

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

CORPORATE LEADERSHIP TEAM'S REPORT TO

Council
19th November 2025

Report Title: Statement of Licensing Policy 2025-30

Submitted by: Service Director - Regulatory Services & Licensing Lead Officer

Portfolios: Finance, Town Centres and Growth

Ward(s) affected: All

<u>Purpose of the Report</u>	<u>Key Decision</u>	Yes ☐	No ☒
To seek adoption of the draft Statement of Licensing Policy 2025-2030.			
<u>Recommendation</u> That: 1. Council endorses the decision made by Licensing & Public Protection Committee on 8th October 2025. 2. Council approves adoption of the Statement of Licensing Policy 2025-30.			
<u>Reasons</u> Under Section 5 of the Licensing Act 2003, the Council was required to revise its Statement of Licensing Policy by January 2021 and thereafter update it 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 was last approved via Urgent Decision by the Chief Executive on 18th November 2020 and subsequently approved by Council on 16 December 2020.			

1. Background

- 1.1 Under Section 5 of the Licensing Act 2003 the Council is required to revise its Statement of Licensing Policy by January 2021 and the revision published 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 18th November 2020, due to cancellation of Council due to covid restrictions. The decision was subsequently approved by Council and therefore requires review and approval.
- 1.3 A statutory consultation took place between 20th August and 16th September 2025 during which the only response was from the Council's Environmental Health Department. The recommendations put forward were adopted into the new draft policy

document that was approved by Licensing & Public Protection Committee on 8th October 2025. A copy of the draft policy is attached as **Appendix A**.

2. **Issues**

2.1 As set out above.

3. **Recommendation**

3.1 That:

Members endorse the decision made by Licensing & Public Protection Committee on 8th October 2025

Members approve adoption of the Statement of Licensing Policy 2025-30

4. **Reasons**

4.1 The Council have a statutory duty to review and publish a Statement of Licensing Policy every 5 years.

5. **Options Considered**

5.1 No other options have been considered.

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 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 2003.

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

10.1



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.

The Licensing service seeks to operate within the Council budgetary limits, using a positive pro-active approach which limits unnecessary costs and resource output.

One Sustainable Council: ☒

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

All activities are undertaken with sustainability in mind, and the Council have created a 'Business Hub' document to assist businesses in action that they can take to be more sustainable.

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.

All records in relation to Licensing are kept securely electronically and actively promote that applicants submit any application or documentation digitally.

12. **Key Decision Information**

12.1 This is not a key decision.

13. **Earlier Cabinet/Committee Resolutions**

13.1 The draft statement of licensing policy was approved at Licensing & Public Protection Committee on 8th October 2025. The current policy was approved by urgent decision by the Chief Executive on 18th November 2020 and subsequently endorsed by Full Council on the 16th December 2020.

14. **List of Appendices**

14.1 Appendix A - Proposed Statement of Licensing Policy.

15. **Background Papers**

15.1 None.