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Cabinet Member for Policing & Equalities  
Licensing & Regulatory Committee

28 July 2025  
5 August 2025

**Name of Cabinet Member:**

Cabinet Member for Policing and Equalities - Councillor AS Khan

**Director Approving Submission of the report:**

Director of Law and Governance

**Ward(s) affected:**

All

**Title:**

**Licensing Act 2003 – Review of Statement of Licensing Policy 2026 - 2031**

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**Is this a key decision?**

No

Although the matters within the report affect all wards in the city, it is not anticipated that the impact will be significant.

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**Executive Summary:**

The purpose of this report is to seek Members' views and approval to consult on the draft revised Statement of Licensing Policy 2026 – 2031 under the Licensing Act 2003.

**Recommendations:**

The Cabinet Member for Policing and Equalities is recommended to:

1. Consider the draft revised Statement of Licensing Policy and authorise the Director of Law & Governance to carry out the consultation as detailed in the report.

The Licensing & Regulatory Committee is recommended to:

1. Consider the draft Statement of Licensing Policy and forward any comments it wishes to make as part of the consultation process.

**List of Appendices included:**

Appendix 1 - Revised Statement of Licensing Policy (shaded paragraphs illustrate the amendments to the document)

**Other useful background papers:**

Licensing Act 2003

Section 182 Guidance to Licensing Authorities

**Has it been or will it be considered by Scrutiny?**

No

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

Yes - Licensing & Regulatory Committee – 5 August 2025

**Will this report go to Council?**

No – The revised Review of Statement of Licensing Policy 2026 – 2031 will be submitted to Council following the consultation process.

## **Report title: Licensing Act 2003 – Review of Statement of Licensing Policy**

### **1. Context (or background)**

- 1.1 Under the terms of the Licensing Act 2003 the Council's Statement of Licensing Policy has to be renewed every five years. The current Statement of Licensing Policy came into effect on 16<sup>th</sup> March 2021 and a review must therefore be completed. There is a requirement in the Act for the Council to publish and advertise the revised Statement of Licensing Policy at least 4 weeks before, by 16<sup>th</sup> February 2026.
- 1.2 The Statement of Licensing Policy produced by the Licensing Authority under the Licensing Act 2003 will be relevant for all licensing decisions taken by the Council as the Licensing Authority over five years commencing on 16<sup>th</sup> March 2026.
- 1.3 The general principles of the Statement of Licensing Policy remain the same and the document is still centred around the Licensing Act's four licensing objectives, namely:
  - Preventing of Crime & Disorder
  - Promotion of Public Safety
  - Prevention of Public Nuisance
  - Protection of Children from Harm
- 1.4 Before amending the Policy for a further five-year period, licensing authorities are required to carry out a wide consultation process. In addition to those it must consult by law, the Council has authority to include in the process any individuals or organisations it deems appropriate.
- 1.5 The Responsible Authorities (statutory consultees – West Midlands Police, West Midlands Fire and Rescue Service, Planning, Environmental Health Safeguarding Children Board, HM Revenue & Customs, Community Safety and Public Health will be consulted on the draft revised Policy.
- 1.6 The public consultation exercise will begin on the 12 August 2025, for an 8-week period and will finish on the 7 October 2025 and will include the following elements:
  - Mail shots to representatives of the licensed trade, clubs and key partners;
  - Formally writing to the Chief Officers of the responsible authorities;
  - Mail shots to businesses and organisations; and
  - Wider public consultation through the City Council Website.
- 1.7 The revised Policy complies with updated guidance and regulations. It has been developed with all 6 Warwickshire Licensing Authorities (Warwickshire County Council, North Warwickshire Borough Council, Nuneaton & Bedworth Borough Council, Rugby Borough Council, Stratford on Avon District Council and Warwick District Council), although each authority has adapted the Policy to suit the needs of their area and profile.

A copy of the draft revised Policy is attached as an Appendix to the report.

## **Key Changes to the Revised Licensing Policy**

1.8 The proposed changes to the Policy can be shown highlighted in the draft revised policy (Appendix 1) and are listed below:

- Paragraph 8.11 amended to include website links for drink spiking, violence against women & girls, serious youth violence & counter terrorism.
- Paragraphs 8.38 & 8.39 added to include considerations relating to child exploitation
- Paragraph 11.1 amended to include best practice schemes
- Section 16 added – Environmental best practice in Licensed Premises

## **2. Options considered and recommended proposal.**

2.1 The Cabinet Member for Policing and Equalities is requested to consider the draft-revised Statement of Licensing Policy and authorise the Director of Law & Governance to carry out the consultation as detailed in the report.

2.2 The Licensing and Regulatory Committee is requested to consider the draft revised Statement of Licensing Policy and forward any comments as part of the consultation process.

## **3. Results of consultation undertaken**

3.1 The results of the consultation process will be submitted for consideration to Cabinet Member for Policing and Equalities before a finalised Policy document is presented to Full Council for approval.

## **4. Timetable for implementing this decision.**

4.1 The revised Statement of Licensing Policy must be published by 16<sup>th</sup> March 2026 to allow the Council to continue to carry out any function in respect of individual applications made under the authority of the Licensing Act 2003.

## **5. Comments from Director of Finance & Resources (Section 151 Officer) and Director of Law & Governance.**

### **5.1 Financial implications**

The financial implications associated with the recommendation are budgeted for and are limited to the employee costs associated with undertaking the consultation exercise and any costs involved in publishing the Statement of Licensing Policy.

### **5.2 Legal implications**

The Council will not be able to undertake its role as a Licensing Authority after the 16 March 2026 unless it has approved and published its revised Statement of Licensing Policy. The Policy must be reviewed every five years or more often if appropriate.

The licensing function is carried out by the Council's Licensing and Regulatory Committee and officers exercising delegated powers. The one exception is the

approval of the Policy, which must be approved by Full Council.

The Council is required to have regard to any current Government Guidance when carrying out any licensing functions under the Licensing Act 2003 including its Statement of Licensing Policy

## **6. Other implications**

### **6.1 How will this contribute to the achievement of the One Coventry Plan?**

The prevention of crime and disorder is at the centre of the licensing regime and there are strong structural links between the administration of the licensing process and the role of the Community Safety Partnership and West Midlands Police. The Licensing Policy acknowledges the Community Safety Plan and gives information about proposed enforcement protocols with the Police and other enforcement authorities. As a Responsible Authority, the Police have been a key consultee.

One of the licensing objectives is 'the Protection of Children from Harm'. Applicants are required to show how they will address this objective in their operating schedule when making applications. The Coventry Safeguarding Children Board is a Responsible Authority consulted when applications are made.

Although there is not a specific licensing objective related directly to health within the current legislation, Public Health is a Responsible Authority. Alcohol has been identified as a priority within Coventry's Health and Wellbeing Strategy. Public health related licence conditions will be used where practicable to reduce the impact of alcohol on public safety and other licensing objectives

This aligns with the One Coventry Plan to work together to improve our city and the lives of those who live, work and study here.

### **6.2 How is risk being managed?**

If the Licensing Policy is not renewed in the above timeframe, the City Council will not legally be able to perform its function under the Act. The consultation process and approval dates have been planned to ensure that the Policy is in place at the required time.

The Statement of Licensing Policy will inform decisions taken by the licensing authority that will have an impact on the interests of private individuals and businesses. The Policy reflects the need to respect the relevant rights given by the Human Rights Act.

Decisions of the Licensing Authority are open to challenge through the Magistrates Court and beyond. The Statement of Licensing Policy is designed to ensure our compliance with legislation and statutory guidance, minimising the risk of legal challenge.

### **6.3 What is the impact on the organisation?**

The adoption of the Policy should have no impact on the organisation. There is no human resource, financial or ICT implications.

### **6.4 Equalities / EIA**

The Statement of Licensing Policy makes links to the Council's Equality and Diversity Policies and an Equalities Assessment exists for licensing activities. This will be reviewed and updated as part of the consultation process.

## 6.5 Implications for (or impact on) climate change and the environment

None

## 7. Implications for partner organisations?

The Statement of Licensing Policy contributes towards the work of the Community Safety Partnership and specifically with the work of the police.

The effective operation of the Policy by the Licensing Authority and all enforcement agencies has an impact on the night time economy and on the co-existence of licensed premises with local residents and communities.

## 7.1 Human Rights Act Implications

None

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Cllr AS Khan	Cabinet Member for Policing & Equalities		04/07/2025	07/07/20 25
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