former gasholder site which lies between Cramptons Road and Otford Road. The proposal is for the creation of 136 new homes on the site which is just under a hectare in area, and the use of this brownfield site for housing in this important site is consistent with planning at District and Town level.

Primary **access** to and from the site is to be from the Otford Road opposite Bakers Yard, with a secondary, one-way, inwards only route from Cramptons Road.

On the Cramptons Road frontage, 8 **townhouses** are proposed. These have three storeys and flat, green roofs. The front façade is ‘crenellated’ giving the homes an appearance of a Spanish mountain village, albeit in red brick with bronze coloured window frames, doors, balustrades and trims. Externally, the houses have two parking spaces and bin/ bike stores at the front but no other garden. They each have a roof terrace accessed from the second floor bedrooms, which look across the street at the existing houses, and full height windows to first floor bedrooms with one having a small balcony. All but one window is full height on the Cramptons Road façade of each house. These homes are earmarked as “Discounted Market Sale”. The level of discount is 20%, and this is the only “**affordable**” housing in the scheme, there being no social rented accommodation included. These homes make up 5% of the total number of units. The external finishes to the buildings are red/ brown/ mixed brick with bronze coloured window frames, panels and balustrades to the balcony available to every flat.

In the development behind are two further townhouses, back to back with those on Cramptons Road, and on either side, South and North, are two four-storey blocks of apartments. The **North Block** stands on a podium which houses parking spaces, bike spaces and plant. Flats are a mix of two and three bedrooms and one studio flat. Lifts are included and there is one wheelchair-accessible designed townhouse (although since this will be in private ownership, not RSL, it’s appeal will be limited).

To the West, and closest to the Otford Road, stands a **rotunda**. This is designed to reflect the gas towers which previously occupied the site. It stands 10 storeys high and at almost exactly the same height as the tallest of the two gasometers which stood here. The façade treatment picks out the structure of the fretwork of the gas towers, with vertical spines picked out in white tiles on the outer face and highlighted with glazed green and yellow tiles on the inward faces, horizontal features every few storeys as per the old towers and set against warm grey brickwork (or possibly red, depending on which document you look at) with bronze window frames, insert panels and balconies. Internally, each floor includes a mix of seven one-, two- and three-bedroom flats. It is stepped away from the boundary with Otford Road by the car parking spaces around it.

A **garden** in the centre of the development is landscaped extensively on varying levels and using excavated material to create grassy mounds in the central area with paths running between, and 'natural play' spaces incorporated. There are indications that this space will be open to the public, a most welcome development in a neighbourhood with no public green spaces. There is a comprehensive planting strategy of trees, shrubs and biosolar roofs. The **PROW** which runs through the site currently will be opened up and fully integrated as an access route across the site.

**Car parking** is arranged in a number of locations: in the podium of the rotunda and the North block, in front of the Cramptons Road Townhouses, around the western side of the rotunda and south and west of the South Block. There are 97 spaces in this scheme of 136 homes, 16 of them dedicated to the 8 townhouses, being on their driveways. The remaining spaces divided by the remaining units gives a rate of 0.63 spaces per unit. 184 covered cycle spaces are designed into the scheme in a variety of locations.

In addition to low parking provision, there will be a loss of **informal on-street parking** on Cramptons Road. My estimate is in the region of 15 spaces along the stretch which the townhouses will occupy. Many existing Cramptons Road residents are reliant on on-street parking, and increasingly live in multicar households as young family members cannot afford to move into homes of their own and continue to live with parents. On street parking is also used extensively by visitors and workers at the nearby industrial units and other commuters. The loss of spaces will have a considerable impact upon the neighbours.

The low parking provision is justified by the developer on the basis of the sustainable location of the scheme and the provision of a **travel plan**, with a Travel Plan Coordinator post for five years. Car sharing schemes will be promoted (although I know of none in Sevenoaks, the scheme given as an example does not extend this far out of London at present) and the viability of a Car Club is being explored. Walking, cycling and public transport are to be promoted, although the document correctly notes the infrequency and limited operating hours of buses and trains in this location.

It would be fair to say that **residents** around this site are upset by the proposal. They received a consultation during the winter which many report having had a three-day turnaround on to meet the deadline, and they are upset by the scale of project being vastly different from that which has been widely consulted on through the NDP and Northern Masterplan development of recent years. All I have spoken to or been in contact with are concerned about the precedent for density on other sites such as the waterworks and quarry, although pretty well everyone is keen for the brownfield site to be developed for housing to meet local needs. None miss the gas towers, and almost all are surprised by the design inspiration they have offered. I have detected no love for the industrial heritage of the site. In talking to them, I was hard pressed to find anyone who could remember the last time the gas towers were fully raised and occupying the void of the frame, although the answer to that seems to be sometime in the mid 1990's, perhaps earlier. Many then consider the solid 10-storey design to be overbearing and dominating on their neighbourhood. They have serious concerns about parking in particular – both the loss of parking spaces on street which are already in keen demand and overflow parking from residents of the scheme which has significantly fewer than the KCC policy 1 space per unit.



As of 11pm yesterday, approximately 125 comments had been lodged on the planning portal by members of the public.

The analysis of the local facilities recognises the close access to supermarkets and small retailers at St John's, but misunderstands the rhythm of Sevenoaks – in listing leisure facilities, it describes two local private gyms but doesn't make clear the distance to the civic leisure centre and pool; in describing healthcare, it mentions the hospital and the private medical centre, but makes no study of GP's or their capacity for 136 new households; describing schools, it includes Dorton House which was highly specialised and is now closed, makes no distinction between state and private schools and suggests access to primary schools already operating on very tight catchment areas. The application sets out where social infrastructure lies but offers no analysis of their capacity for a large, unplanned-for development. Having been asked in pre-application to include pedestrian and cycle routes, there is no analysis of this at all.

With all that said, the design is interesting, unusual and sustainably built, and I especially welcome the inclusion of public green space and play facilities in this neighbourhood which has none, as well as the significant improvements to the PROW which traverses the site, and which is open and secure through the proposed development. It effectively remediates this brownfield site and opens up the space.

### Decision advice:

Sevenoaks Town Council recommended **refusal** on the following grounds:

#### Layout and Density of Building

- ADMP – the Allocated Development Management Plan adopted by SDC in 2015 identifies this site as having the potential for 39 new homes at a density of 40 homes per hectare;
- NDP – the STC NDP, which may be adopted during the planning process for this scheme, raises that capacity to 73, and that is the site capacity proposal on which STC has consulted widely over several years and which is about to go to a local referendum;
- Local Plan – SDC's draft local plan mooted the possibility of increasing density on this site in order to achieve housing targets. It suggested a maximum of 98 homes on the site, although of course this isn't adopted policy currently.

It is clear that this proposal is considerably more dense than foreseen by either local council in any of its' planning documents, adopted or otherwise. The planning document in force is the ADMP at 39 homes.

The height of the rotunda is a factor of the proposed density. At ten storeys, it would become a landmark site on this gateway into Sevenoaks where no landmark has been envisaged thus far. It will be visible and distinct from a considerable distance, and is considerably higher than anything else in the area by some six storeys.

#### Design, Appearance and Materials

The SDC Residential Area Character Assessments for the surrounding areas identifies it as an area characterised and identified by two-storey terraced housing with some flats of three-storeys, and proposes developments are in keeping with that style. For Cramptons Road it notes the detracting view of the gas holders, still standing at the time of the assessment. The assessment for Berwick Way notes that the residential character is harmed by views of the gas holders.

The rotunda is very far removed from that character, and its height is incongruous with the residential character in the immediate neighbourhood and the town as a whole. It will dominate the existing neighbourhood of two-storey terraced homes.

The nearest 'tall' building is perhaps the Conway offices at 4/5 storeys, and that is very visible from the surrounding countryside including the SSSI Nature Reserve. I do not believe that a building of this height and dominance is appropriate or desirable in this location.

The industrial heritage of the gas towers drawn upon by the architect is not one which defines Sevenoaks or which is missed by its residents. The gas towers were last full over 25 years ago, only their fretwork has been visible in the time since, and their dismantling was broadly welcomed. Unlike the unused gas holders, this building will be impermeable to light and internally lit at night impacting the **visual amenity** for a considerable distance. There is no precedent for individual tall buildings in Sevenoaks which is characterised by two storey houses and low blocks of flats.

The townhouses on Cramptons Road are not in keeping with the residential Character Area Assessment, being three-storey, flat roofed with variable façade and full-height windows roof terraces to the upper floors at the front. They have an uncomfortable relationship with the neighbours opposite, with roof terraces at a level similar to upstairs bedroom windows, creating issues of **overlooking and loss of privacy**.

### **Adequacy of Parking**

The scheme envisages parking levels of 0.7 spaces per unit. This is not compliant with KCC design guidance which requires 1 space per unit for homes in a suburban location. It is noted that the 0.7 figure includes the 8 townhouses which each have two spaces allocated, and therefore the ratio for the remaining properties with shared parking access is close to 0.6 spaces per unit.

Whilst I applaud the intention to reduce reliance on cars, it does not seem probable that the infrastructure of frequent busses, fast rail connections and safe cycle lanes can be in place in time to persuade residents that personal vehicles are not needed. I recommend that a 1:1 ratio should be adhered to, as per KCC policy.

The scheme will cause the loss of some 15 on-street parking spaces in Cramptons Road. Residents frequently report that parking is at a premium in this location and is used not only by residents of increasingly multigenerational homes but also visitors to the several industrial facilities in the area.

### **Lack of Social Housing**

It is vital that a scheme in this location of this mix makes 40% of homes available as Affordable Housing in accordance with national and district policy. Discounted sale values to the initial buyers of just 5% of the stock is not acceptable, and will not serve the 800 families on the local housing list who do not have the capital to purchase property.

**Informative:**

The application includes a comprehensive **travel plan**, which includes frequent reviews of resident journeys and a car club as mitigation for lower parking levels and assumptions of residents not needing personal transport in this location. With the further delay to fast services from Bat and Ball Rail Station and with existing bus routes being tailored to a neighbourhood of car owners, Any Travel Plan must be binding and enforceable.

The application also considers that the scheme makes a positive contribution to the green spaces of the area, and indeed there are very few **green public spaces** or play facilities in the Cramptons Road/ Moor Road/ Swanzy Road area. Public access to maintained public space and play facilities must be permanently ensured.

The applicant states that the infrastructure for **vehicle charging points** can be provided. Any development should be conditional upon comprehensive provision of charging points for electric cars and bikes given their rapid increase in popularity and availability.

The scheme as submitted is substantially larger than envisaged in the ADMP or NDP. It is vital that **infrastructure** is able to cope with 136 new families in the area and at present healthcare and education (particularly primary education) are at capacity. The applicant's Design and Access Statement draws attention to schools which are operating at very tight catchments, plus one which doesn't exist any longer. It covers medical centres without reference to a single GP practice, which we know to be under great pressure. Public transport infrastructure in this location is not designed for dense, low-car owning developments with few bus services serving the area at infrequent intervals and, whilst the site is undeniably close to a rail station, the services from Bat and Ball station do not compete for most London-bound commuters with those at Sevenoaks station. Bat and Ball junction is highly congested with unsignalled and hard-to-use pedestrian crossings and zero cycle infrastructure. Significant investment will be needed in local infrastructure to meet the expectations of this development and should be reflected in the **Section 106/ CIL heads of terms**.

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**Appendix:**

# Environmental Health- Planning Considerations

**Nick Chapman  
Acting Environmental Health  
Manager**

# Introduction

- Environmental Health was bought back 'in house' on the 1st July 2021
- Ongoing changes in personnel, management and structure.
- Team is currently 12 officers (9.2FTE) and being supported by 3 specialist contractors on a temporary basis
- Environmental Health are consultees on planning applications
- Provide specialist advice on behalf of SDC
- No obligation for Planning Officer to follow our advice/ recommendations.
- Our advice forms part of the balance/ consideration of the planning officer
- We will often review specialist technical submissions from a developer and offer an opinion on the conclusions and assumptions.

# General Considerations

Impact of a  
development on the  
local environment

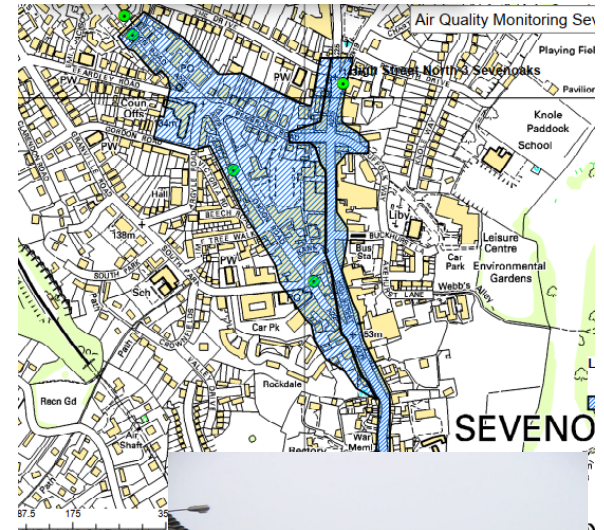
&

Impact of the local  
environment on a  
development

- Developer expected to provide reassurance of negligible impact or provide reasonable mitigation

# Air Quality

- Ensuring that developers consider the effects of any proposed development on air quality in the locality.
  - Assessment of existing Air Quality
  - Modelling of impact
- Demonstrate that future residents of new development will not be subject to poor air quality by design or mitigation.
  - Clean air intakes
  - Offset measures
- Where possible require measures to improve air quality, such as green travel, ELV charging points etc.





# Land Contamination

- Require investigation of potential "pollution linkages" is undertaken by developers.
- Where any potential linkage is identified, that appropriate remedial works are undertaken.
- Verifying that the works were undertaken to the required standards.



# Noise

- Require and assess noise assessments against guidance and standards for new and converted housing and require appropriate noise mitigation measures where necessary. Ensure good acoustic design where possible.
- Ensure appropriate assessment and mitigation is provided for new local and national infrastructure projects such as road and rail.
- Ensure that appropriate assessment is considered when introducing housing to a potentially noise locality to ensure that existing activities and operations are not unfairly constrained by the developer as an "agent of change".



# Odour

- Require odour risk assessments and odour arrestment plant for commercial kitchens and institutions such as schools and nursing homes.
- Require and assess odour management and arrestment provision from industrial and commercial operations likely to give rise to odour, such as green waste composting, waste processing, sewage treatment and industrial processes and installations where not required by other licensing or permitting regimes.



# Light

- Require and review lighting assessments to minimise light spill and glare from development.
- Often requires specialist assessment from a technical lighting engineer/ expert



# Construction Works

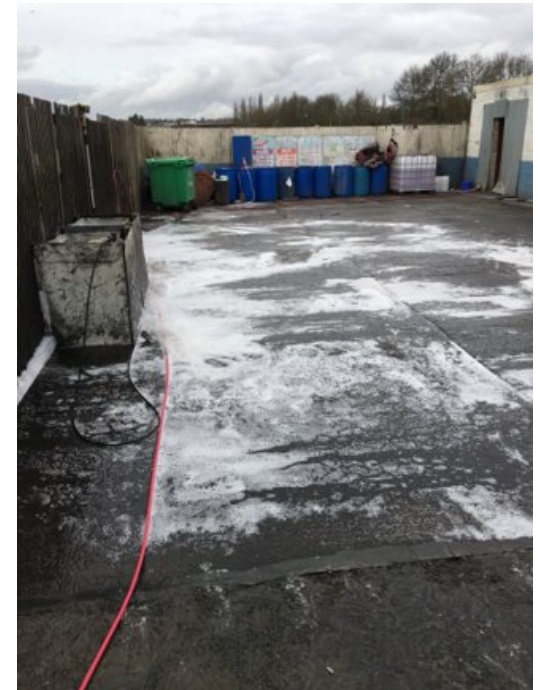
By using construction management and demolition plans and conditions to minimise environmental impact.

- Restricting hours of operation.
- Setting noise and vibration limits.
- Limiting dust levels.
- Other measures such as screening, travel routes and vehicle wheel wash to minimise impact.



# Adequacy of Drainage Arrangements

- Sufficiency of proposed drainage/ sewerage arrangements
  - Rural drainage schemes
  - New Sewage treatment plants etc
- Car Washes
  - Suitable collection of spray/ washing down
  - Suitable interception of chemicals/ foam
  - Suitable capacity to dispose of water



# Other considerations

## Legal requirements of other legislation

- Food hygiene legislation
  - Doors for toilet facilities
  - Hand washing provisions
- Environmental Permitting
  - Minimum stack heights for emission control
  - Fuel storage requirements
  - Material storage
- Licensing
  - Control of noise from activities
  - Provisions for smoking
  - Impact upon neighbours



# Other considerations

## Environmental Impact Assessment

- Screening - Working with the local authority to determine if an assessment is required.
- Scoping - What information is to be included in the assessment.
- Consultee on changes to major national infrastructure projects such as changes to air navigation routes for London Airports.

## Waste storage

- Sufficient capacity
- Easily cleanable
- Pest proof
- Lockable etc





Sevenoaks Town Council  
Town Council Offices  
Bradbourne Vale Road  
Sevenoaks  
Kent  
TN13 3QG

**Planning Applications Group**  
First Floor, Invicta House  
County Hall  
Maidstone  
Kent ME14 1XX  
Tel: 03000 411200

Website: [www.kent.gov.uk/planning](http://www.kent.gov.uk/planning)  
Email: [planning.applications@kent.gov.uk](mailto:planning.applications@kent.gov.uk)  
Direct Dial/Ext: 03000 413379  
Text Relay: 18001 03000 417171  
Ask For: Miss Mary Green  
Your Ref:  
Our Ref: KCC/SE/0045/2021  
Date: 13 September 2021

## TOWN AND COUNTRY PLANNING GENERAL REGULATIONS 1992

Dear Sir/Madam

**APPLICATION NO: KCC/SE/0045/2021**

**PROPOSAL: New external sports facilities - comprising 2 multi use games areas & 2 all weather floodlit pitches on the existing school playing fields, and change of use of an area of land to the east of the school site to grass playing field, together with associated landscaping and access works**

**LOCATION: Sevenoaks Grammar Annexe/Trinity School site, Seal Hollow Road, Sevenoaks, Kent TN13 3SN**

Further to my previous consultation letter, please be advised that amended/additional details have been submitted in respect of the above planning application. **Please see documents date created 4 August 2021 and 7 September 2021.**

I would be glad to receive any observations that you may wish to make on the application so that these may be taken into account when the County Planning Authority formally considers the proposals.

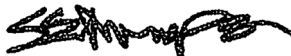
To view the planning application documents and comment on the application, please use the following link:

<https://www.kentplanningapplications.co.uk/Planning/Display/KCC/SE/0045/2021?cuuid=5BEAED25-9006-44BF-8964-030B50BE7870>

Could you please let me have a reply by **4 October 2021**, but should you for any reason be unable to comply with this timescale, a telephone call or email to that effect would be much appreciated.

Unless I hear to the contrary within this timescale I will assume you have no comments to make.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Thompson', with a stylized flourish at the end.

Sharon Thompson  
Head of Planning Applications Group

# Planning Application

<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
KCC/SE/0045/2021	Miss Mary Green	Cllr Mrs Parry	Resolution Planning 016
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
KCC Infrastructure Division	Sevenoaks Grammar Annexel	Seal Hollow Road	Wildernesse
<i>Town</i>	<i>County</i>	<i>Post Code</i>	

*Application on* 23/03/21

New external sports facilities - comprising 2 multi use games areas & 2 all weather floodlit pitches on the existing school playing fields, and change of use of an area of land to the east of the school site to grass playing field, together with associated landscaping and access works

*Comment on* 20/04/21

No. of days taken to comment 28

## CHAIRMAN'S ACTION

Sevenoaks Town Council recommended, under Chairman's Action:

Approval - Subject to the following conditions being incorporated into any permissions.

Otherwise:- Refusal - As the proposal, as submitted, does not meet the special requirements for such a development in the Metropolitan Green Belt.

Conditions:- The inappropriately sited Temporary Storage Containers are re-positioned appropriately and be located within the currently used and existing sports area.

The proposed Temporary Containers are only granted temporary permission which should not exceed 18 months.

Use of the proposed facilities to be limited as follows:

Monday to and including Friday between 08.00 and 21.30, Saturday 08.00 to 20.00, Sunday 09.00 to 18.00 and not allowed on Christmas Day and days of Public Mourning.

The floodlighting should be installed so as to Minimise light pollution and be directed away from houses neighbouring the site.

During construction works traffic not to queue and/or access or leave the site during the morning and evening "travel to work" Rush Hours and also not do so during the morning and evening School Rush Hours.

Any access directly on to the A25, a strategic route, and Seal Hollow Road to be controlled and supervised carefully to avoid increasing the already overlong and time consuming traffic queues.

Implementation of measures to improve safe access for walkers and cyclists to the new sports facilities from residential areas in Sevenoaks, to take account of the additional numbers, especially young people. who will be travelling to and from the site out of normal school access hours

Implementation of a parking scheme for the area, especially Hillingdon Avenue and The Crescent, to ensure local residents can park safely, and to avoid visitor parking in dangerous areas.

Informative: Due Attention should be given to the Design and Access Statement, and the Transport Assessment, both of these clearly set out safety measures necessary not only for Trinity pupils, but for other users of the proposed development in the interests of improving traffic flow and reducing congestion in the surrounding vicinity. Due attention should also be given to the recent consultation by KCCs consultant Keir who recommends measures to tackle parking and safe pedestrian access to and from the site covering The Crescent, Hillingdon Avenue and Seal Hollow Road.

*Decision on*

*Appeal on*

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# **Sevenoaks District Council**

**Gambling Act 2005 Statement of Licensing Principles  
Gambling Policy 31 January 2022 – 30 January 2025**

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The appendices that follow form part of this Policy Statement

### **Appendix 1. Permits – Page 13**

- (i) Unlicensed family entertainment centre gaming machine permits
- (ii) (Alcohol) licensed premises gaming machine permits
- (iii) Prize gaming permits
- (iv) Club gaming and club machine permits

### **Appendix 2. Premises Licences – Page 18**

- (i) Decision making – general
- (ii) “Premises”
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- (iv) Planning
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Help with gambling related problems

### **Appendix 3. Responsible Authorities – Page 30**

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**Appendix 5.** Summary of Gaming Machines by premises – Page 33

**Appendix 6.** Summary of licensing authority delegations permitted under the Gambling Act 2005 – Page 34

## 1. The Licensing Objectives

In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Gambling Act 2005. The licensing objectives are:

- 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.

Sevenoaks District Council as the Licensing authority for the Sevenoaks District will aim to permit the use of premises for gambling as set out in section 153 of the Gambling Act 2005.

### Principles to be applied - Section 153

(1) In exercising its functions a licensing authority will only permit the use of premises for gambling:

- a) in accordance with any relevant code of practice under section 24;
- b) in accordance with any relevant guidance issued by the Commission under section 25;
- c) reasonably consistent with the licensing objectives (subject to paragraphs (a) and (b));
- d) in accordance with the statement published by the authority under section 349 (subject to paragraphs (a) to (c)).

(2) In determining whether to grant a Premises licence a licensing authority must not have regard to the expected demand for gambling premises that are the subject of the application.

(3) Any objection to an application for a Premises licence or request for a review of an existing licence should be based on the licensing objectives of the Gambling Act 2005. It should be noted that, unlike the Licensing Act 2003, the Gambling Act 2005 does not include as a specific licensing objective of prevention of public nuisance. There is however other relevant legislation which deals with public nuisance.





## 2. Introduction

Sevenoaks District Council is situated in the County of Kent. Kent contains 12 Borough and District Councils with 1 Unitary Authority.

The Sevenoaks District Council area covers 142 square miles and has an estimated population of 110,000. The area is mainly rural with 4 main towns comprising Sevenoaks, Swanley, Edenbridge and Westerham. The Sevenoaks District Council Area

Licensing authorities are required by the Gambling Act 2005 to publish a Gambling Policy statement setting out the principles that they propose to apply when exercising their functions. This statement may be reviewed from time to time but must be republished at least every three years.

In determining its policy the Licensing authority must have regard to Gambling Commission guidance and give appropriate weight to the views of those who respond to its consultation.

The Authority will consult widely on the Gambling Policy statement before being finalised and published.

The Gambling Act requires that the following parties be consulted by Licensing Authorities:

- the chief officer of police for the authority's area;
- one or more persons who appear to the authority represent the interests of persons carrying on gambling businesses in the authority's area;
- one or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005.

The persons consulted when preparing this Policy statement was deliberately wide. A list of those persons consulted is attached at appendix 4.

The consultation for the policy took place between 9<sup>th</sup> September 2021 and 20<sup>th</sup> October 2021. The Authority has followed the Revised Code of Practice (April 2004) and the Cabinet Office Guidance on consultations by the public sector.

The full list of comments made and the consideration by the Authority of those will be available upon request to: The Licensing Team via [email](#) or by telephone 01732 227004.

The policy is published on [Sevenoaks District Council's website](#).

This policy statement will not override the right of any person to make an application, make representations about an application or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

### 3. Declaration

In producing the final licensing policy statement, this Licensing authority declares that it will have had regard to the licensing objectives of the Gambling Act 2005, the guidance issued by the Gambling Commission and any responses from those consulted on the policy statement.

Appendices have been attached to this statement providing further information and guidance that is intended only to assist readers, and should not be interpreted as legal advice or as part of the Council's policy. Readers are strongly advised to seek their own legal advice if they are unsure of the requirements of the Gambling Act 2005, the Guidance, or regulations issued under the Act.

### 4. Casinos

**Proposal for a casino** - This Licensing authority did submit a proposal to the Independent Casinos Advisory Panel within the Sevenoaks District Council area. However, it was not successful.

**No Casinos resolution** – This Licensing authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005, and is aware that it has the power to do so. Should this Licensing authority decide to pass such a resolution, it will update this policy statement with details of that resolution.

### 5. Functions

**The following functions are dealt with by the Licensing Authority –**

- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises licences
- Issue Provisional Statements
- Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- Issue Club Machine Permits to Commercial Clubs
- Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of two or fewer gaming machines
- Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines

- Register small society lotteries below prescribed thresholds
- Issue Prize Gaming Permits
- Receive and endorse Temporary Use Notices
- Receive Occasional Use Notices
- Provide information to the Gambling Commission regarding details of licences issued (see section 8 on 'information exchange')
- Maintain registers of the permits and licences that are issued under these functions

**The following functions are dealt with by the Gambling Commission –**

- Issue and renewal of Operating Licences
- Review Operating Licences
- Issue Personal Licences
- Issue Codes of Practice
- Issue Guidance to Licensing Authorities
- Licence remote gambling through Operating Licences
- Issue licences in relation to the manufacture, supply, installation, adaptation, maintenance or repair of gaming machines

**The following functions are dealt with by the Gambling Appeals Tribunal –**

- Deal with appeals against Commission decision

The Licensing authority is not involved in licensing remote gambling. This will fall to the Gambling Commission via operating licences.

Concerns about manufacture, supply or repair of gaming machines will not be dealt with by the licensing authority but will be notified to the Gambling Commission.

## **6. Operators**

Gambling businesses are required to have an operator licence issued by the Gambling Commission before they can operate in Great Britain. Operator licences can be issued for up to ten different types of gambling activity and a separate licence is needed for both remote and non-remote gambling of the same types.

An operator licence gives a general authorisation for a business to provide gambling facilities, but a business wishing to provide non-remote gambling facilities in a Licensing authority area is required to apply for a premises licence that is specific to the particular premises.

Operators are required to comply with conditions attached to both their operator and individual premises licences. They are also required to adhere to the mandatory provisions in the Gambling Commission's Social Responsibility Code of Practice and take account of the provisions in the Ordinary Code of Practice (although these are not mandatory). The Licence Conditions and Codes of Practice (LCCP) were updated in April 2018, and have introduced significant new responsibilities for operators in relation to their local premises. With effect from April 2016, all non-remote licensees that run gambling premises will be required to assess the local risks to the licensing objectives arising from each of their premises and have policies, procedures and control measures to mitigate them. Licensees are required to take into account the Licensing authority's statement of principles in developing their risk assessments.

## **7. Risk Assessments**

Gambling operators are required to undertake a risk assessment for all their existing premises from 6<sup>th</sup> April 2016. In undertaking their risk assessments, they must take into account relevant matters identified in the Licensing authority's Statement of Policy. The Licensing authority expects applicants for Premises licences in its area to submit a risk assessment with their application when applying for a new or variation to a premises licence or when changes in the local environment or the premises warrant a risk assessment to be conducted again.

The risk assessment should demonstrate the applicant has considered, as a minimum:

- a. local crime statistics;
- b. any problems in the area relating to gambling establishments such as anti-social behaviour or criminal damage;
- c. the location of any nearby sensitive premises, such as hostels and other facilities used by vulnerable persons e.g. drug and alcohol addictions;
- d. whether there is a prevalence of street drinking in the area, which may increase the risk of vulnerable persons using the premises;
- e. the type of gambling product or facility offered;
- f. the layout of the premises;
- g. the external presentation of the premises;
- h. the location of nearby transport links and whether these are likely to be used by children or vulnerable persons;
- i. the customer profile of the premises;
- j. staffing levels;
- k. staff training, knowledge and experience;
- l. whether there is any indication of problems with young persons attempting to access adult gambling facilities in that type of gambling premises in the area.

The licensing authority expects a copy of the risk assessment to be held at each premises so that it can be inspected by officials and staff alike.

## **8. Responsible Authorities**

In exercising this licensing authority's powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm, the following principles have been applied:

- the need for the body to be responsible for an area covering the whole of the licensing authority's area and

- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

In accordance with the Gambling Commission's Guidance for local authorities this authority designates the following for this purpose:

Children's and Families - KCC Social Service

The contact details of all the Responsible Bodies under the Gambling Act 2005 are listed at Appendix 3.

## 9. Interested parties

The Licensing authority is required by regulations to state the principles it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party.

Section 158 of the Gambling Act 2005 says a person is an interested party if he/she;

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities;
- b) has business interests that might be affected by the authorised activities or;
- c) represents persons who satisfy paragraph (a) or (b).

An interested party can make representations about licence applications or apply for a review of an existing licence.

Each application will be decided upon its merits. This Authority will not apply rigid rules to its decision-making. However, it will consider the following (Gambling Commission's Guidance to local authorities (paragraphs 6.33 and 6.34))

The Gambling Commission has emphasised that 'demand' cannot be a factor in determining applications.

Gambling Commission's Guidance states that moral objections to gambling are not a valid reason to reject applications for premises licences, as such objections do not relate to the licensing objectives (Guidance to Licensing Authorities Para 5.34). All objections must be based on the licensing objectives.

The Gambling Commission has recommended that the licensing authority state within its Gambling Policy Statement that interested parties may include trade associations, trade unions, and residents and tenants' associations (paragraph 8.16). However, this Authority will not generally view these bodies as interested parties unless they have a member who can be classed as such under the terms of the Gambling Act 2005. (i.e. lives sufficiently close to the premises and is likely to be affected by the application.)

Interested parties can be persons who are democratically elected, such as Councillors and MP's. No evidence of being asked to represent an interested person will be required provided the Councillor/MP represents the relevant ward. Likewise, parish councils may be considered to be interested parties. Apart from these exceptions this Authority will require written evidence that a person/body/advocate/relative) represents someone likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter of authorisation from one of these persons, requesting the

representative to speak on their behalf will be sufficient.

Councillors who are on the Licensing Committee dealing with the licence application will not be able to make representations. If there are any doubts then please contact The Licensing Team via [email](#) or by telephone 01732 227004.

## 10. Exchange of Information

Licensing Authorities are required to include in their Gambling Policy Statement the principles to be applied by the Authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission and the functions under section 350 of the Act with the respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.

The principle that this Licensing authority will apply is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information and the provision that the Data Protection Act 1998 (DPA) or the General Data Protection Regulations (GDPR) will not be contravened. The Licensing authority will have regard to any Guidance issued by the Gambling Commission on this matter as well as any regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

We recognise the need to share information with other agencies about our inspections and compliance activities. The Council has various policies relating to General Data Protection Regulations (GDPR), which will be considered when deciding what information to share and the process for doing so. The Council is also a signatory to the Kent & Medway Information Sharing Agreement, which allows the sharing of information between Agencies for the purpose of the preventions and detection of crime and for public protection.

Information can be accessed by data subjects via a number of routes including a Freedom of Information Request or a Subject Access Request.

## 11. Enforcement

This Licensing authority will act in accordance with the relevant legislation and guidance from the Gambling Commission and adopt the principles of better regulation set out in the Regulators Compliance Code.

The purpose of this Licensing authority's enforcement protocol is to facilitate co-operation and co-ordination between enforcement agencies in pursuance of both the Gambling Act 2005 and the Licensing Act 2003. A copy can be requested from Sharon Bamborough, Head of the Licensing Partnership via [email](#) or by telephone 01732 227004.

In accordance with the Gambling Commission's Guidance for local authorities this Licensing authority will endeavour to avoid duplication with other regulatory regimes so far as is possible.

This Licensing authority, as recommended by the Gambling Commission's Guidance, has adopted a risk-based inspection programme.

Licensing authorities are required by regulation under the Gambling Act 2005, to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

This Licensing authority's principles are that:

It will adopt the guidance for local authorities and it will endeavour to be:

a. Proportionate:

regulators should only intervene when necessary;  
remedies should be appropriate to the risk posed, and  
costs identified and minimised.

b. Accountable:

regulators must be able to justify decisions, and  
be subject to public scrutiny.

c. Consistent:

rules and standards must be joined up and  
implemented fairly;

d. Transparent:

regulators should be open, and keep regulations simple and user friendly;  
and

e. Targeted:

regulation should be focused on the problem, and minimise side effects.

New premises, premises under new management, premises where complaints have been received or intelligence received relevant to the licensing objectives and premises or operators where compliance failings have been identified previously will attract a higher risk rating. Premises located in areas where there have been incidents of crime affecting or relating to gambling premises, or where the premises themselves have been the victims or involved in such crime, shall also attract a higher risk rating. The Council will conduct baselining assessments to assess initial risk ratings for gambling premises in its district.

The Licensing authority operates a partnership approach to dealing with enforcement matters concerning licensed premises. This may include working with the Police or any of the other responsible authorities under the Act, or working with colleagues from other Council departments or outside agencies.

The Licensing authority needs to be satisfied premises are being run in accordance with the provisions of the Act, the licensing objectives, the Licence Conditions and Codes of Practice issued by the Gambling Commission and any conditions attached to the Premises licence. To achieve this, the Licensing authority will inspect premises, look at gambling facilities, gaming machines and policies and procedures, meet with licence holders and carry out general monitoring of areas as necessary.

Inspection and enforcement under the Act will be based on the principles of risk assessment, a graduated response and the targeting of problem premises. The frequency of inspections

will be determined on risk-based criteria with high risk operations receiving more attention than premises carrying lower risk.

Premises found to be fully compliant will attract a lower risk rating. Those where breaches are detected will attract a higher risk rating.

The Licensing authority will take appropriate enforcement action against those responsible for unlicensed premises/activity. Action will be carried out in accordance with the Enforcement Policy.

The main enforcement and compliance role for this Licensing authority in terms of the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions which it authorises.

The Gambling Commission will be the enforcement body for Operating and Personal Licences.

Concerns relating to manufacture, supply or repair of gaming machines, or concerns relating to on-line or remote gambling is part of the Commissions role.

## **11. Gambling Prevalence and Problem Gambling**

Participation in gambling and rates of problem gambling published in April 2018 on the Gambling Commission website by NHS Digital showed that:

- f. 56% of people in England gambled in 2016
- g. 42% of people in England (excluding those who had only played National Lottery draws) gambled in 2016
- h. 0.7% of people in England identified as problem gamblers
- i. 1.2% of gamblers in England identified as problem gamblers
- j. 3.6% of people in England were at low or moderate risk of developing problems with their gambling
- k. 6.6% of gamblers in England are at low or moderate risk of developing problems with their gambling

Problem gambling can have a detrimental effect on personal finances as the attempt to chase losses becomes unmanageable. As well as spending wages, savings and spare cash, debts can also be a feature of problem gambling as a result of borrowings and loans to cover gambling losses. However, the effects of problem gambling can cost more than money.

Problem gamblers often say they feel isolated as a result of their solitary pursuits of chasing losses. There is a tendency to stay away from school, college or work in order to gamble. In addition, there is often a preoccupation with gambling, a lack of interest in maintaining relationships and a lack of motivation to engage in social activities.

There is often reluctance amongst gamblers to spend money on items of clothing or household goods as this expenditure is often seen as funds for gambling. There can also be an unwillingness to pay utility bills as money would rather be used for gambling purposes.

Problem gambling can be progressive in nature and problem gamblers can end up engaging



in criminal activity to fund their gambling. This can lead to lifelong consequences with criminal convictions.

<http://www.gamblingcommission.gov.uk/news-action-and-statistics/Statistics-and-research/Levels-of-participation-and-problem-gambling/Levels-of-problem-gambling-in-England.aspx>

There are around 280,000 problem gamblers in England alone, according to a 2018 study by NHS Digital, although a YouGov survey earlier this year found there could be 1.4 million across the UK. (29 Oct 2020)

When respondents who had only taken part in National Lottery draws were excluded, the overall participation rate was down from 32% in 2019 to 28% in 2020. In other activities, there were decreases in participation in in-person football pools, bingo, betting on horse races, betting on other events and casino games. (25 Feb 2021)

## Appendix 1

Factors to be taken into account when considering applications for premises licences, permits and other permissions including matters that will be considered when determining whether to review a licence.

### 1. Permits

#### ① **Unlicensed Family Entertainment Centre (FEC) gaming machine permits (Statement of Principles on Permits - Schedule 10 paragraph 7)**

Where a premises does not hold a premises licence but wishes to provide gaming machines it may apply to the licensing authority for this permit.

The applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (Section 238).

Sevenoaks District Council has considered and intends to require applicants to demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed family entertainment centres;
- that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and
- that staff are trained to have full understanding of the maximum stakes and prizes.

It should be noted that a licensing authority cannot attach conditions to this type of permit and that the “statement of principles” only applies to initial applications and not to renewals (paragraph 18(4)).

For initial applications, the licensing authority need not (but may) have regard to the licensing objectives but shall need to have regard to any Gambling Commission guidance.

The Gambling Commission’s Guidance for local authorities states: “In their three year licensing policy statement, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits...., licensing authorities may want to give weight to child protection issues.

The Gambling Commission’s Guidance also states: “An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application.

Statement of Principles: This licensing authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits. However, they may include appropriate measures/training for staff as regards suspected truant school children on the premises, measures/training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on/around the premises.

An uFEC Permit is only where the applicant wishes to make Cat D gaming machines available (i.e. machines that may be played by children). It is not for any other type of gaming machine

With regard to renewals of these permits, a licensing authority may refuse an application for renewal of a permit only on the grounds that an authorised local authority officer has been refused access to the premises without reasonable excuse or that renewal would not be reasonably consistent with pursuit of the licensing objectives.

#### **(ii) (Alcohol) Licensed premises gaming machine permits – (Schedule 13 Para 4(1))**

There is provision in the Act for premises licensed to sell alcohol for consumption on the premises to automatically have 2 gaming machines of categories C and/or D. The premises merely need to notify the licensing authority. The licensing authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act 2005 (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with)
- the premises are mainly used for gaming; or
- an offence under the Gambling Act 2005 has been committed on the premises.

If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant.*” This licensing authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from being harmed or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines.

Measures which will satisfy this authority that there will be no access may include the adult machines being in sight of the bar or in the sight of staff that will monitor that the machines are not being used by those under 18 years old. Notices and signage may also help. As regards the protection of vulnerable persons applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.

It should be noted that the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

**(ii) Prize Gaming Permits – (Statement of Principles on Permits - Schedule 14 Para 8 (3))**

Given that the premises will particularly appeal to children and young persons, in considering what to take into account in the application process and what information to request from the applicant, Sevenoaks District Council will want to give weight to child protection issues and will ask the applicant to set out the types of gaming that he or she is intending to offer. The applicant will be expected to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. These will also apply to UFEC permits.

- What staff should do if they suspect that truant children are on the premises;
- How staff should deal with unsupervised young children on the premises;
- How staff should deal with children causing perceived problems on or around the premises;
- Safeguarding awareness training; and
- An enhanced criminal record check for staff or equivalent criminal records check for the applicant and also the person who has the day to day control of the premises;

The applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations; and
- that the gaming offered is within the law.

In making its decision on an application for this permit the licensing authority need not (but may) have regard to the licensing objectives and shall have regard to any Gambling Commission guidance.

It should be noted that there are conditions in the Gambling Act 2005 that the permit holder must comply with but that the licensing authority cannot attach conditions. The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize) or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

## **(M) Club Gaming and Club Machines Permits**

Members Clubs and Miners' Welfare Institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Club Gaming Machine Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C or D), equal chance gaming and games of chance as set-out in regulations. A Club Machine Permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C or D).

The Gambling Commission's Guidance for local authorities states: "Members Clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, they must be permanent in nature, not established to make a commercial profit and must be controlled by their members equally unless the gaming is permitted by separate regulations. The Secretary of State has made such regulations and these cover bridge and whist clubs. A Members' Club must be permanent in nature and established and conducted for the benefit of its members and not a commercial enterprise. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations." (25.5)

The Licensing authority is aware that it may only refuse an application on the grounds that:

- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- (b) the applicant's premises are used wholly or mainly by children and/or young persons;
- (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- (d) a permit held by the applicant has been cancelled in the previous ten years; or
- (e) an objection has been lodged by the Gambling Commission or the police.

The Licensing authority will need to satisfy itself that the club meets the requirements of the Gambling Act 2005 to hold a club gaming permit. In order to do this, it may require proof of additional information from the operator such as:

- Is the primary activity of the club something other than gaming?
- Are the club's profits retained solely for the benefit of the club's members?
- Are there 25 or more members?
- Are the addresses of members of the club genuine domestic addresses and do most members live reasonably locally to the club?
- Do members participate in the activities of the club via the internet?
- Do guest arrangements link each guest to a member?
- Is the 48 hour rule being applied for membership and being granted admission being adhered to?
- Are there annual club accounts available for more than one year?
- How is the club advertised and listed in directories and on the internet?
- Are children permitted in the club?
- Does the club have a constitution and can it provide evidence that the constitution was approved by members of the club?

- Is there a list of Committee members and evidence of their election by the club members?

When examining the club's constitution, the Licensing authority would expect to see evidence of the following:

- Who makes commercial decisions on behalf of the club?
- Are the aims of the club set out in the constitution?
- Are there shareholders or members? (Shareholders could indicate a business venture rather than a non-profit making club).
- Is the club permanently established? (Clubs cannot be temporary).
- Can people join with a temporary membership? What is the usual duration of membership?
- Are there long term club membership benefits?

Aside from bridge and whist clubs, clubs may not be established wholly or mainly for the purposes of gaming. The Licensing authority may consider such factors as:

- How many nights a week gaming is provided;
- How much revenue is derived from gambling activity versus other activity;
- How the gaming is advertised;
- What stakes and prizes are offered;
- Whether there is evidence of leagues with weekly, monthly or annual winners;
- Whether there is evidence of members who do not participate in gaming;
- Whether there are teaching sessions to promote gaming such as poker;
- Where there is a tie-in with other clubs offering gaming through tournaments and leagues;
- Whether there is sponsorship by gaming organisations;
- Whether participation fees are within limits

There is also a **'fast-track' procedure** available under the Act for premises that hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12, paragraph 10). As the Gambling Commission's Guidance for local authorities' states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are reduced" and "The grounds on which an application under the process may be refused are:

- (a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

There are statutory conditions on club gaming permits that no child uses a category B3A, B4 or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

## 2. Premises licences

### (i) Decision making - general:

Premises licences will be subject to the requirements set-out in the Gambling Act 2005 and Regulations, as well as specific mandatory and default conditions detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

This Licensing authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of licensing policy.

Any conditions attached to licences by the Licensing authority will be proportionate and will be:

- relevant to the need to make the proposed building suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures this licensing authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. This licensing authority will also expect the licence applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively.

This licensing authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in a non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance and licence conditions and codes of practice .

This authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;

- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons less than 18 years of age.

These conditions will apply to premises including buildings where multiple premises licences are applicable. This does not apply to AGC or betting premises.

The licensing authority is aware that tracks may be subject to one or more than one premises licence provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

There are also conditions which the licensing authority cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated) and
- conditions in relation to stakes, fees, winning or prizes.

**(ii) "Premises":**

Premises is defined in the Act as "any place". It is for the licensing authority to decide whether different parts of a building can be properly regarded as being separate premises and as the Guidance for local authorities' states, it "will always be a question of fact in the circumstances". The Gambling Commission does not however consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises.

Sevenoaks District Council will have regard to the Gambling Commission's guidance on the division of premises and access between premises.

This licensing authority takes particular note of the Guidance for local authorities which states that in considering applications for multiple licences for a building (split premises) or those for a specific part of the building to be licensed, licensing authorities should be aware that:

- the third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling but also that they are not permitted to be in close proximity to gambling. Therefore premises



should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating; and

- entrances and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and that people do not 'drift' into a gambling area.

Licensing authorities should pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Clearly, there will be specific issues that authorities should consider before granting such applications, for example, whether children can gain access; compatibility of the two establishments; and ability to comply with the requirements of the Act. But, in addition an overriding consideration should be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.

In determining applications, the licensing authority should not take into consideration matters that are not related to gambling and the licensing objectives. One example would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal. Licensing authorities should bear in mind that a premises licence, once it comes into effect, authorises premises to be used for gambling. Accordingly, a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use. Equally, licences should only be issued where they are expected to be used for the gambling activity named on the licence. This is why the Act allows a potential operator to apply for a provisional statement if construction of the premises is not yet complete, or they need alteration, or he does not yet have a right to occupy them. Part 11 of this guidance gives more information about provisional statements.

As the Court has held in a 2008 case<sup>19</sup>, operators can apply for a premises licence in respect of premises which have still to be constructed or altered, and licensing authorities are required to determine any such applications on their merits. Such cases should be considered in a two stage process; first, licensing authorities must decide whether, as a matter of substance after applying the principles in s.153 of the Act, the premises ought to be permitted to be used for gambling; second, in deciding whether or not to grant the application a licensing authority will need to consider if appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

### **(iii) Location:**

This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. As per the Gambling Commission's Guidance for local authorities, this authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.

**(iv) Planning:**

Planning and licensing are different regulatory systems and will be dealt with separately. The Gambling Commission's Guidance states: "When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have or comply with the necessary planning or building consents. Those matters should be dealt with under relevant planning control, building and other regulations and not form part of the consideration for the premises licence. Section 210 of the 2005 Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building."

**(v) Duplication:**

As stated in section nine on Enforcement, as per the Gambling Commission's Guidance for local authorities this licensing authority will seek to avoid duplication with other regulatory regimes so far as possible.

**(vi) Door Supervisors:**

The Gambling Commission's Guidance advises local authorities that licensing authorities may require persons operating premises in which gambling takes place to take measures such as the supervision of entrances; segregation of gambling from non-gambling areas frequented by children (assuming such non-gambling areas are compatible with requirements of the Act); and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives.

Any person employed to fulfil a condition on a premises licence that requires door supervision should hold a relevant licence issued by the Security Industry Authority (SIA).

It is to be noted that door supervisors at licensed casino or bingo premises are exempt from the requirements of the Private Security Industry Act 2001. Where an authority imposes door supervision requirements on such licences, the personnel will not need licensing under the 2001 Act.

This licensing authority therefore has specific requirements for door supervisors working at casinos or bingo premises, where there are multiple licensable activities and/or the Police Licensing Officer has concerns about the licensing objectives being undermined.

Where the premises is licensed under the Licensing Act 2003 door supervisors will be required to hold a relevant licence issued by the Security Industry Authority (SIA).

**(vii) Split Premises**

The Gambling Commission's Guidance states that a building can, in principle, be divided into more than one premises and be subject to more than one Premises licence provided they are for different parts of the building, and the different parts of the building can reasonably be regarded as being different premises. An example is given of units within a shopping mall, where each unit is separate self-contained premises contained within one building. It is also possible for licensed premises to be located next to each other.

The Gambling Commission state they do 'not consider that areas of a building that are artificially separated, for example by ropes or moveable partitions, can properly be regarded as separate premises'.

Whether different parts of a building can be reasonably regarded as different premises will depend on the circumstances of the individual building and how any division is proposed. To agree to accept applications to grant or vary a licence for a building which has been divided, the Licensing authority will need to be satisfied the premises are genuinely separate premises, and not an artificially created additional part of single premises.

In considering whether different areas of a building are genuinely separate premises the Licensing authority will take into account factors which will include:

- whether there are separate registrations for business rates in place for each premises;
- whether separate sets of staff work in the individual premises;
- whether there is a separate cash desk/reception for each of the premises;
- whether each premises has its own postal address;
- whether the premises are owned or operated by the same person;
- whether each of the premises can be accessed from a street or public passageway;
- whether the premises can only be accessed from any other gambling premises.

When considering proposals to divide a building into separate premises, the Licensing authority will also need to be satisfied that the form of separation between the premises is appropriate.

The separation between one premises and another must be clearly defined. Any barrier used to separate one premises from another must be permanent and constructed so the public cannot go from one premises to another.

It may be acceptable for staff working in adjacent premises to have access through barriers between premises. The applicant must demonstrate that in providing staff access there are suitable control measures in place that will ensure the safety and security of staff and will prevent the public from using the same access point to enter the other premises.

The Gambling Act 2005 (Mandatory and Default Conditions) Regulations 2007 restrict access to different types of licensed gambling premises. In considering proposals to divide a building into different premises, the Licensing authority will have to be satisfied that proposals to divide buildings are compatible with the mandatory conditions relating to access between premises.

The Guidance at paragraph 7.22 states "There is no definition of 'direct access' in the Act or Regulations, but Licensing Authorities may consider that there should be an area

separating the premises concerned (for example a street or café), which the public go to for purposes other than gambling, for there to be shown to be no direct access.”

It is the Licensing authority’s opinion that any area which separates licensed premises, and from which those premises can be accessed, must be genuinely separate premises which are habitually and actually used by members of the public other than those using the licensed premises.

The Licensing authority does not consider that provisions which prohibit direct access between licensed premises are satisfied where licensed premises are separated by an area created artificially within a building principally for members of the public attending the licensed premises, irrespective of whether this area is unlicensed or provides non- gambling facilities, for example refreshments or cashpoint machines.

Where the Licensing authority is satisfied that a building can be divided into separate premises it will expect applicants to ensure that:

- the premises are configured so that children are not invited to participate in, have accidental access to, or closely observe gambling to which they are prohibited from taking part;
- the premises are not configured so children are likely to enter an adult only area to join a parent gambling in that adult only area,
- entrances and exits from parts of a building covered by one or more Premises licences are separate and identifiable so the separation of different premises is not compromised and people do not ‘drift’ into a gambling area. In this context it should be possible to access the premises without going through another licensed premises or premises with a permit;
- customers should be able to participate in the activity named on the Premises licence.

This is not an exhaustive list and the Licensing authority will consider other aspects based on the merits of the application.

#### **(viii) Access to Premises**

The Gambling Act 2005 (Mandatory and Default Conditions) Regulations set out access provisions for each type of licensed gambling premises. The broad principle is there can be no direct access from one licensed gambling premises to another, except between premises which allow those aged under-18 to enter and with the further exception that licensed betting premises may be accessed via other licensed betting premises.

‘Direct access’ is not defined, but the Licensing authority will consider there should be an area such as a street or café to which the public attend for purposes other than gambling for there to be no direct access.

## Types of Premises and their access provisions

### Casino

- The principal access to the premises must be from a 'street';
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons;
- No customer must be able to access a casino directly from any other premises which holds a gambling premises licence.

### Adult Gaming Centre

- No customer must be able to access the premises directly from any other licensed gambling premises;

### Betting Shop

- Access must be from a 'street' or from other premises with a betting licence;
- No direct access is permitted from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be any entrance to a betting shop from a shop of any kind unless that shop is in itself a licensed betting premises.

### Track

- No customer must be able to access the premises directly from a casino or Adult Gaming Centre

### Bingo Premises

- No customer must be able to access the premises directly from a casino, an Adult Gaming Centre or a betting premises, other than a track.

### Family Entertainment Centre

- No customer must be able to access the premises directly from a casino, an Adult Gaming Centre or a betting premises, other than a track.

## **(ix) Licensing objectives:**

This licensing authority has considered the Gambling Commission's Guidance to local authorities in respect of the 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:***

## **(x) Reviews:**

Interested parties or responsible authorities can make requests for a review of a premises licence; however, it is for the licensing authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the following matters:

- it is in accordance with any relevant code of practice issued by the Gambling Commission;
- it is in accordance with any relevant guidance issued by the Gambling Commission;

- it is reasonably consistent with the licensing objectives; and
- it is in accordance with the authority's statement of licensing policy.

Consideration will be given as to whether the request is frivolous, vexatious, or will certainly not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

The licensing authority can also initiate a review of a licence on the basis of any reason that it thinks is appropriate.

#### **(xi) Provisional Statements:**

This licensing authority notes the Gambling Commission's Guidance for the Gambling Commission which states that:

- "It is a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence." and that
- "Requiring the building to be complete ensures that the authority can inspect it fully".

In terms of representations about premises licence applications, following the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances. In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- (a) which could not have been raised by objectors at the provisional licence stage; or
- (b) which is in the authority's opinion reflect a change in the operator's circumstances.

#### **(xii) Adult Gaming Centres (AGC):**

This licensing authority particularly notes the Gambling Commission's Guidance which states: "No-one under the age of 18 years of age is permitted to enter an AGC. Licensing authorities will wish to have particular regard to the location of an entry to AGCs to minimise the opportunities for children to gain access. This may be of particular importance in areas where young people may be unsupervised and an AGC is in a complex, such as a shopping centre or airport."

Because gaming machines provides opportunities for solitary play and immediate payouts, they are more likely to engender repetitive and excessive play. The licensing authority in considering premises licences for AGC's will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds are not attracted to, or gain access to, the premises.

The licensing authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:

- Proof of age schemes

- CCTV
- Supervision of entrances/machine areas
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

**(xiii) (Licensed) Family Entertainment Centres (FECs):**

Family Entertainment Centres are wholly or mainly used for having gaming machines available for use.

This licensing authority will, as per the Gambling Commission's Guidance refer to the Commission's website to see any conditions that apply to operator licences covering the way in which the area containing the category C machines should be delineated. This licensing authority will also make itself aware of any mandatory or default conditions on these premises licences, when they have been published.

Gaming machines are a form of gambling which is attractive to children and licensed FEC's will contain both Category D machines on which they are allowed to play, and Category C machines on which they are not. Since gaming machines provide opportunities for solitary play and for immediate pay outs, they are more likely to engender repetitive and excessive play. The licensing authority, in considering applications for FEC Premises licences, will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

The licensing authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:

- CCTV
- Supervision of entrances/machine areas
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours

- Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare
- Measures/training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

**(xiv) Tracks:**

This licensing authority is aware that the Gambling Commission may provide specific guidance as regards tracks. We shall have regard to this Guidance in the discharge of our functions.

**(xv) Casinos:**

This licensing authority will have regard to the Gambling Commission's guidance.

**(xvi) Bingo:**

This licensing authority will have regard to the Gambling Commission's guidance.

The licensing authority expects that where children are permitted in bingo premises, any Category B or C machines are located in an area which is separated from the rest of the premises by barriers or in a separate room, where it is made clear that entry is permitted only for those aged 18 or over. Appropriate signage should be provided to this effect and the area should be monitored by staff, either through direct supervision or by monitored CCTV.

To avoid a situation where a premises holds a bingo premises licence primarily to benefit from the gaming machine allowance, the licensing authority will need to be satisfied that bingo is regularly played in any premises for which a Premises licence is issued and that the premises presentation is clearly that of a bingo premises and readily identifiable as such to any customer using the premises.

**(xvii) Temporary Use Notices:**

There are a number of statutory limits as regards Temporary Use Notices. It is noted that it falls to the licensing authority to decide what constitutes a 'set of premises' where Temporary Use Notices are received relating to the same building/site (see Gambling Commission's Guidance for Local Authorities).

**(xviii) Occasional Use Notices:**

The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The licensing authority will need to consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.

**(xix) Small Society Lotteries**

The Council will adopt a risk-based approach towards our compliance responsibilities for small society lotteries. We consider the following list, although not exclusive, could affect the



risk status of the operator:

- Submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held)
- Submission of incomplete or incorrect returns
- Breaches of the limits for small society lotteries

Non-commercial gaming is permitted if it takes place at a non-commercial event as either an incidental or principal activity at the event. Events are non-commercial if no part of the proceeds is for private profit or gain. The proceeds of such events may benefit one or more individuals if the activity is organised:

- By, or on behalf of, a charity or for charitable purposes
- To enable participation in, or support of, sporting, athletic or cultural activities.

Charities and community groups should contact us via email [licensing@sevenoaks.gov.uk](mailto:licensing@sevenoaks.gov.uk) to seek further clarification.

#### **(xx) Travelling Fairs:**

It will fall to this licensing authority to decide whether, where category D machines and/or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.

It has been noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This licensing authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

#### **(xxi) Betting Premises**

This policy applies to applications for off-course betting premises. This is betting that takes place other than at a track, typically in a betting shop.

Gaming machines may be made available for use in licensed betting premises only where there are also substantive facilities for non-remote betting, provided in reliance on this licence, available in the premises.

In determining applications for betting premises, the licensing authority shall consider the following:

- proof of age schemes
- CCTV
- entry control system
- staff numbers

- staff training
- counter layout
- supervision of entrances/ machine areas
- machine privacy screens
- notices/ signage
- opening hours
- provision of responsible gambling information

This list is not exhaustive, and is merely indicative of example measures the Licensing authority will expect applicants to offer to meet the licensing objectives.

Betting machines made available at betting premises that accept bets on live events such as horse racing (SSBT's or self-service betting terminals) are not gaming machines and therefore do not count towards the total number of gaming machines that may be permitted at betting premises. However, where a machine is made available to take bets on 'virtual' races (e.g. results/images generated by a computer to resemble a real race or event), that IS a gaming machine and counts towards the maximum permitted number of gaming machines, and is subject to the relevant statutory limits on stakes and prizes.

Section 181 of the Gambling Act 2005 permits the Licensing authority to restrict the number of SSBT's, their nature and the circumstances in which they may be made available by attaching a relevant condition to a premises licence for a betting office. When considering whether to do so, the licensing authority will consider, among other things, the ability of employees to monitor the use of the machines by children and young persons or by vulnerable people.

The licensing authority when considering the number, nature and circumstances of self-service betting terminals an operator wants to offer will take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines.

Where an SSBT includes functionality to be marketed or presented in languages other than English, the Licensing authority will seek to ensure the operator has considered the ordinary code provision set by the Gambling Commission about making the following information also available in the relevant languages:

- information on how to gamble responsibly and access the help referred to in the Gambling Commission's Licence Conditions and Codes of Practice;
- the player's guide to any game, bet or lottery under the provisions of the Gambling Commission's Licence Conditions and Codes of Practice;
- the summary of the contractual terms on which gambling is offered, which is a condition of the licence holder's Operating Licence issued by the Gambling Commission.

### **Help with gambling related problems:**

A list of organisations where people may seek help will be available on the licensing website.

**Responsible Authorities:**

**Further information about the Gambling Act 2005 and the Council's licensing policy can be obtained from:**

**Licensing Team**

Sevenoaks District Council

Council Offices

PO Box 182

Argyle Road

Sevenoaks

Kent TN13 1GP

Tel: 01732 227004

[Sevenoaks District Council email](#)

[Sevenoaks District Council website](#)

**Information can also be obtained from:**

**Gambling Commission**

Victoria Square House

Victoria Square

Birmingham B2 4BP

Tel: 0121 230 6666

[Gambling Commission email](#)

[Gambling Commission website](#)

**Local Planning Authority**

Sevenoaks District Council

Council Offices

Argyle Road

Sevenoaks

Kent TN13 1GP

Tel: 01732 227000

**Environmental Protection**

Sevenoaks District Council

Council Offices

Argyle Road

Sevenoaks

Kent TN13 1GP

Tel: 01732 227000

[Environmental Health email](#)

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## **Police Licensing and Drugs Officer**

Licensing Coordinator

Community Safety Unit

Tonbridge and Malling Borough Council

Gibson Drive

Kings Hill

West Malling. ME19 4LZ

[Police Licensing Coordinator email](#)

## **Health and Safety**

Sevenoaks District Council

Council Offices

Argyle Road

Sevenoaks

Kent TN13 1GP

Tel: 01732 227000

## **Fire Safety –**

District Manager

Kent Fire & Rescue Service

West Kent Fire Safety Office

424 Vale Road

Tonbridge

Kent TN9 1SW

Tel: 01732 369429

## **Kent Child Protection Committee**

Children's and Families KCC Social Service

The Willows

Hilda May Avenue

Swanley

Kent BR8 7BT

[Kent Child Protection website](#)

## **HM Revenue & Customs**

HM Revenue and Customs

Excise Processing Teams

Gambling Duties

BX9 1GL

Tel: 0300 200 3701

[HM Revenue & Customs email](#)

[HM Revenue & Customs website](#)

**List detailing who this authority consulted with:**

**List of Consultees**

Sevenoaks District Council website  
District Councillors  
Councillor's Members Room  
Parish and Town Councils  
Licensees/their agents of gambling premises  
Neighbouring Authorities

**List of Consultees**

Sevenoaks District Council website  
District Councillors  
Councillor's Member Room  
Parish and Town Councils  
Licensees/their Agents of gambling premises  
Neighbouring Authorities  
Bodies designated under section 157 of the Act as 'Responsible Authorities'  
Town Centre Forums, Partnerships and Managers  
Person/ bodies representative of local residents  
Person/ bodies representative of gambling businesses  
Representatives of persons or business who hold premises licences  
Organisations working with people who are problem gamblers  
Representatives of health care organisations  
Representatives of voluntary and community organisations working with children and young people

This list is not definitive. Residents associations will be sent copies on request.

## Summary of machine provisions by premises

Premises type	Machine category							
	A	B1	B2	B3	B3A	B4	C	D
<b>Large casino</b> (machine/table ratio of 5-1 up to maximum)		Maximum of 150 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 150 (subject to machine/table ratio)						
<b>Small casino</b> (machine/table ratio of 2-1 up to maximum)		Maximum of 80 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 80 (subject to machine/table ratio)						
<b>Pre-2005 Act casino</b> (no machine/table ratio)		Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead						
<b>Betting premises and tracks occupied by pool betting</b>		Maximum of 4 machines categories B2 to D						
<b>Bingo premises</b>				Maximum of 8 machines in category B3 or B4		No limit on category C or D machines		
<b>Adult gaming centre</b>				Maximum of 4 machines in category B3 or B4		No limit on category C or D machines		
<b>Family entertainment centre</b> (with premises licence)							No limit on category C or D machines	
<b>Family entertainment centre</b> (with permit)								No limit on category D machines
<b>Clubs or miners' welfare institute</b> (with permits)				Maximum of 3 machines in categories B3A or B4 to D*				
<b>Qualifying alcohol-licensed premises</b>							1 or 2 machines of category C or D automatic upon notification	
<b>Qualifying alcohol-licensed premises</b> (with gaming machine permit)							Number of category C D machines as specified on permit	
<b>Travelling fair</b>								No limit on category D machines
	<b>A</b>	<b>B1</b>	<b>B2</b>	<b>B3</b>	<b>B3A</b>	<b>B4</b>	<b>C</b>	<b>D</b>

It should be noted that members' clubs and miners' welfare institutes are entitled to site a total of three machines in categories B3A to D but only one B3A machine can be sited as part of this entitlement. Commercial clubs are entitled to a total of three machines in categories B4 to D.

## Summary of licensing authority delegations permitted under the Gambling Act 2005

Matter to be dealt with	Full Council	Sub-Committee of licensing committee	Officers
Final approval of three year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting (where appropriate)			X
Application for Premises licences		Where representations have been received and not withdrawn	Where representations received/ representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where representations received/ representations have been withdrawn
Application for a transfer for a licence		Where representations have been received from the Commission	Where no representations have been received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where representations received/ representations have been withdrawn
Review of a premises licence		X	
Application for club gaming/club machine permits		Where objections have been made (and not withdrawn)	Where no objections made/objections have been withdrawn
Cancellation of club gaming/club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

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# Planning Applications to be Considered

Planning Applications received to be considered on 20 September 2021

<b>1</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02258/MMA	Samantha Simmons 27-09-2021	Cllr Dr Canet	N/A
<i>Case Officer</i>				
<i>Applicant</i>				
Mrs K Bennett		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
			9 Broomfield Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				06/09/21
<b>Minor material amendment to 21/00007/HOUSE.</b>				
<i>Web link</i>	<a href="https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QW4LP0BK0LO00">https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QW4LP0BK0LO00</a>			

<b>2</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02709/FUL	Sean Mitchell 04-10-2021	Cllr Busvine	Sophie Innes 07799 369966
<i>Case Officer</i>				
<i>Applicant</i>				
9 Pembroke Road Development Ltd		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
			9 Pembroke Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				13/09/21
<b>Erection of 7 dwelling and a Class E floor space (proposed office and gym floor space) with associated access, landscaping and parking.</b>				
<i>Web link</i>	<a href="https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QXZQY7BKMRK00">https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QXZQY7BKMRK00</a>			

<b>3</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02712/ADV	Anna Horn 04-10-2021	Cllr Michaelides	N/A
<i>Case Officer</i>				
<i>Applicant</i>				
Mr J Hobbs		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
			128 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				13/09/21
<b>Illuminated fascia sign and window graphics.</b>				
<i>Web link</i>	<a href="https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QXZQYOBKMRQ00">https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QXZQYOBKMRQ00</a>			

<b>4</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02721/FUL	Ravi Rehal 22-09-2021	Cllr Shea	Crawshay Garages
<i>Case Officer</i>				
<i>Applicant</i>				
Ms G Lang		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
			4-5 Crawshay Close	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				01/09/21
<b>Replacement garages.</b>				
<i>Web link</i>	<a href="https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QY1LMGBKMOV000">https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QY1LMGBKMOV000</a>			

# Planning Applications to be Considered

Planning Applications received to be considered on 20 September 2021

<b>5</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	<b>21/02727/HOUSE</b>	Samantha Simmons 21-09-2021	Cllr Raikes	Melvyn Jarvis 01892 667488
<i>Case Officer</i>				
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr A Ashurst			6 Chancellor Way	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				31/08/21
<b>Two Storey Rear Extension and Internal Alterations 4no roof lights on East Elevation.</b>				
<i>Web link</i>	<a href="https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QY1LN4BKMVC00">https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QY1LN4BKMVC00</a>			

<b>6</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	<b>21/02766/HOUSE</b>	Holly Pockett 30-09-2021	Cllr Granville-Baxter	Glyn Doughty
<i>Case Officer</i>				
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr C Attwell			117 Cramptons Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/09/21
<b>Demolition of existing front and rear extensions, erection of single storey front porch, single storey rear extension and conversion of integral garage to habitable room.</b>				
<i>Web link</i>	<a href="https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QYAUZGBKFLV00">https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QYAUZGBKFLV00</a>			

<b>7</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	<b>21/02769/HOUSE</b>	Anna Horn 24-09-2021	Cllr Hogarth	Open Architecture 01732 779580
<i>Case Officer</i>				
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
R Bessey			45 St Johns Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				03/09/21
<b>Part two Storey, pary single storey rear extension with internal alterations.</b>				
<i>Web link</i>	<a href="https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?keyVal=QYAUXNBKFLH00&amp;activeTab=summary">https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?keyVal=QYAUXNBKFLH00&amp;activeTab=summary</a>			

<b>8</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	<b>21/02784/FUL</b>	Anna Horn 28-09-2021	Cllr Parry	Daniel Weston 01732 753333
<i>Case Officer</i>				
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs T Van Emmenis			28 The Rise	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				07/09/21
<b>Demolition of the existing garage, sub-division of the plot and construction of a new 4 bedroom detached dwelling with new garden building, associated hard landscaping and alterations to the existing drive.</b>				
<i>Web link</i>	<a href="https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QYCPKIBKFA00">https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QYCPKIBKFA00</a>			

# Planning Applications to be Considered

Planning Applications received to be considered on 20 September 2021

<b>9</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02788/FUL	Ravi Rehal 27-09-2021	Cllr Granville-Baxter	N/A
<i>Case Officer</i>				
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr L Curtis			246 Seal Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				06/09/21
<b>Change of use from C3 (dwelling houses) to residential supported living accommodation for children.</b>				
<i>Web link</i>	<a href="https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QYCPLTBKFP100">https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QYCPLTBKFP100</a>			

<b>10</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02790/HOUSE	Samantha Simmons 24-09-202	Cllr Eyre	Mr Gallagher
<i>Case Officer</i>				
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Beech		Magpie Shaw	47 Weald Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				03/09/21
<b>Double and single height rear extension. Roof and fenestration alterations.</b>				
<i>Web link</i>	<a href="https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QYCPM5BKFPN00">https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QYCPM5BKFPN00</a>			

<b>11</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02797/LBCALT	Mark Mirams 27-09-2021	Cllr Piper	N/A
<i>Case Officer</i>				
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
		West Heath School	Ashgrove Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				06/09/21
<b>Ceiling repair.</b>				
<i>Web link</i>	<a href="https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QYEDNWBK0LO00">https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QYEDNWBK0LO00</a>			

<b>12</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	21/02819/HOUSE	Ravi Rehal 29-09-2021	Cllr Morris Brown	Nathan Burr 01732 742200
<i>Case Officer</i>				
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Dr Widdowson & Partakis			88 Wickenden Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				08/09/21
<b>Replacement front entrance, infill of covered area, conversion of garage and single storey rear extension, extension of vehicular access and alterations to front of site.</b>				
<i>Web link</i>	<a href="https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QYI9LHBKFM00">https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QYI9LHBKFM00</a>			

# Planning Applications to be Considered

Planning Applications received to be considered on 20 September 2021

<b>13</b>	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	<b>KCC/SE/0045/2021</b>	Miss Mary Green	Cllr Mrs Parry	
<i>Case Officer</i>				
<i>Applicant</i>				
<i>House Name</i>		<i>Road</i>		<i>Locality</i>
KCC Infrastructure Division	Sevenoaks Grammar Annexe/Trini	Seal Hollow Road		Wildernesse
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/09/21
<b>KCC/SE/0045/2021 - Amended plan</b>				
<b>New external sports facilities - comprising 2 multi use games areas &amp; 2 all weather floodlit pitches on the existing school playing fields, and change of use of an area of land to the east of the school site to grass playing field, together with associated landscaping and access works.</b>				
<b>Summary of amendments: Please see documents date created 4 August and 7 September 2021.</b>				
<i>Web link</i>	<a href="https://www.kentplanningapplications.co.uk/Planning/Display/KCC/SE/0045/2021">https://www.kentplanningapplications.co.uk/Planning/Display/KCC/SE/0045/2021</a>			