

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**



**CORPORATE LEADERSHIP TEAM'S**  
**REPORT TO**

**LICENSING & PUBLIC PROTECTION COMMITTEE**

**19<sup>th</sup> August 2025**

**Report Title:** Draft Statement of Licensing Policy 2025-2030

**Submitted by:** Service Director – Regulatory Services & Licensing Lead Officer

**Portfolios:** Finance, Town Centres & Growth

**Ward(s) affected:** All

<b><u>Purpose of the Report</u></b>	<b><u>Key Decision</u></b>	<b>Yes <input checked="" type="checkbox"/></b>	<b>No <input type="checkbox"/></b>
To advise members of a draft Statement of Licensing Policy for the Council and to seek approval for public consultation.			
<b><u>Recommendation</u></b>			
That Members make any comments on the draft Statement of Licensing Policy prior to it being issued for public consultation, and approve the consultation timetable at section 2.8 of the report.			
<b><u>Reasons</u></b>			
Under Section 5 of the Licensing Act 2003 the Council is required to revise its Statement of Licensing Policy by January 2021 and thereafter every 5 years. If a Council reviews their Policy within the 5 year period then a new 5 year period begins from the date it is implemented. The policy therefore requires review and implementation by 18 <sup>th</sup> November 2025.			

**1. Background**

- 1.1** Under Section 5 of the Licensing Act 2003 the Council is required to revise and publish its Statement of Licensing Policy by 6th January 2021 and thereafter every 5 years. If a Council reviews their Policy within the 5 year period then a new 5 year period begins from the date it is implemented.
- 1.2** The existing Statement of Licensing Policy was approved via urgent officer decision by Chief Executive on 18<sup>th</sup> November 2020, due to cancellation of Council due to covid restrictions. The decision was subsequently approved by Council and therefore requires review and to be readopted prior to this date.

**2. Issues**

- 2.1** The statement of policy must set out the Councils “policy with respect to the exercise of its licensing functions”. This includes ensuring that the Policy meets the four Licensing Objectives:
- Prevention of Crime and Disorder

- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm.

**2.2** Attached to this is the revised Statement of Licensing Policy to be published for consultation for 4 weeks.

**2.3** Members of Licensing and Public Protection Committee are invited to make any comments on the Policy prior to it going to public consultation. The revised Policy is contained in **Appendix A**.

**2.4** The responsibility for adoption of the statement of Licensing Policy is reserved, by law, to Full Council.

**2.5** The Council is required prior to adoption of the policy to consult with:

- (a) the chief officer of police for the licensing authority's area,
- (b) the fire and rescue authority for that area,
- (c) each Local Health Board for an area any part of which is in the licensing authority's area,
- (d) each local authority in England whose public health functions within the meaning of the National Health Service Act 2006 are exercisable in respect of an area any part of which is in the licensing authority's area,
- (e) such persons as the licensing authority considers to be representative of holders of premises licences issued by that authority,
- (f) such persons as the licensing authority considers to be representative of holders of club premises certificates issued by that authority,
- (g) such persons as the licensing authority considers to be representative of holders of personal licences issued by that authority, and
- (h) such other persons as the licensing authority considers to be representative of businesses and residents in its area.

**2.6** The proposed amendments to the Statement of Licensing Policy are detailed below:

- Updating weblinks and terminology, and formatting to promote clarity;
- Updated reference to Cumulative Impact Assessment which has been published since the last Statement of Licensing Policy was published;
- Inclusion of approved Digital ID to be used as proof of age which will be permitted under the Licensing Act 2003 in due course;
- Inclusion of reference to the Terrorism (Protection of Premises) Act 2025;
- Removal of sections that are duplicates of other legislative requirements or are entirely covered within the Licensing Act 2003 (i.e. Section 5);
- Consolidation and strengthening of the sections relating to the Council's duties to those with protected characteristics having regard to relevant Government Guidance and the Equality Act 2010 (Public Sector Equality Duty);
- Updating and the removal of outdated 'model' conditions in Appendix A.
- Removal of Appendix B – Map of the Cumulative Impact Assessment area, which is part of a standalone 'live document'.

**2.7** In respect of the updating of the Model conditions Officers will make a specific request to the relevant responsible authorities as part of the consultation so that they remain fit for purpose.

**2.8** The timescale for the revision of the Statement of Licensing Policy is as follows:

- Draft considered by Licensing and Public Protection Committee 19<sup>th</sup> August 2025.
- Consultation formally starts 20<sup>th</sup> August 2025 for 4 weeks.

- Consultation ends 16th September 2025.
- Report to Licensing and Public Protection Committee on proposed Statement and comments from consultation – at 8<sup>th</sup> October 2025 meeting
- Report to Council on adoption of revised Statement at the following meeting.

### 3 **Recommendation**

- 3.1 That Members make any comments on the draft Statement of Licensing Policy prior to it being issued for public consultation and approve the consultation timetable at section 2.8 of the report.

### 4 **Reasons**

- 4.1 The proposed amendments are required to ensure compliance with the Licensing Act 2003 and to also ensure that the Statement of Licensing Policy is up to date to ensure best practice.

### 5 **Options Considered**

- 5.1 There are many options relating to the content of the draft Statement of Licensing Policy, the proposed amendments are to update for current best practice and guidance.

### 6 **Legal and Statutory Implications**

- 6.1 Under Section 5 of the Licensing Act 2003 the Council is required to revise its Statement of Licensing Policy by 18<sup>th</sup> November 2025 and thereafter every 5 years.

### 7 **Equality Impact Assessment**

- 7.1 There are no impacts identified arising from this report.

### 8 **Financial and Resource Implications**

- 8.1 There are no impacts identified arising from this report.

### 9 **Major Risks & Mitigation**

- 9.1 There are risks associated with the Council not having an approved Statement of Licensing Policy as required by the Licensing Act.

### 10 **UN Sustainable Development Goals (UNSDG)**



### 11 **One Council**

Please confirm that consideration has been given to the following programmes of work:

One Commercial Council: ☐

*We will make investment to diversify our income and think entrepreneurially.*

One Sustainable Council: ☒

*We will deliver on our commitments to a net zero future and make all decisions with sustainability as a driving principle*



One Digital Council: ☒

*We will develop and implement a digital approach which makes it easy for all residents and businesses to engage with the Council, with our customers at the heart of every interaction.*

## 12 **Key Decision Information**

12.1 This is not a key decision.

## 13 **Earlier Cabinet/Committee Resolutions**

13.1 The existing statement of licensing policy was approved at Council on 18<sup>th</sup> November 2020.

## 14 **List of Appendices**

14.1 Appendix A – Draft Statement of Licensing Policy 2025-2030.

## 15 **Background Papers**

15.1 None.