

Licensing Policy

Statement of licensing policy



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STATEMENT OF LICENSING POLICY

This Statement of Licensing Policy of The Chelmsford City Council, the Licensing Authority for the City of Chelmsford, has been prepared under section 5 of The Licensing Act 2003 (The Act) having regard to the Revised Guidance issued pursuant to section 182 of The Act. Revisions to the policy and its publication were approved by the Council on 3rd December 2025

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1 Fundamental Principles

- 1.1 In exercising its functions under The Licensing Act 2003 (the Act), Chelmsford City Council (the Licensing Authority) must have regard to the Act, each of the regulations made in support of the Act, the guidance issued by the Secretary of State pursuant to s. 82 of the Act and this policy. There is an overarching aim in the promotion of the four 'licensing objectives' that are set out under Section 4(2) of the Act: -

- Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

Each objective will carry equal weight of attention and consideration i.e. no single objective is any more important than the other.

- 1.2 Our policy is clear that:

- Licensing is about regulating licensable activities on licensed premises, undertaken by qualifying clubs and temporary events within the terms of the Act; and;
- Any conditions attached to various authorisations will focus on matters which are within the control of individual licence holders and others with relevant authorisations i.e. the premises and its 'vicinity'.

- 1.3 Applicants are advised to evidence what detailed control measures are intended within the operating schedule of their application after considering the potential risks and taking account of relevant circumstances within the immediate area, and any impact on other neighbouring residents and businesses.

- 1.4 The Licensing Authority and responsible authorities (see Chelmsford City Website: Responsible authorities) will have certain expectations in relation to the considerations and proposals contained within the operating schedule and therefore applicants are strongly advised to have regard to this statement of licensing policy and where possible to consult with the authorities prior to submission and in doing so, minimise the risk of representation or additional costs involved with resubmission.

- 1.5 The responsibility to fully comply with the requirements of the Act sit with the applicant.

- 1.6 When completing an operating schedule, applicants should avoid duplication of any legal obligation outside of The Licensing Act 2003 e.g. smoking, health and safety, noise outside of opening hours etc.

- 1.7 Our policy covers a wide variety of different types of premises but is unable to cover every factor that might influence meeting the requirements of promoting the licensing objectives in every situation and therefore unable to cover every appropriate control measure.

- 1.8 Where no relevant representations are received, it is the duty of the Licensing Authority to grant the licence subject only to conditions consistent with the operating schedule and the mandatory conditions under the Act using the general principles contained within the revised guidance (s.182 para. 1.16).

- 1.9 Where a valid representation is made the Licensing Authority will make objective judgements and consider (at a hearing) whether any conditions need to be attached to a licence in order to secure the licensing objectives. Such conditions will focus directly upon the activity proposed and those attending the premises, those affected by living within the vicinity or carrying out a business, or other persons who might feel affected. The Licensing Authority may also reject the application.
- 1.10 Licensing law is not the primary legislation or mechanism for controlling individuals once they are away from the premises and therefore beyond the direct control of licence holders, but licence holders may influence behaviour through their failure to control alcohol consumption and other behaviours whilst at the venue. Reasonable steps should therefore be taken to promote the licensing objectives immediately outside the premises, particularly in relation to crime and disorder and public nuisance e.g. the generation of unassociated litter and anti-social behaviour.
- 1.11 Licensing policy will take a holistic approach to the management of the night-time economy; other mechanisms that might be utilised to tackle the behaviour of patrons when beyond the vicinity of the premises which might include:
- Measures to create a clean safe environment in partnership with local businesses, transport providers and departments of the local authority
 - The provision of CCTV, taxi ranks, public conveniences late at night, street cleaning and litter patrols
 - Use of powers to designate areas of the city where alcohol cannot be publicly consumed (*See Chelmsford City Website Public Spaces Protection Orders (PSPOs) (Chelmsford PSPO and Map)*)
 - Law enforcement in the area
 - Confiscation of alcohol from persons within a designated area
 - Use of police closure powers
 - Other local initiatives such as street pastors
- 1.12 The Licensing Authority is under legal obligation to have due regard (section 149 Equality Act 2010) for the need to eliminate unlawful discrimination, harassment or victimisation; to advance equality of opportunity and to foster good relations between persons of different protected characteristics;
- Those protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 1.13 The impact of this policy on the requirements of the Equality Act will be assessed in line with the Council's adopted procedure.
- 1.14 When considering applications, the Licensing Authority will have regard to the Act, the guidance issued under s. 182 of the Act, the licensing objectives, supporting regulations and this policy.
- 1.15 The Licensing Authority may deviate from its own policy where it is appropriate to do so in order to promote the licensing objectives, and in doing so will give its reasons. This statement of licensing policy is intended to strike a reasonable balance between different and sometimes competing aims of policy when promoting the licensing objectives. The introduction to the current revised Guidance at paragraph 1.5 states

that the legislation also supports a number of other key aims that are considered vitally important that should be principle aims for everyone involved in licensing work.

- 1.16 Where no relevant representations are received, it is the duty of the Licensing Authority to grant the licence subject only to conditions consistent with the operating schedule and the mandatory conditions under the Act using the general principles contained within the revised guidance (s.182 para. 1.16).
- 1.17 This Statement of Licensing Policy does not undermine the right of any individual to apply under the terms of the Act for a variety of permissions and have any such application considered on its individual merits (s. 182 para. 14.10). This Statement of Licensing Policy does not override the right of any person to make representations in respect of an application or seek review of a licence or certificate, where provision has been made for them to do so within the Act (s.182 14.11).
- 1.18 Our policy is intended to facilitate a broad range of entertainment provision by a wide cross section of the community and will take care to avoid any indirect or disproportionate costs or make any requirement that might be considered a 'blanket policy'.
- 1.19 A cumulative impact zone is an area where the number or density of licensed premises is shown to cause problems such as crime, nuisance, or anti-social behaviour. In such areas, new licence applications are more likely to be refused unless the applicant can show they will not add to the existing issues

Licensing Authority has not published a Cumulative Impact Assessment under section 5A of the Licensing Act 2003. This position is reviewed regularly in consultation with Essex Police and other responsible authorities and may be reconsidered if there is sufficient evidence that the number or density of licensed premises is undermining the licensing objectives.

- 1.20 This Policy Statement takes effect on 31st January 2021 and will remain in force for a period of not more than 5 years from that date. This policy may be reviewed at any time during this period.

2 Introduction and Profile of Chelmsford City Area

- 2.1 Chelmsford City Council is a non-unitary authority in the heart of Essex covering an administrative geographical area of 342.2km² (131square miles). As well as a thriving city, the district encompasses a number of established villages and the town of South Woodham Ferrers. It was granted city status in 2012.
- 2.2 Chelmsford's population has experienced rapid growth in recent years and will continue to grow. Chelmsford's population is 168,000 and by 2026 it is estimated that it will have grown to some 200,000 people. For a demographic makeup of the Chelmsford City area see **Appendix A**.
- 2.3 There are 80,000 jobs and 6,000 local businesses located within Chelmsford, making it the largest employment centre in Essex and Suffolk and a major employment centre in the Southeast.
- 2.4 With an annual footfall of over 8.5 million passengers, Chelmsford railway station is the busiest in the East of England. At peak times, eight trains per hour connect Chelmsford with London Liverpool Street. Chelmsford's accessibility will further increase with the opening of Beaulieu Park Station, which is expected to enhance transport links into the city and support the evening and night-time economy

- 2.5 Chelmsford is home to Anglia Ruskin University, Writtle Agricultural College and The Chelmsford City Racecourse. It is the headquarters of Essex County Council, Essex Police, Chelmsford Prison and the Crown, Magistrates' and County Courts.
- 2.6 At the time of consultation, the Chelmsford City district has 412 licensed premises, 36 club premises certificates, and the Licensing Authority has issued 2,575 personal licences.

Between 2020 and 2025, an average of 480 Temporary Event Notices (TENs) were received each year. While figures in 2020 and 2021 were significantly lower due to the impact of the COVID-19 pandemic, numbers have since recovered and overall have increased by more than 33% compared to pre-pandemic levels.

Chelmsford's open spaces and strong transport connections continue to attract major licensable activities, including nationally recognised music events such as the former *V Festival* and *Rize Festival* at Hylands Park, alongside annual community celebrations such as *Chelmsford Pride* and the *Real Ale Festival* in the City Centre.

- 2.7 In recent years Chelmsford has seen considerable investment increased in development across the City Centre that have greatly added to a diverse range of leisure facilities making the City an attractive place to visit for work and to be entertained. Information on the local business and population profile and support for businesses in urban and rural environments can be obtained through the Council's Economic Development and Inward Investment Team.
- 2.8 Chelmsford's crime rate is lower than the UK average and the City partnerships oversee a well-managed night-time economy, encouraging participation in the national 'Best Bar None' accreditation scheme and has worked in partnership to successfully achieve purple flag status since 2013.
- 2.9 Since June 2014, the entire District, with limited exceptions, has been covered by a Consent Street Order under the Local Government (Miscellaneous Provisions) Act 1982 which regulates all and any on-street trading.
- 2.10 Public Space Protection Orders (PSPOs) are also in place to restrict the distribution of leaflets and advertising material, the display of A boards and on-street advertising. This legislation has also been successfully used in the restriction and confiscation of so-called 'legal highs' at licensed events. PSPOs currently in place can be viewed on the Council's website.

3 Licensing Policy - Vision Statement

- 3.1 Chelmsford City Council (The Licensing Authority) want the City of Chelmsford to offer a wide choice of high quality, well-managed entertainment and cultural venues, operating within a safe, orderly and attractive environment; valued by those who live here, work here and those who come to visit. The Council want businesses to operate responsibly and safely to ensure our residents live in decent neighbourhoods and have a good quality of life.
- 3.2 Our stated priorities (Chelmsford City Council – 'Our Chelmsford, Our Plan'):
- a fairer and inclusive Chelmsford: promoting sustainable and environmentally responsible growth to stimulate a vibrant, balanced economy, a fairer society and providing more housing of all types.
 - a safer and greener place: making Chelmsford more attractive, promoting

Chelmsford's green credentials, ensuring communities are safe and creating a distinctive sense of place.

- Healthy, active and enjoyable lives: encouraging people to live well, promoting health and activity and reducing social isolation, making Chelmsford a happier place to live, work and play.
- connected Chelmsford: bringing people together, empowering local people and working in partnership to build community capacity, stronger communities and to secure investment in the city.

- 3.3 Chelmsford City Council has wide experience in regulating licensed entertainment in Chelmsford City which has recently seen a considerable increase in leisure business. The Council is also responding to the change in the nature of the High Street, with the daytime trade flowing into the night-time economy offering a scale and diversity that is unique within the County of Essex, bringing both cultural and financial benefits.

The Council believes that good management of entertainment and the street environment in which it operates is essential to the continued success of the City, which attracts a wide range of people wishing to come here to work, visit and live.

- 3.4 The Licensing Authority recognises the value of cultural, and community events and seeks to ensure licensing requirements do not place disproportionate or unintended burdens on small or community-led initiatives. Licensing decisions will support diverse provision and inclusion, particularly for underrepresented or minority groups.

4 Statement of Licensing Policy

- 4.1 The 2003 Act requires that the Licensing Authority publish a 'Statement of Licensing Policy' that sets out the principles by which Chelmsford City Council intends to discharge its functions as the Licensing Authority under the Act in the promotion of the licensing objectives (S. 4(2) of the Act).

- 4.2 In preparing this statement of licensing policy, the Council has had regard to and consulted those involved in its local strategies on crime prevention, planning, transport, culture, tourism and economic development, to ensure the proper co-ordination and integration of the aims and actions of these policies. Review and amendment of these strategies will be considered for their impact on this statement of licensing policy.

- 4.3 Further, arrangements will be made for the Licensing Committee to receive reports - when appropriate - on the needs of the local tourist economy to ensure that these are reflected in their considerations. The Licensing Committee may also be appraised of the local employment situation and the need for new investment and employment, where appropriate.

- 4.4 To ensure proper integration with the Council's planning policies, the Licensing Committee may be required to provide reports to the Planning Committee, where appropriate, on the situation regarding licensed premises in the area, including the general impact of alcohol-related crime and disorder, to enable the planning committee to have regard to such matters when making its decisions.

- 4.5 As set out in Section 1.19 of this policy, the Council has reviewed the evidence available and determined that there is currently no justification for introducing a Cumulative Impact Assessment (CIA) in Chelmsford. The Licensing Authority will, however, keep this position under review and may consider adopting a CIA in future should sufficient evidence emerge.

- 4.6 This 'Statement of Licensing Policy' has been prepared in accordance with the provisions

of the Act, having regard to the specific guidance pursuant to s.182 of the Act at paragraph 14.

- 4.7 The Licensing Authority will ensure compliance with statutory immigration requirements. All applications for personal licences or changes to the Designated Premises Supervisor (DPS) must include acceptable evidence of the individual's right to live and work in the UK, in line with the Immigration Act 2016. [s182 para 4.8 – 4.11]
- 4.8 The Licensing Authority must also confirm the entitlement to work in the UK of any individual applying to be a Designated Premises Supervisor or Personal Licence Holder. [s182 para 4.29]
- 4.9 The Licensing Authority is responsible for considering applications for the grant of the following;
- Premises Licences,
 - Club Premises Certificates,
 - Personal Licences and
 - Temporary Event Notices in relation to the sale or supply of alcohol, the provision of public entertainment and
 - Late night refreshments.
- 4.10 The Licensing Authority is also concerned with any changes made or sought in respect of those licences that they have issued. Any reference to Premises Certificates will also include reference to Club Premises Certificates as appropriate.
- 4.11 The Licensing Authority is not bound by the decision of any other licensing regime unless any decision has direct relevance to any of the licensing objectives and there is no legal basis to refuse the issue of a licence where other permissions have not been granted e.g. planning permission.
- 4.12 The Act requires the Licensing Authority to monitor, review and, where appropriate, amend its Statement of Licensing Policy. The Licensing Authority will consult with Responsible Authorities and interested parties prior to amending any part of the policy and in preparing its Statement of Licensing Policy for each future 5-year period.
- 4.13 This Policy Statement takes effect on 31st January 2026 and will remain in force for a period of not more than 5 years from that date. This policy may be reviewed at any time during this period.
- 4.14 When assessing applications, the Licensing Authority must be satisfied that the control measures proposed within the applicant's operating schedule – in the promotion of the four licensing objectives – are likely to achieve their aims having considered all the risk factors and that they have taken a realistic approach as to whether they are likely to be achievable.

5 Consultation

- 5.1 Our Statement of Licensing Policy has been widely consulted for the purpose of this 5-year review and a list of consultees can be found at **Appendix B**.
- 5.2 The Act requires that the following parties are consulted on by the Licensing Authority:
- a) The Chief Officer of Police for the Licensing Authority area
 - b) The Fire Authority for the area

- c) The director of Public Health for the authority's area
- d) Such persons as the Licensing Authority considers to be representative of holders of premises licences and Club Premises Certificates issued by the authority
- e) Such persons as the Licensing Authority considers to be representative of personal licence holders issued by the authority, and
- f) Such persons as the Licensing Authority considers representative of businesses and residents in its area

5.3 In addition, the Licensing Authority chose to consult further local groups and organisations, namely:

- a) Remaining Responsible Authorities under the Act
- b) Other areas of the local authority
- c) Various faith groups, voluntary organisations and Citizens Advice Bureau, and;
- d) Groups having influence on the night-time economy.

5.4 A full list of Responsible Authorities as consultees in respect of applications made under the Act can be found at Chelmsford City Website [Responsible authorities](#)

6 Approval

6.1 This policy was approved by the full Council at a meeting held 17th November 2020 and published on its website and made available to consultees. Copies of the policy are available on request.

7 Exchange of Information

7.1 The Licensing Authority is under a duty to protect the public funds it administers and may therefore use information provided by applicants for the prevention and detection of crime. It may also share information provided with other responsible bodies responsible for the auditing and administering of public funds.

7.2 In accordance with the provisions of the Crime and Disorder Act 1998, The Licensing Act 2003, Data Protection Act 2018 and The General Data Protection guidelines, the Licensing Authority may exchange information provided by applicants with law enforcement agencies for purposes connected with the prevention and detection of crime.

8 Public Register

8.1 The Licensing Authority is obliged to keep a public register which may be viewed online or in person by appointment during office hours. Requests for any additional information should be directed through the Council's information team at FOI.Mailbox@chelmsford.gov.uk where the request will be considered and information provided where lawful and appropriate.

9 Compliance and Enforcement

9.1 In exercising its functions in respect of compliance with the conditions of the licence and requirements under the Act, including the inspection of premises and to the institution of proceedings in respect of any relevant offences, or the calling of a licence to review the licensing authority will follow best practice. This requires that its actions should be: -

- Proportionate – intervention only where necessary. Remedies appropriate to the risk

- posed with costs identified and kept to a minimum.
 - Accountable – The Licensing Authority will ensure that it is able to justify its actions and decisions and be subject of public scrutiny.
 - Consistent – Any rules and standards shall be joined up and implemented fairly.
 - Transparent – enforcement will be carried out openly with regulations enforced simply and user friendly.
 - Targeted – enforcement will be focused on the problems and thereby minimise any side effect.
- 9.2 The Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as is possible and will adopt a risk-based inspection programme.
- 9.3 The main enforcement and compliance role of the Licensing Authority is to ensure compliance with the processes in granting and the licences and permissions that it authorises. Where appropriate it may conduct joint inspections of licensed premises or premises seeking a licence, together with other enforcing agencies. It is expected that other responsible authorities will have primary engagement with licence holders relative to the area of expertise of that authority e.g. crime and disorder by Essex Police, underage sales by Trading Standards, fire Safety by Essex Fire and Rescue Service etc.
- 9.4 Where appropriate, complaints will be investigated using a proportionate, risk-based approach in line with the principles set out in the Regulators' Code. This Code was issued by the Minister for Business and Enterprise under section 23 of the Legislative and Regulatory Reform Act 2006. All regulators are required to have regard to the Code when developing policies and procedures that guide their enforcement activity.

The Regulators' Code can be accessed at:

<https://www.gov.uk/government/publications/regulators-code>

The Legislative and Regulatory Reform Act 2006 is available at:

<https://www.legislation.gov.uk/ukpga/2006/51/contents>

10 Licensing Applications & Licensing Objectives

Operating Schedules

- 10.1 It is the operating schedule within a new grant application, submitted by or on behalf of the applicant that will set out the control measures intended to reduce the perceived risk that the application - if granted - might present to the licensing objectives. This schedule will be referred to when setting out any attached conditions and in the absence of any representations only matters referred to in that schedule will be applied. The Licensing Authority have discretion to disregard any control measure that does not directly promote any licensing objective or where the applicant offers a control measure that is otherwise required under any other enactment (as previously covered)
- 10.2 A statement of licensing policy should not set out any 'blanket conditions or policy' intended to apply to every licence issued by the Licensing Authority. However, the guidance of the Act states that it is not acceptable for Licensing authorities to simply replicate the wording contained within the operating schedule and that any condition attached to a licence should be interpreted in accordance with the applicant's intentions (para. 10.5)

- 10.3 The guidance goes further to suggest that any condition will be consistent and 'substantially the same' as that intended by the operating schedule and that any condition should be expressed on a licence or certificate in ***unequivocal and unambiguous terms*** and that they should be clear to the licence holder, club, enforcement officers and the courts (para. 10.7).
- 10.4 The relevant licensing legislation has now been in effect since 2005, since that time the Licensing Authority and Responsible Authorities have had considerable experience in ensuring that conditions have been appropriately applied in accordance with that guidance.
- 10.5 Where appropriate, control measures offered in an application for a Premises Licence or Club Premises Certificate may be reviewed by licensing officers using standard wording based on established model conditions adopted by the Licensing Authority. These conditions are designed to support the promotion of the licensing objectives and align with the principles set out in Section 10 of the statutory guidance issued under section 182 of the Licensing Act 2003. These are available here: [Model conditions](#) Applicants may propose alternative wording if it meets the same intent and clarity.
- 10.6 The model conditions are constantly evolving alongside experience and changing business styles and are correct at the time of consultation. The model conditions will be regularly updated and published on the Council's website without further need to amend this policy.
- 10.7 Neither the list of model conditions, nor the advice offered in the following sections, can cover every style of business and identify all risk factors. Whilst our set of model conditions is extensive, the list is clearly not exhaustive. It is therefore the responsibility of the applicant to consider these control measures and identify any additional measures that might be necessary.

Prevention of Crime and disorder

- 10.8 In addition to the requirements of the Act, Section 17 of the Crime and Disorder Act 1998 imposes a duty on the Local Authority when carrying out its various functions to do all it reasonably can to prevent crime and disorder.
- 10.9 When addressing the issue of crime and disorder the applicant is advised to demonstrate in the operating schedule that the more common causes behind the factors have been addressed and that appropriate control measures have been proposed. Applicants should also consider the style and size of the business and have due regard to existing and foreseeable crime within the area and further crime data can be found at www.police.uk

Factors that might normally be considered may include:

- Underage drinking
- Drunkenness on premises and in the vicinity
- Drug misuse
- Violent behaviour
- Anti-social behaviour
- Control of patrons whilst arriving, on or leaving the premises
- Local crime data
- The overall nature of the area

- 10.10 The following examples of control measures are provided in order assist applicants and are considered to be among the most important when considering risk:

- Effective and responsible management and supervision of the premises, including outside areas.
- Appropriate instruction, training and supervision of those employed or engaged to prevent crime and disorder.
- Keeping appropriate training records
- Adoption of any best practice guidance
- Having effective proof of age policy
- Provision of CCTV (where appropriate)
- Use and deployment of door staff
- Materials of drinking vessels
- Engaging with local initiatives e.g. Pubwatch, Best Bar None etc.
- Communication between other licensed premises

10.11 It is expected that the Designated Premises Supervisor (DPS) should be able to demonstrate that they have day to day control of the premises and that ideally, they should be contactable in an emergency and that in the absence of the DPS, staff are properly authorised. There is no expectation that a DPS should be on site at all times when the premises are open for the sale or supply of alcohol.

Public Safety

10.12 The Licensing Authority is committed to ensuring that the safety of any person visiting or working on licensed premises is not compromised. Applicants are advised to consider how they can demonstrate in the operating schedule that risks have been identified and that suitable and sufficient safeguards have been put in place in order to ensure public safety.

10.13 factors that might identify the need for a control measure might include:

- The numbers of people frequenting the premises.
- The condition, layout and design of the premises
- The nature of the activities being provided.
- Adoption of any best practice guidance
- Customer profile
- The use of special effects e.g. lasers, pyrotechnics etc.
- Access of emergency services
- The provision of toilets, potable and waste water (events)

Some of these measures (or additional measures) might be dynamic in that the requirements might change on a frequent basis. There is often therefore a need to carry out risk assessments on an ongoing basis dependent upon the style and nature of the activity.

10.14 The Licensing Authority supports safety initiatives such as *Ask for Angela*, which empower individuals who feel vulnerable or unsafe in licensed premises to discreetly seek assistance from venue staff. Licence holders are encouraged to participate in such schemes and ensure that staff are trained to recognise signs of vulnerability, respond appropriately, and promote a safe and inclusive environment.

These schemes support the licensing objectives by helping to prevent crime and disorder, reduce risk to vulnerable persons, and foster a positive night-time economy culture.

10.15 The Licensing Authority encourages premises to implement measures that deter spiking of drinks. This may include increased monitoring, staff awareness training, CCTV, and

participation in local safety schemes.

10.16 Control measures that an applicant might consider within an operating schedule might include:

- Suitable and sufficient risk assessments
- Effective and responsible management of premises or events
- Appropriate training, instruction and supervision of those employed or engaged in security and safety of those present.
- The keeping of appropriate training records
- Adoption of best practice
- Provision of effective CCTV (if applicable)
- Implementation of crowd management measures
- Provision or access to any first aid facility.

10.17 The Licensing Authority supports national efforts to improve the safety and security of publicly accessible locations, including licensed premises. Although the proposed legislation Terrorism (Protection of Premises) Act 2025, known as Martyn's Law (Protect Duty) is not yet in force, applicants and licence holders, especially those operating large venues or outdoor events, are encouraged to familiarise themselves with its principles and prepare for it coming into force in or around 2027.

This includes conducting simple security assessments, staff training, and having procedures in place for responding to incidents. These measures support the public safety objective and may become mandatory in future.

Further information is available at: [Terrorism \(Protection of Premises\) Act 2025 - GOV.UK](#)

Prevention of Public Nuisance

10.18 Licensed premises have a significant potential to impact adversely on communities through public nuisance as a result of their business operation, particularly where the business is near to residential properties. The licensing Authority wishes to maintain and protect the amenity of residents and businesses from the potential consequence of the activities. However, the Licensing Authority will have due regard to any development of residential property that is established after the grant of a licence. In such circumstances the responsibility of the developer will be taken into account if they could and should have taken such reasonable steps to minimise the effect of such nuisance e.g. the provision of insulation or double or triple glazing.

10.19 'Public Nuisance' in this context will be construed to have its widest interpretation and takes account of noise and disturbance, light pollution, odours, litter and anti-social behaviour.

10.20 Applicants or their agents should consider in their operating schedule how the impact of nuisance will be identified and how sufficient reasonable measures can be implemented and maintained in order to prevent public nuisance over which their business might have a causal link, either on or within the vicinity of the premises.

10.21 Factors that might identify risk of public nuisance might include:

- Location of premises (including any associated open areas) and their proximity to residential premises or other sensitive venues.
- Customer profile

- Hours of operation
- Nature of activities proposed.
- Design and layout of the premises
- The capacity of the premises
- Availability of public transport
- Any noise adjustment period at the end of an evening
- Times of last admission
- Last admission times and closing times of other nearby premises.

10.22 The following examples of control measures are provided as guidance for applicants when considering the mitigation of any identified risks associated with public nuisance. The applicant will need to consider any additional unique factors that might require further consideration of those suggested here:

- Effective and responsible management of the operations within the business together with any outside areas such as seating facilities and smoking areas
- Appropriate training, instruction and supervision of staff
- The keeping of any staff records
- The control of deliveries and movement of goods during operating hours
- Installation of acoustic insulation, suitably controlled, sited and silenced ventilation or air conditioning systems and where appropriate, sound limiting devices.
- Signage to customers when entering or leaving premises.
- Management of the movement of people and traffic arriving and leaving the premises including the management of queues and taxis.
- The siting of external lighting, including security lighting.

10.23 Premises Licence holders will be expected to manage external areas used in connection with their business, including beer gardens and smoking areas through:

- The development of a plan on how to manage smoking on the premises and ensure that all staff are aware of the contents of the plan. Noise created from smoking areas can often cause complaint. Along with general noise created among customers. Staff should be aware and be proactive in the implementation of that plan.
- Compliance with any planning restrictions or conditions that might otherwise impact on the licensing objectives.
- Ensuring structures comply with the design criteria contained within the Health Act 2006 and that any awnings and retractable canopies have the relevant planning permission, listed building consent and building control consent, if necessary.
- Ensuring that any tables and chairs are properly licensed under the Highways Act 1980 (where applicable), and that layout, lighting and obstruction do not cause a nuisance. Where furniture is placed on the highway, operators must also comply with the Council's Pavement Licence Policy, available on the Council's website.
- Ensure any outside lighting is correctly positioned and of such illumination as to not cause a light nuisance.
- Ensure that door supervisors are supportive and correctly involved with any town centre communications system e.g. DISC or Publink radio.

Protection of Children from Harm

- 10.24 Chelmsford City Council have a duty to safeguard the vulnerable within the community and will therefore be looking to ensure applicants have given due consideration through their operating schedules and have put in place appropriate control measures after carrying out a full risk assessment.
- 10.25 Family friendly premises are to be encouraged as part of the diversity of entertainment made available to everyone but not at risk of potential harm that this might cause to children. It should be remembered that many licensed venues will be frequented by young people in addition to pubs, bars and clubs such as restaurants, cinemas, theatres and school events. Therefore, admission to children will always remain at the discretion of management, with no presumption of giving them access or equally, preventing them from doing so.
- 10.26 The protection of children from harm includes moral, psychological, emotional and physical harm and is generally construed as related to the activities and effect of children on the premises rather than the mere presence of a particular type of business, other than where unsuitable advertising might be considered as undermining this objective e.g. advertising on public display outside sexual entertainment venues.
- 10.27 No condition can be attached to a licence that insists children to be admitted to any licensed venue although an applicant may offer that condition within their operating schedule.
- 10.28 In respect to the exhibition of a film or the showing of a video, this may include the exposure of children to strong language, sexual references and violence. The Licensing Authority will expect licence holders to implement measures that restrict children from viewing age restricted films, classified according to the recommendations of the British Board of Film Classification.
- 10.29 Applicants are advised to consider how they can demonstrate within the operating schedule that suitable and sufficient measures have been identified and what safeguards will be put in place and maintained as applicable.
- 10.30 The Licensing Authority recognises Essex Safeguarding Children Board (or its successor body) as the competent authority to advise on matters relating to the protection of children from harm.
- 10.31 Factors that might need to be considered may include:
- Where entertainment of an adult nature is being regularly provided
 - Where there have been convictions of staff at the premises for serving alcohol to minors or allowing consumption
 - Premises or events that attract a young adult profile, or premises or events that appear to be linked to underage sales or drinking.
 - Proxy sales of alcohol to minors (i.e. adults purchasing for children under 18 yrs. to consume)
 - The premises have a known association with drug taking or supply.
- 10.32 The following examples of control measures are provided to assist applicants and considered to be among the most relevant to be taken into account when considering the completion of an operating schedule.
- Effective and responsible management of the operation of the business including any outside areas.
 - Appropriate training, instruction and supervision of staff
 - The keeping of any staff records

- Adoption of best practice
- Imposition of requirements to limit the hours children are permitted on the premises, part of the premises or direction in respect of the supervision of children by an adult
- Measures to ensure that children do not purchase, acquire or consume alcohol
- Having properly qualified staff available to manage licensable activities where children are likely to be present
- Adoption of a 'Challenge 21/25 policy or similar

10.33 Where films are exhibited, the Licensing Authority expects that the BBFC classification will be followed. Where a film is not classified by the BBFC, the Licensing Authority may classify the film itself in line with BBFC standards and in consultation with appropriate bodies, including the Police and child protection authorities. [s182 paras 10.59 –10.60]

10.34 Where premises provide gaming facilities, licensed or permitted under the Gaming Act 2005, the Licensing Authority will expect measures put in place to prevent children from accessing machines. This should include the appropriate training of staff and the keeping of training records, as well as measures to ensure machines are appropriately monitored by staff e.g. supervision or placing in clear view. Such measures should be highlighted in the operating schedule.

Regulated Entertainment

10.35 A diverse provision of cultural activities for the benefit of communities is welcomed and supports Chelmsford City Council's wider priorities as set out in 'Our Plan' (see para 3.1 above). The Council will need to balance the natural concerns of residents to prevent disturbance against the wider cultural benefits, especially for children, of permitting regulated entertainment. This includes activities such as live music, dancing, theatre and the showing of films. The Licensing Authority maintains a neutral stance in respect of all licence applications with each application being assessed on its own merits and the only considerations being the promotion of the four licensing objectives. This approach ensures that no unreasonable restrictions will be imposed which would discourage cultural events.

Garage and Petrol Stations

10.36 Garages primarily used for the sale of vehicles, vehicle maintenance and the provision of fuel are specifically excluded as premises not suitable as licensed for the sale of alcohol.

10.37 In determining applications for garages, (i.e. forecourt shops) the Licensing Authority must decide whether or not the premises are **primarily** used as a garage and will expect applicants to submit data which establishes the **primary use**. Where that information is not available (due to premises not yet trading), the Licensing Authority may consider a condition requiring this information be provided on a regular basis in the following years to establish the **primary use**.

Late Night Refreshments

10.38 There are no exceptions for the requirement of premises to be licensed for the provision of late-night refreshments under Paragraph 2A of Schedule 2 of the Licensing Act 2003

(as inserted by the deregulation Act 2015)

The Late-Night Levy

- 10.39 Chelmsford City Council has determined to implement a late-night levy in the district of Chelmsford in accordance with powers conferred by the Police Reform and Social Responsibility Act 2011.
- 10.40 The levy is an additional fee where holders of relevant authorisations are required to pay annually, at the same time as their annual licence fee becomes due.
- 10.41 In Chelmsford, a relevant authorisation is a premises licence or club premises certificate which authorises the sale of alcohol between the hours of 01.00 and 06.00 on any day of the year (the late-night supply period).
- 10.42 Certain premises are exempt from paying the levy, and the permitted exemption categories to apply are:
- Premises providing overnight accommodation where alcohol can only be supplied to people staying at the premises for consumption on the premises.
 - Theatres, cinemas and bingo halls.
 - Premises authorised to supply alcohol for consumption on the premises between midnight and 6.00 am on 1st January in every year (but are not so authorised at those times on any other day in any year).
- 10.43 The levy came into effect on 1st November 2014, and money generated will be used to combat alcohol related harm in the nighttime economy.
- 10.44 Further guidance, including the amount of levy payable by a premises licence holder, can be found here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/98126/late-night-levy.pdf

11 Online Applications

- 11.1 The above paragraphs relate mainly to the submission of Premises Licence Applications and Club Premises Certificates regarding the considerations that should be made before submission and reflected within the operating schedule. All applications with the exception of applications to review a Premises Licence or Club Premises Certificate, or a Temporary Event Notice can be made online at the City Councils website: www.chelmsford.gov.uk/business/licensing/alcohol-licensing/
- 11.2 Further guidance necessary to make applications can also to be found via our website. Notifications such as loss or theft of a licence, removal of a Designated Premises Supervisor by the Premises Licence holder etc. can be made via email to the Licensing Officers for the Council.
- 11.3 The Licensing Authority encourages early pre-application engagement between applicants and responsible authorities. This helps ensure that applications are properly considered and reduces the likelihood of representations or refusal.
- 11.4 Similar considerations are also applicable where an applicant makes an application for

a Minor or Major Variation of a licence already issued by the Licensing Authority. A copy of the Home Office Guidance in relation to Minor variations can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/98157/guidance.pdf

Where there is no doubt in respect of interpretation, applicants are advised to seek clarification from the Licensing Officers of the Licensing Authority.

- 11.5 Minor Variations may be rejected where the Licensing Authority considers that such a variation might have an adverse impact upon the licensing objectives and where this view is supported by other relevant Responsible Authorities as well as any representations made by other persons and may refuse the application without the opportunity for a hearing or appeal. This may be avoided through prior consultation discussion with licensing officers where an alternative option might be suggested to make an application to fully vary the licence.
- 11.6 Plans must be submitted together with applications for the grant of a Premises Licence and Club Premises Certificate (and in some case, plans to vary a licence) in accordance with Regulation 23(1) and (unless otherwise agreed with the Licensing Authority) comply with 23(2) & (3) of The Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations, Part 4.
- 11.7 Plans are a necessary part of the application process in order to assist the Licensing Authority and other Responsible Authorities in determining whether the licensing objectives might be undermined and may be rejected or the application restarted if the plans fail to meet expectations.
- 11.8 Application forms are set by statute, and most can be submitted online with the exception of applications to review a Premises Licence or Club Premises Certificate. Online applications and further information can be found on the Council website:

<https://www.chelmsford.gov.uk/business/licensing/alcohol-licensing/>

- 11.9 Notifications such as loss or theft of a licence, removal of a Designated Premises Supervisor by the Premises Licence holder etc. can be made via email to the Licensing Officers for the Council: licensing@chelmsford.gov.uk

Tacit Consent

- 11.10 The consent by silence. The Licensing Authority is obliged by the Act to grant an application unless relevant representations are received. If there are no relevant representations the application will be dealt with by the Licensing Authority's licensing officers under a scheme of delegation. In such circumstances the licence will be granted by 'tacit consent' - as applied for - with the exception of an application for a minor variation where the matter will remain undetermined until decided by the Licensing Authority.
- 11.11 Where Tacit consent applies the applicant may carry out licensable activities as if the licence was granted provided all relevant timescales have been met.

Temporary Event Notices

- 11.12 A Temporary Event Notice (TEN) is usually a 'one off' e.g. a wedding, birthday or wake, or a departure from an existing authority that might otherwise restrict an event in accordance with any existing conditions e.g. children normally not allowed on the

premises but on this occasion the licence holder wanted to facilitate a family gathering. Other examples include wanting longer hours for a specific event or having a temporary bar at a charitable function. The use of TEN's is extensive but in order to prevent their misuse they come with strict guidelines that are available on The Council's website and set by legislation.

- 11.13 There are two types of TEN's, a standard TEN and a Late TEN. A standard TEN is one given with 10 working days (or more) notice and a Late TEN is where less than 10 working days and more than 5 working days' notice is given of the event, usually as a last minute or unforeseen plan.
- 11.14 To calculate the minimum number of days' Notice required for any TEN, the premises user (the person giving the notice) must disregard both the day the notice is given and the day of the event. A working day is not a day of a weekend or a Bank Holiday Day.
- 11.15 The day 'given' may be any day if given electronically. Where the notice is delivered by hand or by post, the day 'given' will be the first working day after the date it is received. Therefore, a Notice submitted electronically at a weekend for an event the following weekend will have 5 clear working days between the date given and the day of the event, unless one of those days was a Bank Holiday.
- 11.16 A TEN given outside of these parameters would be unlawfully given and therefore outside of the ability of the Licensing Authority to process or permit. In all cases where a TEN is disallowed - where it is given outside of any statutory limit - a counter notice will be issued by the Licensing Authority. If the event were to go ahead it would be unlicensed and therefore unlawful.
- 11.17 Where a representation is received in relation to a standard TEN the premises user may request a hearing before the Licensing Sub-committee. Where a representation is received in respect of a Late TEN no such hearing is permitted
- 11.18 Persons carrying out an event outside of a Premises licence or a TEN must take care not to be in breach of legislation where considering hospitality bars (where a person pays what they feel is appropriate without any set charge) as these are often unlawful, whereas genuinely free bars (e.g. at a wedding) require no licence.
- 11.19 TEN's may only be used for events of no more than 499 persons inclusive of staff and entertainers.

Designated Premises Supervisors (DPS) in Community Premises

- 11.20 Community premises may have a licence to supply alcohol without the requirement to have a Designated Premises Supervisor (DPS).
- 11.21 An application to disapply the mandatory conditions requiring a DPS may be made by a management committee of community premises. The following condition will be attached to the premise licence: "Every supply of alcohol under the premises licence must be made or authorised by the management committee."
- 11.22 If the sale of alcohol is authorised the management committee of the premises can apply to remove the mandatory condition in relation to the DPS and have a personal licence holder authorise sales. The sale of alcohol will be authorised by the management committee.
- 11.23 Church halls, chapel halls, parish halls, community halls, and village halls are each examples of community premises. Where it is not clear whether premises are community premises, the matter will be approached on a case-by-case basis, with the main

consideration being how the premises are predominantly used. If they are:

- genuinely made available for the benefit of the community most of the time.
- accessible by a broad range of people and sectors of the local community.
- providing facilities to benefit the community as a whole.
- are likely to be considered as 'community premises'.

- 11.24 The application form requires the applicant to provide the names of the management committee's key officers to the Licensing Authority. The Licensing Authority must be satisfied that arrangements for the management of the premises by the committee or board are sufficient to ensure the adequate supervision of the supply of alcohol on the premises.
- 11.25 Existing premises licence holders must pay a fee to make this 'disapplication', and the process takes 28 days. Details can be found on the Councils' website.
- 11.26 In exceptional circumstances the police may object to this request where there are grounds to do so under the crime and disorder objective. In such an instance the Licensing Authority will hold a hearing to determine the application.

12 Representations

12.1 Representations may be made by any of the following:

- 1) Responsible Authorities (See Chelmsford City Website [Responsible authorities](#))
- 2) Any other person – regardless of geographical location, provided it is not considered repetitious, vexatious or frivolous in the opinion of the Licensing Authority.

12.2 A representation is similar to an objection, where a person or body making the representation has a genuine belief that if the application was granted that the licensing objectives would be undermined.

12.3 There should be no assumption that the application should be declined and there are a number of options open to the licensing sub-committee who will consider those representations. Those options are:

- To modify, alter or add to any condition.
- To modify the days or times between which a licensable activity might be permitted.
- To exclude certain activities from the licence
- To seek appointments of a different designated premises supervisor
- To reject an application

Additionally, in the case of an application to review a licence.

- To revoke the licence
- To suspend the licence for up to 3 months

12.4 Any representation must relate to named premises and must relate to one or more of the four licensing objectives in order to be considered relevant. The licensing Authority will need to be satisfied that there are grounds to believe that there is an evidential link or genuinely held belief that the objectives would be undermined and not merely a repeat

of the objectives, and that there was also a link between that belief and the premises in question. Where the licensing authority believes that the representation is not relevant or in the case of a person other than a responsible authority is repetitious, vexatious or frivolous the Authority may disregard it as being invalid.

- 12.5 Representations can also be made in support of an application.
- 12.6 All notifications of formal representation will be provided to the applicant. Any person making a representation should be aware that letters are copied to the applicant without deleting any personal details. The Licensing Authority will not edit a letter before sending it to the applicant.
- 12.7 The Licensing Authority accepts that in exceptional circumstances, a local resident may be reluctant for their personal details to be disclosed to the applicant because of fears of intimidation or violence.
- 12.8 Where the Licensing Authority considers that a relevant representation has been made and is satisfied that the person has a genuine and well-founded fear of intimidation and may be deterred from making a representation on this basis, personal details of the complainant, such as their name and address may be withheld from the copy of the representation that is provided to the applicant. If a representation is received completely anonymously, it will be disregarded.
- 12.9 Applications and any relevant objections will be made available to view via the council website without the disclosure of any personal details. Further information will be provided in respect of the details of the hearing in respect of time, date and location. Hearings are open for the public to attend. Persons making representations may be required to attend the hearing by another party.
- 12.10 Only those relevant representations submitted to the Licensing authority may be amplified upon at the hearing. New material introduced will not be heard e.g. if the representation submitted was relating to crime and disorder, only the person making that representation would not later be permitted to refer to matters of public safety.
- 12.11 An applicant and a person making representation may agree to resolve issues prior to a hearing and outside of that hearing and at any time up until the day before the hearing. Where that is the case the licensing authority may determine that a hearing is no longer necessary.

13 Licensing committee

- 13.1 The Committee is made up of 15 Councillors. Where representations have been made and remain unresolved an application will usually be heard by a sub-committee of three members of the licensing committee.
- 13.2 When considering applications, the sub-committee shall have regard to this policy, statutory guidance, the Act and Regulations made in conjunction with the Act and the Licensing Objectives.
- 13.3 Each application is considered on its own merits.
- 13.4 If the application is approved by the sub-committee the mandatory conditions will be applied. In addition, the sub-committee will decide whether it is appropriate to attach further conditions to the licence, certificate or permission in order to promote the licensing

objectives. Any conditions will primarily focus on the activities taking place at the premises on the persons attending the premises and members of the public living, working or otherwise engaged in normal activity within the vicinity of the premises. 'Vicinity' is not defined and will be given its normal everyday meaning within the context of:

- The location of the premises
- The size of the premises
- The nature of entertainment or licensable activity
- The distance from residential or business property
- The proximity of other competing businesses within the area
- The potential impact upon the licensing objectives

13.5 The Licensing Authority will avoid placing any conditions on the licence that might duplicate any other requirement by legislation or Regulation.

13.6 A list of functions that are dealt with by the committee or delegated to Licensing Officers can be found at **Appendix C**.

Hearings

13.7 Hearings are conducted in accordance with the Licensing Act 2003 (hearings) Regulations 2005. The period of time in which a hearing shall be held is determined under these Regulations in accordance with the type of application.

13.8 These regulations set out the procedures to be adopted, the determination and notification of applications, records of proceedings and notices etc.

13.9 During the pandemic of 2020, under The Health Protection (Coronavirus) Regulations 2020, temporary procedures were introduced to allow for remote (video conferencing) hearings to take place along with other procedures, best practice and local arrangements being introduced. This policy will be regularly reviewed and amended to include any changes to licensing law and practices that may arise following any formal review over that period and also any amended guidance issued under s.182 of the Act as a result.

Administration, Exercise and Delegation of functions

13.10 A list of those matters that will be dealt with at committee and those which are delegated to licensing officers can be found at **Appendix C**

13.11 The Licensing Officers for Chelmsford City Council are delegated to deal with all aspects of the Licensing Act 2003, where no representations or objections have been made by responsible authorities or interested parties.

13.12 The Public Health and Protection Services manager is delegated to make representation on behalf of the Licensing Authority as a Responsible Authority on behalf of the Council.

14 Reviews

14.1 A responsible Authority or any person may ask the Licensing Authority to review a premises licence or club premises certificate due to any matter arising due to, at or from the premises where the licensing objectives are being undermined.

14.2 The Licensing Authority will not normally engage its role as a Responsible Authority by

calling reviews on behalf of other people, such as residents or community groups. These individuals or groups are entitled to make a request for a review and may also consult or seek legal representation where there are enough grounds to do so.

- 14.3 Where the Responsible Authorities have concerns about problems identified at premises, the Licensing Authority considers it to be good practice for them to give licence holders early warning of their concerns and where possible support the licence holder with advice and best practice which may involve the development of action plans.
- 14.4 The Licensing Authority draws attention to licence holders and Responsible Authorities to the Home Office publication, 'The Practical Guide for Preventing and Dealing with Alcohol Related Problems – What you need to know'. This document is widely referred to as good practice when dealing with problems related to licensed premises and can be found at the following web address:
- http://www.balancenortheast.co.uk/library/documents/Home_Office_Guide_to_Dealing_with_Alcohol_Related_Problems.pdf
- 14.5 There is no appeal to the decision of the Authority when choosing to reject an application for review or a representation, other than by way of judicial review.
- 14.6 No more than one review will be normally permitted from a person other than a responsible authority in relation to a particular premises within any 12-month period on similar grounds except in compelling circumstances or where it arises following a closure order. Neither will a request to review a licence be considered where the grounds for doing so are considered vexatious or frivolous.

Summary Reviews (Violent Crime Reduction Act 2006)

- 14.7 Where premises are considered to be associated with serious crime or disorder a senior police officer (Superintendent or above) may apply for a summary review of a 'premises licence'.
- 14.8 If a summary review is applied for, the Licensing Authority must consider the application within 48hrs (not including any time on a day that is not a working day) and determine what interim steps (if any) are necessary prior to a full review hearing in order to promote the licensing objectives. Interim steps may be:
- The modification of the conditions of the premises licence
 - The exclusion of the sale of alcohol by retail from the scope of the licence
 - The removal of the Designated Premises Supervisor
 - The suspension of the licence
- 14.9 Although the legislation allows for the decision in the absence of the premises licence holder, the Licensing Authority will endeavour to notify the licence holder of the application having been made and of the time, date and place it will be determined (unless through necessity the matter is considered by means other than face to face), in order to afford the licence holder or representative the opportunity to attend.
- 14.10 Where the Licensing Authority decides to take any of the interim steps, its decision has immediate effect, and immediate notice of the decision must be given to the licence

holder.

- 14.11 Where the licence holder makes representation in respect of the decision, the Licensing Authority must hold a hearing within 48hrs (not including time of a non- working day) of receipt of the representation and, unless withdrawn, consider those representations and any made by the police; consider whether steps are necessary for the promotion of the licensing objectives; determine whether to withdraw or modify the steps taken.
- 14.12 The Licensing Authority must hold a full review hearing within 28 days following a summary review.

15 Appeals

- 15.1 In most cases the applicant may appeal the decision of the Licensing Authority to the Magistrates Court. The appeal must be made within 21 days following the day on which the decision was notified and must be made by:
- The applicant or their agent
 - A Responsible Authority or person making a relevant representation.
 - In the case of a review, the holder of the licence or certificate being reviewed.

16 Suspension of Premises Licence - Non-Payment of Annual Fee

- 16.1 The Licensing Act 2003 requires that the Licensing Authority **must** suspend the premises licence or club premises certificate where the annual fee is not paid when due under s. 55(2) of the Act unless not paid due to an administrative error **either before or at the time** the fee became due the licence holder informs the Licensing Authority that it disputes either liability for payment or the amount due **and** the grace period of 21 days has not expired. The grace period is intended to allow resolution between the licence holder and the Licensing Authority. The grace period of 21 days begins the day after the notice is given and must be made on or before the date when the annual fee has become due.
- 16.2 The responsibility lies with the licence holder to remember and not for the Licensing Authority to remind the licence holder to make payment for the annual fee. It is for the Premises licence or Club certificate holder to notify the Licensing Authority within the grace period where a dispute is claimed, and 'administrative' will be given its normal everyday meaning (para. 15.3 of the s.182 guidance).
- 16.3 Where a licence is suspended the Licensing Authority will inform the licence/certificate holder in writing and specify the date on which it is to take effect. The date from which the suspension will take effect will be determined on a case-by-case basis but will be no earlier than two working days following receipt of the notice.
- 16.4 Any suspension of the licence following notification of non-payment of the annual fee will cease to have effect on the day that the fee has been paid.
- 16.5 Liability for payment of the annual fee will be that of the individual or company shown on the premises licence as being that of the licence holder. It is the responsibility of the licence holder to make the relevant application informing the Licensing Authority of any transfer of the licence whereupon the liability for the payment of the annual fee will become that of the new premises licence holder. The Licensing Authority are unlikely to accept any dispute where the licence holder fails to notify a transfer of the licence.

| Creation Date | Version No | Changes Made | Changes made by | Date of Change |
|-----------------------------|-------------------|---------------------------|------------------------|-----------------------|
| 14 th April 2020 | 1 | V1 Draft of 2016 | Nigel Dermott | 15/4/2020 |
| 14 th April 2020 | 2 | Final draft prior to cons | Nigel Dermott | 24/6/2020 |
| 2nd July 2025 | 3 | V1 Draft 2021 | Daniel Winter | 03/07/2025 |
| 01/08/2025 | 4 | Final Draft prior to cons | Daniel Winter | |
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Appendix B: Consultees

1. Chief Officer of Police for the Area
2. Fire and Rescue authority for the area.
3. Director of Public Health covering the area of Chelmsford
4. Persons/ Bodies representing local premises licence holders:
 - a) Business Improvement District Board (BID)
 - b) Pubwatch Chair
 - c) British Institute of Innkeepers (BII)
 - d) National Pubwatch
5. Persons/Bodies representing club premises certificate holders.
 - a) Specifically, Chelmsford Social Club
 - b) Galleywood Social Club
 - c) Chelmsford Football Club
6. Persons/Bodies representing personal licence holders.
 - a) BIIAB
 - b) Highfields
 - c) CPL learning
7. Persons/ Bodies representative of businesses and residents in the area
as 4 a), b), c) and 5 a), b), & c). Additionally:
 - a) Chelmsford Street Pastors
 - b) Open Road (SOS bus providers)
8. Environmental Health (commercial)
9. Environmental Health (pollution)
10. Health & Safety
11. Essex Trading Standards
12. Chelmsford City Council Planning
13. All ward councillors for the Chelmsford City Council
14. Neighbourhood watch co-ordinators registered with Essex Police
15. Essex Safeguarding Children Board

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Appendix C - Delegation of Functions

Table: Recommended Delegation of Functions

| Matters 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 | |
| Application for premises licence/club premises certificate | If a relevant representation made | If no relevant representation made |
| Application for provisional statement | If a relevant representation made | If no relevant representation made |
| Application to vary premises licence/club premises certificate | If a relevant representation made | If no relevant representation made |
| Application to vary designated premises supervisor | If a police objection | All other cases |
| Request to be removed as designated premises supervisor | | All cases |
| Application for transfer of premises licence | If a police objection | All other cases |
| Applications for interim authorities | If a police objection | All other cases |
| Application to review premises licence/club premises certificate | All cases | |
| Decision on whether a representation is irrelevant frivolous vexatious etc | | All cases |
| Decision to object when 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 premises licence at community premises to include alternative licence condition | If a police objection | All other cases |
| Decision whether to consult other responsible authorities on minor variation application | | All cases |
| Determination of minor variation application | | All cases |

Appendix D: Glossary of Terms

| | |
|--------------------------------|--|
| Anti-social behaviour | - generally unacceptable behaviour that falls short of being a specific criminal offence that causes upset within the local community. |
| Best Bar None | - a national accreditation scheme that assesses licensed premises. |
| CCTV | - closed circuit television. |
| Challenge 21/25 | - a policy to ensure proof of age by challenging those having the appearance of being under 21 or 25yrs against set requirements. |
| Club Premises Certificate | - Similar to a Premises Licence but a venue restricted to supply alcohol to members and guests under club rules. Supply of alcohol does not require authorisation by a personal licence holder and a DPS not required. |
| Closure powers | - closure powers available to enforcing officers available under certain conditions to close licensed premises. |
| Conditions | - Control measures identified within the operating schedule converted into conditions that are clear, enforceable and understandable. May also be attached following a hearing. |
| Cumulative Impact Zone (CIZ) | - a local policy established after consultation and data collection to ensure the licensing objectives are promoted and prevent over saturation of licenced venues within an identified area (Chelmsford does not have one). |
| DISC | - A communication system used by Pubwatch members to control those banned from premises and circulate information of interest. |
| Designated Premises Supervisor | - (DPS) The person named on the Premises Licence who normally has day to day control and is a single point of contact at the premises. |
| Late Night Levy | - following consultation and data collection, a statutory charge based on the rateable value of premises as a way of collecting funds to support additional burdens placed on local services. |
| Late night refreshments | - The sale of hot food or drink between 11pm and 5am. |
| Late TEN | - a TEN given to the Licensing Authority with less than 10 and more than 5 working days notice. |
| Licensable activities | - The sale of alcohol, regulated entertainment and sale of hot food and drink (see LA2003 for further explanation). |
| Licensing Authority | - Chelmsford City Council. |
| Licensing committee | - Individual Council members appointed to undertake functions under the LA2003. |

| | |
|--------------------------|---|
| Licensing Objectives | - The four specific objectives under s. 4(2) LA2003. |
| Licensing Sub-Committee | - those committee members selected to lead a specific hearing. |
| Mandatory Condition | - conditions that apply to all licences authorising the sale of alcohol required by the LA2003. |
| Model Conditions | - a point from which applicants might formulate a condition in the operating schedule that can be amended to be applicable and may be used in the absence of any specific instruction |
| Night time economy (NTE) | - as different to the daytime economy. Usually refers to leisure facilities open between 9pm and 6am. |
| Objection | - see Representation. A term having similar meaning. |
| Operating Schedule | - a section of a premises licence application where the applicant sets out control measures to promote the licensing objectives. |
| Personal licence | - a licence held by a person authorising them to sell alcohol. |
| Publink | - a radio system used within the NTE allowing premises to communicate with each other. |
| Pubwatch | - a local group of licence holders working together to promote the licensing objectives and keep trouble makers out of premises. |
| Purple Flag | - a national assessment scheme that measures local strategy and policy within the NTE and enabling use of its logo to promote safe communities |
| PSPO | - Public Safety Protection Order. |
| Premises Licence | - a licence issued to specific premises authorising licensable activities. |
| Premises Licence Holder | - the person named on the licence as being responsible for ensuring compliance with legislation and promotion of the objectives. |
| Representation | - a statement for or against an application made only on the grounds of undermining an objective under the LA2003. |
| Responsible Authority | - an Authority specified in the LA2003 having a function in connection with certain applications e.g. Police & Environmental Health. |
| Sec 182 Guidance | - Guidance issued by the Secretary of State under section 182 of the LA2003. |
| Standard TEN | - A TEN given to the Licensing Authority giving 10 working days or more notice. |
| Street pastors | - a faith group led voluntary organisation offering the community support and advice within the night time economy. |

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|------------------------------|--|
| Tacit Consent | - consent by silence. Except for minor variations, applications are deemed granted unless subject of representation. |
| Temporary Event Notice (TEN) | - A notice given to the licensing authority of an event of a temporary nature that authorises a licensable activity. |
| The Act | - The Licensing Act 2003 (LA2003). |
| Variation of a licence | - to vary the original or existing licence to change the DPS, make minor amendments such as administrative or a major amendment to licensable activities or full variation seeking change to hours and activities. |

APPENDIX E: References to Guides and Best Practice

(some of these links might need to be copied and pasted into your address bar)

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|---|---|
| Guidance Issued under Section 182 of the Licensing Act 2003 | https://preview.tinyurl.com/luqojyy |
| Home Office - Tackling Problem related licensed Premises | https://tinyurl.com/t7yztrf |
| Regulatory enforcement code | Regulators' Code - GOV.UK |
| Legislative and Regulatory Reform Act 2006 | https://www.legislation.gov.uk/ukpga/2006/51/contents |
| Environmental Services Enforcement Policy | www.chelmsford.gov.uk |
| Safer Clubbing | https://tinyurl.com/r8nsdcf |
| The National Alcohol Strategy | https://tinyurl.com/rcbv5fp |
| The Point of Sale Promotions | www.beerandpub.com |
| Security in Design | https://tinyurl.com/wwwp9ran |
| Drugs and Pubs | www.beerandpub.com |
| Guide to Fire Precautions in Existing Places of Entertainment and Like Premises | www.opsi.gov.uk |
| The Event Safety Guide | www.beerandpub.com |
| Safety in Pubs | www.beerandpub.com |
| Good Practice Guide on the Control of Noise from Pubs and Clubs | www.ioa.org.uk |
| Licensed Property: Noise | www.beerandpub.com |
| Public Places Charter | www.airinitiative.com |
| The Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks | www.portman.group.org.uk |
| The Retailer Alert Bulletin | www.portman.group.org.uk |

British Institute of Innkeepers Best Practice
Training Qualifications:
Door Supervisors
Personal Licence Holders
Other Bar Staff

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