

**Monitoring Checklist – Bingo in Alcohol Licensed Premises**

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| Premises name and address | | |
| Premises person(s) present |  | |
| Authorised Officer(s) |  | |
| Signature of Authorised Officer(s) |  | |
| Date and time of the assessment |  | |
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| **Section 1**  **Pre-Assessment Checks** |

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| 1. Licences/ Notices in Place at the time of assessment   Please tick all that apply  **Premises Licence – Licensing Act 2003/ Licensing (Scotland) Act 2003 – Issued by the Local Authority.\***  Required for a premises to be able to offer exempt gaming. Please complete Section 2 if this is the only box ticked in this section.  **Temporary Use Notice (TUN) – Gambling Act 2005 – Issued by the Local Authority**  Allows the holder to provide any form of equal chance gaming where the gaming is intended to produce a single, overall winner. In the case of tournaments, winners from each round may progress to the next stage. Requires an operating licence.  Please complete Section 3 and Section 4 if you have ticked this box.  **Operating Licence – Gambling Act 2005 – Issued by the Gambling Commission**  Required where bingo stakes or prizes exceed £2000 in a 7 day period. This is known as “high turnover bingo”. Operators of high turnover bingo must hold an operating licence but they do not need to apply for a premises licence if they continue to meet the rules for exempt gaming in an alcohol licensed premises.  If no TUN is in place please complete Section 2 and Section 4.  If a TUN is in place please complete Section 3 and Section 4. |
| \*If the premises holds a Premises Licence under the Gambling Act 2005, this checklist will not be applicable. Please refer to our ‘Bingo Premises assessment template’ available here: <http://www.llepbizgateway.co.uk/gambling-act-2005/assessment-template-forms/> |

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| **Section 2 – Part A**  **Exempt Gaming in alcohol licensed premises**  Exempt gaming must be equal chance gaming. Equal chance gaming does not involve staking against a bank and the chances of winning should be equally favourable to all participants. It can include games such as poker, bingo, dominoes and cribbage. Equal chance gaming in alcohol licensed premises is exempt from requiring a gambling premises licence if certain conditions are met. These conditions, set out in the Gambling Act 2005 (Section 279), form the basis of this **Section 2 Part A** of this checklist. |

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| Bingo Stakes (SI 2007 / 1940)  **There is a maximum stakes limit of £5 per person per game.** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Bingo Total Stakes or Prizes (GA05 Section 281)  **Where bingo is provided, the total stakes or prizes must not exceed £2000 in any seven day period** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| There is no specified maximum prize for a game of bingo. If the seven day £2000 limit is exceeded, the Gambling Commission must be notified. An offence is committed if the limit is exceeded more than once in any rolling year and an appropriate operating licence is not in place (GA05 Section 281)  If there is an operating licence in place (issued by the Gambling Commission), it is permissible for the bingo to generate in excess of £2000 in stakes or prizes, but all other rules for exempt gaming must still be followed. | |
| Deductions/ levies from bingo stakes  **No amount can be deducted or levied from the sums staked or won** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Therefore, all money taken in bingo stakes must be returned in prizes. | |
| Participation fee  **No participation fee can be charged** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Section 344 of the Gambling Act 2005 states that a charge for admission to premises where gambling takes place is to be treated as participation fee.  Customers must not be required to pay any other fee in addition to their bingo stake in order to participate in the bingo. For example, a licensed premises may be charging an admission fee to an event which offers live music and a meal. If they were also to offer a game of bingo during the event, anyone wishing to play the bingo must be allowed to do so without having to pay for the entertainment and meal.  Where tickets for events including bingo are available through a website, it should be clear that payment of an admission fee for the event is not required if the customer only wants to enter the game(s) of bingo. | |
| Linking games  **No linking of games with games played in other premises** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Under 18s  **Persons under 18 are excluded from the gaming** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |

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| **Section 2 – Part B**  **Exempt Gaming – Code Provisions (Code of Practice for Equal Chance gaming for clubs and alcohol licensed premises)**  The Gambling Commission’s Code of Practice sets out a number of provisions which specifically deal with equal chance gaming in alcohol licensed premises. These code provisions are the basis for **Section 2 Part B** of this checklist. |

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| Designated person (Code provision 1.1)  Compliance with the code is the responsibility of:   * England and Wales: The designated premises supervisor (Licensing Act 2003) * Scotland: The premises manager (Licensing (Scotland) Act 2005)   **Is the designated person taking responsibility for compliance with the code?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | |
| Checking stakes and prizes (Code provision 1.2)  **Is the designated person taking all reasonable steps to ensure that gaming remains ‘low level’?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | |
| Gaming – ancillary to the main purpose of the premises (Code provision 1.2)  **Gaming should not be main reason to go to the premises** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Supervision of gaming (Code provision 1.3)  **All bingo must be in a place that can be supervised by premises staff (this can include bar or floor staff)** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Prevention of underage gambling (Code provision 1.4)  **Games should only be held in parts of the premises which are restricted to adults** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Age verification (Code provision 1.4)  **The designated person should put procedures in place to ensure that checking of age is carried out for potentially underage players** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Acceptable forms of identification should include a photograph, state the date of birth, be valid, be legible and show no signs of tampering or reproduction. | |
| Refusal of those underage (Code provision 1.4)  **Procedures should include refusing access to anyone apparently under age who cannot produce an acceptable form of age verification and identification** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Repeated attempts to gamble by those underage (Code provision 1.5)  **Procedures should be in place for dealing with cases where an underage person repeatedly attempts to gamble** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Procedures should include verbal warnings and reporting the offence to the Commission and  the police. The designated person should take reasonable steps to ensure that all employees  understand their responsibilities under this code. | |
| Payments (Code provision 1.6)  **All payments should be paid for in cash before the game begins. No credit can be offered**  **All players should be notified of the stakes limits (£5 per person per game)** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Bingo equipment (Code provision 1.7)  **All equipment used in the gaming should be supplied by the premises and the equipment should be secured when not in use** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| The equipment should be replaced when damaged or marked. No player should supply his/her own equipment. | |
| Rules (Code provision 1.8)  **For organised games, the rules should be displayed or made available to customers before and during the game)** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| For example, rules could be displayed on a poster where the bingo is taking place, provided to players on a leaflet or displayed on a website where a ticket is purchased. | |
| General atmosphere (Code provision 1.9)  **The designated person should ensure that there is a ‘pleasant atmosphere’** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| The designated person should deny participation to customers who cheat or collude with other players or employees, threaten other players or employees, create a disturbance or damage equipment. | |
| Plan (Scotland Only) (Code provision 1.10)  **The provision of facilities for equal chance gaming should be provided for in the premises licence operating plan** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Complaints and Disputes (Code provision 5.1/5.2/5.3)  **There should be a written complaints procedure covering all aspects of the permissible activities** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| The designated person should ensure that:  • customers are told the name and status of the person to contact about their complaint  • customers are given a copy of the complaints procedure on request or on making a complaint  • all complaints are handled in accordance with the procedure. | |

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| **Section 3**  **Operating Licence in place**  Where the bingo provider has been granted an operating licence from the Gambling Commission to offer high turnover bingo, they will also be required to comply with the conditions of that licence. The Social Responsibility Code Provisions (SRCP) form the basis of **Section 3** of this checklist. |

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| Rules of Variants of Bingo (SRCP 4.2.2)  **Are the rules about each variant of bingo made available?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | | |
| Problem Gambling Materials (SRCP 3.3)  **Is information readily available to customers on how to gamble responsibly and seek help in respect of problem gambling?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | | |
| Policies for preventing Under Age Gambling (SRCP 3.2)  **Does the licensee have and put into effect policies and procedures designed to prevent underage gambling?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | | |
| Test Purchasing (SRCP 3.2)  **Does the licensee monitor the effectiveness of their policies and procedures for preventing underage gambling?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | | |
| Under 18s Employment  **Is the operator employing anyone under the age of 18 provide facilities for gambling?** | |  |  | | --- | --- | | Yes | 10 | | No | 0 | | |
| Policies for Customer Interaction (SRCP 3.4.1 and OC 3.4.2)  **Has the licensee put into effect policies and procedures for customer interaction where they have concerns that a customer’s behaviour may indicate problem gambling?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | | |
| Policies for Self Exclusion (SRCP 3.5)  **Does the licensee have and put into effect procedures for self-exclusion?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | | |
| Multi-Operator Self-Exclusion Scheme (SRCP 3.5.6)  **Does the licensee offer the ability for customers to exclude from similar local venues through participation in a multi-operator exclusion scheme?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | | |
| Free and Discounted Alcohol (SRCP 5)  **If customers are offered free or discounted alcohol, is this linked to whether or when they begin or continue to gamble or made at times when they are participating in gambling activities?** | |  |  | | --- | --- | | Yes | 10 | | No/ N/A | 0 | | |
| Advising Employees on Socially Responsible Gambling (SRCP 7)  **Has the licensee ensured that employees involved in the provision of facilities for gambling are made aware of advice on socially responsible gambling and where to get help should their own gambling become hard to control?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | | |
| Reward Schemes – Terms and Conditions (SRCP 5)  **Are the terms and conditions of any customer incentive or reward schemes clearly set out and readily available to customers?** | | |  |  | | --- | --- | | Yes | 0 | | No | 10 | |
| Complaints and Disputes (SRCP 6)  **Has the licensee put into effect appropriate policies and procedures for accepting and handling customer complaints and disputes in a timely, fair open and transparent manner?** | |  |  | | --- | --- | | Yes | 0 | | No | 10 | | |
| Gambling Commission Conditions  **Is the premises adhering to any additional operating licence conditions?** | |  |  | | --- | --- | | Yes/ N/A | 0 | | No | 10 | | |
| The Gambling Commission may have applied conditions to the operating licence. | | |

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| **Section 4**  **Temporary Use Notice (TUN) in place**  To offer bingo under a TUN in an alcohol licensed premises the notification can only be submitted by a holder of a bingo operating licence.  Gambling Act 2005 (Temporary Use Notices) Regulations 2007 (SI 2007/3157) sets out the restrictions on the type of gambling to be offered under a TUN. These restrictions form the basis of **Section 4** of the checklist, along with Part 14 of the Guidance to Licence Authorities: |

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| Facilities provided  **Those participating in the gaming must be taking part in a competition which is intended to produce a single, overall winner** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Tournaments  **If games of bingo are provided as part of a tournament, they must be structured so that qualifying rounds produce winners whose prize is to progress to the next round** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| In relation to tournaments, the requirement that the gaming is ‘intended to produce a single overall winner’ does not restrict the gaming to only one winner through the course of the tournament, although there will ultimately be one final tournament winner | |
| Gaming Machines  **Equal chance gaming cannot take place by way of a gaming machine** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Gaming machines cannot be made available for use in reliance on a TUN. Also, equal chance gaming cannot be provided by way of a machine. For a full definition of a gaming machine, please section 235 of the Gambling Act 2005. | |
| Cash games  **Cash games are games where each hand provides a winner and are not permitted under a TUN** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Maximum number of days  **TUNs may only be made available on a maximum of 21 days in any 12 month period for any or all of a named set of premises** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| Section 218 of the Act refers to a ‘set of premises’ and provides that a set of premises is the subject of a TUN if ‘any part’ of the premises is the subject of a notice. | |
| Remote technology  **If gaming is being provided remotely, a remote gambling operating licence will be required** | |  |  | | --- | --- | | Compliant | 0 | | Not compliant | 10 | |
| At larger events operators may use technology to provide gaming. This will require that they have ‘remote gambling’ specified on their operating licence. If this situation arises, please contact the Gambling Commission for further advice. | |

1. **5) Action Points**

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| Question Number | Issue/ Resolution |
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Where possible, please share this letter, or the notes shown above, with your Gambling Commission Compliance Manager.