

Statement of Licensing Policy 2027 – 2032

Licensing Act 2003

Version 0.2

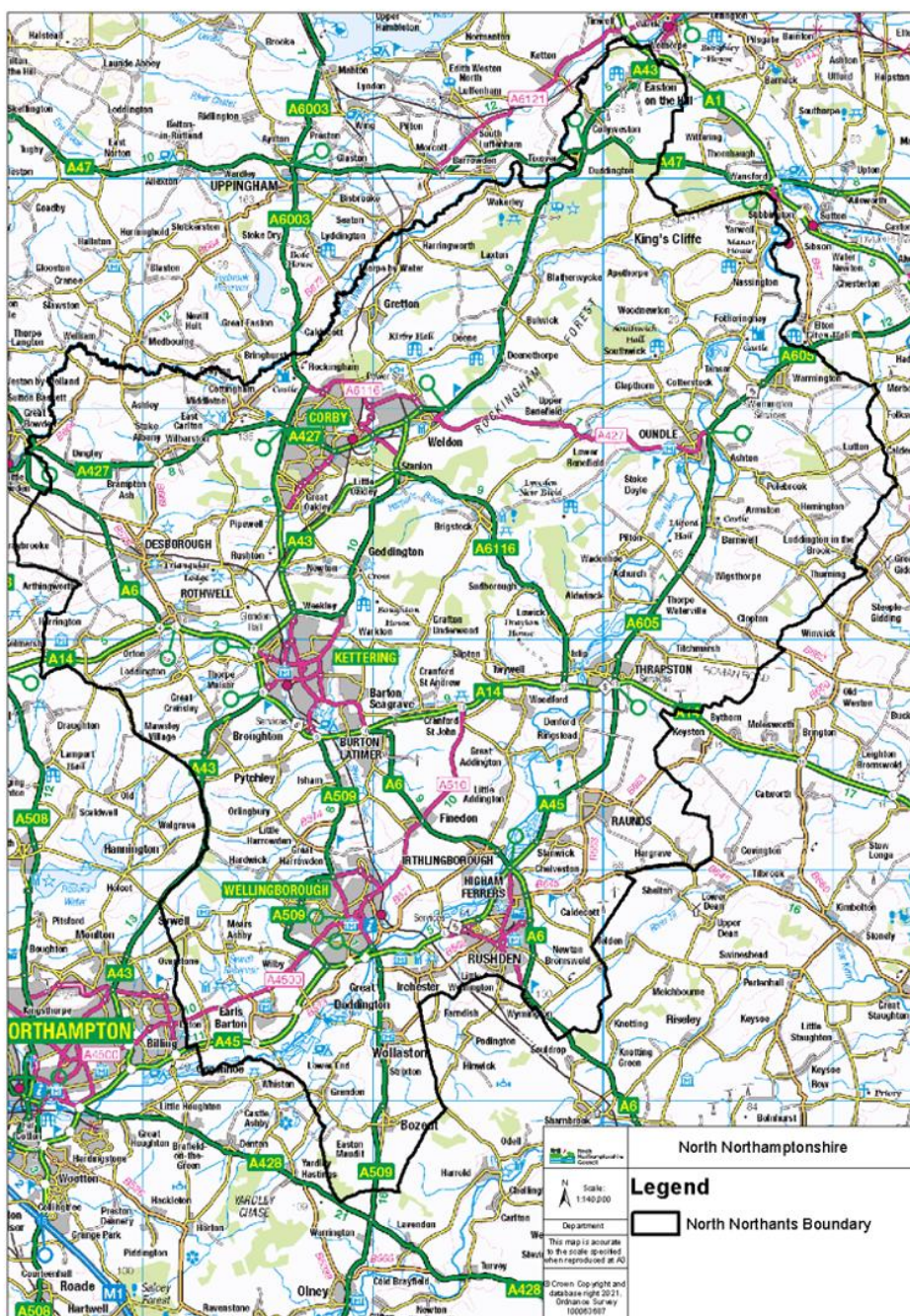
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Contents

Commencement and Duration	4
Consultation	5
2. Overview of the Licensing Process	5
Licensing Activities	5
Responsible Authorities	7
Licensing Objectives.....	8
Administration, Exercise and Delegation of Functions	12
3. Our Approach.....	12
Licensing Hours.....	13
Licensed Premises and Illegal Sales	14
Duplication	14
Partnership working.....	14
Planning, Building Control and Licensing.....	15
Need for Licensed Premises.....	15
General control of nuisance and anti-social behaviour.....	15
Cumulative Impact of a Concentration of Licensed Premises	16
Early Morning Restriction Orders and Late Night Levy	17
Children.....	17
Enforcement.....	19
Hearings.....	19
4. Authorisations under the Act, Reviews, Representations and Conditions.....	19
Temporary Event Notices	20
Variation of a Premises Licence or Club Premises Certificate	21
Reviews.....	22
Representations	23
Conditions	24
5. Other Key Matters	26
Crime and Disorder Act	26
Relevant Entertainment	26
Equality and Diversity	26
Modern Slavery/Human Trafficking.....	27
Counter Terrorism	27
Licence Fees – Refunds and Suspensions	28
Appeals	28
Data Protection.....	29
Contacting the Licensing Team	29
Glossary	30
Annex 1 – Delegation of Functions.....	31
Annex 2 – Other policies, legislation and guidance sources.....	33
Annex 3 – Useful References (organisations).....	35

1. Introduction and Purpose

1. North Northamptonshire Council is the Licensing Authority under the Licensing Act 2003 (the Act) and is responsible for granting licences for premises, clubs and other places where alcohol is sold or supplied and where regulated entertainment and late-night refreshment is provided.
2. The Council covers an area of 381 square miles, with a total population of approximately 373,871 (Office for National Statistics, 2024). North Northamptonshire is characterised by market towns, attractive villages and countryside. With a mixture of both rural and urban communities, the area offers a varied range of licensed premises, attractions, festivals, events and shopping experiences for both residents and tourists.



3. This Policy provides information and guidance to applicants, licence holders, Responsible Authorities under the Act and others about the general approach the Licensing Authority will take when carrying out its responsibilities under the Licensing Act 2003.

4. In this Policy, the term “Licensing Authority” is used where the Council is carrying out its licensing functions under the Act. The term “Council” is generally used when referring to North Northamptonshire Council’s wider responsibilities.
5. In adopting this Policy, the Licensing Authority recognises its role in delivering the [strategic vision of the Council](#), in particular.

“Supporting a vibrant and sustainable local economy” – the Licensing Authority acknowledges the importance of well-run entertainment and leisure premises, which enable our communities to remain safe and healthy.

“Make the most out of the money, assets, people and technology we have available” – the Licensing Authority recognises the benefits of continually improving our services so we can provide an efficient and well-run licensing service delivered in a sustainable way.

“Strong action to make communities safer and protect residents and businesses” – the Licensing Authority will carry out its functions in a way that ensures public safety and supports well-managed premises. We will use our enforcement powers to support public confidence in the businesses and people that operate in North Northamptonshire.

6. In preparing this Policy, the Licensing Authority had regard to [Guidance issued by the Home Office under Section 182 of the Act](#).¹ The Policy satisfies the requirements of Section 5 of the Act and has been written with a view to promoting the four licensing objectives:
 - The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm.
7. The Licensing Authority is aware that it may depart from the Guidance issued by the Home Office under Section 182 of the Act – where this is the case, the Licensing Authority will demonstrate good reasons for doing so.
8. This Policy does not purport to give a definitive statement of the law, this being a matter for the Courts. Nor should this Policy be taken to indicate that any requirement of licensing law or any other law may be overridden.
9. This Policy does not seek to limit or undermine the right of any person to apply for any permission and to have their application considered on its own merits. This Policy does not seek to limit or undermine the right of any person to make representations under the Act, or to seek a review of a licence or certificate issued by the Licensing Authority.

Commencement and Duration

10. This Policy applies from 1 February 2027 to 31 January 2032, having been adopted by Council on 26 November 2026.
11. We will monitor the effectiveness of this Policy in promoting the licensing objectives and consider reviewing this Policy where we consider it appropriate. Where minor or non-material changes to this Policy (e.g. to correct typographical errors, update web links or re-wording text to aid understanding), this may be undertaken by the Licensing and Service Support Manager in consultation with the Chair of the Licensing and Appeals Committee. A record of changes made will be retained and made available on request by any person at any reasonable time.

¹ Revised guidance issued under section 182 of the Licensing Act 2003, 12 February 2026

12. Where revisions are made to the Licensing Act 2003, any supporting legislation, or to the Guidance issued by the Home Office under Section 182 of the Act, we will consider whether amendments or updates to this Policy are appropriate. Readers are encouraged to consult the [Home Office' website](#) for further information.
13. Where other new or updated legislation, local policies or developments necessitate making material changes to this Policy, we will consult with the statutory consultees under the Act prior to making any changes.

Consultation

14. Prior to adopting this Policy, the Licensing Authority consulted the persons and organisations specified in Section 5(3) of the Act, shown below:
- The Chief Officer of Police
 - The Fire and Rescue Authority
 - The Director of Public Health
 - All other Responsible Authorities under the Act
 - Persons/bodies representative of holders of local premises licences, personal licences and club premises certificates
 - Persons/bodies representative of businesses and residents in North Northamptonshire.
15. The consultation took place over a 6-week period, from 24 August to 9 October 2026. All consultation responses were considered and given appropriate weight when determining this Policy.

2. Overview of the Licensing Process

Licensing Activities

16. The Licensing Authority regulates the following licensing activities under the Act. Each activity is explained in more detail below.
- 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 the club;
 - The provision of regulated entertainment;
 - The provision of late night refreshment.

The sale by retail of alcohol

17. Readers are please asked to note that the definition of alcohol includes alcohol “in any state” and therefore, includes alcohol in powdered or vapourised form. Please also note that there are exclusions from the meaning of “sale by retail” – for example in respect of the wholesale of alcohol. More information may be found by consulting the [Home Office's Section 182 Guidance](#) and the [Act](#) itself.

Mobile, remote, internet and other delivery sales of alcohol

18. A person cannot sell alcohol from a vehicle or moveable structure at a series of different locations (e.g. house to house) unless there is a premises licence in place for the vehicle at each location at which a sale is made.
19. The place where the order for alcohol takes place, or payment for it, may not be the same as the place where the alcohol is appropriated to the contract (i.e. the place where it is identified and specifically set apart for delivery to the purchaser). Section 190 of the Act provides that the sale of alcohol is to be treated as taking place where the alcohol is appropriated to the contract. It is this premises which requires a licensing permission under the Act – for example, a call centre receiving orders for alcohol

would not need a licence but the warehouse where the alcohol is stored and then selected for, and dispatched to, the purchaser requires a licence.

Alcohol delivery services

20. The Licensing Authority expects applicants seeking a licence permission to enable them to provide alcohol as part of a delivery service to consider the procedures they intend to operate to ensure:
- That the person they are selling to is over the age of 18
 - That alcohol is only delivered to a person over the age of 18
 - There is clear documentation regarding 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 at any reasonable time.
 - That a refusals logs is maintained for deliveries and made available for inspection by an authorised officer at any reasonable time.
 - The time that alcohol is sold on the website/over the phone/via an APP and the time the alcohol is delivered is within the hours stated on the licence for the sale of alcohol.
 - Alcohol shall only be delivered to a residential or business address and may not be delivered to a public place.
 - Any delivery driver or third-party courier is required to have undergone training in refusal of supply where age verification is not provided, or the recipient is clearly intoxicated.
21. Licence holders for premises which already have a licence, and which choose to operate an alcohol delivery service should contact the Licensing Authority to check whether this form of alcohol sale is already permitted under the terms of the licence or whether an application to vary the existing licence is required.

The supply of alcohol

22. Qualifying social, sporting or political members clubs (such as a working men's club or the British Legion) may apply to the Licensing Authority for a certificate to sell or supply alcohol to members or their guests and/or to provide regulated entertainment, like musical performances or film screenings.
23. To be a qualifying club, the club must have at least 25 members and meet the qualifying conditions set out in the Act. For more information, please refer to the [Act](#) (Sections 62, 63 and 64).
24. Readers are asked to note that proprietary clubs, which are clubs run commercially by individuals, partnerships or businesses for profit, are not qualifying clubs. Such premises must instead apply to license alcohol sales, regulated entertainment and late night refreshment via a premises licence.

Regulated entertainment

25. Regulated entertainment is (subject to certain exemptions) any of the following:
- A performance of a play
 - An exhibition of a film
 - An indoor sporting event
 - A boxing or wrestling entertainment
 - A performance of live music
 - Playing of recorded music
 - A performance of dance
 - Entertainment of a similar description to a performance of live music, playing of recorded music or a performance of dance.
26. To be licensable, one or more of these activities needs to be provided for "the purpose (at least partly) of entertaining an audience; has to be held on premises made available for the purpose of enabling that activity and must also either:

- Take place in the presence of a public audience, or
- Be provided exclusively for the members of a club or for the club members and their guests, or where that activity takes place in private, be the subject of a charge made with a view to profit.”²

27. Readers are asked to note that there are exceptions from needing a licence or other authorisation under the Act – please refer to the [Guidance issued by the Home Office](#) for more information about the circumstances in which entertainment is not licensable.

Late night refreshment

28. Late night refreshment is defined as the supply of hot food or hot drink to the public, or a section of the public, on or from any premises whether for consumption on or off the premises between 23:00 – 05:00.

29. There are some exemptions which apply to the provision of hot drinks by a vending machine and supplies by a registered charity – readers should refer to the [Act](#) and [Guidance issued by the Home Office](#) for more information.

Responsible Authorities

30. Responsible authorities are public bodies that must be notified of applications and are empowered to make representations about the grant, variation or review of a premises licence or club premises certificate. They can also apply to review a premises licence or club premises certificate.

31. The Responsible Authorities for North Northamptonshire are shown below; their [full contact details can be found on our website](#).

- North Northamptonshire Council’s Licensing Authority
- Northamptonshire Police Service
- Northamptonshire Fire and Rescue Service
- Trading Standards
- Environmental Health (Health and Safety and Environmental Protection)
- Planning
- Child Protection (the Licensing Authority recognises Northamptonshire Children’s Trust as being competent to advise it on the protection of children from harm)
- Home Office Immigration Enforcement (on behalf of the Secretary of State)
- Director of Public Health
- In relation to a vessel, a navigation authority, the Environment Agency or the Canal and River Trust.

32. The Police and the Council’s Environmental Health Team must also be given temporary event notices, to which they may make an objection.

33. The Licensing Authority is aware that the Director of Public Health is well placed to provide evidence which may inform any future decision the Licensing Authority may make regarding cumulative impact policies or early morning restriction orders.

34. Some Responsible Authorities are also “Authorised Persons” under the Act. This means they are empowered to undertake enforcement activity, have certain rights of entry to licensed premises, and can prosecute certain offences under the Act. Readers should refer to the [Act \(Parts 3 and 4 and Section 108\)](#) for more information.

² [Revised guidance issued under section 182 of Licensing Act 2003 - GOV.UK](#), Section 16(3)

North Northamptonshire Council as a Responsible Authority

35. The Licensing Authority administers and enforces the Act, but it can also make representations about some application types or call for a review of a premises licence or club premises certificate. The Act does not require the Licensing Authority to make representations. The Licensing Authority will determine when it considers it appropriate to act in its capacity as a responsible authority and will do so in accordance with its duties under [Section 4 of the Act](#).
36. This Licensing Authority will not normally act as a responsible authority on behalf of other parties (for example, residents, local councillors or community groups) although there are occasions where the authority may decide to do so. Such parties can make relevant representations to the Licensing Authority in their own right, and it is reasonable for the 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 the Licensing Authority is aware of relevant grounds to make a representation, a choice may be made to act in its capacity as responsible authority.
37. 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. We expect, therefore, the Police to make representations in relation to concerns they may have about crime and disorder. Should concerns arise about an application in relation to public nuisance, we expect the Council's Environmental Health team, acting as a responsible authority, to make representations.
38. Where the Licensing Authority is also acting as a responsible authority in relation to the same process, these responsibilities will be kept separate to ensure procedural fairness and transparency, and to avoid conflicts of interest. In such cases, licensing determinations will be made by the licensing committee or sub-committee comprising elected members of the authority (although they are advised by a licensing officer). Therefore, separation is achieved by allocating distinct functions (i.e. those of licensing authority and responsible authority) to different officers within the Council.
39. Accordingly, the officer advising the licensing committee (i.e. the authority acting in its capacity as the Licensing Authority) will be a different person from the officer who is acting for the responsible authority. The officer acting for the responsible authority will not be involved in the licensing decision process and will not discuss the merits of the case with those involved in making the determination by the licensing authority. Communication between these officers in relation to the case will remain professional and consistent with communication with other responsible authorities.

Licensing Objectives

40. The Licensing Authority expects 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.
41. Applicants are 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.

Prevention of Crime and Disorder

42. The Licensing Authority looks to the police as the main source of advice on crime and disorder. We recommend Applicants discuss their proposed crime and disorder measures and procedures with the Licensing Team and the Police prior to applying.
43. The Licensing Authority recognises the role and powers available to Trading Standards in relation to illegal alcohol and cigarette and vape sales.

44. There are several offences both within the Licensing Act 2003 and other legislation related to crime and disorder with which licence and certificate holders should be familiar. These offences stand in their own right and will not be duplicated as conditions on any licence/certificate.
45. Applicants should propose steps targeted at deterrence and preventing crime and disorder. Responsible applicants will ensure proper regard in their operating schedule to the location, character and condition of the premises, the nature and extent of the proposed use and the persons likely to be attracted to the premises.
46. Applicants should consider measures to deter crime and disorder outside or near to the premises and which are connected to it – this may include the risks arising from persons queuing to enter the premises; persons exiting the premises and customers smoking eating or drinking in outdoor areas and on the highway outside the premises.
47. Factors that impact on crime and disorder include (these are examples and do not constitute an exhaustive list):
- Underage drinking – licence holders are expected to follow any guidance in relation to age verification checks issued by the Home Office – the latest guidance about identifying false ID's is available here: <https://www.gov.uk/government/publications/false-id-guidance>
 - Admissions – licence holders should have clear admission policies for entry to the premises, which could include bag searches, age restrictions, ID checking and last admission.
 - Public drunkenness
 - Spiking (more information is set out below)
 - Illegal activity like drug taking and dealing, offensive weapons and sales of contraband or stolen goods at premises – licence holders should ensure compliance with relevant guidance regarding illegal drugs and weapons. Attention should be paid to entry policies, search procedures, procedures for the safe storage and surrender of seized drugs and weapons and drug awareness issues
 - Disorderly and potentially violent behaviour on and outside premises – licence holders should have clear policies and procedures in place for the recording and reporting of incidents and crimes. Such policies and procedures may include banning known offenders and sharing information with other licensed premises in the area.
 - Overcrowding and queue management – licence holders should develop policies and procedures to manage queues and regarding capacity to prevent overcrowding and patrons possibly becoming aggressive.
 - Sexual harassment and misconduct and broader violence against women and girls - venues should have clear policies in place for the prevention, detection and reporting of sexual harassment, misconduct and violence against women and girls. Applicants should consider adopting or joining initiatives such as Ask for Angela: <https://askforangela.co.uk/>
 - Anti-social behaviour and disorder inside and outside the premises
 - Illegal working in licensed premises
 - Littering
 - Theft and vandalism at premises
 - Glasses and bottles being used as weapons or causing accidents - venues that provide the sale of alcohol on the premises should consider introducing toughened or safety glass. This is especially relevant to premises that would be considered as carrying a higher degree of risk – for example high volume vertical drinking establishments, such as night clubs or large bars with minimal seating, and where patrons are expected to stand while drinking. Applicants may also wish to ban bottles being taken into and or supplied on the premises.
 - Drinks promotions – licence holders should have procedures for risk assessing drinks promotions such as “happy hours” and plans for minimising such risks.
48. Applicants and licence and certificate holders should be aware of the types of spiking which can occur and consider measure to prevent incidents on their premises. The Home Office has set out examples of the range of behaviours that would be considered spiking (the list is not exhaustive), these include:

- “Putting alcohol into someone’s drink without their knowledge or permission.
 - Putting prescription or illegal drugs into an alcoholic or non-alcoholic drink without their knowledge or permission.
 - Injecting another person with prescription or illegal drugs without their knowledge or permission.
 - Putting prescription or illegal drugs into another person’s food without their knowledge or permission.
 - Putting prescription or illegal drugs into another person’s cigarette or vape without their knowledge or permission.”
49. To support licensed premises, several industry associations produced a [factsheet](#) which includes recommendations and some resources for the hospitality sector on how to respond to and prevent spiking. Applicants are advised to consider this information and disseminate it to their managers and staff.
50. The Licensing Authority expects Applicants to propose steps to control excessive consumption and drunkenness on the premises. This will reduce the risk of anti-social behaviour occurring on the premises and away from the premises after customers have departed.
51. Applicants proposing to sell alcohol for consumption off the premises may need to consider the following:
- What measures are necessary to prevent underage sales
 - What measures are necessary to prevent alcohol from being sold outside permitted hours where the operating hours of the premises exceed those for the sale of alcohol
 - Whether there are procedures in place to prevent sales of alcohol to intoxicated persons.
52. Applicants should consider whether the type of regulated entertainment that is proposed could attract elements which increase the possibility of violence and/or disorder occurring in, or in the vicinity of, the premises.
53. Where late night refreshment is to be provided as the only or main licensable activity (e.g. late-night takeaways), applicants should demonstrate that they have assessed the risk of persons congregating in large numbers in the vicinity of their premises.
54. The Licensing Authority is supportive of schemes such as ‘PubWatch’ which aim to counter individuals who damage property; are violent and cause disorder; or use or deal in drugs, through exclusions.

Public Safety

55. The public safety objective is concerned with the physical safety, including fire safety, of the people using the relevant premises and not with public health, which is dealt with in other legislation.
56. Where other legislation fails to make suitable provision to ensure public safety, the Licensing Authority will exercise its licensing functions to secure the safety of members of the public and staff.
57. The Licensing Authority acknowledges that the Director of Public Health may provide useful evidence of alcohol-related health harms that might be directly relevant to an application. This evidence may be informed by alcohol-related Accident and Emergency admissions or ambulance service data.
58. The steps required to ensure public safety vary according to the individual style and characteristics of the premises, the nature of the proposed licensable activities/regulated entertainment to be provided at the premises and the anticipated number of persons attending the premises.
59. In proposing steps or conditions to be included in the Operating Schedule, the types of measures the Licensing Authority expects applicants to consider are summarised below (this list is not exhaustive).

- Risk assessments – Having suitable and sufficient risk assessments.
- Building safety – Identifying slipping, tripping and falling hazards and the use of appropriate signage to make staff/ patrons aware of the potential dangers.
- Environment – Ensuring there is adequate ventilation, heating and drinking water supplies.
- Capacity and overcrowding – Planning the anticipated number of persons attending the premises and, where appropriate, the anticipated number of persons in individual parts of the premises. Processes and procedures may also be required to record the number of persons entering and leaving the premises to prevent overcrowding.
- Public safety training – Conducting training for staff to ensure that necessary measures to secure public safety at the premises are properly implemented, such as first aid and general awareness of Public Safety issues for the premises.
- Site and general arrangements – Ensuring that there are evacuation plans, access for emergency vehicles, means of escape (including the means of escape for disabled people)
- Employment of SIA door supervisors, stewards or traffic marshals, where appropriate, for the premises or the event.
- Consideration given to appropriate counter terrorism measures in line with any national guidance and this Policy.
- Special effects – If special effects are to be used on the premises such as flame, lasers, pyrotechnics, smoke, fog, foam or firearms, the Licensing Authority encourages risk assessments to be carried out in respect of each such activity, detailing the steps to be taken to prevent and control risk to patrons and staff.
- Insurance – having Public Liability Insurance.
- Best Practice - Adoption of best practice guidance (e.g. [Fire safety risk assessment: theatres, cinemas and similar premises](#). More information can be found on the [Health and Safety Executive's website](#).

Prevention of Public Nuisance

60. Licensed premises can potentially have a significantly adverse impact on communities through public nuisances that arise from their operation. The amenity of residents and occupiers of other businesses should be maintained and protected from the potential consequence of the operation of licensed premises, while recognising the valuable cultural, social and business importance that such premises provide.
61. The public nuisance objective is designed to deal with any disproportionate and unreasonable impacts of licensable activities at specific premises, on persons living and working (including doing business) in the vicinity. Public nuisance is to be interpreted in its widest sense and will be taken to include such issues as noise, light, odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.
62. Public nuisance is not defined within the Act but is given a broad common law definition. The prevention of public nuisance could therefore include low-level nuisance perhaps affecting a few people living locally, as well as major disturbances affecting the whole community. This may also include in appropriate circumstances the reduction of the living and working amenity and environment of interested parties (as defined) in the vicinity of the licensed premises.
63. The provision of welfare facilities such as toilets within licensed premises is relevant to the prevention of public nuisance. Adequate welfare provisions may prevent nuisance activities taking place within the street, such as urination. Licence and certificate holders should therefore ensure that adequate facilities are provided within the premises and include these details within their operating schedule.
64. Measures to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those residing in the area of the premises. Where the Licensing Authority's power is engaged, it will assess whether other legislation may not adequately cover concerns raised in relevant representations and consider whether additional conditions may be appropriate.

65. The Licensing Authority will have regard to the powers available within the [Anti-Social Behaviour Act 2003](#). This provides that if noise from licensed premises is causing a public nuisance the local authority has powers to issue a closure order for up to 24 hours. This complements the police powers under Part 8 of the 2003 Act.

Protection of Children from Harm

66. The Licensing Authority does not seek to limit the access of children to premises unless it is necessary to do so for the prevention of physical, moral or psychological harm to them.
67. Activities associated with premises that sell alcohol or provide regulated entertainment may, in certain circumstances, give rise to concerns about the health and welfare of children (a child is any person under the age of 18).
68. Applicants are expected to demonstrate in their operating schedule the steps they propose to take to ensure children are protected from harm. More information is provided in this Policy at Section 3 below.

Administration, Exercise and Delegation of Functions

69. The powers of the Licensing Authority under the Act may be carried out by the Licensing Committee, by a Licensing Sub-Committee or by one or more Officers acting under delegated authority.
70. Many of the licensing procedures will be largely administrative with no perceived areas of contention. In the interests of efficiency and effectiveness and where permitted in law, Officers will generally carry out these duties.
71. Applications about which relevant representations have been made will be dealt with by a committee or sub-committee of the Licensing Authority, as will any application for review of a licence.
72. The Licensing Authority's scheme of delegation is provided at **Annex 1**.

3. Our Approach

73. The Licensing Authority recognises that the promotion of the four licensing objectives is always paramount. However, we are aware of the principal aims set out in Paragraph 1.5 of the Section 182 Guidance and which impact on everyone involved in licensing work – these are copied below:
- Protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises.
 - Giving the Police and Licensing Authorities the powers they need to effectively manage and police the night-time economy and act against those premises that are causing problems.
 - Recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises.
 - Providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area.
 - Encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.
74. The Licensing Authority acknowledges these aims but also recognises that these aims can sometimes conflict and that, where this happens, a balance must be struck between competing interests.

75. The Licensing Authority is mindful of the role of licensing in driving regeneration, supporting high streets and enabling investment in local economies. When considering our regulation of on-trade premises licensing, we will reference the [National Licensing Policy Framework for the hospitality and leisure sectors](#) as guidance.
76. In determining licence applications, the Licensing Authority is aware the licensing regime is permissive by design and the overriding principle adopted by the Licensing Authority will be that each application will be determined on its merits.
77. Only mandatory conditions and conditions offered or agreed with by the applicant will be imposed except where relevant representations against an application are received. Where relevant representations are received then further additional conditions to meet the licensing objectives may be added provided they are appropriate, proportionate and reasonable and deal with the issues raised. Licence conditions will not be imposed where other regulatory regimes provide sufficient protection to the public e.g. health and safety at work and fire safety legislation.
78. The Licensing Authority wishes to facilitate well-run and managed premises with licence holders demonstrating sensitivity to the impact of the activities provided at the premises on local residents and businesses. We encourage operators to demonstrate how they will manage risks to the licensing objectives and will not seek to impose unnecessary constraints.
79. Where there is evidence that the application of this Policy is having a broad detrimental impact on live music events, the performance of dance and other licensable activities, it will be reviewed to ensure that cultural activities and the provision of entertainment are not being unduly affected. Advice will be sought from relevant bodies and interested parties, as appropriate, where such issues are identified and remedies investigated and implemented at the earliest opportunity.

Licensing Hours

80. In considering licensing hours, the Licensing Authority will place significant emphasis on the individual merits of an application and the adequacy of the proposed measures the applicant has put forward to promote the licensing objectives. In addition, the views of the Police and other responsible authorities will be important in this consideration.
81. Licensing hours will not inhibit the development of a thriving and safe evening and night-time local economy. The Licensing Authority recognises the value of providing customers and consumers with choice and flexibility. However, when issuing a licence with hours beyond 23.00 hours, higher standards may be expected to be included in Operating Schedules to address the Licensing Objectives, especially for premises which are situated near to residential properties. Readers should be assured that this is a reference point, not a blanket condition - each application will be considered on its own merits.
82. Shops and pubs and bars will generally be permitted to sell alcohol during the hours they intend to open. However, we recognise that longer licensing hours permitting the sale of alcohol need to be managed effectively to ensure that the concentrations of customers leaving premises such as pubs, bars and nightclubs simultaneously are avoided. This is necessary to reduce the friction at late night fast food outlets, taxi ranks and other sources of transport, which may lead to disorder and disturbance.
83. Entertainment providers are encouraged to provide a range of entertainment during their operating hours and to promote live music, dancing and theatre for the wider cultural benefit of the community. Individual applicants should address the licensing objectives in their operating schedule within the context of the nature of the location; type of premises; entertainment to be provided; operational procedures and the needs of the local community.

84. Where relevant representations are made, the Licensing Authority may demand strict conditions concerning noise control in areas with denser residential accommodation, but this will not limit opening hours without regard for the individual merits of any application.

Licensed Premises and Illegal Sales

85. The Licensing Authority confirms that the use of licensed premises for illegal activity involving tobacco, alcohol and vapes is unacceptable and contrary to the objectives of the Licensing Act 2003. The Licensing Authority therefore considers it appropriate to deal with these issues when considering an application and so where, in relation to applicants or premises that have been involved in any illegal activity as described above, relevant representations have been received, a licence is unlikely to be granted.

Duplication

86. The Council enforces other statutory requirements that relate to licensed premises. Examples include health and safety, food safety, control of nuisance, planning and building control. Where other statutory requirements apply to the provision of any regulated activities, the responsibility for compliance rests with the licence holder.
87. So far as is possible the Licensing Authority will, when exercising its licensing functions, seek to avoid duplication of other regulatory regimes and the Licensing Authority will not attach conditions on a licence unless they are considered appropriate for the promotion of the licensing objectives. Conditions will generally be considered unnecessary if they are already adequately covered by other legislation e.g. health and safety.
88. The Licensing Authority will not duplicate any conditions imposed under the Gambling Act 2005. When applying for a premises licence or club premises certificate, applicants may, in detailing the steps to be taken in promoting the licensing objectives, refer to the statutory conditions in respect of their gambling licence (where relevant). In addition, any conditions which are attached to premises licences should not prevent the holder from complying with the requirements of gambling legislation or supporting regulations. Further information about the Gambling Act 2005 can be found on the [GOV.UK website](#) and the [Gambling Commission's website](#).
89. The Licensing Authority is cognisant that the Council also has general statutory duties relating to crime and disorder, human rights, race and disability discrimination.

Partnership working

90. By consulting widely on this Policy, the Licensing Authority has endeavoured to secure integration with local crime prevention, planning, transport, tourism and cultural strategies and wider place-making and regeneration strategies. The Licensing Authority is aware that licensing is a tool for shaping successful places and experiences and is not just about managing risks.
91. The Licensing Authority works in partnership with neighbouring councils, the Police, and other Responsible Authorities and local liaison groups to tackle localised issues and to promote the licensing objectives.
92. The Licensing Authority will work closely with the Police and the Council's Community Safety Partnership to address, where it is possible through the licensing regime, the prevalence, prevention and reporting of sexual harassment and misconduct and broader violence against women and girls' crimes.
93. To ensure clarity of enforcement roles, appropriate liaison with other enforcing authorities will take place and, where considered appropriate, joint inspections by enforcement agencies will be arranged.

Planning, Building Control and Licensing

94. The Licensing Authority acknowledges that planning permission, building control approval and the administration of the licensing regime must be properly separated to avoid duplication and inefficiency.
95. Consideration of licensing applications should not be seen as a repeat of the planning application process or building control approval process. Applicants should be aware that the granting of a licence under the Act does not negate the need to obtain planning permission or building control approval.
96. Where an applicant indicates in their application that they have also applied for planning permission, or intend to do so, efforts may be made to discuss matters relating to the application with the Council's Planning Authority prior to determination. The aim of such discussions being to agree mutually acceptable operating hours and scheme designs. The Licensing and Appeals Committee may also provide reports to the Policy and Development Control Committee about licensed premises to ensure proper integration.
97. Readers should note where, as a condition of planning permission, a terminal hour has been set for the use of premises for commercial purposes, where these hours are different to the licensing hours granted, the earlier closing time must be observed. Premises operating in breach of their planning permission would be liable to prosecution under planning law.

'Agent of Change' Principle and Licensing

98. The Licensing Authority is aware that the 'Agent of Change' principle is both a planning principle and a licensing principle. The Agent of Change principle is intended to place the burden of mitigating any 'change' (resulting from a planning application) on the individual or organisation (the 'agent') who is making that application. Readers are encouraged to refer to Guidance issued under Section 182 of the Act, which explains the following:
99. The Licensing Authority will collaborate with planning colleagues where there are planned new developments to protect the viability of pubs, music venues, events and cultural spaces.

"Where there is an application for planning permission, the National Planning Policy Framework expects new development can be integrated effectively with existing businesses and community facilities (such as places of worship, pubs, music venues and sports clubs). Existing businesses and facilities should not have unreasonable restrictions placed on them as a result 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 by the local planning authority to provide suitable mitigation before the development has been completed."

Need for Licensed Premises

100. The Licensing Authority acknowledges that "need", in the sense of commercial demand for another licensed premises is a planning issue and is not a licensing policy matter. Therefore, licensing decisions will not take these issues into account.

General control of nuisance and anti-social behaviour

101. The Licensing Authority recognises it plays a key role in both preventing and controlling alcohol-related crime, antisocial behaviour and public nuisance. These issues generally being most impactful in the evening and night-time economy. The Licensing Authority seeks to ensure the licensing objectives are promoted through well-managed premises and through compliance and well-directed enforcement activity.
102. Readers should be aware, however, that licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour of individuals once they are beyond the direct control of

the individual, business or club holding the licence, certificate or other authorisation. Where other measures (either within or outside of the licensing regime) are required, the Licensing Authority will work with teams and departments across the Council and in collaboration with external partners, where appropriate, to design and implement measures to address issues relating to nuisance and anti-social behaviour.

103. The Licensing Authority recognises that once away from licensed premises, only a minority of consumers will behave badly and unlawfully. This Policy is part of a much wider strategy for addressing these problems. Other mechanisms which may be used to deal with such issues which fall outside of the scope of this Policy include:
104. Please refer to Paragraph 14.47 of the Home Office Guidance for more information about the types of measures which may be applied.
- 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,
 - community protection notices;
 - the provision of CCTV surveillance in town centres, ample taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols;
 - powers of local authorities designate parts of the local authority area as places where alcohol may not be consumed publicly;
 - police enforcement of the general law concerning disorder and antisocial behaviour, including the issuing of fixed penalty notices;
 - the prosecution for the offence of selling alcohol to a person who is drunk (or allowing such a sale);
 - the confiscation of alcohol from adults and children in designated areas;
 - the power of the Police, other Responsible Authority or a local resident or business to seek a review of the licence or certificate in question.
105. The Licensing Authority and Northamptonshire Police will continue to work closely together to ensure that these other mechanisms are used appropriately to deal with issues of concern and where possible will supplement these with other local initiatives that similarly address these problems.

Cumulative Impact of a Concentration of Licensed Premises

106. The Licensing Authority acknowledges that a concentration of licensed premises in a particular area can result in an increased number of people walking through or congregating in streets during the night with the potential impact of an increase in crime, anti-social behaviour, noise pollution and other disturbance to residents, together with an increase in littering or fouling. In such cases, the amenity of local residents can be placed under severe pressure, but this may not be attributable to any individual premises.
107. The Licensing Authority, having regard to the evidence currently available, and being aware of other measures open to the Council and the Police to address such issues, considers that there is no particular part of the North Northamptonshire licensing area which is causing a cumulative impact on the licensing objectives.
108. However, the cumulative impact of licensed premises in a particular area may, at a future time, upon representation from residents, businesses or Responsible Authorities, trigger the consideration of whether any additional licences or substantial variations to existing licences, to increase such aspects as capacity or operating hours, would lead to unacceptable saturation in an area. In such cases, the Licensing Authority will follow the procedure set out in the Home Office Guidance issued under Section 182 of the Act to determine whether a special policy covering cumulative impact should be incorporated in this Statement of Licensing Policy.

Early Morning Restriction Orders and Late Night Levy

109. Early Morning Restriction Orders (EMROs) enables the Licensing Authority to prohibit the sale or supply of alcohol for a specified time between 00:00 and 06:00 in the whole of the North Northamptonshire area, or part of the area.
110. The Licensing Authority considers there is currently insufficient evidence to demonstrate that an EMRO is required but will keep the matter under review.
111. The Licensing Authority is aware it may introduce a Late Night Levy (LNL) which would apply to the whole of the North Northamptonshire area, or part of the area, to raise a contribution towards the cost of policing the late-night economy. The levy would be payable by the holders of any premises licence or club premises certificate which authorises the sale or supply of alcohol between 00:00 and 06:00. The levy may also be applied to premises providing late night refreshment.
112. The Licensing Authority has chosen not to adopt a Late Night Levy but will keep the matter under review.

Children

113. The Licensing Authority recognises that there will be a considerable variety of premises for which licences may be sought. These include theatres, cinemas, restaurants, concert halls, cafes, take-away food businesses and fast food outlets as well as public houses and nightclubs. In addition, subject to the licence holder's discretion and any conditions included in a premises licence or club premises certificate, the Licensing Act 2003 does not prohibit children accessing and being present on licensed premises except in the circumstances detailed in s145 of the Licensing Act 2003.
114. The Licensing Authority will not limit the access of children to such premises unless it is appropriate for the prevention of physical, moral or psychological harm to them. No statement of policy can properly anticipate every issue of concern that could arise in respect of children regarding individual premises and so general rules have not been included. Consideration of the individual merits of each application remains the best mechanism for judging such matters.
115. However, notwithstanding the above, the Licensing Authority considers that the following premises give rise to particular concern in respect of children:
- where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking;
 - with a known association with drug taking or dealing;
 - where there is a strong element of gambling on the premises;
 - where entertainment or services of an adult or sexual nature are commonly provided.
116. The Licensing Authority will give considerable weight to representations about child protection matters. While complete bans on access to children are likely to be rare, there may be circumstances when no other option is considered appropriate. However, in most cases where limiting the access of children to licensed premises is considered necessary, the options which may be considered include, for example:
- Limitations on the hours when children may be present;
 - Restrictions on the parts of the premises to which children may have access;
 - Age limitations (below 18);
 - Limitations on the exclusion of the presence of children under a certain age when particular specified activities are taking place;
 - Requirements for an accompanying adult;

- Full exclusion of people under 18 from the premises when any licensable activities are taking place.
117. Where the above restrictions are not considered necessary, access to licensed premises by children will remain a matter of the discretion of the individual licence holder or club. Where the licence holder volunteers prohibitions and restrictions and no other relevant representations are made, the volunteered prohibitions and restrictions will be made into conditions and no other conditions in relation to the presence of children will be applied.
118. Northamptonshire Police and the Trading Standards Service are jointly responsible for the enforcement of ss146, 147, 147(a) and 147(b) of the Licensing Act 2003 (The sale of alcohol and allowing the sale of alcohol to children). Trading Standards are mainly responsible for 'off licence' premises and the Police have the main responsibility for 'on licence' premises.
119. Regarding access to children in premises showing film exhibitions, the Licensing Authority will request conditions requiring that arrangements must be in place for restricting children from viewing age-restricted films or videos classified according to the recommendations of the British Board of Film Classification or the local authority itself.
120. The Portman Group operates a Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks on behalf of the alcohol industry. The Code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years old or older. Complaints about products under the Code are considered by an Independent Complaints Panel and the Panel's decisions are published on the [Portman Group's website](#), in the trade press and in an annual report.
121. If a product's packaging or point-of-sale advertising is found to be in breach of the Code, the Portman Group may issue a Retailer Alert Bulletin to notify retailers of the decision and ask them not to replenish stocks of any such product or to display such point-of-sale material, until the decision has been complied with. The Code is an important weapon in protecting children from harm because it addresses the naming, marketing and promotion of alcohol products sold in licensed premises in a manner which may appeal to or attract minors. Where there is direct evidence of specific incidents of irresponsible naming, packaging or promotion of alcoholic drinks linked to undermining the licensing objectives, the Licensing Authority will consider whether it is appropriate to impose conditions on licences at the grant, variation or review stage, that require the licence holder to comply with the Portman Group's Retailer Alert Bulletins.

Child Sexual Exploitation

122. The Licensing Authority must consider the need to protect children from sexual exploitation when undertaking its licensing functions. If members of the public have concerns about child sexual exploitation in connection with premises licensed under the Act, then they should contact the Police in the first instance also notifying [North Northamptonshire Safeguarding Children Partnership](#).
123. The Licensing Authority will give considerable weight to representations made about child protection matters. The Licensing Authority recognises North Northamptonshire Children Safeguarding Partnership as competent to advise it on the protection of children from harm. We recognise that the Director of Public Health and the Police may also have access to relevant evidence or intelligence to inform such representations.
124. The Licensing Authority will maintain close contact with the police and trading standards officers about the extent of unlawful sales and consumption of alcohol by minors and will consider such matters where its discretion is engaged.

Enforcement

125. The Licensing Authority operates a graduated enforcement approach. We recognise that enforcement should be proportionate, transparent, and focused on resolving problems rather than penalising businesses unnecessarily
126. The licensing service has established protocols and regular liaison with the local police, fire & rescue service, trading standards, and other local authorities and agencies on enforcement issues. This provides for a more efficient deployment of local authority staff and police officers who are commonly engaged in enforcing licensing law and the inspection of licensed premises. The Council's licensing service also regularly liaises with other responsible authorities.
127. These protocols allow the Council's licensing service to focus its resources on problem premises or locations, using graduated, problem-solving enforcement where issues persist.
128. The Licensing Act 2003 does not require inspections to take place, save at the discretion of those charged with this role. The principle of risk assessment and targeting will prevail, and inspections will not be undertaken routinely but when and if they are judged necessary. This should ensure that resources are more effectively concentrated on problem premises.
129. The Licensing Authority will make use of data, where it is available and robust, such as crime reports, complaints, ambulance demand, and licensing reviews to inform local policies and individual decisions. This evidence will be used to identify patterns, prioritise interventions, and support proportionate responses.

Hearings

130. The Licensing Act 2003 (Hearings) Regulations 2005 [SI2005 No 44] (as amended) makes provision for the holding of licensing hearings. Within those rules, the Licensing Authority has wide discretion as to how it will conduct hearings.
131. The Licensing Authority has developed a hearing guidance procedure, and this is available to view on our website. More advice about [speaking at a regulatory licensing committee meeting is available on our website](#).
132. Hearings will usually be before a Licensing Sub-Committee. Hearings can be heard by the full Licensing Committee however, where this is appropriate, but these occasions are likely to be rare.
133. A record will be taken of the hearing and made available on the Council's website – information about past hearings can be found on the [Council's "Meetings" webpages](#).

4. Authorisations under the Act, Reviews, Representations and Conditions

134. There are four main authorisations under the Act.
- Premises Licence – allows a premises to provide licensable activities
 - Club Premises Certificate – allows a qualifying club to provide licensable activities
 - Personal Licence – allows an individual to sell or authorise the sale of alcohol from premises which hold a premises licence
 - Temporary Event Notice (usually referred to as a 'TEN') – allows licensable activities to be carried out at 'any place' on a temporary basis.
135. Applications and Notices must be made in the prescribed form to the Licensing Authority and accompanied by the appropriate fee and all necessary supporting documentation. More information

about [how to apply for any of the above and any other application which made by made under the Act, please visit our website](#). A [list of the fees](#) which relate to each application type can also be found on our website.

136. The Licensing Authority will not accept any application or TEN that is incomplete or fails to satisfy the requirements of the Act and its supporting Regulations. Applications will also be rejected if made by an individual who is not entitled to work in the UK or is subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. Please refer to [our website](#) and the [Home Office website](#) for more information about Right to Work checks.
137. Where applications for new or variations to club premises certificates and premises licences are incorrect or missing some required information, we may 'hold' the application until applicants have supplied all the required information. This effectively resets the 28 day period for determining the application. The Licensing Team will notify applicants where this is the case and explain how this will affect the statutory timescale and advertising requirements. Where applications are missing a significant amount of information, or where attempts to contact applicants have proven to be unsuccessful, the Licensing Team may require an application to be re-submitted from scratch.
138. In the sections below we explore a few of the main authorisation types in greater detail. We hope to provide applicants and other readers with information and clarity about the application/notice process and highlight several matters for consideration.

Temporary Event Notices

139. Temporary Event Notices (TENs) authorise "one-off" licensable activities on a premises. There are certain restrictions relating to Temporary Event Notices set out in the Act, the most pertinent of which are set out here.
- There are limits on the number of TENs that persons and premises can have in a calendar year
 - Events that will be attended by 499 people or more, including staff and performers, cannot be authorised by a TEN.
140. The most important aspect of the system of permitted temporary activities is that no permission as such is required for these events from the Licensing Authority. The system involves the notification of an event to the Licensing Authority, Environmental Health and Northamptonshire Police, subject to fulfilling certain conditions.
141. As many users giving TENs are unlikely to have commercial backgrounds or ready access to legal advice, the Licensing Authority has provided detailed information on its website about the notification process. Please also do contact the Licensing Team for advice – contact details are provided at **Section 5** of this Policy.
142. Event organisers are encouraged to give as much notice as possible when giving a TEN. We recommend at least 28 days but not more than 3 months before the event to allow suitable time to plan the event safely. However, the minimum notice periods are set out below.
- The TEN must be given to the Licensing Authority, Environmental Health and the Police no later than ten working days before the first day on which the event begins.
 - A premises user may also give a limited number of Late TENs, where notice may be given between five and nine working days before the event.

[Working days do not include the day the notice was given, the first day of the event, weekends or bank holidays.]

Variation of a Premises Licence or Club Premises Certificate

143. An applicant who wishes to make changes to an existing Premises Licence or Club Premises Certificate must do so by making an application to the Licensing Authority to vary their existing authorisation.

Full/Major Variation

144. A full or major variation application can be used to:

- Extend the hours for the sale or supply of alcohol for consumption on or off the premises between the hours of 23:00 – 07:00 (note, this change may not be made via the minor variations process)
- Increase the amount of time on any day during which alcohol may be sold or supplied for consumption on or off the premises (note, this change may not be made via the minor variations process)
- Extend the hours during which other licensable activities can take place
- Add licensable activities that may impact on one or more of the licensing objectives
- Remove or amend conditions that may impact on one or more of the licensing objectives.

145. A variation application should generally not be used where changes are being made to the building (such as using previously unlicensed areas and/or areas which are not included on the existing plan of the premises held on file by the Licensing Authority) that would result in an increase in capacity of the licensed premises. In such cases, the Licensing Authority expects an application to be submitted for the grant of a new authorisation.

146. The Licensing Authority also expects an application for the grant of a new authorisation to be sought in cases where the nature of the licensed premises is being substantially changed, e.g. a restaurant being converted to a nightclub.

147. If applicants are in any doubt as to whether a variation or grant of an authorisation is required, they are advised to seek the advice of the Licensing Team before applying.

Minor Variation

148. An applicant may wish to make a more minor change to their licence or certificate. This may be done via a simplified application process. Information about how to apply can be found on the [Council's website](#).

149. The minor variation process cannot be used in respect of the following matters and instead may require an application for a full/major variation or even may require the applicant to submit a new premises licence or club premises certificate.

Changes to structure or layout:

- Which increases the capacity for drinking on the premises
- Which affect access between the public part of the premises and the rest of the premises or the street or public way – for instance, which block emergency exits or routes to emergency exits
- Which impedes the effective operation of a noise reduction measure such as an acoustic lobby.

150. Where the combined effect of a series of applications for successive small changes to layout or structure are made, the Licensing Authority will consider whether further proposed changes impact adversely on the licensing objectives. Where this is judged to be the case, applicants will be asked to apply under the full/major variation process or apply for a new licence or certificate.

Addition or removal of licensable activities:

- The sale by retail or supply of alcohol (except in the circumstance immediately below).

- To add the ability to provide off-sales of alcohol - where the licence holder previously benefited from the off-sales provision in the Business and Planning Act 2020 and there were no adverse impacts on the licensing objectives. This consideration will not apply where the licence has since been transferred to a new licence holder or holders.
- Applications to remove a licensable activity from the scope of a licence or certificate will normally be approved. However, where the supply of alcohol is provided and an application to remove late night refreshment is made, where it is judged that the removal of the activity will adversely impact on the licensing objectives, applicants will be advised to apply for a full/major variation.

Changes to licensing hours:

- To extend the hours for the sale or supply of alcohol for consumption on or off the premises between the hours of 23:00 and 07:00.
- To increase the amount of time on any day during which alcohol may be sold or supplied for consumption on or off the premises.
- Applications to vary or reduce the time during which other licensable activities take place may be considered but only where the proposed changes do not adversely impact on the licensing objectives.

Adding or removing an existing condition

- Where such a change would impact negatively on the licensing objectives.

151. The Licensing Authority will consider any relevant representations made concerning applications to make minor variations to a premises licence or club premises certificate. The Licensing Authority will grant an application only if it considers that none of the variations proposed in the application could have an adverse effect on the promotion of any of the licensing objectives. In any other case the authority must reject the application. There is no right to a hearing provided for in the minor variations process.

Reviews

152. At any stage following the grant of a premises licence or certificate, a responsible authority, or other person, may ask the 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.
153. In addition, the Licensing Authority must review a licence if “the premises to which it relates was made the subject of a closure order by the police based on nuisance or disorder and the magistrates’ court has sent the authority the relevant notice of its determination, or if the police have made an application for summary review on the basis that premises are associated with serious crime and/or disorder.”³
154. In all cases, an application for review must relate to a particular premises and must be relevant to the promotion of one or more of the licensing objectives.
155. Representations must be made in writing and may be amplified at the subsequent review or may stand in their own right. Additional representations, which do not amount to an amplification of the original representation, may not be heard at the hearing. More information is set out below.
156. The Licensing Authority recognises the need to prevent attempts to review licences following the failure of representations on earlier occasions. The Licensing Authority will judge what is to be regarded as a reasonable interval in these circumstances.

³ <https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003/revised-guidance-issued-under-section-182-of-the-licensing-act-2003-december-2023-accessible-version#reviews> – Paragraph 11.4

157. The Licensing Authority has regard to the recommendation in the [Home Office guidance](#) that more than one review originating from an interested party should not be permitted within a period of 12 months on similar grounds except in compelling circumstances or where it arises following a Closure Order.
158. The Licensing Authority recognises that the promotion of the licensing objectives relies heavily on a partnership approach. We strongly encourage authorised persons and responsible authorities to give licence and certificate holders warning of their concerns about problems and concerns and of the need for improvement. The Licensing Authority advises licence and certificate holders that a failure to respond to such a warning may lead to a party requesting a review of the licence or certificate.
159. In determining a review, the Licensing Authority has a range of powers it may exercise where it considers them necessary for the promotion of the licensing objectives:
- no action necessary, as no steps are required to promote the licensing objectives;
 - issuing an informal warning to the licence holder and/or to recommend improvement within a particular period of time. This Licensing Authority regards such warnings as important mechanisms for ensuring that the licensing objectives are effectively promoted and any warning issued will be in writing to the licence holder;
 - modify the conditions of the premises licence (including adding new conditions, altering/omitting an existing condition);
 - excluding a licensable activity from the licence;
 - remove the designated premises supervisor;
 - suspend the licence for a period of three months;
 - revoke the licence.
160. The Licensing Authority in determining what action to take will seek to establish the causes of concern and any action taken will be directed at these causes. Any action taken to promote the licensing objectives will be necessary and proportionate.
161. Should the Licensing Authority receive a geographic cluster of complaints, we will carefully consider whether these issues are the result of the cumulative impact of licensed premises within the area concerned. If this is evidenced to be the case, the Licensing Authority will consider whether to publish a cumulative impact assessment.

Representations

162. Representations may be received from some of or all Responsible Authorities, depending on the application or notice type.
163. Any individual, body or business, where they have the grounds to do so, may make representation in opposition to or in support of certain applications.
164. Elected Members and Town and Parish Councillors may make representations themselves, or on behalf of the applicant or other persons. Where an Elected Member has made a representation, they cannot take part in the decision process concerning that application.
165. A representation will only be accepted by the Licensing Authority if it is 'relevant', in that it must relate to the likely effect of granting the licence on the promotion of at least one of the four licensing objectives. Representations, which are regarded as being frivolous or vexatious, will not be considered and in the case of a review of a licence, any representation which is regarded as repetitious will also not be considered. A decision as to whether a representation is frivolous, vexatious or repetitive will be made by an Officer of the Council.
166. Members of the public who wish to submit a representation or apply for a review of a premises licence or club premises certificate should be aware that once submitted to the Licensing Authority, the representation will become a public document. As required by legislation, representations will be made

available to the Applicant and will include information such as the person's name and address. Copies of representations will also be included in any report that is presented at a Licensing Committee or Licensing Sub-Committee, copies of which are published on the Council's website. including their name and address and will also be included in any report that is presented at a Licensing Sub-Committee hearing.

167. The Licensing Authority cannot accept anonymous representations. However, in exceptional circumstances, where the Licensing Authority considers that a person has a genuine and well-founded fear of intimidation and may be deterred from making a representation on this basis, it may consider withholding some personal information from the Applicant. This will only be considered where the circumstance in each case justifies this action.
168. If the Council is making an application for a premises licence, the Licensing Committee and its Officers will consider the matter from an entirely neutral standpoint. If relevant representations are made, such representations will be given full and equitable consideration by the Licensing Committee. Those who make representations, but who are aggrieved by a decision in favour of a Council application, are entitled to appeal to the Magistrates' Court to have the decision reviewed.
169. In all cases, applicants and those making representations in respect of applications to the Licensing Authority have a right of appeal to the Magistrates' Court against the decisions of the Licensing Authority.

Petitions

170. Any petitions made in respect of an application (in support or against) must meet the following minimum requirements:
- It must be clear to which premises/application the petition relates
 - The petition must relate to one or more of the four licensing objectives
 - Objections relating to the impact of a new business or a change to a new business on existing trade cannot be taken into account
 - Each page must include information as to the purpose of the petition (so it is clear signatories were aware of what they were signing)
 - Full names and addresses must be supplied, in a legible manner
 - It should show the date the signatures were collected on each page
 - It should be made clear to all signatories that a copy of the petition, containing their details will be passed to the applicant and contained within the committee papers, which, in the event of a hearing become public documents
 - The first named respondent is taken to be the instigator of the petition, and will be used as the point of contact in terms of any queries about the petition
 - The first named respondent will be expected to represent the signatories at a hearing and to communicate any information to other signatories as appropriate – the Licensing Authority will not contact each signatory as if they were making individual representations.
171. The Licensing Authority reserves the right to make such checks as to the validity of the petition signatories as it feels appropriate.
172. Petitions not received by the Licensing Authority in this format are unlikely to be classed as a relevant representation.

Conditions

173. There are three types of conditions that may be attached to a licence or certificate – these are explained in more detail below. Conditions include any restrictions or limitations attached to a licence or a certificate which dictates how the premises can operate. Licence and certificate holders must comply with all conditions as failure to do so is a criminal offence. Depending on the individual nature of

premises, types of licensable activities provided and operating hours (among other considerations) the number of conditions attached to a licence or certificate will vary in number.

Mandatory Conditions

174. Under the Act, mandatory conditions will be added to every licence and club premises certificate. The Licensing Authority cannot alter these conditions and applicants cannot apply to remove these conditions. Applicants cannot apply to remove these conditions.
175. Information about the Mandatory Conditions can be found in Guidance issued by the Home Office – available here: <https://www.gov.uk/government/publications/guidance-on-mandatory-licensing-conditions>.

Proposed Conditions

176. In completing an application for a premises licence or club premises certificate, applicants must complete an Operating Schedule. The operating schedule will include the proposed hours during which licensable activities will be conducted and any other hours during which the premises will be open to the public. Applicants are also asked to set out how they intend to promote the licensing objectives (for instance, the arrangements to be put in place to prevent crime and disorder, such as door security or installation of CCTV).
177. The self-proposed measures volunteered by applicants in the operating schedule will become conditions of the licence or certificate, if granted (subject to any interpreting by the Licensing Team in accordance with the applicant's intention and be appropriate and proportionate for the promotion of the licensing objectives).
178. These proposed conditions should emerge following a risk assessment undertaken by applicants and should be focused on matters which are within the control of the prospective or current licence or certificate holder.
179. This is an essential part of the application and applicants will want to demonstrate to the Licensing Authority, Responsible Authorities and other persons (including residents who may be impacted by the operation of the premises) that they can operate the premises responsibly, safely and without undermining the licensing objectives.

Imposed Conditions

180. The Licensing Authority cannot impose any conditions unless its discretion has been exercised following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions.
181. The Licensing Authority acknowledges that any condition imposed must be:
- clear
 - enforceable
 - evidenced
 - proportionate
 - relevant; and be expressed in plain language capable of being understood.
182. The Licensing Authority will therefore avoid the general application of standardised conditions to licences and certificates. However, to ensure consistency, when it is necessary to apply conditions, the Licensing Authority may draw from a pool of model conditions where available, from which appropriate and proportionate conditions may be drawn in circumstances to suit individual cases. The model conditions will cover the following:

- Crime and disorder
- Public safety
- Public nuisance
- Protection of children from harm.

5. Other Key Matters

Crime and Disorder Act

183. Under section 17 of the Crime and Disorder Act 1998, the Council is required to promote the prevention of crime and disorder within its area.
184. The Council works closely with Responsible Authorities to ensure that the licensing objectives are promoted and seeks to ensure that its decisions are proportionate and appropriate.
185. The Council will work in partnership with licence holders, local businesses, Responsible Authorities, Councillors and local people with the aim of promoting the licensing objectives.
186. The Licensing Authority looks to the Police as the main source of advice on crime and disorder. The Licensing Authority also works with the North Northamptonshire Community Safety Partnership.

Relevant Entertainment

187. 'Relevant entertainment' is defined in the Local Government (Miscellaneous Provisions) Act 1982 (the "1982 Act") and includes:

- Any live performance; or
- Any live display of nudity

Which is of such a nature that, ignoring financial gain, it must be reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means).

188. Where premises wish to offer relevant entertainment on a regular basis, that is more frequent than 24 hours once a month on no more than 11 occasions a year, an application for a Sexual Entertainment Venue Licence should be made. Where the Council has attached conditions to licences granted under this separate licensing regime, the more onerous condition shall apply.
189. The Council resolved to adopt Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Police and Crime Act 2009 regarding sexual entertainment venues. The Council's Policy regarding sexual entertainment will apply to authorisations granted under the 1982 Act.
190. Where 'relevant entertainment' is provided on an irregular basis, the premises providing the entertainment must benefit from an authorisation under the Licensing Act 2003 for the performance of dance and the performance of recorded music.

Equality and Diversity

191. The Licensing Authority recognises its legal obligation under the Equality Act 2010 to have due regard to the need to eliminate unlawful discrimination, harassment and victimization; to advance equality of opportunity and to foster good relations between persons with different protected characteristics. More information about how the Council complies with its Equality Duty can be found on the [Council's website](#).

192. An Equality Screening Assessment was undertaken prior to publishing this Policy and is published on the Council's website [link to be added].
193. Applicants and Licence Holders should familiarise themselves with their responsibilities under the Equalities Act 2010 and relevant guidance for businesses, which can be found on the [Equality and Human Rights Commission website](#).

Modern Slavery/Human Trafficking

194. Modern slavery is a crime and a violation of fundamental human rights and can take many forms. The Modern Slavery Act 2015 includes the following under the offence of modern slavery:
- Slavery, where ownership is exercised over a person.
 - Servitude, where a person is obliged to provide services imposed by coercion.
 - Forced or compulsory labour, which involves work extracted under the menace of penalty and for which the person has not offered himself/herself voluntarily.
 - Human trafficking, which involves the movement of people by means such as force, fraud, coercion or deception with the aim of exploiting them.
195. Modern slavery operates in plain sight and can affect businesses without them even knowing. It is important that licensed premises and the employees who work there understand how they might be affected so that they can take steps to reduce the risk. Readers are pleased asked to note that if there is an immediate danger to the suspected victim or you think the suspected victim is under 18, inform the Police and call 999 as a matter of urgency
196. Readers are encouraged to report something suspicious you spot to the Police or other authorities – it could be at a licensed premises where you work, where workers seem reticent to engage, not appropriately dressed for their work or increasingly ill fed or unkempt, or a young person repeatedly being brought to a hotel by another person for short periods of time.
197. The Modern Slavery and Exploitation Helpline (0800 0121 700), which is open 24 hours a day, can provide support to anyone who is suspicious and would like some guidance on next steps. Further information can be found at <https://www.modernslaveryhelpline.org>.

Counter Terrorism

198. Crowded places, such as pubs, nightclubs, concerts and festivals have sadly been the target of terrorist activity in the UK. Applicants and Licence Holders are expected to have read and understood the guidance and training produced by Government and the [National Counter Terrorism Security Office](#) [link takes you to the Protect UK website] for operators of venues and crowded places about how to reduce the threat of an attack.
199. When considering how to reduce the risk of a terror attack, the threat level must always be taken into consideration, especially when:
- Events or festivals are taking place which attract large numbers of visitors to the area.
 - National and International sporting events are taking place and are televised in licensed premises.
200. The Licensing Authority expects premises to have appropriate procedures in place to:
- Evacuate customers and staff (and anyone visiting the premises) safely
 - Bring people into the premises, or parts of the premises, safely.

- Securing the premises to ensure that entry of any attacker is restricted or prevented (e.g. locking doors or shutters or using barriers).
- Means of communicating to people on the premises to move them away from any danger.
- Ensure all staff are aware of the current terrorist threat.
- Ensure robust procedures are in place to record and report suspicious activity.
- Ensure appropriate security staff are employed.

201. The Licensing Authority is aware that [The Terrorism \(Protection of Premises\) Act 2025](#) is expected to come into force in spring 2027. The Act requires certain premises and events to be prepared and ready to keep people safe in the event of an attack.
202. The Licensing Authority strongly encourages licence holders and those responsible for premises and events to ensure sufficient time to understand their new obligations under the 2025 Act, and to plan accordingly. Readers should review the [Home Office section 27 guidance](#) which outlines the steps necessary for premises and events to comply.
203. When the new law comes into force, amendments to this section of the Policy, and overall, may be made to reflect the new requirements and for clarity for applicants and licence holders.

Licence Fees – Refunds and Suspensions

204. Application fees paid in respect of Minor Variations will be refunded should the Licensing Authority fail to determine the application within the statutory period.
205. All other application and notice fees are non-refundable. This includes applications/notices that are rejected or refused by the Licensing Committee or Sub-Committee, and where applications and notices are withdrawn or discontinued.
206. The Licensing Authority must suspend premises licences and club premises certificates if the annual fee is not paid when it is due. The procedure we follow is set out in the Police Reform and Social Responsibility Act 2011.
207. This does not apply immediately if the payment was not made before or at the time of the due date because of an administrative error, or because the holder disputed liability for the fee before or at the time of the due date. In either of these cases there is a grace period of 21 days. This period is intended to allow the Licensing Authority or licence/certificate holder an opportunity to resolve the matter. If the matter is not resolved during this 21-day period, the licence or certificate will be suspended.
208. Should a certificate or licence be suspended, the Licensing Authority will notify the holder in writing, giving a minimum of 2-working days' notice (starting on the day after the Licensing Authority gives notice).
209. All licensable activities must cease when the suspension takes effect. A suspension will cease to have effect on the day on which the Licensing Authority receives payment of the annual fee, irrespective of any transfer or hearing taking place.
210. The Licensing Authority will notify Northamptonshire Police' Licensing Team of the suspension and lifting of the suspension.

Appeals

211. Appeals concerning a decision of this Licensing Authority may be made to the Magistrates' Court (except for closure orders). Appeals must be commenced by the appellant made within a period of 21 days beginning with the day on which the appellant was notified by the Licensing Authority of the decision which is being appealed.

212. Please refer to the Home Office Guidance for more information and/or seek your own legal advice.

Data Protection

213. To undertake our functions and responsibilities under the Act as regards processing applications, dealing with representations and undertaking compliance and enforcement activity, it is necessary for the Licensing Authority to collect and hold personal information. To aid in the detection and prevention of criminal acts, we may also collect from and share information with other Council departments, Responsible Authorities under the Act, government agencies and departments, and other parties. More information is available on the [Licensing Privacy Notice which can be found on the Council's website](#).

Contacting the Licensing Team

214. Advice may be obtained from the Licensing Administration Team on the type of licences applicants will need to apply for. The unit can be contacted in the following ways:

Website: <https://www.northnorthants.gov.uk/licensing>

Email: licensing@northnorthants.gov.uk

Telephone: 01536 859500

In person or writing to:

North Northamptonshire Council
Regulatory Services Licensing Administration Team
Thrapston Offices
Cedar Drive
Thrapston
NN14 4LZ

Glossary

Term	Definition
The Act	refers to the Licensing Act 2003.
The Council	refers to North Northamptonshire Council.
Licensing Authority	refers to North Northamptonshire Council acting in its capacity as the Licensing Authority.
Responsible Authority	refers to public bodies that must be fully notified of applications and that are entitled to make representations to the licensing authority in relation to the application for the grant, variation or review of a premises licence.
The Guidance/Home Office Guidance	refers to the Guidance issued by the Secretary of State under Section 182 of the Act.
The Licensing Committee	refers to the Committee of the Council established under Section 7(1) of the Act.
The Licensing Sub-Committee	refers to a sub-committee of the Committee of the Council established under Section 7(1) of the Act.
Relevant Representations	in respect of different types of applications has the meaning set out in the relevant sections of the Act.
Other Person(s)	refers to any individual, body or business entitled to make representation to an application under the Act.

Annex 1 – Delegation of Functions

The table below explains how the Licensing Authority will undertake its functions, including making determinations, under the Act. These functions do not include the making of a Statement of Licensing Policy, this being a matter reserved for Full Council.

Many of the decisions and functions which fall to the Licensing Authority are administrative in nature. The Licensing Authority has delegated such matters to Officers.

Applications or notices which have attracted representation or objection will generally be dealt with by a Licensing Sub-Committee, but it should be noted that a Licensing Sub-Committee may ask for any matter to be determined by the Licensing Committee. The Licensing Committee has delegated power to determine any of the matters set out in the table below.

Matter to be dealt with	Sub-Committee	Officers
Application for Personal Licence	If a Police objection	If no objection made
Application for Personal Licence with unspent convictions	All cases	
Personal Licence – determination of Suspension or Revocation	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 for minor variation		All cases
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
Applications for Interim Authorities	If a Police objection	All other cases
Application to review Premises Licence/Club Premises Certificate	All cases	
Decision on whether complaint is irrelevant, frivolous, vexatious, etc.		All cases

Decision to object when Local Authority is a consultee and not the relevant authority considering the application	All cases	
Determination of an objection to a Temporary Event Notice	All cases	
Determination of application to vary a premises at a community premises to include alternative licence condition	If a Police objection	All other cases
Decision whether to consult other Responsible Authorities on a minor variation application		All cases

Annex 2 – Other policies, legislation and guidance sources

There are many other local and national policies, strategies, responsibilities, and guidance documents which should be considered alongside this Statement of Licensing Policy.

[Please note, the references and links below are in the process of being updated]

Legislation

- Policing and Crime Act 2009
- Crime and Disorder Act 1998
- Crime and Security Act 2010
- Human Rights Act 1998
- Criminal Justice and Police Act 2001
- Private Security Industry Act 2001
- Equality Act 2010
- Deregulation Act 2015
- The Anti-social Behaviour, Crime and Policing Act 2014
- Violent Crime Reduction Act 2006
- The Health Act 2006
- Live Music Act 2012
- Policing Act 2014
- Immigration Act 2016
- Gambling Act 2005
- Environmental Protection Act 1990
- Noise Act 1996
- Clean Neighbourhoods and Environmental Act 2005
- Regulators' Code under the Legislative and Regulatory Reform Act 2006
- The Terrorism (Protection of Premises) Act 2025 (Martyn's Law)

Note: These and other relevant pieces of legislation can be found at www.opsi.gov.uk

Strategies and Policies

- Best Bar None
- British Beer and Pub Association Partnerships Initiative
- Community Safety Plan 2026-2029
- Compliance Code
- Crime & Disorder Reduction Strategy
- Council's Enforcement Policy
- Cultural and Tourism Strategies including promotion of live music and community events
- Home Office: Selling Alcohol Responsibly: Good Practice Examples from the Alcohol Retail and Hospitality Industries
- Local Development Framework
- Local Transport Plan
- National and local PubWatch schemes
- [Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks.](#)
- Purple Flag (ATCM)
- Safer Socialising
- Northamptonshire Health and Wellbeing Strategy
- Director of Public Health Northamptonshire Annual Report

Guidance Documents

- [Home Office 'Practical Guide for Preventing and Dealing with Alcohol Related Problems](#)
- [Home Office 'Practical Guide for Preventing and Dealing with Alcohol Related Problems](#)

- [Home Office Safer Clubbing Guide link doesn't work – document not found](#)
- [Home Office Designated Public Place Order \(DPPO\) Guidance](#)
- [Home Office s182 Guidance](#)
- [LACORS/TSI Code of Practice on Test Purchasing link doesn't work – document not found](#)
- [The Event Safety Guide](#)
- [Licensing large scale events \(music festivals etc.\) this link doesn't seem to work](#)
- [Managing Crowds Safely](#)
- [5 Steps to Risk Assessment](#)
- [The Guide to Safety at Sports Grounds](#)
- [Safety Guidance for Street Arts, Carnivals, Processions and Large-scale Performances](#)
- [UK BIDS: Business Improvement Districts](#) (national BIDS advisory service)
- [BIS Code of Practice on Consultation](#)
- [The Plain English Campaign](#)
- [Regulators Code](#)

Relevant case law regarding policy statements

- Limits of licensing policy:
[*BBPA & Others v Canterbury City Council* \[2005\] EWHC 1318 \(Admin\)](#) this isn't a link
- "Strict" licensing policies and exceptions to policy:
[*R \(Westminster City Council\) v Middlesex Crown Court and Chorion plc* \[2002\] LLR 538](#)
- Cumulative impact policies and hours
[*R \(JD Wetherspoon plc\) v Guildford Borough Council* \[2006\] EWHC 815 \(Admin\)](#)
- Duplication and conditions:
[*R \(on the application of Bristol Council\) v Bristol Magistrates' Court* \[2009\] EWHC 625 \(Admin\)](#)
- Extra-statutory notification by the licensing authority:
[*R \(on the application of Albert Court Residents Association and others\) v Westminster City Council* \[2010\] EWHC 393 \(Admin\)](#)
- The prevention of crime and disorder: ambit of the objective
[*Blackpool Council, R \(on the application of\) v Howitt* \[2008\]](#)
- Crime and disorder: sanctions on review: deterrence
[*Bassetlaw District Council, R \(on the application of\) v Workshop Magistrates Court* \[2008\]](#)
- Guidance to Licensing Committees and Responsible Authorities
[*R \(on application of Hope and Glory Public House Ltd\) v City of Westminster Magistrates' Court and Others* \(2011\) EWCA Civ 312](#)
- Role of responsible authorities in providing information to decision makers
[*R \(on application of Daniel Thwaites plc\) v Wirral Magistrates' Court and Others* \(2008\) EWHC 838 \(Admin\)](#)
- Licensing committees and courts can require applicants to provide any information that they believe will help them make a decision about the promotion of the licensing objectives.
[*R \(on application of Murco Petroleum Ltd\) v Bristol City Council* \[2010\] EWHC 1992 \(Admin\)](#)
- Reaffirms the principle that Responsible Authorities need not wait for the licensing objectives to actually be undermined before objecting to a licence being granted.
[*East Lindsey District Council v Abu Hanif \(t/a Zara's Restaurant\)* 2016](#)

Note: This list is not exhaustive

Annex 3 – Useful References (organisations)

Local Government Association:

<https://www.local.gov.uk/>

Association of Convenience Stores (ACS)

<http://www.acs.org.uk/>

UK Hospitality (trade body for hospitality in the UK)

[Home - UKHospitality](#)

Association of Town & City Management (ACTM and Purple Flag)

<http://www.atcm.org/>

Office for Product Safety & Standards (national and local regulation)

[Office for Product Safety and Standards - GOV.UK](#)

British Beer and Pub Association (BBPA)

<http://www.beerandpub.com/>

British Board of Film Classification (BBFC)

<http://www.bbfc.co.uk/>

British Institute of Inn Keeping (BII)

<http://www.bii.org>

British Retail Consortium (BRC)

<https://brc.org.uk/>

Cinema Exhibitors' Association (CEA)

<http://www.cinema.uk.org.uk/>

Department for Digital, Culture, Media and Sport

<https://www.gov.uk/government/organisations/department-for-culture-media-and-sport>

Home Office

www.homeoffice.gov.uk

Institute of Licensing (IOL)

<http://www.instituteoflicensing.org/>

The Portman Group

<http://www.portmangroup.org.uk/>