

Meeting of:	COUNCIL
Date of Meeting:	14 JANUARY 2026
Report Title:	A REVIEW OF THE STATEMENT OF LICENSING POLICY
Report Owner: Responsible Chief Officer / Cabinet Member	CHIEF OFFICER – LEGAL AND REGULATORY SERVICES, HR AND ELECTORAL CABINET MEMBER FOR FINANCE AND PERFORMANCE
Responsible Officer:	Will Lane Operational Manager, Environment Protection and Licensing, Shared Regulatory Services
Policy Framework and Procedure Rules:	The report content has no direct effect upon the policy framework and procedure rules.
Executive Summary:	<p>The Council is the licensing authority responsible for the regulation of premises which offer alcohol, regulated entertainment and the provision of late-night refreshment.</p> <p>The licensing authority must publish a Statement of Licensing Policy setting out how it intends to approach the granting of licences.</p> <p>A review of the Policy has been conducted following a consultation and amendments have been made to the Policy.</p> <p>The Policy has been agreed by the Licensing Committee at their meeting of 30 September 2025, noted by Cabinet on 16 December 2025 and requires Council approval.</p>

1. Purpose of Report

- 1.1 The purpose of this report is to ask Council to approve the publication of the revised Statement of Licensing Policy detailed in Annex A.

2. Background

2.1 Under section 5 of the Licensing Act 2003 each licensing authority must produce a Statement of Licensing Policy (SLP) with respect to the exercise of its licensing functions. This policy should outline the licensing authority's approach to licence applications and the processes used to address any issues associated with such applications.

2.2 The Statement of Licensing Policy (SLP) is required to be reviewed on a 5-year basis in consultation with:

- Chief Officer of Police for the area
- Fire and Rescue Authority for the area
- Local Health Board in Wales for an area any part of which is in the licensing authority's area
- Persons/bodies representative of local premises licence holders
- Persons/bodies representative of local club premises certificate holders
- Persons/bodies representative of local personal licence holders
- Persons/bodies representative of businesses and residents in its area

2.3 The Statement of Licensing Policy was last revised in 2019.

2.4 The Home Office Guidance, issued under Section 182 of the Licensing Act 2003, provides direction to local authorities on what should be contained within their Statement of Licensing Policy. The determination and publication of the Statement of Licensing Policy is a matter for the Authority and will require formal Council approval.

3. Current situation / proposal

3.1 A review has been undertaken of the Statement of Licensing Policy and other than administrative amendments, the following changes have been made to the policy:

- Removal of Council's wellbeing objectives as this is separate from the Licensing Act 2003 and is detailed in the Corporate Plan.
- Rewording of paragraph 8.2 which details the separation of regimes between Planning and Licensing.
- Rewording of paragraph 8.3 which relates to the Licensing Authority's duties under the Equality Act 2010.
- Clearer guidance in relation to Section 13 – Temporary Event Notices and the addition of Late Temporary Event Notices.
- The addition of Section 14 – Large Scale Events which provides details about the Council's Events Liaison Panel.
- Updated Cumulative Impact Assessment Summary

- 3.2 The draft Statement of Licensing Policy can be found in Appendix A.
- 3.3 A consultation was undertaken with those detailed in paragraph 2.2 on the draft Policy and one consultation response was received. As a result, the following changes were made to the policy:
 - The addition of measures relating to alcohol deliveries which applicants may wish to consider when drafting their operating schedules.
- 3.4 A summary of the comments received during the consultation exercise are detailed in Appendix B along with officers' comments.
- 3.5 At their meeting of 30 September 2025 the Licensing Committee resolved to approve the Statement of Licensing Policy and refer to Cabinet and Council for final approval.
- 3.6 Cabinet noted the report on 16 December 2025.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

6. Climate Change and Nature Implications

- 6.1 There are no climate change or nature implications arising from this report.

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no safeguarding and corporate parent implications arising from this report.

8. Financial Implications

- 8.1 There are no financial implications arising from the report.

9. Recommendations

- 9.1 It is recommended that Council approves the draft Statement of Licensing Policy detailed in Appendix A.

Background documents

None.