THE LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

7 JANUARY 2026

Name of Policy	Licensing Act 2003 – Statement of Licensing Policy 2026 - 2031
Team responsible	Licensing
Date Endorsed/adopted/reviewed	Endorsed: 16 December 2025 Adopted: 07 January 2026 Reviewed:
Endorsed by	Licensing & Protection Committee
Review Date	December 2030

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Introduction

The Statement of Licensing Policy plays a vital role in supporting Huntingdonshire District Council's Corporate Plan to 2028, which is centred around three key priorities: improving the quality of life for local people, creating a better Huntingdonshire for future generations, and delivering our core work effectively.

This policy provides a clear framework for regulating licensing activities in a way that balances economic opportunity with community wellbeing.

By setting standards that promote public safety, prevent nuisance, and ensure fairness, the policy directly contributes to improving residents' everyday experiences and supporting vibrant, thriving local communities.

Aligned with the Council's commitment to Do, Enable, Influence, the policy encourages collaboration between businesses, residents, and the Council.

This partnership approach helps create an environment where Licensed Premise can flourish responsibly, contributing to the local economy and enhancing the public realm.

1 Executive Summary

1.1 Section 5 of the Licensing Act 2003 has imposed a statutory duty on the Licensing Authority to produce a statement of licensing policy beginning with such day as the Secretary of State may by order appoint. The last policy commenced on 7th January 2021.

1.2 This policy statement will therefore take effect from 7th January 2026. The policy statement will remain in existence for up to five years. This Licensing Authority may revise as it considers appropriate. It will be subject to review and further consultation before 7th January 2031, or as required by law.

1.3 Huntingdonshire District Council is the authority responsible for the licensing of such activities within Huntingdonshire and is referred to in this statement as the 'Licensing Authority'. This document sets out the Licensing Authority's policy, which will guide the Council when considering applications under the Act. The policy provides guidance on the general approach the Council, as the Licensing Authority within the meaning of the Act, will take in terms of licensing. However, each licence application will be considered separately on its individual merits.

1.4 It is recognised that licensed entertainment provides a valuable contribution which can have a positive impact on the economy of the area. This authority seeks to balance the needs of local businesses and licensees, whilst protecting local residents and giving tougher controls for the police and the Licensing Authority.

1.5 This Licensing Authority recognises that in the absence of relevant representations it will grant licenses as applied for.

1.6 The Licensing Authority has had regard to the guidance issued by the Secretary of State under Section 182 of the Act when developing this statement of Licensing Policy.

1.7 The Licensing Authority may depart from this policy if the individual circumstances of any case merit such a decision in the interests of the promotion of the licensing objectives. This Council may deviate from this policy but will demonstrate good reasons for doing so.

1.8 The policy relates to all types of premises covered by the Act.

2. Purpose and Scope of the Licensing Policy

2.1 The Licensing Authority has a duty under the Act to carry out its functions by promoting the four licensing objectives, which are:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance, and
- the protection of children from harm

2.2 The Act regulates the following activities:

- the sale by retail of alcohol
- the supply of alcohol by or on behalf of a club, or to the order of a member of a club
- the provision of regulated entertainment
- the provision of late-night refreshment

2.3 The Licensing Authority will take this policy into account where its discretion is engaged (i.e. at a hearing following relevant representations).

2.4 In determining its statement of licensing policy, this Authority will have regard to the guidance issued by central government and other regulatory bodies to ensure that its actions are consistent with those nationally.

2.5 Licensing decisions will be made in accordance with the current legislation, case law, relevant guidance and this policy.

2.6 This policy does not seek to undermine the right of any individual to apply under the Act for a variety of permissions and to have any such application considered on its individual merits. Nor does the policy seek to override the right of a person to make representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the Act.

2.7 Licensing is about regulating licensable activities on licensed premises, such as qualifying clubs, pubs and temporary events which fall within the terms of the Act. Any conditions imposed will focus on matters that individual licensees and others in possession of relevant authorisations are able to control.

2.8 Applicants for premises licences should be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. This policy seeks to provide advice to applicants about the approach they should take when making applications and the view the council is likely to take on certain key issues where representations have been made.

2.9 This Licensing Authority will primarily focus on the direct impact the activities taking place at the licensed premises will have on those living, working or engaged in normal activity in the area concerned.

2.10 Licensing law is not the primary mechanism for the general control of nuisance and anti- social behaviour by individuals once they are away from licensed premises and, therefore, beyond the direct control of the individual, club or business holding the licence, certificate or permission concerned. Nonetheless, it is a key aspect of such control and licensing laws that will always be part of the holistic approach to the management of the evening and night-time economy in Huntingdonshire.

2.11 The views of all of those consulted will be given appropriate weight when the policy is determined together with those of any other persons or bodies which the Authority considers appropriate to consult with.

2.12 In determining a licensing application the overriding principle will be that each

application is determined on its own merit, having regard to the need to promote the four licensing objectives, considering this licensing policy and the guidance issued under Section 182 by the Secretary of State. Where it is necessary to depart from the guidance or this policy the council will give clear and concise reasons for doing so.

2.13 It is now possible to make small changes to premises licenses or club premises certificates through the minor variation process, which is cheaper, easier and quicker than the full variation process. The test of whether a proposed variation is 'minor' is whether it could impact adversely on any of the four licensing objectives. The council has issued guidance on this process which can be accessed on the council's website.

3. Other Legislation, Strategies and Guidance

3.1 Many other statutory requirements apply to licensed premises such as fire safety, planning, building control, public health, food hygiene and trading standards

3.2 So far as is possible, this policy seeks to avoid duplication with other regulatory regimes and if the control measures contained in any conditions are already provided for in other legislation, they cannot be imposed in the context of licensing law.

3.3 It is not intended to duplicate existing legislation and regulatory regimes that already place obligations on employers and operators e.g. The Health & Safety (First Aid) Regulations 1981 and the Regulatory Reform (Fire Safety) Order 2005.

3.4 Other Local Authority and Central Government policies, strategies, responsibilities, and guidance documents may also refer to the licensing function, and the Licensing Authority may liaise with the relevant authorities or its directorates regarding these. Whilst some of these may not be directly related to the promotion of the four licensing objectives, they can indirectly impact upon them

3.5 The Local Authority may, in appropriate circumstances, consider seeking a premises licence in its own name for its own public spaces within the community. This may assist with the promotion of broader cultural activities and entertainments which add value to our communities and the local economy.

3.6 Health and wellbeing strategies that align with the licensing objectives, these include the Cambridgeshire & Peterborough Joint Health and Wellbeing Strategy, which prioritises reducing health inequalities. Licensing decisions can support these aims by promoting responsible alcohol retailing and creating safer environments. Alongside this is the Public Health Strategy Plan and the NHS Long Term Plan, which includes commitments to reduce alcohol-related hospital admissions and improve access to treatment. Licensing policy can contribute to these goals through evidence-based decision making and partnership working

4 Planning

4.1 Planning permission is usually required for the establishment of new premises and the change of use of premises. Planning permission may also be required to extend the hours of operation or to alter the structure of an existing building. The Licensing Authority believes that it is good practice to ensure that the necessary planning permissions are in place before a licence application is made. However, it is

recognised that planning and licensing legislation have differing objectives and must be decided separately.

4.2 The absence of lawful planning use for an activity is not of itself a matter for licensing. Where relevant representations have been received, an application will be looked at on its own merits and the hours of operation granted may vary from those approved under planning procedures. Where the planning hours and licensing hours are different, the applicant must observe the earlier closing.

4.3 The local planning authority is a responsible authority and can make representations on applications. However, it can only make representations relating to the licensing objectives.

4.4 Nuisance and crime and disorder are shared concerns of planning and licensing. Planning concerns relating to the character and function of an area and aspects of amenity that fall short of being a public nuisance are outside the scope of the licensing regime. For example, a large restaurant might be unacceptable in a conservation area characterised by small retail units on planning grounds of character and function, whereas licensing grounds of public nuisance might not apply

5. Agent of Change

5.1 It is well established that an entertainment venue moving into an area adjacent to residents must take measures to ensure that the activities in the new building will not cause noise problems for those living nearby.

5.2. However, the position in reverse, where new residential development is located near to a noise source, has not been equally clear.

5.3. The inclusion of an explicit reference to the agent of change is therefore a change of emphasis and clarifies the application of the principle. The National Planning Policy Framework (NPPF) now states that both planning policies and decisions should ensure that new development can be integrated effectively with existing businesses and community facilities (e.g. places of worship, pubs, music venues and sports clubs). “Unreasonable restrictions” should not be placed on existing businesses because of development permitted after they were established.

“Where the operation of an existing business or community facility could have a significant adverse effect on new development (including changes of use) in its vicinity, the applicant (or ‘agent of change’) should be required to provide suitable mitigation before the development has been completed.”

National Planning Policy Framework

5.4. The Licensing Authority will take into account the Agent of Change principles.

6. Equality and Inclusion in Licensed Premises

6.1 This Councils vision under our Corporate Plan is that Huntingdonshire District Council is commitment to equality, diversity and inclusion, particularly through the people, place, becoming a more efficient and effective council and becoming a more customer

focused organisation priorities. Equality - Huntingdonshire.gov.uk

6.2 The Council will work with its partners and local communities to challenge discrimination, to celebrate diversity and to promote cohesion.

6.3 Applicants and licensees must make themselves familiar with the law and their responsibilities set out within the Equality Act 2010 and relevant guidance for businesses, which can be found on the Equality & Human Rights Commission website https://www.equalityhumanrights.com .

- The Act makes discrimination against any person (including employees and customers) unlawful
- Section 149 (7) of the Act defines the relevant protected characteristics as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- Any activity in breach of the Act may be considered an offence and will lead to enforcement by the Equality and Human Rights Commission.

6.4 The Council must have regard to its public sector equality duty under the Equality Act 2010. In summary a Public Authority must, in the exercise of its functions, have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between people who share a relevant protected characteristic and people who do not share it

6.5 There is no one size that fits all approach to making a venue inclusive, and each operator will need to assess its own practices and policies. However, the following are common and best practice examples that could be adopted:

- Inclusive and transparent policies (for example admittance policies may clearly stipulate adherence to a dress code and refusal if someone presents as intoxicated; however, they must not prevent admittance based on perceived attractiveness, size, or against any of the protected characteristics)
- Robust complaints procedures that make it easy for customers who feel they have been discriminated against to raise their concerns and understand how this will be investigated or managed.
- Accessible venue layouts that make venues welcoming.
- Comprehensive training on equality and inclusion for all staff. It is important that any training is regularly refreshed.

7. Women's Safety and Wider Vulnerability

7.1 This Authority are committed to tackling violence against women and girls and are working alongside the Community Safety Partnership (CSP) to develop and promote a Violence Against Women and Girls Strategy. The Licensing Authority is committed to tackling violence against women and girls, and we strive to foster an environment

amongst our licensed premises that ensure all women feel safe whether they are workers, residents or visitors.

7.2. The safety of women within the night-time economy is crucial, as often the nighttime can pose a risk of harassment, unwelcome situations and a feeling of vulnerability.

7.3 As a licensed premises, establishing clear policies and staff training can create a more secure atmosphere and implementing simple measures such as well-lit entrances and exits and having visible security can enhance overall safety and comfort for women in social spaces.

7.4 The Licensing Authority has set out examples of measures that can be undertaken to promote women's safety at a licensed premises:

Staff Training

- Providing staff training which focuses on increasing the skills, knowledge and confidence to identify vulnerability and what the appropriate interventions should be.
- We encourage regular refresher training sessions to stay updated on best practices, emerging issues and campaigns relating to the promotion of women and vulnerable people safety and wellbeing.
- Multiple agencies have partnered together to develop & support the 'Business Against Abuse' training which is a free training course and is available across Huntingdonshire District Council. This training can be accessed by contacting HBAC.

Ask for Angela/Safe space

- This Authority supports and promotes the 'Ask for Angela' scheme, it encourages licence holders to sign up and be part of making their venue a Safe Space.
- 'Ask for Angela' scheme is designed for woman or vulnerable person that can make a discreet signal by asking for Angela, to alert staff if they are in danger or need help removing themselves from a situation.
- A safe space within your premises can be used by customers if they feel uncomfortable or threatened. The area should be secure and monitored by appropriate security personnel.
- All staff should be aware of where these areas are located within the premises and all staff trained in the 'Ask for Angela' scheme.

Drink Spiking:

- As a licensed premises, suitable measures should be taken to prevent incidents of spiking. In November 2024 the Government announced that spiking will become a new criminal offence.
- The following are examples within the range of behaviours that would be considered spiking:
    - Putting alcohol into someone's drink without their knowledge or permission
    - Putting drugs into an alcoholic or non-alcoholic drink without their knowledge or permission
- Premises must ensure all reports of spiking are acted upon and that all incidents of alleged spiking are recorded and reported to the police.

- It is helpful to the police if staff: obtain full details of the affected person reporting the incident, including a description of what they are wearing; can provide a description of the suspected perpetrator, if known, including clothing; can provide an approximate time of the incident and the location within the premises where they believe it occurred; can secure the drinking vessel(s) that is suspected as containing the 'drug' so this can be tested at a later time; and can seize any drinking vessel that the suspect may have been using.
- Ensure the health and safety of the customer, which could be by calling emergency services, ensuring they are with trusted friends who will look after them, offering assistance if needed, and providing a safe space for the customer
- Consider providing information (such as posters) regarding drink spiking on the premises.
- Consider whether it would be useful to provide anti spiking bottle stoppers and protective drink covers.
- Where bottles of alcohol are purchased from the bar and left unsupervised at tables, suitable steps should be taken to ensure this doesn't pose an additional risk because of free pouring or putting alcohol into someone's drink without their knowledge or permission. This could lead to an increased vulnerability particularly to women and girls

Incident Reporting:

- Reporting incidents is essential for several reasons. It helps to ensure accountability by bringing attention to inappropriate behaviour which can lead to necessary interventions and consequences for offenders. It can also contribute to recognising patterns of behaviour and trends which allow for preventative measures to be implemented
- Don't be afraid to encourage incident reporting within your premises, raising awareness can foster a culture of transparency, responsibility and ultimately it supports women in validating their experience

8. Cumulative Impact and Special Policies

Cumulative Impact Policy

8.1 Cumulative impact is the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area.

8.2 The cumulative impact of licensed premises on the promotion of the licensing objectives is a matter that this Licensing Authority can consider.

8.3 Although not currently adopted, this Licensing Authority can adopt a special policy on cumulative impact if there is an evidential basis that a significant number of licensed premises concentrated in one area is causing a cumulative impact on one or more of the licensing objectives.

8.4 The absence of a special policy does not prevent any responsible authority or other person making representations on a new application for the grant or variation of a licence on the grounds that the premises will give rise to a detrimental cumulative impact on one or more of the licensing objectives in a particular area.

8.5 If after considering the available evidence and consulting relevant individuals and organisations, this Licensing Authority is satisfied that it is appropriate to include an

approach to cumulative impact in the statement of licensing policy, a special policy will be included in the statement that the licensing authority will generally refuse new applications for premises licenses or club premises certificates whenever relevant representations are received about the cumulative impact on the licensing objectives.

8.6 The steps to be followed in considering whether to adopt a special policy within the statement of licensing policy will be:

- the identification of concern about crime and disorder, public safety, public nuisance or the protection of children from harm.
- consideration as to whether there is good evidence that crime and disorder or nuisance are occurring, or whether there are activities which pose a threat to public safety or the protection of children from harm.
- if such problems are occurring, to identify whether these problems are being caused by the customers of licensed premises, or that the risk of cumulative impact is imminent.
- identification of the boundaries of the area where problems are occurring.
- consultation with those specified in the Act and subject to the outcome of the consultation, include and publish details of the special policy in the licensing policy statement.

Other mechanisms for controlling cumulative impact

8.7 Once away from licensed premises, a minority of patrons will behave badly and unlawfully. The licensing policy is part of a much wider strategy for addressing these problems. Other mechanisms both within and outside the licensing regime are available for addressing such issues. For example:

- planning controls.
- positive measures to create a safe and clean Town Centre environment in partnership with local businesses, transport operators and other departments of the local authority;
- the provision of CCTV surveillance in town centres, sufficient taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols;
- powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly, known as a PSPO.
- the confiscation of alcohol from adults and children in designated areas.
- police enforcement of the general law concerning disorder and antisocial behaviour, including the issue of fixed penalty notices.
- prosecution for the offence of selling alcohol to a person who is drunk (or allowing such a sale).
- police powers to close instantly for up to 24 hours any licensed premises or temporary events on grounds of disorder, the likelihood of disorder or excessive noise emanating from the premises causing a nuisance.
- the power of the Police, other responsible authorities or a local resident or business to seek a review of the licence or certificate in question.
- raising a contribution to policing the late-night economy through the Late Night Levy;
- Early Morning Alcohol Restriction Orders

8.8 The above may be in conjunction with other local initiatives that seek to address these problems, for example:

- Huntingdonshire Community Safety Partnership in line with the strategic objectives for crime and disorder reduction within the district.
- Huntingdon Business Against Crime (HBAC)

Early Morning Restriction Orders

8.9 The power for this Licensing Authority to introduce an EMRO is specified in sections 172A to 172E of the 2003 Act which was amended by Section 119 of the Police Reform and Social Responsibility Act 2011. These provisions and regulations prescribing the requirements in relation to the process were brought in force on 31st October 2012. Government Guidance has also been produced.

8.10 The legislation provides this Licensing Authority with the discretion to restrict sales of alcohol by introducing an EMRO to tackle high levels of alcohol related crime and disorder, nuisance and anti- social behaviour. The order may apply to the whole or part of this licensing authority's area and if relevant on specific days and at specific times. This licensing authority must be satisfied that such an order would be appropriate to promote the licensing objectives.

8.11 The only exemptions relating to EMROs are New Year's Eve and the provision of alcohol to residents in premises with overnight accommodation by means of mini bars and room service.

8.12 The decision to implement an EMRO will be evidence based. The function of making, varying or revoking an EMRO is specifically excluded from the delegation of functions and may not be delegated to the licensing committee.

Late Night Levy

8.13 The legislative provisions relating to the late-night levy are not part of the Licensing Act 2003 but are contained in Sections 125 to 139 of the Police Reform and Social Responsibility Act 2011. The provisions came into force on 31st October 2012.

8.14 Regulations have been brought into force setting out the way in which the levy must be applied and administered, and arrangements for expenses, exemptions and reductions. Government Guidance has been produced.

8.15 These powers enable licensing authorities to charge a levy in relation to people who are licensed to sell or supply alcohol late at night as a means of raising a contribution towards the costs of policing the night-time economy. The function of making, varying or ceasing the requirement for a levy may not be delegated to the licensing committee.

Public Spaces Protection Order

8.16 Some areas in Huntingdonshire are subject to a Public Space Protection Order (PSPO). Officers will only enforce this prohibition when people drinking alcohol are currently or likely to cause anti-social behaviour. This PSPO does not prohibit drinking in public places but will give the police the power to confiscate alcohol if needed.

Current PSPO's:

- Eynesbury
- Ramsey Great Whyte

9. Premises Application considerations

Live Music Act

9.1 The Live Music Act came into force on 1st October 2012 and is designed to encourage more performances of 'live' music.

9.2 Where licensable activities continue to take place on premises any licence conditions relating to 'live' music will be suspended between the hours of 08:00 – 23:00 and providing the audience is less than 500 persons, but it will be possible to impose new or reinstate existing conditions following a review.
When considering whether an activity constitutes 'the provision of regulated entertainment' each case will be treated on its own merits.

Entertainment Provision

9.3 This Licensing Authority welcomes a broad range of entertainment provision for enjoyment by a wide cross-sector of the public. The Authority will endeavour to strike a balance between promoting the provision of entertainment and addressing concerns relevant to the licensing objectives.

Sexual Entertainment

9.4 This Licensing Authority has adopted a policy in relation to sexual entertainment venues under the Local Government (Miscellaneous Provisions) Act 1982, as amended by the Policing and Crime Act 2009. With reference to this related policy standard conditions are attached to such licenses and where there are similar conditions in the two regimes, the more onerous apply.

9.5 This Licensing Authority acknowledges there is an exemption under the Local Government (Miscellaneous Provisions) Act 1982 that allows premises to provide sexual entertainment no more than 11 times per year and no more frequently than monthly.

10. Licensing Hours

10.1 Applicants are advised, prior to making an application, to carefully consider the licensed hours that they require and the impact those hours may have on any of the licensing objectives. They should include details in the application form of the steps that they propose to take to ensure the proposed licensed hours do not cause problems in relation to the licensing objectives.

10.2. In making decisions that relate to the hours for which the premises are licensed or any conditions as to delivery times etc. the Licensing Authority will consider how the applicant will promote the licensing objectives, and the representations made against such hours.

10.3. Each case will be decided on its own merits based on whether the Licensing Objectives can be promoted. Stricter conditions, including limiting licensed hours, are

likely to apply to premises when the applicant is unable to demonstrate that the hours required would not be detrimental to the promotion of one or more of the Licensing Objectives.

10.4. Limitations on operating hours may be imposed as appropriate, upon consideration of representations for example, in the case of premises known to be a focus of disorder, nuisance, disturbance or people engaging in anti-social behaviour.

10.5. The Licensing Authority recognises that providing consumers with greater choice and flexibility is an important consideration and that in some circumstances flexible licensing hours for the sale of alcohol, in a well-managed environment, can help to ensure that the concentrations of customers leaving premises simultaneously are avoided, which in turn can reduce friction and congregations at late night fast food outlets, taxi ranks and other areas which can lead to crime, disorder and disturbance.

10.6. The Licensing Authority also acknowledges that licensing hours should not inhibit the development of thriving and safe evening and night-time local economies which are important for business growth and diversification, investment and employment locally and attractive to domestic and international tourists.

11. Licensing Committee

11.1 The council has appointed a licensing committee of 12 Councillors. Licensing functions will often be delegated to a licensing sub-committee consisting of not less than 3 Councillors or, in appropriate cases, to officers of the council.

11.2 Councillors will have regard to the Huntingdonshire District Council Code of Conduct for Members. Where a Councillor who is a member of the Licensing Committee or sub-committee has a disclosable pecuniary interest in the application before them, in the interests of good governance they will disqualify themselves from any involvement in the decision-making process in respect of that application.

11.3 A sub-committee may refer an application to another sub-committee or to the Licensing Committee where it is unable to deal with the application because of the number of members unable to vote on the matter in question.

11.4 The Licensing Committee will refer an application to the council where it is unable to deal with the application because of the number of members unable to vote on the matter in question

12. Hearings

12.1 Where no representations are made the council will grant a licence subject to conditions consistent with the operating schedule.

12.2 When determining any application where relevant representations are made, the council will consider the four licensing objectives and support a number of other key aims and purposes as set out in this policy. The requirement to promote the licensing objectives will be paramount consideration. The council will focus upon the impact of the activities taking place on members of the public living, working or engaged in normal activity near the premises.

Where relevant representations are made in relation to a premises licence, club premises certificate or temporary event notice, the following factors will normally be considered when the council is looking at the impact of the activities concerned:

- the type of operation, the numbers of customers and customer profile likely to attend the premises
- the location of the premises and the proximity of noise sensitive properties
- the proposed hours of operation
- any proposed methods for the dispersal of customers
- the scope for mitigating any impact
- the extent to which the applicant has offered conditions to mitigate the impact
- how often the activity occurs

12.3 In considering any application for a variation to a premises licence or club premises certificate where a relevant representation has been received, the council may consider, in addition to the above matters, any evidence:

- of past demonstrable adverse impact from the activity especially on local residents or businesses
- that if adverse impact has been caused, appropriate measures have been agreed and put into effect by the applicant to mitigate that adverse impact.

13. Representations

13.1 Depending on the type of application representations may be made by a responsible authority or other people (as defined by the Licensing Act 2003). The council has agreed protocols with responsible authorities and issued guidance to other people making representations, setting out the detail of the process. Guidance is available on the council website or by contacting Licensing.

13.2 Members of the public who wish to submit a representation regarding a premises licence or club premises certificate application need to be aware that their personal details will be made available to the applicant. If this is an issue they may contact a local representative such as a ward, parish or town councillor or any other locally recognised body such as a resident's association about submitting the representation on their behalf. The council is not able to accept anonymous representations. In addition, the council cannot accept petitions which do not follow the guidance on the council's website.

13.3 Where a representation is received which is not from a responsible authority the council will in the first instance make a judgement on whether it is relevant, i.e. based upon one or more of the four licensing objectives.

13.4 Relevant representations are representations:

- about the likely effect of the premises licence on the promotion of the licensing objectives.
- which have not been withdrawn and are not, in the opinion of the council, frivolous or vexatious.

13.5 Where relevant representations are received about an application the council will hold a hearing to consider them unless the council, the applicant and everyone who has

made representations agree that the hearing is not necessary. Applicants and those making representations should seek, in advance of any hearing, to try to reach agreement or to narrow the areas in dispute, particularly where both are professionally represented.

13.6 Where hearings are required because of relevant representations, the council may extend the time limits involved in calling hearings to allow the parties to negotiate suitable conditions to be added to the operating schedule and avoid the need for a hearing. Such an extension of time is considered to be in the public interest

14. Operating Schedules

14.1 Under the Licensing Act 2003 applicants are required to complete an 'operating schedule'. They are expected to have regard to the council's Statement of Licensing Policy. They must also be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives.

14.2 Applicants should make their own enquiries and demonstrate how they have considered the following in their operating schedule:

- The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children and young people may congregate.
- Any risk posed to the local area by the proposed licensable activities; and
- Any local initiatives (for example, local crime reduction initiatives or voluntary schemes such as local pub watch schemes, community-based schemes which may help mitigate potential risks.

14.3 Whilst applicants are not required to seek the views of responsible authorities before formally submitting their application, they may find them to be a useful source of expert advice on local issues that should be taken into consideration when making an application. The council encourages co-operation between applicants, responsible authorities and, where relevant, local residents and businesses before applications are submitted to minimise the scope for disputes to arise.

15. Licensing Objectives

15.1 The following sections set out the Licensing Authority's Policy relating specifically to the four licensing objectives

- The prevention of crime and disorder (Section 16)
- Public Safety (Section 17)
- The prevention of public nuisance (Section 18)
- The protection of children from harm (Section 19)

In respect to addressing each of the four licensing objectives in their operating schedule, applicants should carefully consider what steps they regard as appropriate to promote the licensing objectives, relevant to the individual style and characteristics of their premises and activities. Reference could be made as to whether additional measures will be taken on an occasional or specific basis such as when a special

event or promotion is planned, which is intended to, or likely to attract larger or different demographic audiences.

15.2 Whilst applicants are not required to seek the views of responsible authorities before formally submitting applications, the Licensing Authority strongly encourage applicants to do so when drafting their operating schedule as applicants may find this a source of useful advice when addressing the licensing objectives. This may in some instances reduce the possibility of responsible authorities, or other persons, raising representations against an application.

15.3. Organisers of large, temporary outdoor events (such as music festivals, fairs, shows and carnivals) are strongly encouraged to engage as early as possible with the responsible authorities, or local Safety Advisory Group network, to ensure that their planned event is developed in a way likely to promote the licensing objectives.

15.4 Each objective is of equal importance, and the four objectives will always be paramount considerations for the council.

16. Prevention of crime and disorder

16.1 Under the Crime and Disorder Act 1998, the council must exercise its functions, having regard to the likely effect on crime and disorder in its area, and must do all it can to prevent crime and disorder.

16.2 Conditions attached to premises licenses and club premises certificates will where possible reflect local crime prevention strategies and should be targeted on deterrence and preventing crime and disorder, for example - the use of closed-circuit television cameras (CCTV) in certain premises, or a requirement for door supervisors, with security staff holding an appropriate licence.

16.3 Various 'PubWatch' schemes operate in Huntingdonshire which aim to counter individuals who damage property; are violent and cause disorder; or use or deal in drugs through exclusions. This Licensing Authority is supportive of such schemes and considers premises should join where it is appropriate to do so.

16.4 There are many steps an applicant may take to prevent crime and disorder. The council will look to the Police for the main source of advice on these matters.

16.5 When addressing the issue of crime and disorder, the applicant should demonstrate that those factors that impact crime and disorder have been considered and could include:

- Underage drinking
- Drunkenness on premises
- Public drunkenness
- Drugs
- Violent behaviour
- Anti-social behaviour
- Alcohol pricing and marketing

The following are good examples of management practices to assist applicants:

- Training and supervision of staff.

- Best practice guidance e.g. licensing trade voluntary codes of practice, including those related to drink promotions.
- Acceptance of "proof of age" cards e.g. PASS, UK Driving licences.
- Provision of effective CCTV in and around premises.
- Employment of security and licensed door supervisors.
- Provision of toughened or plastic drinking vessels.
- Membership of local "Pubwatch" schemes or similar organisations.

17. Public safety

17.1 This Licensing Authority recognises that licence holders have a responsibility to ensure the safety of those using their premises. Matters in relation to public safety that could be considered include fire safety matters, the presence of trained first aiders on the premises, waste disposal methods and CCTV provision. The measures that are appropriate to promote public safety will vary between premises and these matters may not apply in all cases.

17.2 Applicants should consider their individual circumstances when making applications, which steps are appropriate to promote the public safety objective and to demonstrate how they will achieve it.

17.3 The following are examples of good management practice to assist applicants when preparing their operational schedules:

- Suitable risk assessments.
- Provision of sufficient number of employees or security staff.
- Proof of regular testing and measures to protect against spiking

18. The prevention of public nuisance

18.1 Public nuisance is given a statutory meaning in many pieces of legislation. However, it is not narrowly defined in the 2003 Act and retains its broad common law definition.

18.2 The public nuisance objective is designed to focus on the effect of licensable activities at specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. These issues may concern noise nuisance, light pollution, noxious smells and litter.

18.3 Noise nuisances usually concern steps to control the levels of noise emanating from the premises, for example - noise limiters, that doors and windows remain closed, or notices asking patrons to leave quietly.

18.4 The Licensing Authority may consider attaching conditions to licenses and permissions when relevant representations have been made, to prevent public nuisance. When the licensable activities include the supply of alcohol, the council will consider the adequacy of measures proposed to deal with the potential for nuisance and/or anti-social behaviour having regard to all the circumstances of each application.

18.5 The Licensing Authority will particularly consider:

- The steps taken or proposed to be taken by the applicant to prevent noise and vibration escaping from the premises, including music, noise from ventilation equipment, and human voices. Such measures may include the installation of soundproofing, air conditioning, acoustic lobbies, noise limiting devices and other noise amelioration measures.
- The steps taken or proposed to be taken by the applicant to prevent disturbance by customers arriving at or leaving the premises. Such measures may include CCTV and the use of door supervisors in the immediate vicinity of the premises. This will be of greater importance between 22.00 hrs and 07.00 hrs, than at other times of the day.
- The steps taken or proposed to be taken by the applicant to ensure staff and patrons leave the premises quietly and in an orderly manner.
- The arrangements made or proposed for parking by patrons, and the effect of parking by patrons on local residents and other businesses.

19. The protection of children from harm

19.1 The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harm associated directly with alcohol consumption but also wider harms such as exposure to strong language, sexual expletives, violence or frightening images, for example, in the context of film exhibitions, or where adult entertainment is provided.

19.2 Applicants will be expected to be clear in their operating schedules about the activities and times at which the events would take place to help determine when it is not appropriate for children to enter the premises.

19.3 Aspects of an application that would be likely to raise concerns in relation to access by children would include:

- Adult entertainment is provided.
- A member or members of the current management have been convicted of serving alcohol to minors, or with a reputation for allowing underage drinking.
- It is known that unaccompanied children have been allowed access.
- there is known association with drug taking or dealing from the premises or by persons associated with the premises; or
- in some cases, the premises are used exclusively or primarily for the sale of alcohol for consumption on the premises.

19.4 It is not possible to provide an exhaustive list of the entertainment or services that are of an adult or sexual nature, therefore a commonsense approach will be taken to interpretation. However, such entertainment or services would also include entertainment involving strong and offensive language.

19.5 A very serious view is taken of the persistent and illegal sale of alcohol and other age-restricted goods to children. Together with the appropriate external partners, this Licensing Authority will continue to seek to ensure that illegal sales of alcohol and other age-restricted goods are reduced and ultimately eradicated.

19.6 The sale of alcohol to minors (under 18 years of age) is a criminal offence. The

Licensing Authority will maintain close contact with our partners regarding unlawful activities and share actions and intelligence where appropriate

19.7 The following are examples of good management practices to assist applicants when preparing their operational schedules:

- Appropriate training and supervision of those employed to secure and protect children from harm.
- Adoption of best practice guidance e.g. Licensing trade voluntary codes of practice and responsible drinks promotions avoiding binge drinking.
- Avoid alcohol branding that is targeted at young people such as alcopops.
- Limitations to the hours that children may be present.
- Acceptance of Proof of Age card schemes.
- Measures that children do not purchase, acquire or consume alcohol.

20. Children

20.1 There are a great variety of premises for which licenses may be sought, including theatres, cinemas, restaurants, concert halls, cafes, take-away food businesses and fast food outlets, community halls and schools, as well as public houses and nightclubs.

20.2 This Licensing Authority will not seek to limit the access of children to any premises unless it is necessary for the prevention of harm to children. Conditions requiring the admission of children to any premises cannot be attached to licenses or certificates.

20.3 No statement of policy can properly anticipate every issue of concern that could arise in respect of children in relation to individual premises and therefore the individual merits of each application will be considered in each case.

20.4 Conditions relating to the access of children, where alcohol is sold and which are appropriate to protect them from harm will be carefully considered. Conditions restricting access of children to premises will also be considered in circumstances where:

- Adult entertainment is provided.
- A member or members of the current management have been convicted of serving alcohol to minors, or with a reputation for allowing underage drinking.
- It is known that unaccompanied children have been allowed access.
- there is known association with drug taking or dealing; or
- in some cases, the premises are used exclusively or primarily for the sale of alcohol for consumption on the premises.

20.5 The range of alternatives which may be considered for limiting the access of children where they are appropriate to protect children from harm can include:

- restrictions on the hours when children may be present;
- restrictions or exclusions on the presence of children under certain ages when particular specified activities are taking place;
- restrictions on the parts of the premises to which children may have access;
- age restrictions (below 18)
- restrictions or exclusions when certain activities are taking place;

- requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
- full exclusion of people under 18 from the premises when any licensable activities are taking place.

20.6 The Licensing Authority commends the Portman Code of Practice on the naming, packaging and promotion of alcoholic drinks. The Code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only for those who are 18 years old or older.

20.7 This Licensing Authority recognises the Office of Children and Young People's Services (Social Care) of Cambridgeshire County Council as being competent to advise on matters relating to the protection of children from harm.

20.8 Where a premises licence or club premises certificate authorises the exhibition of a film, a condition will be included requiring the admission of children to films be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 specified in the licence e.g. the British Board of Film Classification, or by this Authority itself.

20.9 This Licensing Authority will expect licence holders or clubs to include in their operating schedules arrangements for restricting children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification (or other body designated under section 4 of the Video Recordings Act 1984) or the licensing authority itself.

21. The Terrorism (Protection of Premises) Act

21.1 The Terrorism (Protection of Premises) Bill will soon become legislation. It is also known as Martyn's Law.

21.2. The Bill is intended to ensure public premises and events are better prepared for terrorist attacks and ready to respond. It will require them to take reasonably practicable actions, which vary accordingly, to mitigate the impact of a terrorist attack and reduce physical harm. In addition to this, certain larger premises and events must also take steps to reduce the vulnerability of the premises to terrorist attacks.

21.3. This will be done by mandating, for the first time, who is responsible for considering the risk from terrorism and how they would respond to a terrorist attack at certain premises and events.

21.4. Dedicated guidance and support will be provided for duty holders to ensure that those in scope have the required information on what to do and how best to do it.

21.5. There are different requirements which are determined by the capacity of the venue.

21.6 Persons responsible for a standard duty premises, i.e. qualifying premises where it is reasonable to expect that between 200 and 799 individuals may be present at the same time, will be required to:

- notify the regulator of their premises; and
- put in place appropriate and reasonably practicable public protection procedures as set out in the legislation.

21.7 These procedures are to be followed by people working at the premises if an act of terrorism was to occur at the premises or in the immediate vicinity, which may be expected to reduce the risk of physical harm being caused to individuals. This includes 28 ensuring there are procedures in place to provide information to individuals on the premises and to evacuate, invacuate or lockdown the premises.

21.8. The requirements for standard duty premises are focused on simple activities surrounding policies and procedures, which are to be followed by staff in the event of terrorist attack or suspected terrorist attack occurring. The aim of these requirements is to improve staff preparedness and responses. There is no requirement to put in place physical measures in this tier. Furthermore, the reasonably practicable element will enable standard duty premises to tailor their approach to the resources they have available.

21.9 Enhanced duty premises and qualifying events are premises or events where it is reasonable to expect that 800 or more individuals may be present on the premises or attend the event at the same time. In addition to the same procedures as standard duty premises, persons responsible for enhanced duty premises and qualifying events will be required to:

- notify the regulator of their premises/event;
- put in place appropriate and reasonably practicable public protection measures that could be expected to reduce both: the vulnerability of the premises or event to an act of terrorism occurring at the location, and the risk of physical harm being caused to individuals if an attack was to occur there or nearby.

  For example, enhanced duty premises will be required, insofar as reasonably practicable, to implement measures relating to the monitoring of the premises and their immediate vicinity;

- document the public protection procedures and measures in place, or proposed to put in place, and provide this document to the regulator. This document should include an assessment as to how those procedures and measures may be expected to reduce, so far as is reasonably practicable, vulnerability and risk of harm.

21.10 Where the responsible person for an enhanced duty premises or qualifying event is not an individual, they must appoint an individual as a designated senior individual with responsibility for ensuring that the relevant requirements are met.

22. Conditions

22.1 Conditions (other than the statutory mandatory conditions) may only be attached to a licence or club premises certificate if relevant representations are received (except for conditions drawn from the applicant's operating schedule since these are voluntary propositions). Any such conditions will be tailored to the individual style and characteristics of the premises and events concerned. This is essential to ensure conditions attached to a licence are clear and concise.

22.2 Conditions will generally be considered unnecessary if they are already adequately covered by other legislation.

22.3 Blanket standard conditions will not be imposed without regard to the merits of the individual case.

23. Alcohol Deliveries

23.1 An applicant seeking a licence that will enable them to provide alcohol as part of an alcohol delivery service should include in their operating schedule the procedures, they intend to operate to ensure that:

- The person they are selling alcohol to is over the age of 18
- That alcohol is only delivered to a person over the age of 18
- That a clear document trail of the order process from order, dispatch from the licensed premises and delivery to the customer is maintained (with times and signatures) and available for inspection by an authorised officer
- The time that alcohol is sold on the website/over the phone and the time the alcohol is delivered is within the hours stated on the licence for the sale of alcohol.

24. Staff Training

24.1 The council recommends that all people employed on licensed premises who are engaged in the sale and supply of alcohol be encouraged to attend training programs to raise awareness of their responsibility and particularly of the offences contained within the Act. Similarly, people employed at on-licensed premises should be encouraged to attend training programmes which will raise their awareness of the issues relating to drugs and violence in licensed premises, and that suitable training be extended to all staff involved in managing or supervising the premises.

24.2 It is also recommended that people employed on premises providing entertainment for children and youths attend training programmes in basic child protection and safety, and if appropriate have the necessary DBS checks.

24.3 All people employed on licensed premises should be provided with in-house training on basic public safety and the housekeeping arrangements relative to those premises

25. Administration, Exercise and Delegation of Functions

25.1 The functions of the Licensing Authority under the Act may be taken or carried out by the Licensing Committee*,* by a Sub-Committee or by one or more officers acting under delegated authority.

25.2 Many of the decisions and functions will be largely administrative in nature. In the interests of speed, efficiency and cost-effectiveness these will, for the most part be delegated to officers as set out in the Huntingdon District Council Constitution.

25.3 On applications where there are relevant representations these will be dealt with

by a committee or sub-committee of the Licensing Authority, as will any application for review of a licence.

25.4 This Licensing Authority will expect applicants to address the licensing objectives in their Operating Schedule having regard to the type of premises, the licensable activities to be provided, the operational procedures, the nature of the location and the needs of the local community.

25.5 Applicants will be encouraged to make themselves aware of any relevant planning and transportation policies, tourism and cultural strategies or local crime prevention strategies and to have taken these into account, where appropriate, when formulating their Operating Schedule.

25.6 The 2003 Act provides that decisions and functions may be taken or carried out by licensing committees or delegated to sub-committees or in appropriate cases, to officials supporting the Licensing Authority. In the interests of speed, efficiency and cost-effectiveness, as many of the decisions and functions will be purely administrative in nature, functions will be delegated to the appropriate level within the organisation where possible. Details can be seen in **Appendix B**

26. The Licensing Authority as a Responsible Authority

26.1 This Licensing Authority acknowledges that it is included in the list of responsible authorities. The 2003 Act does not require responsible authorities to make representations about applications for the grant of a premises licence or to take any other steps in respect of different licensing processes. Therefore, it is for this Licensing Authority to determine when it considers it appropriate to act in its capacity as a responsible authority.

26.2 This Licensing Authority will not normally act as a responsible authority on behalf of other parties (for example, local residents, local councillors or community groups) . Such parties can make relevant representations to the Licensing Authority in their own right, and it is reasonable for this licensing authority to expect them to make representations themselves where they are reasonably able to do so. However, if these parties have failed to act and this licensing authority is aware of relevant grounds to make a representation, a choice may be made to act in its capacity as responsible authority.

26.3 This Licensing Authority expects that other responsible authorities should intervene where the basis for the intervention falls within the remit of that other responsible authority. For example, the police should make representations where the representations are based on concerns about crime and disorder. Likewise, it is reasonable to expect the local authority exercising environmental health functions to make representations where there are concerns about noise nuisance.

26.4 In cases where this Licensing Authority is also acting as responsible authority there will be a separation of powers between those officers who exercise that role and those who administer the licensing application to ensure procedural fairness and eliminate conflicts of interest.

27. Applications

27.1 Applicants cannot assume that their applications will be successful as applications under the Licensing Act 2003 have to be considered in terms of whether the Licensing Objectives are promoted. In many cases the suitability of an applicant and the suitability of premises are part of such considerations

27.2 Online applications can be accessed via our website, during the application process you can upload supporting documents and make the relevant payment. Alcohol, Entertainment and Late Night Refreshment - Huntingdonshire.gov.uk

Temporary Event Notices (TEN)

27.3 The most important aspect of the system of temporary event notices is that no permission is required for these events from the council. Only the Police or Environmental Health may intervene to prevent such an event or modify the arrangements for such an event. The council will only intervene if the limits on the number of notices that may be given in various circumstances are exceeded.

27.4 There are two types of TEN: a standard TEN and a late TEN. These have different notice periods. A standard TEN is given no later than ten working days before the event to which it relates; a late TEN is given not before nine and not later than five working days before the event. In both instances this does not include the date of the event or the date the council receives the notice.

27.3 The Licensing Authority would encourage event organisers not to rely on late TEN's, given the possibility of Police/Environmental Health intervention. Event organisers are encouraged to contact the Police and Environmental Health as early as possible about their proposed event(s).

27.4 Where the application is not within the parameters defined in the legislation, the Licensing Authority will issue a Counter Notice to the person giving the TEN.

27.5 Notice givers will be advised of police powers to close an event with no notice on grounds of disorder or because of public nuisance caused by noise emanating from the premises.

Personal Licence

27.6 Personal Licenses Applicants for personal licenses must be free from police objection and be able to demonstrate that they have the right to live and work in the UK.

27.7 Between 2005 and 2015, personal licenses were issued for a period of 10 years. In April 2015, the law was changed, and personal licenses no longer expire. Consequently, there is no longer a need to renew a personal licence.

27.8 Licence holders must contact the Licensing Section for a replacement licence where there has been a change of circumstances in respect of the licence holders name or address, or they have committed a relevant offence. It is also possible to replace an old or lost licence.

Suspension and Revocation

27.9 Section 138 of the Policing and Crime Act 2017 amended the Licensing Act 2003 and gave the power to a Licensing Authority to suspend or revoke personal licenses that it has issued with effect from 6th April 2017.

27.10. When a Licensing Authority has granted a personal licence and becomes aware that the licence holder has been convicted of a relevant offence or foreign offence or been required to pay an immigration penalty, a licensing authority may revoke the licence or suspend it for a period of up to six months. This applies to convictions received and civil immigration penalties which a person has been required to pay at any time before 36 or after the licence was granted, as long as the conviction was received after 6 April 2017, or the requirement to pay the civil penalty arose after 6 April 2017. Prior to 6 April 2017 only magistrates' courts can order the forfeiture or suspension of a personal licence for convictions.

27.11. The process which must be undertaken by the Licensing Authority to suspend or revoke a personal licence is set out at section 132A of the 2003 Act. The decision to revoke or suspend a personal licence must be made by the licensing committee or sub-committee.

Minor variations

27.12 Licence holders can apply to make small changes to premises licences or club premises certificates through the minor variation process, which is cheaper, easier and quicker than the full variation process.

27.13 A minor variation is defined as one that could not impact adversely on any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.) An example may be an amendment to the layout of the premises or the removal of outdated or obsolete licence conditions.

27.14 The Minor Variations process cannot be used to add the retail or supply of alcohol to a licence. However, in line with section 182 guidance applicants are being encouraged to use the minor variation process to apply for 'off sales' to add to the already approved on sales following the ending of the permitted period.

28. Reviews

28.1 The proceedings set out in the Act for reviewing premises licenses and club premise certificates represents a key protection for the community where problems associated with the licensing objectives occur after the grant or variation of a premises licence or club premise certificate.

28.2 At any stage following the grant of a premises licence or club premises certificate, a responsible authority, or any other person, may ask this Licensing Authority to review the licence or certificate because of a matter arising at the premises in connection with any of the four licensing objectives.

28.3 This Licensing Authority will work in partnership with other responsible authorities to achieve the promotion of the licensing objectives and will give licence or certificate holder's early warning of any concerns identified at the premises. The

Licensing Authority will also encourage other responsible authorities to do the same.

28.4 When a review has been requested the role of the Licensing Authority will be to administer the process and determine its outcome at a hearing. Where the Licensing Authority has applied to review an authorisation, there will be a clear separation of responsibilities to ensure procedural fairness and eliminate conflicts of interest.

28.5 This Licensing Authority may decide that no action is necessary if it finds that the review does not require it to take any appropriate steps to promote the licensing objectives. In appropriate cases this Authority may issue an informal warning to the licence holder and/or recommend improvement within a set time frame. Any warnings will be issued in writing.

28.6 Where this Licensing Authority considers that action under its statutory powers is appropriate it may take any of the following steps:

- modify the conditions of the premises licence (which includes adding new conditions or any alteration or omission of an existing condition);
- exclude a licensable activity from the scope of the licence.
- remove the designated supervisor.
- suspend the licence for a period not exceeding three months.
- revoke the licence.

28.7 In cases where the crime prevention objective is being undermined, this Licensing Authority will seriously consider revocation of the licence, even in the first instance.

29. Enforcement

29.1 This Licensing Authority will consult and liaise with the local police and any other relevant partner on enforcement issues. This will provide for the targeting of the agreed problem and high-risk premises which require greater attention while providing a lighter touch for low-risk premises or those that are well run.

29.2 In general, action will only be taken in accordance with the Council's licensing compliance and enforcement policy, as adopted at the time, which reflects the Council's obligations relating to licensing enforcement. The key principles of consistency, openness, proportionality, clear standards and practices, courtesy and helpfulness and training will be maintained. The policy is available on our website Corporate Enforcement Policy or a copy can be made available upon request. This Licensing Authority will also have regard to the Regulators' Code https://www.gov.uk/government/publications/regulators-code or any future replacement.

29.3 Although the Act does not have a set inspection regime, premises inspections, will take place as judged necessary on a risk-based approach.

30. Licence Suspensions

30.1 This is a power in relation to the amendments brought about by the Police Reform and Social Responsibility Act 2011. This Licensing Authority must suspend

premises licenses and club premises certificates on the non-payment of annual fees. The procedure to be used is set out in the regulations

31. Advice and Guidance

31.1 Advice can be obtained via the Licensing Team, and we will assist people with the types of licenses they will need to apply for; the team can be contacted in the following ways: -

Website:
www.huntingdonshire.gov.uk

Email :
licensing@huntingdonshire.gov.uk

Or by writing to:
The Licensing Team
Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

32. Review of the Policy

32.1 This licensing policy will be formally reviewed and published every five years (section 5 Licensing Act 2003). This review of the policy will be subject to the consultation process. In addition, Section 5(4) of the Act provides that the licensing authority must keep its policy under review during each five-year period and make appropriate revisions. Again, any revisions will be subject to consultation.

33. Appendices

33.1 The following appendices are provided with this policy:
Appendix A – Responsible Authorities
Appendix B – Delegation of Functions

Appendix A – Responsible Authorities

Police - The Chief Officer of Police, Cambridgeshire Constabulary
Tel: 01480 456111
Email: Licensingsouth@cambs.police.uk

Fire and Rescue - Cambridgeshire Fire and Rescue Service
Email: fireprotectionnorthconsultations@cambsfire.gov.uk

Child Protection:
Email:

Public Health - The Director of Public Health,
Email: HealthinAllPolicies@cambridgeshire.gov.uk.

Trading Standards:
Email: ts.administration@cambridgeshire.gov.uk

Home Office Alcohol licensing team
Home Office
Immigration Enforcement
Licensing Compliance Team (LCT)
2 Ruskin Square
Dingwall Road
Croydon
CR0 2WF

Email: IE.licensing.applications@homeoffice.gov.uk

Environmental Health
Email: environmental.health@huntingdonshire.gov.uk

Head of Planning Services
Email: Planning.enforcement@huntingdonshire.gov.uk
Licensing
Email: licensing@huntingdonshire.gov.uk

In addition, for vessels:
Great Ouse and Stour Waterways, Environment Agency, Kingfisher House, Goldhay Way, Orton Goldhay, Peterborough, Cambs, PE2 7ZR
Tel 01733 371811

The Surveyor in Charge, Maritime and Coastguard Agency, East Terrace, Walton-on-the-Naze, Essex CO14 8PY
Tel 01255 682107

The Team Leader, River Nene, Nene House, Pytchley Road Industrial Estate, Pytchley Lodge Road, Kettering, Northants, NN15 6JN
Tel 01536 517721

Appendix B - Delegation of functions

Matter to be dealt with	Full Committee	Sub Committee or Panel	Officers
Application for personal licence	-	If a police objection made	If no objection made
Application for personal licence with unspent convictions	-	All cases	-
Application for premises licence/club premises certificate	-	If a relevant representation made	If no relevant representation made
Application for provisional statement	-	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate	-	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	-	If a police objection	All other cases
Request to be removed as designated premises supervisor	-	-	All cases
Application for transfer of premises licence	-	If a police objection	All other cases
Application for interim authorities	-	If a police objection	All other cases
Application to review premises licence/club premises certificate	-	All cases	-
Decision on whether a representation is irrelevant, frivolous, vexatious etc	-	-	All cases
Decision to object when a local authority is a consultee and not the relevant authority considering the application	-	All cases	-
Determination of application to vary premises licence at community premises to include alternative licence	-	If a police objection	All other cases
Decision whether to consult other responsible authorities on minor variation application	-	-	All cases
Determination of Minor variation application	-	-	All cases
Determination of a police objection to a temporary event notice	-	All cases	-