



Licensing Committee

4th December 2025

Subject: Licensing Policy Review

Report by:

Chief Executive

Contact Officer:

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Purpose / Summary:

This report is in relation to the statutory process of reviewing the Licensing Policy (which has been amended accordingly) and is put before Members of Full Council for their consideration

RECOMMENDATION(S):

Licensing Committee are asked to approve;

- a) The Statement of Licensing Policy as shown in appendix 1.
- b) That it proceeds to Full Council for approval and adoption in January 2026

IMPLICATIONS

Legal:

Section 5(1)(a)(b) of the Act requires each Licensing Authority to determine and publish a Licensing Policy Statement and review on an ongoing basis, within a five-year period. Adoption of the Policy Statement is a Council function which cannot be delegated to a Committee or Sub-Committee.

Financial : FIN/99/29/LC/SSc

No financial implications arising from this report.

Staffing :

None noted.

Equality and Diversity including Human Rights :

The consultation has been completed in line with the legislative requirements and provision has been made for all relevant persons to comment as necessary.

Data Protection Implications :

None noted.

Climate Related Risks and Opportunities :

None noted.

Section 17 Crime and Disorder Considerations :

It is noted that the Licensing of premises plays a key role in ensuring that any crime and disorder can be managed appropriately and ensures that a robust process is in place to enable the management of this. This policy seeks to ensure that this process can happen effectively.

Health Implications:

An effective and fit for purpose Licensing Policy helps to ensure that residents within the district and those visiting are safe and reduces the risk of health implications in relation to premises which require a license.

Title and Location of any Background Papers used in the preparation of this report:

None noted

Risk Assessment :

Failure to adopt and publish a Statement of Policy means that the authority would not be complying with the Licensing Act 2003 and would leave any decisions made by the Licensing Authority open to challenge along with the potential to damage to its reputation.

It should be noted that the policy, following on from consultation and if approved, can be challenged as with any decision made by the Council. However, in order to minimise the risks of any legal challenge, the comments received will be given due consideration and these will be set out in the final report to Licensing committee.

Call in and Urgency:**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes☐**No**☐**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

Yes☐**No**☐

1. Introduction

- 1.1. Section 3 of the Licensing Act 2003 defines this Council as a “Licensing Authority”.
- 1.2. Section 4 of the Act requires the Licensing Authority to have regard to its Licensing Policy in carrying out its functions, and must also have regard to any guidance issued by the Secretary of State under Section 182
- 1.3. Section 5 of the Licensing Act 2003 requires that each Licensing Authority prepares, consults on and determines a Statement of Licensing Policy. That policy must be kept under review on an ongoing basis and in any case every five years. The current policy was adopted by Council in 2021. The legislation requires that, where revisions are made, the licensing authority must publish a statement of the revisions or the revised licensing statement. The revised policy must be in place by the end of January 2026.

2. Consultation

- 2.1. The required legislative consultation took place between the 21st July 2025 and the 26th September 2025 and was placed upon the Council’s website.
- 2.2. The Council is also required to specifically consult with the following bodies:
 - The Chief Officer of Police for the licensing authority’s area;
 - The Fire Authority for that area;
 - Representatives of holders of premises licences, club premises certificates and personal licences;
 - Other persons the licensing authority considers to be representative of businesses and residents in its area;
 - The Local Authority’s Director of Public Health England (DPH).
- 2.3. No responses were received during the consultation period.

3. Policy

- 3.1. There are no policy amendments proposed as a result of the consultation and the policy is shown in appendix 1.
- 3.2. The policy, as attached, requires approval and adoption at Full Council in January 2026.