



ADUR DISTRICT  
COUNCIL

Licensing Committee  
11 September 2023

Ward: N/A

**Licensing Act 2003 – Review of Statement of Licensing Policy**

**Report by the Director for Sustainability & Resources**

**1.0 Summary**

- 1.1 In accordance with the statutory requirements of the Licensing Act 2003 (the 2003 Act) Adur District Council and Worthing Borough Council's statements of Licensing Policy are being reviewed.
- 1.2 Following a wide ranging consultation exercise members are requested to consider the attached draft of Adur District Council's Licensing Policy and the representations received. The Committee is asked to recommend a policy for adoption by the full Adur District Council at its next meeting on 19 October 2023.

**2.0 Background**

- 2.1 Adur District Council's Statement of Licensing Policy together with the Statutory Guidance issued under Section 182 of the 2003 Act has provided the framework for members' and officers' decision making on applications regarding Premises Licences, Personal Licences and Temporary Event Notices (TENs) since the first appointed day in February 2005.
- 2.2 The Licensing Act 2003 requires the Council to regularly review its Statement of Licensing Policy with reviews being completed at least every five years. Under the provisions of the 2003 Act, before amendments can be made to a policy, the Council must embark on wide ranging consultation.
- 2.3 The current Statement of Licensing Policy now requires reviewing. An updated draft policy has been compiled in accordance with both the 2003 Act and the new Statutory Guidance.

2.4 A copy of the Home Office Revised Guidance issued under section 182 of the Licensing Act 2003 (August 2023) can be found at:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1178789/Revised\\_guidance\\_issued\\_under\\_section\\_182\\_of\\_the\\_Licensing\\_Act\\_2003\\_removal\\_of\\_minor\\_variation\\_relating\\_to\\_off\\_sales.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1178789/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_removal_of_minor_variation_relating_to_off_sales.pdf)

2.5 The draft policy contains no changes to the fundamental intent or direction of the policy but contains amendments necessary to accommodate the changes made to the act, guidance and best practice within the sector over the last 5 years. A copy of the draft policy is provided. (Appendix A)

2.6 As part of the review process officers have conducted an extensive consultation process with members, the public, statutory consultees and the voluntary agencies. A list of consultees is provided. (Appendix B)

2.7 If a new policy is adopted and put in place on 19 October 2023 a further review will be required prior to October 2028 at the latest.

### **3.0 Consultation**

3.1 Between 11 July and 31 August 2023 the draft policy was the subject of an extensive consultation exercise which included Members, Officers, the general public, resident groups, voluntary groups, trade & stakeholder groups and the Responsible Authorities.

3.2 Only five separate responses were received. These were from:

Responsible Authorities:

- Sussex Police Licensing
- WSCC Public Health Lead for Alcohol
- West Sussex Fire & Rescue Service

Other Persons:

- Cllr Hilary Schan- Tarring Ward WBC
- Cllr Claire Hunt - Goring Ward WBC

(Appendix C)

3.3 A&W Legal Services confirmed they had no comments to make.

3.4 Sussex Police, a Responsible Authority, highlighted the trend for premises to seek later and later opening times and the detrimental effects that these extended hours can have on all the licensing objectives. Whilst acknowledging that this is largely a Worthing issue and has yet to develop in Adur, and recognising that blanket conditions are not permitted by the act, the police licensing team request that members note and consider this issue when approving the new policy.

- 3.5 WSCC Public Health Lead for Alcohol, a Responsible Authority, made a detailed representation updating the statistics in section 14 of the policy entitled Alcohol & Health information. The non-contentious statistics provided in the representation have been incorporated into the draft policy attached.
- 3.6 Those representations received from Councillors Schan & Hunt made points that were generally relevant to both the Adur & Worthing policies and broadly supportive of the draft policies. The representations concentrated on general issues such as drink spiking and the protection of women and vulnerable persons. The non-contentious suggestions made in their representations have been incorporated into the draft policy attached.
- 3.7 When reading the draft policy it should be noted that the current policy's text is in grey type, the updated text that was published for consultation is in black type and the recommendations made as a result of consultation that were considered non contentious and valid have been absorbed into the draft and are marked in red.

#### **4.0 Proposals**

- 4.1 Members are invited to consider the enclosed draft Statement of Licensing Policy, the representations received as a result of consultation and either:
- a) Approve the attached draft policy with the minor amendments made as a result of the representations received.
  - b) Reject the draft and detail further major changes required.

#### **5.0 Legal**

- 5.1 The 2003 Act (Section 5) requires that a licensing authority prepare and publish a statement of its licensing policy at least every five years. Such a policy must be published before the authority carries out any function in respect of individual applications and notices made under the terms of the 2003 Act. During the five-year period, the policy must be kept under review and the licensing authority may make any revisions to it as it considers appropriate, for instance in the light of feedback from the local community on whether the licensing objectives are being met.
- 5.2 In determining all licensing matters, the principles of the Human Rights Act 1998 must be taken into consideration.
- 5.3 Members must ensure its policies allow all applications to be considered on their own merits, and in accordance with the principles of natural justice as

well as the provisions of the 2003 Act. All relevant factors must be taken into account, and all irrelevant factors must be disregarded.

5.4 All matters before the Committee must be considered against the backdrop of the Equality Act 2010 and also in accordance with the Council's stated policy on Equalities.

5.5 In accordance with Section 17 of the Crime and Disorder Act 1998 the Council is under a duty to exercise its functions with due regard to the likely effect on, and the need to do all it reasonably can to prevent, crime and disorder in its areas. The possible crime and disorder implications are clearly relevant factors in the consideration of all applications and this is re-emphasised by the 2003 Act itself.

## **6.0 Financial implications**

6.1 There are no financial implications for the Council.

## **7.0 RECOMMENDATION**

7.1 **The Committee is asked to consider the enclosed draft Statement of Licensing Policy and the representations received and recommend a final draft to full Council for adoption.**

**Director for Sustainability & Resources  
Paul Brewer**

### **Principal Author and Contact Officer:**

Simon Jones  
Public Health & Regulation – Team Leader Licensing  
Senior Licensing Officer  
Telephone 01273 263191.

## **Background Papers:**

- Licensing Act 2003  
<https://www.legislation.gov.uk/ukpga/2003/17/contents>
- Guidance issued under section 182 of the Licensing Act 2003 (August 2023)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1178789/Revised\\_guidance\\_issued\\_under\\_section\\_182\\_of\\_the\\_Licensing\\_Act\\_2003\\_removal\\_of\\_minor\\_variation\\_relating\\_to\\_off\\_sales.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1178789/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_removal_of_minor_variation_relating_to_off_sales.pdf)
- Adur District Council's current Statement of Licensing Policy (November 2018)  
<https://www.adur-worthing.gov.uk/licensing-and-permits/consultations-policy-forum/policy-and-forum/#policy>

## **Appendices:**

- Appendix A - Draft Statement of Licensing Policy
- Appendix B - List of Consultees
- Appendix C - Representation received.

Public Health & Regulation – Licensing Unit, Town Hall, Worthing

Ref: SJ/Lic.U/LA03/ Policy Review August 2023

Date: 29 August 2023

SEJ

## **Appendix A – ADC Draft Statement of Licensing Policy**



# ADUR DISTRICT COUNCIL

**Licensing Act 2003**

**Draft Statement of Licensing Policy**

**Draft 2 - August 2023**



ADUR DISTRICT  
COUNCIL

## Statement of Licensing Policy

Contents		Page No.
1.	Introduction	4
2.	Consultation	6
3.	Licensing Activities & Main Principles	6
4.	The Licensing Objectives <ul style="list-style-type: none"><li>● Prevention of Crime and Disorder</li><li>● Public Safety</li><li>● Prevention of Public Nuisance</li><li>● Protection of Children from Harm</li></ul>	9
5.	Applications <ul style="list-style-type: none"><li>● Advice and Guidance</li><li>● Premises Licences &amp; Club Premises Certificates<ul style="list-style-type: none"><li>○ Variation to an existing licence or certificate</li><li>○ Minor Variation</li><li>○ Advertising</li><li>○ Serving applications on Responsible Authorities</li><li>○ Making representation</li><li>○ Relevance</li><li>○ Registering to speak at a hearing</li></ul></li><li>● Personal Licences</li><li>● Designated Premises Supervisors</li><li>● Temporary Event Notices</li><li>● Immigration Act 2016</li><li>● Large events (Events attended by over 5,000 persons)</li></ul>	17
6.	Demand, Saturation & Licensing Hours <ul style="list-style-type: none"><li>● Cumulative Impact</li><li>● Zoning</li></ul>	24



7.	<p>Specific Considerations</p> <ul style="list-style-type: none"> <li>● Alcohol <ul style="list-style-type: none"> <li>○ Shops, Stores and Supermarkets</li> <li>○ Public Houses &amp; Bars</li> </ul> </li> <li>● Late Night Refreshment <ul style="list-style-type: none"> <li>○ Cafes &amp; Takeaways</li> </ul> </li> <li>● Entertainment <ul style="list-style-type: none"> <li>○ Live Music, Dancing &amp; Theatre</li> <li>○ Deregulation</li> </ul> </li> </ul>	27
8.	<p>Granting a Licence, Mediation &amp; Conditions</p> <ul style="list-style-type: none"> <li>● Mediation</li> <li>● Conditions</li> <li>● Specimen Conditions</li> <li>● Duplication and other Regulatory Regimes</li> </ul>	34
9.	Integration of Strategies	36
10.	Delegation	36
11.	Equality & Human Rights	38
12.	<p>Enforcement</p> <ul style="list-style-type: none"> <li>● Review Applications</li> <li>● Other Police Objections</li> </ul>	38
13.	Rights of Appeal	41
14.	Alcohol & Health	42
15.	Information Exchange	44
16.	Policy Review	45
	<p>Appendices</p> <p>Glossary of Terms</p> <p>Exemptions</p>	46



# ADUR DISTRICT COUNCIL

## 1. INTRODUCTION

- 1.1 Adur District is situated in the county of West Sussex which contains seven local councils in total; Adur covers 4,159 hectares and comprises a light industrial coastal area which includes a river & sea port and an airport at Shoreham. It has a population of **just over 64,000** and the main residential centres are Lancing, Sompting, Shoreham, Southwick and Fishersgate. To the north and north-west of the district, there are areas of open parkland and farmland stretching on towards the South Downs.
- 1.2 Adur District Council is the Licensing Authority under the Licensing Act 2003 (as amended by the Violent Crime Reduction Act 2006, the Police & Crime Act 2009, the Police Reform & Social Responsibility Act 2011, Live Music Act 2012, Deregulation Act 2015, Immigration Act 2016 and Licensing Act 2003 (Miscellaneous Amendments) Regulations 2017) and is responsible for the administration and enforcement of the Act within the district of Adur. Adur District Council, hereafter referred to as 'the Licensing Authority', in pursuance of its duties and powers under the Licensing Act 2003 (The Act) formally makes a statement as to its Policy in respect of the provisions of that Act
- 1.3 The aim of this policy, which is written under the terms of the Licensing Act 2003, is to secure the safety and amenity of residential communities while facilitating a sustainable entertainment and cultural industry and whilst promoting the licensing objectives set out in the Act. When considering applications, the Licensing Authority will have regard to this Policy, Statutory Guidance issued under Section 182 of the Act, the Act itself, and, specifically, the Licensing Objectives together with all supporting regulations. This policy is to guide the Licensing Authority in its decision making process. It is not a guide to the Licensing Authority's quite separate role as "Responsible Authority".
- 1.4 The Licensing Authority, in adopting the Licensing Policy (the policy) recognises both the needs of residents for a safe and healthy environment in which to live and work and the importance of safe and well run entertainment & hospitality premises to the local economy and vibrancy of the District. The policy provides guidance to applicants, objectors and interested residents on the general approach the Licensing Authority will take in terms of licensing. Although each licence application must be considered separately on its individual merits, the Licensing Authority in adopting its licensing policy is making it clear that wider considerations other than the fitness of the applicant and suitability of the premises will be taken into account.
- 1.5 The Licensing Authority is aware that certain community buildings have multiple usages for example, by village groups, sports clubs, societies for functions etc. and this may concern applicants when applying for the most suitable licence. The Licensing Authority will provide assistance to such applicants to ensure that the licence they seek is most suited to their particular needs.

- 1.6 Such considerations will include the type of licensed activities, where these are focused, and how these impact both positively, and where appropriate, negatively on the area. For example, positive impacts might include contribution to the local economy, tourism, and cultural development. Negative impacts might include noise, nuisance, crime & disorder. Through this, the main geographical areas where negative impacts occur may be highlighted, although evidence of this will be required.
- 1.7 The type of evidence could include:
- The number of licensed premises and of what sort;
  - How these premises are concentrated;
  - What the current terminal hours are;
  - What variations licensees are likely to seek under the Act;
  - The size of the residential population;
  - The density of the residential population;
  - How residents are likely to be affected by late night licensing;
  - Whether there is a mixed use of residential and licensed premises in close vicinity;
  - The level of crime, and whether it is alcohol related;
  - Where and when crime takes place;
  - The number of noise complaints the Licensing Authority receives, when, what about and their location;
  - The night noise levels, and how these compare with World Health Organisation guidelines on community noise;
  - The type and level of transport provision at night, how many people use it, and whether it will be sufficient;
  - Whether street cleansing resources will be sufficient;
  - A history of problems with particular take away food outlets.
- 1.8 It should be noted, however, that the Licensing Authority considers the effective and responsible management of the premises, instruction, training and supervision of staff and the adoption of best practice to be amongst the most important control measures for the achievement of all the Licensing Objectives. For this reason, the Licensing Authority will expect these elements to be specifically considered and addressed within an applicant's Operating Schedule.
- 1.9 The Licensing Authority, in addition to administering the Licensing act 2003, is also responsible for licensing a wide range of other activities including Taxis (Hackney Carriages & Private Hire), Gambling Establishments, Street Trading, Animal Establishments, Charitable Collections, Scrap Metal Dealers, Sex Establishments, Skin Piercing and Tattoo Parlours.
- 1.10 Members of the public, businesses, charities and other organisations can obtain advice about whether or not an activity requires a licence by contacting, in the first instance, the councils' Public Health & Regulation Team on 01273 263331. Information regarding applications, hearings and licences granted can be found on the Adur & Worthing Councils' website at:  
<https://www.adur-worthing.gov.uk/licensing-and-permits/>

## **2. CONSULTATION**

- 2.1 There are a number of groups who have a stake in the leisure industry, including providers, customers, residents and enforcers, all of whom have views and concerns

that require consideration as part of the licensing function. Due regard will be given to their views when determining or reviewing this policy.

- 2.2 Before publishing this Statement, the Council consulted with Sussex Police, West Sussex Fire & Rescue Service, members of the Adur & Worthing Safer Communities Partnership, West Sussex Safeguarding Children Unit, The Drug & Alcohol Action Team, The Environmental Protection Team and the Head of Community Safety at West Sussex County Council, West Sussex Trading Standards Service, the Public Health Directorate of West Sussex County Council, **Home Office Immigration Team** and bodies representing local holders of premises licences, club premises certificates, personal licences, businesses and residents in the District.
- 2.3 The Licensing Authority may, at its discretion, consult other persons/bodies when determining or reviewing this policy. Such other persons/bodies may include:
- Other District Council services;
  - West Sussex County Council;
  - British Transport Police;
  - Parish Councils
- 2.4 Under the 2003 Act the Council has a legal duty to review its statement of policy at intervals of at least every 5 years and will seek to obtain consensus regarding the main elements of this Policy amongst stakeholder groups, to provide partnership working to achieve high standards and good practice.
- 2.5 This policy will take effect on **1 November 2023**. It will remain in force for a period of not more than five years and will be subject to review and further consultation prior to **1 November 2028**.
- 2.6 Amendments to the Licensing Act have introduced new adoptive powers in the form of
- Early morning restriction orders
  - Late night levy
  - Deregulation of late night refreshment

The Licensing Authority has not introduced these measures but will consult on the adoption of these powers, or the introduction of a Special Saturation Policy, if at any time in the future the imposition of any of these measures is considered necessary to promote the licensing objectives.

### **3. LICENSABLE ACTIVITIES & MAIN PRINCIPLES**

- 3.1 This Policy cannot detail all the factors that influence the achievement of the Licensing Objectives nor can it detail all the control measures that may be appropriate. It should be recognised, however, that this Policy covers a wide variety of premises and associated activities which include:
- Theatres & Cinemas
  - Hotels & Restaurants
  - Public Houses
  - Night-clubs
  - Private Members' Clubs
  - Village Halls & Community Centres

- Certain shops, stores and supermarkets
- Off-licences
- Late night food premises including vehicles
- Temporary & Pop Up Events

3.2 For the purposes of the Act, the following are licensable activities:

- Sale by retail of alcohol.
- Supply of alcohol by or on behalf of a club to, or to the order of, a member of the club.
- Provision of regulated entertainment.
- Provision of late night refreshment.

3.3 The Act provides for four different types of authorisation to regulate the provision of these activities:

- Personal licences:  
To sell or authorise the sale of alcohol from premises in respect of which there is a premises licence.
- Premises Licences:  
To use a premises for licensable activities
- Club Premises Certificates:  
To allow a qualifying club to engage in qualifying club activities as set out in Section 1 of the Act.
- Temporary Event Notices (TENs):  
To carry out licensable activities on a temporary basis

### **Main Principles**

3.4 Nothing in this 'Statement of Policy' will:

- undermine the statutory rights of any person to apply under the 2003 Act for a variety of permissions and have the application considered on its individual merits, and/or
- override the right of any person to make representations on any application or to seek a Review of a licence or certificate where they are permitted to do so under the 2003 Act

3.5. Whilst the Licensing Authority accepts that differing needs apply to the range of premises that may be subject to Premises Licences under the Act, it nonetheless draws attention to the importance of the four Statutory Licensing Objectives (detailed in paragraph 4.1), and the examples cited in the Statutory Guidance to the Act of ways in which licensees can demonstrate support for these Objectives. This can involve, for example:

- Safer Clubbing
- Provision of SIA licensed door supervisors
- Arrangements for the protection of young people
- Membership of a Pubwatch/Shopwatch scheme.

The Licensing Authority will expect applicants, in their Operating Schedules, to demonstrate that their proposals are at least as effective in promoting the Licensing Objectives as those advised in the Statutory Guidance.

3.6 The main principles of the policy are as follows:-

- to reduce crime and disorder;

- to reduce alcohol misuse; and
- to encourage visitors and boost the local economy
- to promote safer communities

- 3.7 The policy is also intended to ensure that the provision of additional opportunities for licensable activities is matched by additional measures enabling the Police, other Responsible Authorities and the Licensing Authority to act promptly to maintain public order and safety.
- 3.8 The policy sets out a general approach to the making of licensing decisions and underpins the provisions of the Licensing Act. It does not seek to undermine the right of any individual to apply under the terms of the Act for a variety of permissions and to have any such application considered on its individual merits.
- 3.9 Similarly, this policy does not override the right of any person to make representations regarding an application or seek a review of a licence or certificate, where provision has been made for them to do so under the Act.
- 3.10 Licensing is about control of licensed premises, qualifying clubs and temporary events, within the terms of the Act and the terms and conditions attached to various permissions will be focused on matters which are within the control of individual licensees and others granted relevant permissions. Accordingly, these matters will centre on the premises and places being used for licensable activities and the vicinity of those premises and places.
- 3.11 The Licensing Authority will primarily focus on the direct impact of the activities taking place at licensed premises and how these may affect members of the public living, working or engaged in normal activity in the area concerned. Licensing law is not a mechanism for the general control of anti-social behaviour by individuals once they are beyond the direct control of the individual, club or business holding a licence, certificate or relevant permission.
- 3.12 Where the Responsible Authorities and other persons do not raise any relevant representations about an application made to the Licensing Authority, it is the duty of the Licensing Authority to grant the licence or certificate subject only to any mandatory conditions prescribed in the 2003 Act itself and conditions that are consistent with the Operating Schedule. The Operating Schedule will not simply be replicated but the wording from an applicant's operating schedule will be interpreted in accordance with the applicant's intention and be appropriate, proportionate and enforceable for the promotion of the licensing objectives.
- 3.13 The Licensing Authority may not impose any additional conditions unless its discretion has been engaged by a relevant representation and it has been satisfied, at a hearing, that it is appropriate to impose conditions due to the representations raised. It may then only impose conditions it considers appropriate to promote the licensing objectives arising out of the consideration of the representations. However, in order to minimise problems and the necessity for hearings, it would be sensible for applicants to consult with the Responsible Authorities when schedules are being prepared. This would allow for proper liaison before representations prove necessary.

## 4. THE LICENSING OBJECTIVES

4.1 The Statutory Licensing Objectives are:-

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

The Licensing Authority recognises that each objective is of equal importance and that there are no other statutory Licensing Objectives so that the promotion of the four objectives is paramount to its considerations at all times.

4.2 In addition, the legislation also supports a number of other key aims and purposes. The Licensing Authority considers these vitally important and should be principal aims for everyone involved in licensing work. They include:

- 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 take action 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; and
- Encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may impact upon them.

4.3 In respect of each of the four Licensing Objectives, applicants will need to provide evidence to the Licensing Authority that suitable and sufficient measures, as detailed in their Operating Schedule, will be implemented and maintained, relevant to the individual style and characteristics of their premises and events. Reference will need to be made as to whether additional measures will be taken on an occasional or specific basis such as when a special event or promotion is planned, which may pose additional risks that need to be controlled.

4.4 The Licensing Authority considers the effective and responsible management of the premises, instruction, training and supervision of staff and the adoption of evidence based best practice to be amongst the most important control measures for the achievement of all the Licensing Objectives. For this reason, the Licensing Authority will expect these elements to be specifically considered and addressed within an applicant's Operating Schedule.

- 4.5 The Premises Licence will in some cases not stipulate a maximum capacity for a venue or small event. However, the Licensing Authority will expect existing licence holders and applicants to have in place a Fire Safety Risk Assessment that complies with the Regulatory Reform (Fire Safety) Order 2005 and includes a safe occupancy level for a premises or event. The design and layout of premises are important in determining capacity, as is the availability and size of exits within recommended travel distances. Other factors should also be considered when assessing the appropriate capacity for premises or events. These include the:-
- Nature of the premises or event;
  - Nature of the licensable activities being provided;
  - Provision or removal of such items as temporary structures, including a stage, or furniture;
  - Number of staff available to supervise people attending the premises under normal circumstances and in the event of an emergency;
  - People attending the premises, including those with disabilities or special needs;
  - Availability of suitable and sufficient sanitary accommodation;
  - Adequate ventilation
- 4.6 Each Responsible Authority will be an expert in their respective field, and in some cases it is likely that a particular Responsible Authority will be the Licensing Authority's main source of advice in relation to a particular Licensing Objective. For example, the police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area. The police should usually, therefore, be the Licensing Authority's main source of advice on matters relating to the promotion of the crime and disorder Licensing Objective. However, any Responsible Authority under the 2003 Act may make representations with regard to any of the Licensing Objectives if they have evidence to support such representations. The Licensing Authority will consider all relevant representations from Responsible Authorities carefully, even where the reason for a particular Responsible Authority's interest or expertise in the promotion of a particular objective may not be immediately apparent. However, it remains incumbent on all Responsible Authorities to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.
- 4.7 The Licensing Authority is included in the list of Responsible Authorities. The 2003 Act does not require Responsible Authorities to make representations about applications for the grant of Premises Licences or to take any other steps in respect of different licensing processes. It is, therefore, for the Licensing Authority to determine when it considers it appropriate to act in its capacity as a Responsible Authority; the Licensing Authority should make this decision in accordance with its duties under section 4 of the 2003 Act.
- 4.8 Licensing Authorities are not expected to act as Responsible Authorities on behalf of other parties (for example, local 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 take action and the Licensing Authority is aware of relevant grounds to make a representation, it may choose to act in its capacity as a Responsible Authority.



## Prevention of Crime & Disorder

- 4.9 The Licensing Authority places huge importance on the prevention of crime & disorder and is committed to further reducing crime & disorder within the Adur District and to helping people feel safe.
- 4.10 Section 17 of the Crime & Disorder Act 1998 introduced a wide range of measures for preventing crime & disorder and imposed a duty on the District Council, Sussex Police, West Sussex County Council and others to consider crime & disorder reduction in the exercise of all their duties. The Licensing Act 2003 complements this duty for Licensing Authorities.
- 4.11 Possible crime & disorder implications are clearly relevant factors in the consideration of all applications and this is re-emphasised by the Licensing Act 2003 itself, the Guidance issued under section 182 to the Act and this policy. The Licensing Authority will give "due regard" to all possible implications and its Licensing Committee will always consider all the information available and relevant representations made, including those from the public and the Responsible Authorities, particularly the Police.
- 4.11 The promotion of the Licensing Objective to prevent crime & disorder places a responsibility on licence holders to work together in partnership to achieve this objective, and are strongly recommended to become members of any relevant Shop watch/Pub watch schemes operating in their locality. Applicants will be expected to demonstrate, in their Operating Schedule, that suitable and sufficient measures have been identified and will be implemented and maintained to minimise or prevent crime & disorder in and around the vicinity of their premises, relevant to the individual style and characteristics of their premises and events.
- 4.12 When addressing the issue of crime & disorder, an applicant must demonstrate that those factors that impact on crime & disorder have been considered. These specifically include:-
- Underage drinking
  - Drunkenness on premises
  - Public drunkenness
  - Drugs (especially through an agreed Venue Drugs Policy)
  - Violent behaviour
  - Anti-social behaviour
  - Lewd and offensive behaviour

4.13 Drink spiking is when someone puts drugs or alcohol into a person's drink without their consent. It can include putting alcohol into a non-alcoholic drink, adding extra alcohol to an alcoholic drink or slipping prescription or illegal drugs into an alcoholic or non-alcoholic drink. It can be difficult to tell whether a drink has been spiked, as substances used for spiking usually have no taste, odour or colour. Needle spiking is when someone injects a victim with a substance using a hypodermic needle (or other form of administration such as a combi-pen).

Reports of spiking in the UK have increased every year since 2016 but is still believed to be an underreported crime. Spiking is an awful crime that can affect victims' physical and mental health, their emotional wellbeing, and can have lasting repercussions on their lives. The Licensing Authority would expect the licence holder and the DPS of a premises to seek advice and take measures to tackle spiking within their venue and report all incidents to the Police.

## Public Safety

- 4.13 The Licensing Authority is committed to ensuring that the safety of any person visiting a licensed venue is not compromised. To this end, applicants will be expected to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to ensure public safety, relevant to the individual style and characteristics of their premises and events.
- 4.14 Different types of premises present a mixture of risks, with many common to most premises and others unique to specific operations. It is essential that premises are constructed or adapted and operated so as to acknowledge and safeguard occupants against these risks. When addressing the issue of public safety, an applicant must demonstrate that those factors that impact on public safety have been considered. These may include the:-
- Condition, design and layout of the premises, including the means of escape in case of fire;
  - Maximum numbers of people attending the premises in accordance with Fire Safety and Health & Safety guidance
  - Use of CCTV
  - Nature of the activities to be provided, in particular the sale or supply of alcohol, whether those activities are of a temporary or permanent nature; the hours of opening and hours of operation of the those activities;
  - Customer profile (e.g. age, disability etc.);
  - Use of special effects such as lasers, pyrotechnics, smoke machines, foam machines etc.
- 4.15 The following examples of control measures are given to assist applicants and are considered to be amongst the most important to be taken into account in an Operating Schedule, having regard to their particular type of premises and/or activities:
- Suitable and sufficient risk assessments;
  - Effective and responsible management of premises and implementing the conclusions of any risk assessments;
  - Provision of a sufficient number of people, including licensed door supervisors, employed or engaged to secure the safety of everyone attending the premises or event;
  - Appropriate instruction, training and supervision of those employed or engaged to secure the safety of everyone attending the premises or event;
  - Adoption of existing and future best practice guidance;
  - Provision of effective CCTV in and around premises;
  - Provision of toughened, shatterproof or plastic glasses;
  - Implementation of crowd management measures;
  - Regular maintenance, testing and certification where appropriate, of procedures, appliances, systems etc. pertinent to safety;
  - Emphasis on social drinking in a seated position rather than encouraging a “stand up drinking culture”.
- This Policy applies to a wide range of premises and activities and the Licensing authority recognises that the above list is not exhaustive and will not be relevant in all cases.
- 4.16 The Licensing Authority will expect Operating Schedules and Fire Risk Assessments to satisfactorily address issues and new applicants are advised to seek advice, where necessary, from Council Licensing Officers and the West Sussex Fire & Rescue Service before preparing their plans and Schedules.

4.17 The Licensing Authority will consider attaching conditions to licences and permissions to promote public safety. In attaching conditions the authority will seek to avoid duplication with the requirements of other regulatory regimes, for example legislation covering health and safety at work and fire safety.

### **Prevention of Public Nuisance**

4.18 Licensed premises have a significant potential to impact adversely on communities through public nuisances which can arise from their operation. The Licensing Authority recognises the need to maintain and protect the amenity of residents, visitors and other businesses from the potential consequence of the operation of licensed premises, whilst balancing the rights of licensed premises to develop their business potential.

4.17 The Licensing Authority understands 'public nuisance' to include such issues as noise and disturbance, light, odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.

4.18 Applicants will be expected to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained with the intention of preventing public nuisance, relevant to the individual style and characteristics of their premises and events.

4.19 The Licensing Authority recognises the intention of the legislation in seeking to achieve a more flexible licensing regime with the concept of greater diversity of operating hours than previously existed. Conversely, it must be appreciated that premises seeking to provide late or unrestricted hours of operation can present a greater potential for public nuisance and adversely affect residential amenities. As such, there will be occasions when proposals for extended or unrestricted hours of operation will be unsuitable.

4.20 When addressing the issue of prevention of public nuisance, an applicant must demonstrate that those factors that impact on the likelihood of public nuisance have been considered. These will include:-

- the location of premises and proximity to residential and other noise sensitive premises (e.g. hospitals, hospices, places of worship etc);
- effective and responsible management and supervision of the premises and associated open areas;
- the hours of opening;
- the nature of activities to be provided, the customer profile, whether the activities are of a temporary or permanent nature and whether they are to be held inside or outside premises;
- the design and layout of premises and in particular the presence of noise limiting and/or noise insulating features;
- the number of people attending the premises;
- the availability of public transport;
- a 'wind down' period between the end of the licensable activities and closure of the premises;
- a last admission time.

4.21 The following examples of control measures are given to assist applicants and are considered to be amongst the most important to be taken into account in an Operating Schedule, having regard to their particular type of premises and/or activities:-

- Effective and responsible management and supervision of premises and associated open areas;
- Appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance;
- Control of opening hours for all or part (e.g. garden areas) of the premises and the operation of noise generating plant and equipment;
- Adoption of existing and future best practice guidance (e.g. Good Practice Guide on the Control of Noise from Pubs and Clubs produced by the Institute of Acoustics);
- Where appropriate, the installation of acoustic insulation, suitably controlled, sited and silenced ventilation or air conditioning systems and sound insulation or sound limiting devices;
- Management of people, including staff, and traffic (and resulting queues) arriving and leaving premises;
- Liaison with public transport providers;
- Siting of external lighting, including security lighting;
- Management arrangements for collection and disposal of litter;
- Effective ventilation systems to prevent nuisance from odour.

### **Protection of Children from Harm**

4.22 Nothing in this statement of policy limits the access of children to licensed premises unless it is necessary for the prevention of harm to children. No statement of policy can anticipate every issue of concern that could arise in respect of children and individual premises. Because of this, general rules will be avoided. Consideration of the individual merits of each application remains the best mechanism for judging such matters.

4.23 The protection of children is a most important issue. It is hoped that family friendly premises will thrive, but the prevention of harm to children remains of paramount importance when determining applications.

4.24 The protection of children from harm includes the protection of children from moral, psychological and physical harm and, in relation to the exhibition of films or transmission of programmes or videos, includes the protection of children from exposure to strong language, sexual expletives and disturbing images. In certain circumstances children are more vulnerable and their needs will require special consideration. This vulnerability includes their susceptibility to suggestion, peer group influences, inappropriate examples, the unpredictability of their age and their lack of understanding of danger.

4.25 The Licensing Authority considers that there should be no presumption either of giving children access or of preventing their access to licensed premises. The Licensing Authority has no intention of imposing conditions requiring the admission of children and, where no licensing restriction is necessary, admission of children will remain entirely a matter for the discretion of the individual licensee or Club.

4.26 Applicants will be expected to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained

to protect children from harm, relevant to the individual style and characteristics of their premises and events.

4.27 Whilst children may be adequately protected from harm by the action taken to protect adults, they may also need special consideration and no policy can anticipate every situation. When addressing the issue of protecting children from harm, an applicant must demonstrate that those factors that impact on harm to children have been considered. These may include the potential for children to be exposed to:-

- Drugs, drug taking or drug dealing;
- Gambling;
- Activities of an adult or sexual nature;
- Incidents of violence or disorder;
- Environmental pollution such as noise or smoke;
- Special hazards such as falls from heights;
- Opportunities to purchase, acquire or consume alcohol.

4.28 It is an offence to:

- To sell alcohol to someone under 18 years of age anywhere.
- For an adult to buy or attempt to buy alcohol on behalf of someone under 18. (Retailers can reserve the right to refuse the sale of alcohol to an adult if they're accompanied by a child and think the alcohol is being bought for the child.)
- For someone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol.
- For someone under 18 to drink alcohol in licensed premises, except where the child is 16 or 17 years old and accompanied by an adult. In this case it is legal for them to drink, but not buy, beer, wine and cider with a substantial table meal.
- For an adult to buy alcohol for someone under 18 for consumption on licensed premises, except as above.
- To give children alcohol if they are under five.

It is not illegal:

- For someone over 18 to buy a child over 16 beer, wine or cider if they are eating a table meal together in licensed premises.
- For a child aged five to 16 to drink alcohol at home or on other private premises.

4.29 Licence holders are encouraged to consider carefully ways to ensure that the sale of alcohol is restricted to those over the age of 18. Popular schemes include the 'Challenge 25 scheme' whereby if the individual looks under 25; they are required to prove that they are over the age of 18 when buying alcohol or tobacco. Acceptable forms of proof are: a photo card driver's licence, passport or PASS. PASS is the national guarantee scheme for proof-of-age, which is fully supported by the Home Office. Applicants are encouraged to introduce such schemes and detail them in operating schedules. The council may impose conditions requiring such schemes if relevant representation is received. Special care should be exercised and the licensed trade should be alert to counterfeit IDs and their fraudulent use.

4.30 In addition to a 'Challenge 25 Scheme' the following examples of control measures are given to assist applicants and are considered to be amongst the most essential

that applicants should take account of in their Operating Schedule, having regard to their particular type of premises and/or activities:

- Effective and responsible management of premises;
- Provision of a sufficient number of people employed or engaged to secure the protection of children, including child performers, from harm;
- Appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm;
- Adoption of best practice guidance (Public Places Charter);
- Limitations on the hours when children may be present in all or parts of the premises;
- Limitations or exclusions by age when certain activities are taking place;
- Imposition of requirements for children to be accompanied by an adult;
- Acceptance of accredited 'proof of age' cards and/or 'new type' driving licences with photographs

4.31 In exceptional circumstances conditions restricting access or excluding children completely may be considered necessary. The Licensing Authority will not impose conditions requiring the admission of children to any premises. Where no licensing restriction is necessary, this will remain a matter for the discretion of the individual licensee or club.

4.32 The West Sussex County Council's Children's Safeguarding Unit is responsible for and interested in matters relating to the protection of children from harm. The Licensing Authority recognises that the Head of Safeguarding is competent to advise it on such matters.

4.33 The Licensing Authority supports the Portman Group's Code of Practice on the naming, packaging and promotion of alcoholic drinks to the licensing trade.

### **Children and cinemas**

4.34 Films cover a vast range of subjects, some of which deal with adult themes and/or contain, for example, scenes of horror or violence that may be considered unsuitable for children within certain age groups. No film shall be exhibited in a licensed premises unless it has received a "U", "PG", "12A", "15" or "18" certificate from the British Board of Film Censors or the British Board of Film Classification or has been approved, in writing, by the Licensing Authority, Adur District Council. The council may impose suitable conditions, for example requiring licensees to restrict children from viewing age-restricted films. Films requiring approval from the Licensing Authority should be presented to the council at least 28 days before the proposed date of screening.

### **Children and public entertainments**

4.35 Many children go to see and/or take part in an entertainment arranged especially for them, for example children's film shows, and additional arrangements are required to safeguard them while at the premises.

4.36 Where such entertainment is due to take place, the Licensing Authority will ordinarily impose a requirement for a specified number of adults to be present at the places of public entertainment to control the access and egress of children and to assure their safety. The number of adults required will be calculated on the basis of a risk assessment undertaken by the applicant and taking into consideration the size of the

venue, the number and ages of the children present, the type of activity involved and any requirements included in the Children's Acts.

- 4.37 The Licensing Authority will expect the submitted Operating Schedules and Fire Risk Assessments to satisfactorily address these issues and will consider attaching Conditions to licences and permissions to prevent harm to children.

## **5. APPLICATIONS**

- 5.1 The Council as the Licensing Authority will ensure that all relevant information is available on how to make applications for licences and other permissions under the Act. A full list of Responsible Authorities and their appropriate contact details is available on the Councils' website together with all relevant application forms and guidance. In addition the Council will ensure that information and advice, regarding making representations and applying for a Review of a Premises Licence, is also available.

### **Advice and Guidance**

- 5.2 The Licensing Authority recognises the cultural, social and business advantage that premises and events requiring a licence under the Act can provide and the diversity of activities that are provided by licence holders. For this reason, pre-application discussions will be encouraged to assist applicants develop their Operating Schedule. The Licensing Authority will offer as much advice and guidance to applicants as resources permit.
- 5.3 The Licensing Authority will encourage applicants and those who may make representations to work together in order to resolve areas of concern about an application. However, once an application has been lodged, there are statutory timescales imposed upon the application and determination processes which may then restrict the opportunity for discussion and liaison.

### **Premises Licences & Club Premises Certificates**

- 5.4 A Premises Licence or Club Premises Certificate is required where regulated activities are regularly going to take place. Application for a Premises Licence or Club Premises Certificate must be made in the prescribed manner and include a scale plan of the premises and the relevant fee.
- 5.5 The application forms for Premises Licences and Club Premises Certificates (new and variations) require the applicant to state in their Operating Schedule the steps they will take to promote the Licensing Objectives. Applicants are reminded that any information contained within the Operating Schedule may be converted into enforceable conditions of the licence and this will occur even where there is no hearing.
- 5.6 Application forms and advice are available from the Council's Public Health & Regulation - Licensing Unit website or by contacting the Licensing Unit.

<http://www.adur-worthing.gov.uk/licensing-and-permits/>

## Variation to an existing licence or certificate

- 5.7 Where a Premises Licence holder or Club Premises Certificate holder wishes to amend their licence the licence holder may, in most cases, make an application to vary rather than an application for a new Premises Licence or Club Premises Certificate. However, a 'Variation' application cannot be made to extend the period for which the licence has effect (i.e. where there is a time limited premises licence) or vary substantially the premises to which it relates. 'Substantially' is not defined in the Act or Guidance, but this Licensing Authority takes it to mean 'large or considerable' and this will ultimately depend on the individual circumstances of the case. Normally an application for extended hours would be expected to be made by way of an application for a Variation.

## Minor Variation to an existing licence or certificate

- 5.8 Under changes made to the act in 2009 minor variations that will not impact adversely on the Licensing Objectives, such as minor structural alterations, are subject to a simplified 'Minor Variation' process. Under this process, the applicant is not required to advertise the application in a newspaper or copy it to the Responsible Authorities. However, they must display a notice on the premises in accordance with regulation for a period of ten working days. On receipt of a Minor Variation application the Licensing Authority must consider whether the variation could impact adversely on the Licensing Objectives and can consult any of the Responsible Authorities it deems necessary. Decisions on Minor Variations are delegated to licensing officers at this authority as recommended by the Government.

## Advertising

- 5.9 Applicants must comply with the Licensing Act 2003's regulations when advertising their applications for a Premises Licence, Club Premises Certificate or Variation by displaying a prescribed blue notice for 28 days on the exterior of the premises **in clear view of the passing public** and placing an advertisement in the legal section of a local newspaper (Shoreham, Lancing or Worthing Herald or The Argus). If advertising irregularities are found the advertising period may, at the discretion of the Senior Licensing Officer, be re-started or extended.
- 5.10 All new applications, variation applications and applications to review Premises Licences or Club Premises Certificates are detailed on the Councils' website together with scheduled hearing dates and the results of each application.

## Serving Applications on Responsible Authorities

- 5.11 New applications, variation applications and applications to review Premises Licences or Club Premises Certificates must be made to the Licensing Authority with copies served on each of the Responsible Authorities on the same day. If an application is made on-line through the Government Portal, which can be accessed through the Councils' website, the Licensing Authority will provide the Responsible Authorities with copies of the application electronically.

## Making representation

- 5.12 Responsible Authorities may make representations on applications for Premises Licences or Club Premises Certificates, their Variation or Review. Only the Police and Public Health & Regulation Environmental Team may object to a Temporary Event



Notice (TEN) and only the Police to Premises Licence Transfers, Variations of Designated Premises Supervisors and Personal Licence applications.

- 5.13 In addition to the Responsible Authorities 'any person' can make relevant representation to the Licensing Authority on applications for the grant, variation or review of a Premises Licence or Club Premises Certificate. In addition, any person may apply for a Review of a Premises Licence or Club Premises Certificate.
- 5.14 Representations must be made in writing and must be received by the Licensing Unit within the relevant statutory consultation period. Representations received after the close of consultation cannot be considered, save in exceptional circumstances.
- 5.15 Representations regarding an application may be positive or negative, although only negative representations would result in a Licensing Sub-Committee hearing and determination of an application.
- 5.16 Where relevant representation regarding an application has been received and a 'Notice of Hearing' is served on an applicant, the Licensing Authority is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide the applicant with copies of the relevant representations in full. Only in exceptional circumstances where there are genuine fears of intimidation or violence if the representor's personal details were divulged to the applicant can the Licensing Authority consider taking alternative approaches.

## Relevance

- 5.17 The Licensing Authority will carefully consider the weight it attaches to each relevant representation based on the:
- content of the representation and its relevance to the Licensing Objectives
  - size and nature of the premises
  - distance of the premises from the person making the representation
  - potential impact of the premises on the person making representation (nature of application, number of customers, routes likely to be taken by customers)
- 5.18 Representations must be made in writing and must be received by the Licensing Unit within the relevant statutory consultation period. Representations received after the close of consultation cannot be considered, save in exceptional circumstances.
- 5.19 Responsible Authorities and 'any other person' may make representation regarding a Premises Licence or Club Premises Certificate application and their representation should not be excluded based on the distance they live or work from a premise but on the representation's relevance to the Licensing Objectives. However, the vast majority of individuals making representations are persons residing, or persons involved in a business, in the vicinity of that licensed premise. In making a decision as to what weight to attach to a relevant representation the Licensing Authority may consider whether the individual is likely to be directly affected by disorder or disturbance occurring, or potentially occurring, on those premises or immediately outside the premises. In other words, it is the impact of issues relating to the four Licensing Objectives that is the key consideration. Each representation will be judged on its own merit.
- 5.20 Upon receiving a representation, officers of the Licensing Authority may assess whether the application is likely to have any affect on the individual making representation. If the grant of the licence is considered to have absolutely no

implications for the individual making representation the officers may choose to consult with the Chair of the Licensing Committee and legal advisors. The Senior Licensing Officer is empowered to make a decision, which would result in the representation not going before the Licensing Committee.

- 5.21 In borderline cases the benefit of doubt will be given to the person making representation and the representation will be included in the agenda for the Licensing Committee or Sub-Committee to determine what weight, if any, to apportion to it.
- 5.22 Any representation which in the opinion of the Senior Licensing Officer appears on a balance of probabilities to be irrelevant, frivolous or vexatious shall not be considered. The Senior Licensing Officer is empowered to make a decision, which would result in the representation not going before the Licensing Committee.
- 5.23 In cases of doubt as to whether a representation is irrelevant, frivolous or vexatious the Senior Licensing Officer will consult with the Chair of the Licensing Committee or with legal advisors as appropriate.
- 5.24 Where persons or organisations, such as Councillors, MPs, Solicitors, Agents, Trade Unions and Residents/Tenants Associations are representing others such as members of the public, residents or businesses the Licensing Authority reserves the right to require written evidence that a person does represent the person(s) it claims to.

### **Registering to speak at a hearing**

- 5.25 Any person making a relevant representation that wishes to speak or be represented at a Licensing Committee or Sub-Committee hearing is expected to inform the Licensing Authority of their intention at least five working days before the hearing. Failure to do so may result in such a person not being heard, although the Chair may exercise their discretion and allow the person to speak.

### **Personal Licences**

- 5.26 Personal Licences are required to supervise the sale of alcohol in any premise including pubs, off-licences, restaurants, hotels etc. An application for a Personal Licence is made to the Licensing Authority for the area in which an individual resides. That Licensing Authority will then be responsible for continuing to licence the individual, even if they move away from the area.
- 5.27 Personal Licences are valid for the life of the holder and there are various duties on the holder. The courts can forfeit an individual's licence if they are convicted of various offences. The Police have the right to object to the issue of a Personal Licence on the grounds of crime prevention if the applicant has a relevant criminal conviction.
- 5.28 As required under the Licensing Act 2003 (Personal Licences) Regulations 2005, Personal Licence applications must be accompanied by two photographs of the applicant, one of which is endorsed with a statement verifying the likeness of the photograph to the applicant signed by a solicitor, notary, a person of standing in the community or any individual with a professional qualification. Individuals applying for a Personal Licence must be entitled to work in the UK. A list of documents which an applicant may provide to demonstrate their entitlement to work in the UK is published on gov.uk website and the Councils' website. Applicants will be required to provide a

basic Criminal Conviction Certificate and the appropriate Licensing Qualification. Applications not conforming to the requirements of the regulations as stated above will be rejected. Similarly the required criminal conviction check required shall not be accepted if issued earlier than one calendar month before receipt of the application by the Licensing Authority.

- 5.29 Personal Licence holders are encouraged, when authorising members of staff to sell alcohol, to keep a record of the authorisation. It is recommended that any authorisation should state who has been authorised and for what period. It is also considered to be good practice for personal licence holders to train staff as to their responsibilities in relation to the service of alcohol, **and keep a record of the training** even, if not required as a term of the Premises Licence.
- 5.30 Personal Licence holders have a legal obligation to notify the Licensing Authority as soon as reasonably practicable of any change of name or address or conviction for a relevant or foreign offence as defined in the Licensing Act 2003.
- 5.31 Where a Personal Licence holder is convicted by a court for a Relevant Offence, the court is under a duty to notify the Licensing Authority of the conviction and of any decision to order that the Personal Licence is suspended or declared forfeit.
- 5.32 The Policing and Crime Act 2017 gives the Licensing Authority the power to revoke or suspend Personal Licences. This is a discretionary power and the Licensing Authority is not obliged to give consideration to all Personal Licence holders subject to convictions for Relevant Offences, Foreign Offences or Civil Penalties for Immigration matters. When a Licensing Authority has granted a Personal Licence and becomes aware that the licence holder has been convicted or been required to pay an immigration penalty, the Licensing Authority may revoke the licence or suspend it for a period of up to six months. The decision to revoke or suspend a Personal Licence must be made by a Licensing Committee and the licence holder and Police will be given opportunity to make representations to the committee considering the matter. The licence holder has a right of appeal to the courts if a licence is revoked or suspended.

### **Designated Premises Supervisors**

- 5.33 The 2003 Act provides that, where a Premises Licence authorises the supply of alcohol, a mandatory condition is that no supply of alcohol may be made at a time when no Designated Premises Supervisor (DPS) has been specified on the licence. That individual must hold a valid Personal Licence.
- 5.34 The Licensing Authority expects that the DPS will spend a significant amount of time on the licensed premise. When not on the premises and unless exceptional circumstances prevail, the DPS must be contactable.
- 5.35 When not available on the premises a DPS should nominate and brief a competent, authorised 'Person in Charge' to act in their absence. The DPS is expected to give such delegation in writing to confirm this. It is expected that the nominated person will normally be a Personal Licence holder. However, the overall responsibility for the supervision of alcohol sales will always remain with the DPS.
- 5.36 The 2003 Act was amended in 2009 to allow certain Community Premises which have, or are applying for, a Premises Licence that authorises alcohol sales to also apply for the disapplication of certain mandatory conditions. Such applications can

only be made by a committee or board of individuals with responsibility for the management of the premises. If such an application is successful, the main effect is that the licence holder becomes responsible for the supervision and authorisation of all alcohol sales and there will be no requirement for a DPS/Personal Licence holder.

- 5.37 Community Premises are defined as premises that are or form part of a church hall, chapel hall or other similar building; or a village hall, parish hall or community hall or other similar building.

### **Temporary Event Notices**

- 5.38 Temporary Event Notices (TENs) can be used by individuals to authorise relatively small-scale ad hoc events held in or on any premises involving no more than 499 people at any one time. For a standard TEN the premises user must, no later than 10 clear working days before the day on which the event is to start, give a copy of the notice to the council's Licensing Unit, together with the statutory fee. Copies of the notice must also be served on the Police and Environmental Protection Team on the same day. To accommodate more spontaneous events, where organisers have had only a very short period to prepare, changes to the act have established the 'Late TEN' which are not intended for use on a normal basis but only in exceptional circumstances. For a Late TEN 5 clear working days' notice is required. Anyone aged 18 or over can give a maximum of five standard TENs, including 2 Late TENs, per calendar year. Personal Licence holders can give a maximum of fifty TENs, including 10 Late TENs, per calendar year. TENs are subject to other maximum limits, as set out below.
- 5.39 Each event covered by a TEN can last up to 168 hours (7 days) and no more than fifteen TENs can be given in respect of any particular premises in any calendar year, subject to a maximum aggregate duration of the periods covered by TENs at any individual premises of 21 days in any year. There must be a minimum of 24 hours between events notified by a premises user or associates of that premises user in respect of the same premises.

**The Alcohol Licensing (Coronavirus) (Regulatory Easements) (Amendment) Regulations 2021 (The Regulations) have amended the limits prescribed by the Licensing Act to increase the allowance for temporary event notices from 15 to 20 and increase the maximum number of days on which temporary events may be held from 21 to 26. This increase only applies in the years 2022 and 2023.**

- 5.40 Under the 2003 Act 'premises' can mean any place. Events authorised under a TEN will therefore not always be in a building with a formal address and can take place, for example, in public parks and plots within larger areas of land. In all cases, the premises user will be required to provide a clear description of the area in which they propose to carry on licensable activities, including whether the premises are, for example, an open field or a beer tent.
- 5.41 Provided that the criteria set out above are met, only Sussex Police and/or the Public Health & Regulation Environmental Health Team may intervene to prevent an event covered by a TEN notice taking place or agree a modification of the arrangements for such an event. If the Police or Environmental Health team serve a Notice of Objection, relating to concerns regarding any of the four Licensing Objectives, in the case of a standard TEN a hearing will be convened to consider the issues, however in the case of a Late TEN the act allows no right of hearing and the event will simply not be allowed to proceed.

- 5.42 Temporary events involving more than 499 persons being present at any one time or that don't qualify for a TEN for any other reason will require a Temporary Premises Licence.
- 5.43 Although only 10 clear working days' notice need be given for a standard TEN and only 5 clear working days' notice need be given for a 'Late TEN' the Licensing Authority strongly recommends that at least 28 days' notice be given so that proper guidance can be given to the organisers. The Licensing Authority can provide local advice about issues which may be of concern to residents, such as noise, road closures, use of pyrotechnics, the need to prevent anti-social behaviour and matters such as health and safety.

### **Immigration Act 2016**

- 5.44 The Immigration Act 2016 places a duty on the council to ensure that all applicants for Premises & Personal Licences have the right to work and licences are not issued to persons who do not have the correct 'right to work' documentation.
- 5.45 The Licensing Authority must be satisfied that an applicant has the right to work in the UK. Applicants are required to submit one of the documents listed at Annex A of the Home Office's Employer right to work checks supporting guidance published on the gov.uk website or as an alternative to using one of the documents listed, applicants can choose to demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.
- 5.46 A person is disqualified from applying for a Personal Licence or a Premises Licence by reason of their immigration status if:
- The person requires leave to enter or remain in the UK and has not been granted it; or
  - The person's leave to enter or remain in the UK:
    - is invalid
    - has ceased to have effect (whether by reason of curtailment, revocation, cancellation, passage of time, or otherwise), or
    - is subject to a condition preventing the person from doing work of that kind.
- 5.47 The Licensing Authorities will not discriminate against anyone. All applicants will be treated in the same way during the licence application process. Assumptions will not be made about a person's right to work in the UK or their immigration status on the basis of their nationality, ethnic origin, accent, the colour of their skin, or the length of time they have been resident in the UK.
- 5.48 If an applicant has restrictions on the length of time they may work in the UK, a premises licence or personal licence may still be issued. However, the licence will cease to have effect when the right to work lapses.

### **Large events (Events attended by over 5,000 persons)**

- 5.49 Organisers of festivals or concerts who require a temporary or permanent Premises Licence are strongly advised to contact the Licensing Authority at least six months prior to the event, although there is no statutory requirement to do so. However, whilst a premises licence could be granted after 28 days of application being served, applicants should be aware that the processing time for an application that receives relevant representation can be up to two months.

- 5.50 Organisers should also have early discussions with the Responsible Authorities such as the Police, Environmental Health Dept. and the Fire & Rescue Service. For some events a single Premises Licence may be sought to cover a wide range of activities at varied locations within the premises. This would involve the preparation of a substantial Operating Schedule, and the Responsible Authorities can offer advice and assistance about its preparation.
- 5.51 For some events a Safety Action Group (SAG) may be required. SAGs are usually coordinated by the Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities, and are not empowered to approve or prohibit events from taking place. However, the Licensing Authority will expect event organisers applying for a premises licence to fully engage in any SAG but, with others involved in the running of an event, the licence holder will retain the principal legal duties for ensuring public safety and promoting the licensing objectives.

## **6. DEMAND, SATURATION & LICENSING HOURS**

- 6.1 In accordance with the Government's guidance the Licensing Authority recognises that demand is not a relevant criterion in considering an application under the Act.

### **Licensing Hours**

- 6.2 The Government has acknowledged that different licensing approaches may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the Licensing Authority power to make decisions regarding licensed opening hours as part of the implementation of its licensing policy statement. The guidance recognises that local licensing authorities are best placed to make such decisions based on their local knowledge and in consultation with other responsible authorities. However, the Council will always consider each application on its own merit and will not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application.
- 6.3 Consideration will be given to the individual merits of each and every application. However, it is recognised, following Government recommendation, that flexible licensing hours permitting the sale of alcohol are important to ensure that concentrations of customers leaving premises simultaneously are avoided. Fixed and artificially early closing times promote, in the case of sales of alcohol, rapid binge drinking close to closing times; and are a key cause of disorder and disturbance when large numbers of customers are required to leave premises simultaneously. This in turn produces friction, particularly between young people, and gives rise to disorder and peaks of noise and other nuisance behaviour particularly in and around late night fast food outlets, taxi ranks and other sources of transport.
- 6.4 The Licensing Authority recognises the aim of reducing concentrations and achieving slower dispersal of people from licensed premises through a variety of opening and closing times. Arbitrary restrictions that will undermine this principle of flexibility will, where possible, be avoided.

- 6.5 The Licensing authority will generally consider the licensing of shops, stores and supermarkets to sell alcohol for consumption off the premises at any time they are open for shopping. However, it may consider that in some circumstances there are very good reasons for restricting those hours and these are detailed in paragraphs 7.1 to 7.13 below.

## Zoning

- 6.6 Zoning refers to the setting of fixed trading hours within designated areas. Experience in Scotland has demonstrated that zoning leads to the significant movement of people across boundaries in search of premises opening later and puts greater pressure on town centres than is necessary. It is further recognised that zoning risks treating residents in one area preferentially over others simply because they have chosen to live in the busy central area of the town. As such, the Licensing Authority will not fix predetermined closing times for particular areas.
- 6.7 Accordingly, all residents living in the vicinity of licensed premises have the equal right to make representations concerning applications for premises licences and hours of trading and to have those representations given equal weight regardless of the area of the district in which they live.
- 6.8 In each individual case that arises following representation, the Licensing Authority will consider the potential for nuisance associated with the style, characteristics and activities of the business involved. It will then examine the potential steps that could be taken to reduce the risk of nuisance, particularly in areas of dense residential accommodation, and to consider restricting the hours of trading only as a last resort.

## Cumulative Impact

- 6.9 Whilst not mentioned specifically in the Act, cumulative impact is described in the Guidance as ‘the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area’.
- 6.10 As such, there can be confusion about the difference between ‘need’ and ‘cumulative impact’ of premises on the licensing objectives. ‘Need’ relates to commercial demand etc. and is a matter for the planning committees and market forces. ‘Cumulative impact’ relates to the numbers, type and density of licensed premises in a given area, which may lead to serious problems of nuisance and disorder in the vicinity.
- 6.11 If the Licensing Authority receives representations from a Responsible Authority or any other person that an area has become saturated with premises, they will consider if this has, or will, create exceptional problems of nuisance and disorder over and above the impact from the individual premises. This applies especially where an area has become a focal point for large groups of people to gather and circulate away from the licensed premises themselves.
- 6.12 In these circumstances, the Licensing Authority will assess whether the imposition of conditions can address these problems or if the adoption of a special policy of refusing new Premises Licences or Club Premises Certificates may be necessary. This would be because the area is saturated with licensed premises and that the granting of any more would undermine one or more of the licensing objectives.

- 6.13 The Licensing Authority will take the following steps when considering whether to adopt a special saturation policy:
- Identification of serious and chronic concern from a Responsible Authority or other persons about nuisance and disorder;
  - Where it can be demonstrated that nuisance and/or disorder is arising as a result of customers from licensed premises, identifying the area from which problems are arising and the boundaries of that area;
  - Identification and assessment of the impact of transport, routes to and from the premises and dispersal routes;
  - Assessing the causes;
  - Adopting a policy about future licence applications for that area.
- 6.14 The Licensing Authority will take account of representations based on the impact on the promotion of the Licensing Objectives in the District generally of the grant of the particular application in front of them.
- 6.15 However, the onus will be on the objectors to provide sufficient evidence to support any assertion that the addition of the premises in question would produce the cumulative impact claimed, taking into account that the impact will be different for premises with different styles and characteristics.
- 6.16 The Licensing Authority will review any special saturation policies at least every five years to see whether they have had the effect intended and whether they are still needed.
- 6.17 The Licensing Authority will not use special saturation policies solely:
- As grounds for removing a licence when representations are received about problems with existing licensed premises, or;
  - To refuse modifications to a licence, except where the modifications are directly relevant to the policy, e.g., where the application is for a significant increase in the capacity limits.
- 6.18 The Licensing Authority recognises that the diversity of premises selling alcohol, serving food and providing entertainment covers a wide range of contrasting styles and characteristics and will have full regard to those differences and the differing impact these will have on the local community.
- 6.19 It, therefore, also recognises that, within this policy, it may be able to approve licences that are unlikely to add significantly to the saturation, and will consider the circumstances of each individual application having regard to the licensing objectives.
- 6.20 There are other mechanisms both within and outside the licensing regime that are available for addressing these issues:
- Planning Controls
  - Positive measures to create a safe and clean environment in partnership with local businesses, transport operations and the Licensing Authority
  - Application of the powers of the Licensing Authority to designate parts of the area as places where alcohol may not be consumed publicly
  - Police enforcement of the normal law concerning disorder and anti-social behaviour, including the issue of fixed penalty notices
  - The prosecution of any personal licence holder or member of staff at such premises who is selling alcohol to people who are drunk
  - The confiscation of alcohol from adults and children in a designated area



- Application of police powers to instantly close for up to 24 hours, any licensed premises or temporary event on the grounds of disorder, the likelihood of disorder, or excessive noise emanating from the premises
- Application of powers of the police, other responsible authorities, local residents or businesses to seek a review of the licence or certificate in question

## **7. SPECIFIC CONSIDERATIONS**

### **Alcohol – On & Off Sales**

- 7.1 It is now a mandatory condition that all licence holders selling alcohol put in place an age verification policy for the premises. In some circumstances the Licensing Authority will impose, where necessary to promote the Licensing Objectives, implicit conditions on the checking of the age of those who appear under 21 or 25 to ensure that alcohol is not sold to those under 18 years of age.
- 7.2 Licence holders need to have sufficient day to day control of operations at their premises. They will be held responsible for breaches of the licence and ensuring there is adequate staffing and training. The authorities will continue to use young people for the ‘test purchasing’ of alcohol and CCTV evidence, which has proved its usefulness in prosecutions for unlawful sales of alcohol. The likely consequences of a review of licence for underage sales include the imposition of additional conditions such as the attendance of a personal licence holder, licence suspensions and in some cases revocation to act as deterrence.

### **Alcohol Stores and Supermarkets – Off Sales**

- 7.3 Shops, stores and supermarkets should be free to provide sales of alcohol for consumption off the premises at any time when the retail outlet is open for shopping unless there are good reasons for restricting those hours. Accordingly, if the law permits the shop to open for 24 hours or limits such opening, for example, on Sunday’s, the authority will generally permit the sale of alcohol during those hours.
- 7.4 The Licensing Authority will consider all applications on their own merit and will not consider ‘need or demand’ but If an area is experiencing problems and this is linked to the number of premises in the area already selling alcohol, for consumption off the premises, the council will carefully consider the cumulative impact on the Licensing Objectives of any new application if relevant representation is received.
- 7.5 The Licensing Authority will be particularly concerned with regard to the granting of new licences to stores and supermarkets in localities where the following problems have been identified:
- Alcohol sales to persons who are drunk
  - Underage drinking
  - Street drinking
  - Pre-loading & post-loading
- 7.6 Selling alcohol to a person who is drunk or to a person who is under the age of 18 are both offences under the Licensing Act. The Licensing Authority recognises that the vast majority of licensees are very aware of their responsibilities and the duty of care they have in selling alcohol to the public. However, the council takes both these issues extremely seriously.

- 7.7 The Licensing Authority considers it vital that licence holders provide formal and effective training to all staff involved in the sale of alcohol to recognise members of the public who are drunk or underage and give their staff the ability and confidence to refuse service. The Licensing Authority will expect operating schedules to demonstrate that the licence holder has considered such matters and addressed them as far as possible and that formal training records are kept on the premises and are to be made available for inspection by Police and/or Licensing Authority officers on request.
- 7.8 Street drinking and its associated problems are particularly common in coastal towns. Individuals engaged in street drinking and the shops that supply them can be a focus of antisocial behaviour, disorder and disturbance. The supply of alcohol to individuals involved in the day-long consumption of alcohol on the street and in open spaces can directly lead to these groups of drinkers causing various types of crime, public nuisance and anti-social behaviour.
- 7.9 Pre-loading and post-loading, the sale of alcohol to people who consume it on the way to or from venues licensed for the consumption of alcohol on the premises, gives rise to problems of drunkenness and disorderly behaviour. The proliferation of stores selling alcohol for consumption off the premises is of concern if it leads to drinking on the streets or alcohol being carried into premises such as pubs. The Licensing Authority is concerned that alcohol loading from off-licence sales could be a significant problem in the towns and could adversely affect the Licensing Objectives.
- 7.10 Where the Police or others make representations against the grant of a further licence for off sales, because of their serious concerns over any of the problems listed above and the disorder associated with the off sale of alcohol in the area, the Licensing Authority will give specific consideration to restricting the number, type, and the hours of premises selling alcohol exclusively for consumption off the premises. The Licensing Authority will want to be assured that the Operating Schedule of premises, and their overall management, training and levels of staffing, are appropriate to ensure that the Licensing Objectives are promoted in what may be challenging circumstances. The earliest and latest hours of opening will be of particular concern. This is because problematic street drinkers and others who are seriously addicted to alcohol, may be drawn to shops that sell alcohol earlier in the morning and later in the evening than other premises and consequently create public nuisance. Where there are representations on problems of disorder the hours when alcohol may be sold for consumption off the premises may be conditioned to be less than the generally granted hours issued to public houses and restaurants in the area.
- 7.11 Due to these concerns and their link to crime, disorder and disturbance, the Licensing Authority will not, as a general rule, grant applications for the 24-hour sale of alcohol for consumption off the premises. It will consider very seriously any representation made by Sussex Police, other Responsible Authorities, and relevant representations from the public before determining such applications.
- 7.12 To address the problems of street drinkers, underage drinkers and pre/post loaders the council can introduce controlled drinking zones across the district giving the Police powers to stop street drinking and seize alcohol and receptacles under the powers of the Criminal Justice and Police Act 2001. In addition short term Dispersal Zones can be used where the break-up of street drinking groups is required to disrupt any emerging patterns of street drinking.

7.13 When requested by the Police, or other Responsible Authorities, the Licensing Authority may impose on new applications, or on existing licences at review, conditions requiring:

- No sales of alcoholic beverages (*beers, lagers & ciders*) over a specified limit of alcohol by volume or of specified quantities (e.g. of beers, lagers and ciders over 6.0% alcoholic content by volume).
- No sales of single cans or bottles of beer, lager and cider in containers containing less than 500ml.
- No sales of miniature bottles of wine or spirit in units of less than 35cl.
- Other conditions may be imposed directed at reducing problematic street drinking.
- Conditions stopping irresponsible drink promotions that do not follow best practice, that would appeal to underage drinkers or street drinkers or encourage excessive consumption.
- Conditions relating to the positioning of alcohol within the shop and the types of displays of alcohol within the store. Particularly those displays that might appeal to younger consumers.

## **Alcohol**

### **Delivery Services – Off Sales**

7.14 The Licensing Act 2003 does not permit the sale of alcohol from a vehicle or moveable structure at a series of different locations unless there is a premises licence in respect of the vehicle or moveable structure at each location at which a sale of alcohol is made. Instead the operator of an alcohol delivery service must licence the premises where the alcohol is stored and dispatched from. These licensed premises will be subject to conditions including the times of day during which alcohol may be sold. The premises licence will also be subject to the mandatory licence conditions.

7.15 Businesses providing ‘alcohol delivery services’ should notify the Licensing Authority that they are operating such a service in their operating schedule. This ensures that the Licensing Authority can properly consider what conditions are appropriate. Premises with an existing premises licence, which choose to operate such a service in addition to their existing licensable activities, may consider contacting their licensing authority for its view on whether this form of alcohol sale is already permitted or whether an application to vary the licence will be required.

7.16 Whilst each application is considered on its own merit, the Licensing Authority will normally only grant licences to businesses that propose to make alcohol deliveries to a residential or business address and not to a public place and have in place robust age verification policies.

## **Alcohol**

### **Public Houses and Bars - On Sales**

7.17 Adur contains a wide variety of pubs and bars, licensed for the consumption of alcohol on the premises that contribute to the area’s appeal and its character. They provide food and refreshment for residents and for people working in and visiting the district. They also provide venues for live music which, aside from its cultural benefits and its enjoyment by customers, often has a positive effect on the Licensing Objectives. However, premises that primarily serve alcohol, with or without the provision of any ancillary playing of music, can give rise to public nuisance for

residents and other businesses, particularly where there is a concentration of such premises. This is principally due to noise from the premises and from patrons when they leave. In addition pubs and bars present opportunities for crime and they can also give rise to disorder.

- 7.18 The 2003 Act details a number of mandatory conditions relating to the supply of alcohol covering the requirement for a designated premises supervisor, door supervisors to be SIA registered, no irresponsible alcoholic drink promotions, free tap water to be available, set measures for the sale of alcohol and age verification measures.
- 7.19 The Licensing Authority regards these as the minimum required and will expect applicants to have regard to additional measures appropriate for their premises, area and character of business to demonstrate his/her promotion of the Licensing Objectives. If the proposals are inadequate and representation has been received the Licensing Authority may impose conditions as it deems appropriate or even refuse an application.
- 7.20 The Licensing Authority will work closely with its partners, including Sussex Police and any relevant Pubwatch groups, and will consult the recognised SIA approved organisations providing door supervisors to identify potential problems and minimise the crime, disorder and public nuisance that can sometimes be associated with licensed venues.

7.21 The Licensing Authority recognises the importance of multiple initiatives to aid public safety and the importance of addressing concerns regarding violence against women and vulnerable persons. It will encourage licensed venues across the district to help keep people safe while enjoying their leisure time. The Licensing Authority expects Licence holders to seek to improve the network of real time information that allows them to take proactive action to minimise the effects on crime and disorder and anti-social behaviour.

7.22 The Licensing Authority takes a zero tolerance approach to sexual harassment and drink spiking in licensed venues and expects licence holders & DPSs to support and be active members of trade led best practice schemes to address such issues.

For instance, there are safety initiative such as:

- 'Ask for Angela' - a scheme being adopted in many bars, clubs and other licensed businesses nationally and in the borough. People who feel unsafe, vulnerable or threatened can discreetly seek help by approaching venue staff and asking them for 'Angela'. This code-phrase will indicate to staff that they require help with their situation and a trained member of staff will then look to support and assist them. This might be through reuniting them with a friend, seeing them to a taxi, or by calling venue security and/or the police.
- Staff Welfare and Vulnerability Engagement (WAVE) training - giving staff the ability to identify and help customers who may be in a situation that makes them vulnerable or unsafe. The training explores what vulnerability is, how to identify it and appropriate interventions. A range of online assets and webinars are available.
- 'Safe Space Sussex' - an app launched by Sussex Police aimed at helping people should they feel unsafe outside of their home. Developed following detailed consultation with partners and the public regarding the safety of women and girls in Sussex. Over 250 businesses across the county have

already signed up their premises as Safe Spaces and their staff have been offered basic training on what to do if someone comes in asking for help

7.23 The Licensing Authority will expect applicants, where appropriate, to include such schemes in their operating schedules and in some circumstances, if relevant representation is received, will impose conditions where necessary to promote the Licensing Objectives.

7.24 Licence holders, the DPS and members of staff will be expected to report incidents and suspicions of drink spiking, sexual harassment, sexual violence and grooming to the responsible authorities in order that the police, licensing authority and the other responsible authorities can take action, identify any trends and work with premises to make improvements.

### **Late Night Refreshment Cafes & Takeaways**

- 7.25 Fast food premises which are open late into the night after 23:00 hrs can attract large groups of customers, many of whom have been consuming alcohol in pubs, bars, or nightclubs sometimes some distance away. The congregation of people around these premises can lead to additional noise and disturbance and further congestion in the area. Although premises which serve cold food and drink are not subject to licensing and may stay open all night, they are not as attractive to people who have been drinking as those providing hot food and drink. The Licensing Authority considers that the addition of hot fast food and hot drink adds to the attractiveness of premises to people who have been drinking and who are consequently more likely to be involved in anti-social behaviour.
- 7.26 Sussex Police have in the past raised concerns about the levels of crime & disorder that can occur outside fast food premises late at night due to alcohol fuelled behaviour, and the opportunities for crime afforded by the congregation of people. Fast food premises have a comparatively high association with reports of crimes of violence against the person. The consumption of food outside premises can result in food waste and litter on pavements, to an extent that amounts to a public nuisance.
- 7.27 In addition, where there are fast food premises in the vicinity of late opening public houses and nightclubs the rapid dispersal of people leaving these venues is significantly hindered. This delay in dispersal causes the potential for the licensing Objectives to be compromised.
- 7.28 Where the Police or others make representations against the grant or variation of a licence for late night refreshment regarding a premises in the vicinity of alcohol licensed premises because of serious concerns over dispersal problems the Licensing Authority will want to be assured that the Operating Schedule of the premises, and their overall management, training and levels of staffing, are appropriate to ensure that the Licensing Objectives are promoted in what may be challenging circumstances. Applications for extended hours may be refused in such circumstances where relevant representations on problems of late night disorder in an area are expressed. Alternatively the licence may be conditioned to include measures to address any concerns. Such as the provision of SIA door supervisors for example.
- 7.29 Each application will be considered on its merits, but the Licensing Authority will generally refuse to grant licences to late night fast food vans/trailers that encourage

persons to congregate and remain within the locality of licensed premises after they close due to the potential for the Licensing Objectives regarding the prevention of public nuisance and crime & disorder to be compromised.

7.30 The Deregulation Act 2015 permits Licensing Authorities to relax the requirements for licensing late night refreshment in certain circumstances. The Licensing Authority can now designate

- a particular description of premises as not requiring permission to sell hot food and drink after 23:00,
- an area of the district where premises do not need a Premises Licence to sell hot food or drink after 23:00
- stipulate that during periods between 23:00 and 05:00, premises may trade freely for the provision of hot food and drink without the need for a licence.

7.31 When choosing to designate particular categories of premises as exempt, the Licensing Authority can only exempt types of premises set out in the regulations. These are:

- Motorway service areas;
- Petrol stations;
- Local authority premises (except domestic premises) unless there is an event taking place at which more than 500 people are present;
- Schools (except domestic premises) unless there is an event taking place at which more than 500 people are present;
- Hospitals (except domestic premises);
- Community premises (church, chapel, village, parish or community hall or other similar building) unless there is an event taking place at which more than 500 people are present;
- Licensed premises authorised to sell by retail alcohol for consumption on the premises between the hours of 11pm and 5am.

7.32 The Licensing Authority has not identified any particular category, area or periods which require deregulation but will consult and review its policy should relevant representation be received from the Responsible Authorities or other parties. When deciding if an exemption is appropriate the council will always consider what the risks are in terms of the promotion of the Licensing Objectives.

## **Entertainment**

### **Live Music, Dancing & Theatre**

7.33 This policy recognises the need to encourage live music, dancing and theatre for the wider cultural benefits of the community generally. In addressing such issues the potential for limited disturbance in neighbourhoods will always be carefully balanced with these wider benefits, particularly for children. Any Licensing Committee represents the general interests of a community and the views of vocal minorities should not be allowed to dominate such interests. In determining what conditions should be attached to licences and certificates as a matter of necessity for the promotion of the licensing objectives, the Licensing Authority is aware of the need to avoid measures which deter live music, dancing and theatre, such as imposing indirect costs of a substantial nature.

## Entertainment

### Deregulation: Live Music Act 2012, Deregulation Act 2015 etc.

- 7.34 The Live Music Act, Deregulation Act 2015 and other legislative changes have deregulated the provision of live and recorded music and other previously licensable entertainment in certain circumstances. Its aim is to encourage its growth and development in front of small audiences.
- 7.35 The main effect of this deregulation has been to allow some previously licensable entertainment to be provided without licence in certain circumstances including:-
- Removal of the licensing requirement for unamplified live music taking place between 08:00 hrs and 23:00 hrs
  - Removal of the licensing requirement for amplified live music and recorded music taking place between 08.00hrs and 23.00hrs before audiences of no more than 500 persons on premises authorised to supply alcohol for consumption on the premises, subject to the right of a licensing authority to remove the effect of deregulation and impose conditions about live music and recorded music following a review of a premises licence or club premises certificate
  - Remove the licensing requirement for amplified live music taking place between 08.00hrs and 23.00hrs before audiences of no more than 500 persons in workplaces not otherwise licensed under the 2003 Act (or licensed only for the provision of late night refreshment)
  - Allow the provision of amplified live music without licence in beer gardens provided the beer garden is included in the licence or certificate plan and is before an audience of no more than 500 persons, and the performance takes place between 08.00 and 23.00hrs
  - Removal of the licensing requirement for a performance of amplified live music and recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that the audience does not exceed 500,

The licensing requirement to stage Plays, Dance and Indoor Sporting Events have also been affected by deregulation in certain circumstances.

- 7.36 At venues with a Premises Licence that authorises regulated entertainment the existing licence conditions which relate to live music or recorded music remain in place, but are suspended between the hours of 08.00 and 23.00 on the same day where the following conditions are met:
- At the time of the music entertainment, the premises are open for the purposes of being used for the sale or supply of alcohol for consumption on the premises
  - If the music is amplified, it takes place before an audience of no more than 500 people
  - The music takes place between 08.00 and 23.00 on the same day.
- 7.37 This effectively means that between 08:00 hrs and 23:00 hrs most premises licensed for alcohol consumption on the premises can without a specific authority on the premises licence, legally stage:
- Live music (acoustic or amplified) anywhere within the building and anywhere outside in the premises' garden/forecourt.

- Recorded music anywhere within the building and in the premises' garden/forecourt but only if the area is clearly marked as a licensed area on the premises licence plan.

7.38 The Licensing Authority supports the ambitions that have led to this change in legislation but will expect licence holders, venue owners and performers to carefully consider any noise issues and the precautions they take to avoid disturbing local residents and businesses. Particularly as the conditions placed on premises licences regarding entertainment were placed there specifically to address concerns that the provision of entertainment could undermine one or more of the Licensing Objectives.

7.39 If the provision of entertainment at a licensed premises is found to be undermining the Licensing Objectives at review then section 177A of the Licensing Act permits the Licensing Authority to lift the suspension and give renewed effect to any existing conditions relating to music. Similarly, the Licensing Authority may add a condition relating to music as if music were regulated entertainment, and as if that premises licence or club premises certificate licensed the music.

## **8. GRANTING A LICENCE, MEDIATION & CONDITIONS**

8.1 Where the Responsible Authorities and other persons do not raise any relevant representations about an application made to the Licensing Authority, it is the duty of the Licensing Authority to grant the licence or certificate subject only to conditions that are consistent with the Operating Schedule and any Mandatory Conditions prescribed in the 2003 Act itself.

8.2 If relevant representation has been received regarding an application then a hearing must be held unless all parties agree it is unnecessary, with the exception of a Review application, where a hearing must always be held, even if mediation has been successful.

### **Mediation**

8.3 Where a Responsible Authority or another person (such as a member of the public, a local resident, business or residents' association) has made a valid representation about an application or for a licence to be reviewed, the Licensing Authority will seek to encourage direct contact between the parties to try and achieve agreement. This process will not override the right of any Responsible Authority or other person to ask that the Licensing Committee consider a valid representation.

### **Conditions**

8.4 The Licensing Authority may not impose any additional conditions unless its discretion has been engaged by a relevant representation and it has been satisfied, at a hearing, that it is appropriate to impose conditions due to the representations raised. It may then only impose conditions it considers appropriate to promote the Licensing Objectives arising out of the consideration of the representations. However, in order to minimise problems and the necessity for hearings, it would be sensible for applicants to consult with Responsible Authorities when schedules are being prepared. This would allow for proper liaison before representations prove necessary.

8.5 When considering any conditions, the Licensing Authority acknowledges that the licensing function cannot be used for the general control of anti-social behaviour by



individuals once they are beyond the direct control of the licensee of any premises concerned. However, other mechanisms may be utilised, where appropriate, to tackle unruly or unlawful behaviour of people attending the premises when beyond the control of premises. These include:

- Partnership working with Sussex Police and Adur & Worthing Safer Communities Partnership to promote enforcement of the law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices;
- Powers to designate parts of the Adur District as places where the police may confiscate alcohol if it is, or about to be, consumed publicly;
- Partnership working with businesses, transport operators and other sections of the Licensing Authority to create a safe and clean environment.

- 8.6 Specific conditions may be attached to Premises Licences to reflect local crime prevention strategies. Such conditions may include amongst other things, the use of closed circuit television cameras, the provision and use of shatterproof drinking receptacles, drugs and weapons search procedures, the use of registered SIA door supervisors, specialised lighting requirements and hours of opening. Regard should also be had to any local bye-laws and/or strategies relating to street drinking. However, any conditions imposed by the Licensing Authority, as a result of relevant representation, must be appropriate and proportionate.
- 8.7 Certificates issued to Club Premises shall reflect local crime prevention strategies and may include any or all of the requirements listed above.
- 8.8 The Licensing Authority shall have regard to the need to disperse people quickly and safely to avoid concentrations which may produce disorder and disturbance. The policy shall reflect any protocols agreed between the Licensing Authority and Sussex Police, Responsible Authorities and/or other Licensing Authorities.
- 8.9 The Licensing Authority shall consider any reports relevant to the needs of the local tourist economy and the cultural strategy for the area.
- 8.10 The Licensing Authority shall consider any relevant information relating to the employment situation of the area and the need for new investment and employment where appropriate.

### **Specimen Conditions**

- 8.11 This policy does not support the use of blanket conditions which, if imposed, may be seen as disproportionate and overly burdensome. Conditions attached to licences shall be tailored to the individual styles and characteristics of the premises and events concerned. However, the Licensing Authority may draw up a pool of specimen conditions which will be relevant to the majority of applications and from which appropriate and proportionate conditions may be drawn in particular circumstances.

### **Duplication**

- 8.12 When considering any application, the Licensing Authority will, wherever possible, avoid duplication with other regulatory regimes and will not use the licensing regime to achieve outcomes that can be achieved by other legislation. In particular, its licensing functions will be discharged separately from its functions as the Local Planning Authority. No decision of the Council acting as the Licensing Authority implies that the

consent of the Licensing Authority has been granted under any other statutory powers or as a landowner.

8.13 Other permissions may be applicable to licensed premises and applicants are expected to ensure that such permissions are obtained where necessary.

8.14 The Licensing Authority will seek to avoid unnecessary duplication or inefficiencies particularly in the following areas:-

- **Town Planning:**

Where appropriate, matters for consideration in licensing applications will not duplicate matters considered as part of any planning application. The Licensing Committee may provide reports, either directly or from officers, to the Planning Committee on the situation regarding licensed premises in the area. Such reports may include: the general impact of alcohol related crime and disorder, the numbers and types of applications, the results of applications and appeals, details of closing times.

- **Health and Safety:**

Licensed premises will normally have been visited by the Authority's Environmental Health inspection staff with regard to health and safety enforcement at the premises. Certain premises will not fall under this regime and will be the subject of health and safety enforcement by the Health and Safety Executive (HSE). These regimes place a range of general and specific duties on employees, employers, operators of venues and members of the public. Matters arising out of the Health and Safety at Work Act 1974 and associated Regulations should not be the subject of conditions unless they are necessary for the promotion of the Licensing Objectives. It should be noted that such regulations will not always cover the unique circumstances that arise in connection with entertainment and may include exemptions on the assumption that licensing controls will provide the necessary coverage.

- **Fire Safety:**

Premises and their operators will also be subject to the **Regulatory Reform (Fire Safety) Order 2005** and the same comments as those for Health & Safety apply.

- **Food Hygiene:**

Premises selling alcohol and/or premises engaged in a food business will be registered with the Authority and subject to risk-based food hygiene inspections at regular intervals.

- **Noise:**

Statutory and Public nuisances are dealt with by Environmental Health Departments under the Environmental Protection Act 1990 and associated legislation. Noise from commercial premises may often fall under this regime. However, it should be noted that in any proceedings, a business can plead a defence that they have employed the best practicable means.

## **9. INTEGRATION OF STRATEGIES**

9.1 The Licensing Authority shall secure the proper integration of this policy with local crime prevention, anti-social behaviour away from licensed premises, planning, transport, tourism and cultural strategies by:

- Liaising and consulting with the Sussex Police and have regard to any relevant guidance or strategy concerning crime and disorder.
- Have due regard to any relevant guidance or policy concerning:
  - Town Planning
  - Transport
  - Promotion of culture
  - Economic regeneration
  - Anti-social behaviour.

9.2 Other permissions or consents may be applicable to licensed premises and applicants are expected to ensure that such permissions etc are obtained where necessary.

### **Planning & Building Control**

9.3 The Licensing Authority recognises that planning permission, building control approval and licensing regimes must be properly separated to avoid duplication and inefficiency. It also recognises that planning and licensing regimes involve consideration of different (albeit sometimes related) matters. The Licensing Committees are not bound by decisions made by a planning committee, and vice versa. However, in certain circumstances licensing committees and officers may consult with their planning counterparts prior to determination with the aim of agreeing mutually acceptable operating hours and scheme designs.

9.4 When a terminal hour has been set for the use of a premises in its planning permission and these hours are different to the licensing hours granted, the applicant must observe the earlier closing time. The Licensing Authority emphasises that premises operating in breach of their planning permission would be liable to prosecution under planning law.

9.5 The Licensing Authority also notes that 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, bars, public houses, music venues and sports clubs). The Licensing Authority recognises that 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 a 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.

## **10. DELEGATION**

10.1 The Licensing Authority has adopted a scheme of delegation to ensure that decisions are made at the most appropriate level. This combines the proper and careful consideration of applications with a speedy, effective and cost-effective process.

- 10.2 The grant of non-contentious applications, including those licences and permits where no representations have been made, are delegated to Council Officers in accordance with statutory requirements

## **11. EQUALITY & HUMAN RIGHTS**

- 11.1 This statement of licensing policy recognises that The Equalities Act 2010 places a legal obligation on this Council to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; and to advance equality of opportunity between different groups; and foster good relations between different groups.
- 11.2 The Human Rights Act 1998 makes it unlawful for a Local Authority to act in a way, which is incompatible with a right under the European Convention on Human Rights, except in certain circumstances. In carrying out its licensing functions the Council will have particular regard to:
- Article 6 that in the determination of civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established in accordance with the law.
  - Article 8 that everyone has the right to respect for his home and private and family life.
  - Article 1 of the First Protocol that every person is entitled to the peaceful enjoyment of his or her possessions (including for example the possession of a licence)
  - Article 14 the prohibition of discrimination. The rights and freedoms within the Convention shall be secured without discrimination on any ground.
- 11.3 However it is important to understand that many of the rights and freedoms are subject to limitations, enabling a balance to be struck between the rights of an individual and the wider interests of a democratic society. Thus a person's individual convention rights may be lawfully interfered with but only if there is a law which permits it. The interference must also be no more than is necessary and proportionate to the aims.

## **12. ENFORCEMENT**

- 12.1 Once licensed, it is essential premises are maintained and operated so as to ensure the continued promotion of the Licensing Objectives and compliance with the specific requirements of the 2003 Act and the Licensing Authority will make arrangements to monitor premises.
- 12.2 The Licensing Authority may seek to agree and review from time to time a protocol with Sussex Police concerning the enforcement of licensing law and the inspection of licensed premises. The Licensing Authority will seek a multi-agency approach including Police, Trading Standards and Local Authority staff and members. This protocol will reflect the need for a more efficient deployment of Police and Local Authority staff commonly engaged in licensing enforcement. Resources will be targeted at agreed problems and high risk premises requiring greater attention. Inspections of premises will be based on the assessment of risk and inspections will be undertaken when and if judged necessary.

- 12.3 The Licensing Authority recognises and has due regard to the Government's Regulators' Compliance Code, which sets out the principles and practice of good enforcement, designed to ensure effective and efficient public protection services. Specifically, the Licensing Authority is committed to accord with the principles of good enforcement practice by carrying out its regulatory functions in a fair, open and consistent manner and will abide by its own Licensing Enforcement Policy.
- 12.4 The Licensing Authority will maintain close contact with the Police, young offenders' teams and Trading Standards officers (who can carry out test purchases under section 154 of the 2003 Act) about the extent of unlawful sales and consumption of alcohol by minors and to be involved in the development of any strategies to control or prevent these unlawful activities and to pursue prosecutions. The Licensing Authority, alongside the Police & Trading Standards, are prosecuting authorities for the purposes of these offences, except for the offences under section 147A (persistently selling alcohol to children). Where, as a matter of policy, warnings are given to retailers prior to any decision to prosecute in respect of an offence, it is important that each of the enforcement arms should be aware of the warnings each of them has given.
- 12.5 Relevant offences under the 2003 act include:

Section	Offence	Prosecuting Authority
Section 145	Unaccompanied children prohibited from certain premises	Police and/or Licensing Authority
Section 146	Sale of alcohol to children	Police, Licensing Authority and/or Local Weights and Measures Authority
Section 147	Allowing the sale of alcohol to children	Police, Licensing Authority and/or Local Weights and Measures Authority
Section 147A	Persistently selling alcohol to children	Police and/or Local Weights and Measures Authority
Section 149	Purchase of alcohol by or on behalf of children	Police and/or Licensing Authority
Section 150	Consumption of alcohol by children	Police and/or Licensing Authority
Section 151	Delivering alcohol to children	Police and/or Licensing Authority
Section 152	Sending a child to obtain alcohol	Police and/or Licensing Authority
Section 153	Prohibition of unsupervised sales by children	Police and/or Licensing Authority

## Review Applications

- 12.6 The 2003 Act makes provision for a Review mechanism when concerns arise regarding individual premises. Allowing for a Premises Licence to be reviewed is deemed to represent a key protection for any community where there are problems associated with crime and disorder, public safety, public nuisance or the protection of children from harm.
- 12.7 Responsible Authorities and/or any other person can trigger a review of a Premises Licence but must provide evidence to the Licensing Authority to substantiate any allegations. In every case, the representation must relate to particular premises where a premises licence has been granted and it must be relevant to the promotion of the licensing objectives.

12.8 Where a Responsible Authority or another person (such as a member of the public, a local resident, business or residents' association) has made an application for a licence to be reviewed, or valid representation about a licence to be reviewed, the Licensing Authority will seek to encourage direct contact between the parties to try and achieve agreement. This process will not override the right of any Responsible Authority or other person to ask that the Licensing Committee consider a valid representation at hearing.

12.9 The Licensing Authority fully recognises the statutory rights of Responsible Authorities and any other person to apply for a Review of a Premises Licence/Club Premises Certificate. However, an application for a Review will not be granted if the grounds for review are deemed to be:

- not relevant to one or more of the Licensing Objectives
- in the case of an application by a person other than a Responsible Authority that the ground is:-
  - Frivolous or vexatious.
  - Repetitious.

The Licensing Authority would expect a reasonable interval to have elapsed since an earlier application for a review. The Secretary of State recommends that more than one review originating from an individual should not be permitted within a period of 12 months on similar grounds save in compelling circumstances or where it arises following a closure order. Unless there are exceptional circumstances the Licensing Authority would not expect to hold more than three review hearings within any 12-month period for any specific Premises Licence.

12.10 Review hearings are determined by a **Sub-Committee of the Licensing Committee**. The **Sub-Committee must** have regard to an application and any relevant representations, take such steps as it considers necessary for the promotion of the Licensing Objectives. It is able to:

- Take no action;
- Issue an informal warning to the licence holder and/or recommend improvement within a particular period of time.
- Modify the conditions of the licence;
- Exclude a licensable activity from the scope of the licence;
- Remove the Designated Premises Supervisor;
- Suspend the licence for a period not exceeding three months;
- Revoke the licence

12.11 When considering an application for a Review the priority of the Licensing Authority will be to establish the cause or causes of the concerns and failures and to take necessary and proportionate remedial action.

12.12 However, when considering applications for Review arising in connection with crime, deterrence is an appropriate objective. Whilst punishment may not strictly be a valid tool on an application for Review in cases where there has been activity in connection with crime, deterrence can be. The Licensing Authority will not confine its decision simply to considerations of remedying. To simply re-emphasise conditions which clearly have not been adhered to in the past will not, in most cases, prevent further breaches of the law in the future and consequently would not promote the Licensing Objectives.

12.13 Where the Licensing Authority is conducting a Review on the grounds that the premises have been used for criminal purposes, its role is solely to determine what

steps should be taken in connection with the Premises Licence, for the promotion of the crime prevention objective. Whilst criminal activity or associated problems may be taking place or have taken place despite the best efforts of the licence holder and the staff working at the premises and despite full compliance with the conditions attached to the licence, the Licensing Authority is still empowered to take any appropriate steps to remedy the problems.

- 12.14 The Guidance to the Act lists criminal activities that may arise in connection with licensed premises which should be treated particularly seriously and the Licensing Authority, Responsible Authorities and law enforcement agencies are expected to use the Review procedures effectively to deter such activities and crime. Where Reviews arise and the Licensing Authority determines that the crime prevention objective is being undermined through the premises being used to further crime then revocation of the licence – even in the first instance – will be seriously considered.

### **Other Police Objections**

- 12.15 In exceptional circumstances, the Police are able to object to the transfer of a premises licence, and/or Designation of a new Premises Supervisor where they believe that the transfer/appointment would undermine the crime prevention objective.

## **13. RIGHTS OF APPEAL**

- 13.1 The avenues of appeal against decisions by a Licensing Authority are set out in Section 181 and Schedule 5 of the Act, the following rights of appeal to the Magistrates' Court in respect of applications for new Premises Licences, Club Premises Certificates, the Variation of existing licences or certificates and Reviews include:
- The applicant may appeal against any decision to modify the conditions of the application or licence.
  - The applicant may appeal against a rejection in whole or part of an application.
  - A person who has made relevant representations may appeal against a new Premises Licence or Variation being granted, or against the modification or lack of modification of any conditions.
  - In the case of a Review the licence holder, applicant or those making relevant representation may appeal against the decision of the Licensing Authority.
- 13.2 The Council's Licensing Committee will give clear and comprehensive reasons for any rejection of an application or grant of licence or any other decisions. The reasons for any decision will in most cases be made public at the hearing.
- 13.3 Full written details of the decision with its reasons will be provided to all parties within five working days. From receipt of the written decision, the parties have 21 days to lodge an appeal at the magistrates' court if they consider a decision unjust.
- 13.4 The advice to any potential appellant is always to seek independent legal advice before lodging an appeal as parties should be aware that the court can make an order for one party to pay another party's costs.

## 14. ALCOHOL & HEALTH

- 14.1 The Police Reform & Social Responsibility Act 2011 amended the Licensing Act 2003 to make the Directors of Public Health a Responsible Authority giving health bodies a greater say in Licensing issues so that they are automatically notified about new premises applications, can make representations and even apply for reviews of licences. In West Sussex, this function is undertaken by the **West Sussex County Council (WSCC) Public Health Lead for Alcohol**, on behalf of the Director of Public Health. However, the government stopped short, in England at least, of making health a licensing objective. Any representation made by the Public Health Directorate must be relevant to the existing statutory Licensing Objectives.
- 14.2 The Licensing Authority recognises that the entertainment and alcohol industry contributes to the district by providing a variety of opportunities for entertainment & relaxation as well as employment & career opportunities. The council is dedicated to providing support for cultural activities, live music and public houses serving the community. It wants businesses to thrive and residents and visitors to be able to enjoy the facilities that Adur's licensed businesses offer. It is, however, mindful of the potential health issues that alcohol misuse can generate. For this reason the Licensing Authority will seek to promote high standards of management in licensed premises to ensure businesses operate responsibly and exercise their 'duty of care' for the health of their customers. Problem premises will be controlled, while those that seek to operate responsibly will not be subject to unreasonable restrictions.
- 14.3 Alcohol is one of the three biggest lifestyle risk factors for disease and death in the UK, after smoking and obesity. In England, alcohol misuse is the biggest risk factor attributable to early mortality, ill health and disability for those aged 15 to 49 years.

Alcohol is a causal factor in more than 60 medical conditions, including: mouth, throat, stomach, liver and breast cancers; high blood pressure, cirrhosis of the liver; and depression.

Binge drinking can lead to injuries, anti-social behaviour and other societal harm.

Harmful alcohol consumption not only impacts individuals, but also on their families and communities, as well as society as a whole. The annual cost of alcohol-related harm in England is estimated to be £21 billion pounds, including £11 billion in crime and disorder, £7 billion in lost productivity through unemployment and sickness, and a burden of £3.5 billion to the NHS.

- 14.4 There is no 'safe' level of alcohol consumption; therefore anyone who drinks is increasing their risk of harm to some extent.

In January 2016 the UK Chief Medical Officers issued revised guidance on alcohol consumption:

- Men and women are advised not to regularly drink more than 14 units a week.
- Spread your drinking over three days or more if you drink as much as 14 units a week.
- If you want to cut down how much you're drinking, a good way to help achieve this is to have several drink-free days each week.

The guidance also includes advice for single occasion drinking episodes. In order to keep risks to a low level, adults are advised to:

- limit the total amount of alcohol you drink on any single occasion



- drink more slowly, drinking with food, and alternating with water
- plan ahead to avoid problems e.g. by making sure you can get home safely or that you have people you trust with you.

Pregnant women are advised that:

- If you are pregnant or think you could become pregnant, the safest approach is not to drink alcohol at all, to keep risks to your baby to a minimum.
- Drinking in pregnancy can lead to long-term harm to the baby, with the more you drink the greater the risk.

For most alcohol-related diseases and injuries, there is a clear relationship between the volume of alcohol consumed and the risk of a given harm; as the amount of alcohol increases, so does the risk of harm .

The increase in risk for alcohol-related medical conditions (such as cancer, high blood pressure, cirrhosis of the liver and depression) is greatest among people drinking at harmful levels (i.e. in excess of 35 units per week). However, even increasing-risk drinkers (those regularly exceeding the lower risk guidelines) are at significantly increased risk of these conditions.

In 2009, the Chief Medical Officer for England published guidance on the consumption of alcohol by children and young people. The guidance advised that an alcohol-free childhood is the healthiest and best option. However, if children drink alcohol, it should not be until at least the age of 15 years.

If young people aged 15 to 17 years consume alcohol, it should always be with the guidance of a parent or carer or in a supervised environment

- 14.5 There are a number of measures for alcohol related harm. The Local Alcohol Profiles for England provide information for local government, health organisations, commissioners and other agencies to monitor the impact of alcohol on local communities and to monitor the services and initiatives that have been put in place to prevent and reduce the harmful impact of alcohol. The data is predominantly available at upper-tier local authority level, with some indicators available at the level of Clinical Commissioning Group or lower tier local authority.

Key indicators include alcohol-related hospital admissions and alcohol-related mortality.

- 14.6 What does this currently look like?

In West Sussex:

- It is estimated that 23.7% of adults (18+) are drinking above the lower risk limits
- It is believed that there are 7,000 adults with an alcohol dependency in the county.
- Data suggests that 2710 children live with an adult with alcohol dependency.

In Adur District:

- In 2021 the rate of alcohol-related hospital admissions was 433 per 100,000 population, better than the average for England. This represents 293 hospital admissions per year.\*
- The rate of alcohol-specific hospital admissions among those under 18 is 38.1 per 100,000 population. This represents 5 admissions per year\*\*.

- The estimated rate of alcohol-related deaths in Adur for 2021 is 32.4 per 100,000 population. This equates to 24 deaths in 2021.

\* Where the main reasons for admission to hospital was attributable to alcohol

\*\* Conditions caused wholly by the use of alcohol

- 14.7 The Licensing Authority supports the national drive to encourage sensible drinking through initiatives and legislation, including minimum pricing. It values the important role that parents, carers and others have in providing good role models for children and young people to develop sensible drinking habits.
- 14.8 The Government's Alcohol Harm Reduction Strategy identified addressing sensible drinking and alcohol harm as a key priority, particularly with regard to increasing trends in levels of harm and health service use linked to alcohol. Alcohol Concern's publication, 'One on Every Corner' looked at the link between increasing off-licence density and the harm done to children by underage drinking. The evidence around alcohol outlet density and alcohol harm has recently been added to with the publication of a study in 2018. The key findings were:
- A higher density of on-trade outlets is associated with higher hospital admissions for conditions wholly attributable to alcohol.
  - A higher density of licensed convenience stores is also associated with higher hospital admissions for conditions wholly attributable to alcohol.
  - The relationship between outlet density and hospital admissions is largely the same for men and women, though appears more pronounced for older people.
  - The overall relationship between outlet density and hospital admissions appears to be the same in deprived areas and affluent areas.
- 14.9 The Licensing Authority recognises the need for greater partnership working to combat the negative impact of alcohol and will work with its partner agencies and the local trade to jointly promote the sensible drinking message.
- 14.10 Whilst Public Health is not a Licensing Objective, there is much that the WSCC Public Health directorate can contribute to local licensing decisions. The Director of Public Health is a Responsible Authority and in West Sussex this function is undertaken on the DPH's behalf by the WSCC **Public Health Lead for Alcohol**.

The WSCC Public Health Directorate may have access to data that is not always available to other Responsible Authorities, for example data relating to the local population and their alcohol-related health needs; evidence of alcohol-related harm; areas in which there are vulnerable groups who may be at higher risk of alcohol-related harm. The WSCC Public Health Directorate may also develop or collate qualitative evidence from the local area, to add to the quantitative data available.

**14.11 The WSCC Public Health directorate is a responsible authority under the 2003 Act and can make representations in respect of applications and call for the review of a premises licence or club premises certificate where they have appropriate evidence to do so and can demonstrate how an applicant's proposals at the specific premises will undermine one or more of the licensing objectives.**

## **15. INFORMATION EXCHANGE**

- 15.1 In exercising its functions under the Licensing Act 2003 the Licensing Authority will conform to the protocols established with the Information Commissioner's Office (ICO)

to ensure efficient and effective exchange of information. The existing protocols established in connection with the Licensing Act 2003 are utilised for information exchange with other regulatory bodies. All information exchanged is in accordance with the requirements of the General Data Protection Regulations 2018 (GDPR) and the Freedom of Information Act. The name and address of those making Licensing Act representations will be disclosed to applicants except in exceptional circumstances where there is a genuine threat of intimidation or violence if personal details were divulged.

## 16. POLICY REVIEW & SUPPORT

- 16.1 This Policy provides guidance to members, officers, applicants, objectors and interested residents on the general approach the Licensing Authority will take in terms of licensing. Although each licence application must be considered separately on its individual merits, in adopting this policy, the Licensing Authority is making it clear that wider considerations other than the fitness of the applicant and suitability of the premises will be taken into account when determining an application.
- 16.2 The Policy is written in pursuance of the Licensing Act 2003 but may be revised at any time there is considered to be a need for adjustment. The Licensing Authority will comply with any statutory requirements. Where required there will be public consultation before any revision of the policy.
- 16.3 Guidance notes to accompany this policy and details about the licensing application process, including application forms, can be found on the council's website at:
- <https://www.adur-worthing.gov.uk/licensing-and-permits/>

Queries and advice regarding the policy and licensing in general can be accessed through:

- Email: [Licensing.Unit@adur-worthing.gov.uk](mailto:Licensing.Unit@adur-worthing.gov.uk)
- Telephone: 01273 263331

Information regarding current & past applications can be found on the council's website at:

- <https://www.adur-worthing.gov.uk/licensing-consultations/licensing-act-2003/#applications-worthing>

Adur District Council's Licensing Committee Hearings are held at:

- The Shoreham Centre, Pond Road, Shoreham-by-Sea, BN43 5WU

The Public Health & Regulation Licensing Team is based at:

- Public Health & Regulation – Licensing  
Adur & Worthing Councils, Worthing Town Hall, Chapel Road  
Worthing, BN11 1HA

**Director for Sustainability & Resources:** Paul Brewer

**Principal Author and Contact Officer:** Simon Jones

Public Health & Regulation – Team Leader Licensing

## Appendix I – Glossary of Terms

**Note:** In this Policy, the following definitions are included to provide an explanation of certain terms included in the Act and therefore in the Policy. In some cases they are an abbreviation of what is stated in the Licensing Act 2003 or an interpretation of those terms. For a full definition of the terms used, the reader must refer to the Licensing Act 2003.

**‘Designated Premises Supervisor’** means the person (who must be a Personal Licence holder), in the case of premises selling alcohol, who will normally have been given the day to day responsibility for running the premises by the holder of the Premises Licence or will be the Premises Licence holder himself (who must also be a Personal Licence holder).

**‘Late Night Refreshment’** means the supply of hot food or hot drink to members of the public (whether for consumption on or off the premises) between the hours of 23:00 and 05.00.

**‘Licensable Activities’** means:-

- the sale by retail of alcohol
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- the provision of Regulated Entertainment
- the provision of Late Night Refreshment

**‘Licensed Premises’** includes club premises and events unless the context otherwise requires.

**‘Operating Schedule’** means a document containing a statement of the following matters (and any others that may be prescribed):-

- the relevant Licensable Activities
- the times at which the Licensable Activities are to take place and any other times when premises are open to the public
- information regarding the person who will be specified in the Premises Licence as the Premises Supervisor
- where the Licensable Activities involve the supply of alcohol, whether it is for the supply on and/or off the premises
- the steps being taken to promote the Licensing Objectives

**‘Regulated Entertainment’** means:-

- A performance of a play
- An exhibition of a film
- An indoor sporting event
- A boxing or wrestling entertainment
- A performance of live music
- Any playing of recorded music
- A performance of dance

(or entertainment of a similar description falling within the last three of the categories listed above), where the entertainment takes place in the presence of and for the purposes of entertaining that audience or spectators.

**‘Responsible Authority’** means any of the following:-

- *Sussex Police West Downs Division*
- *West Sussex Fire and Rescue Service*
- *Head of Child Protection at West Sussex County Council*
- *West Sussex Trading Standards Service*
- *Adur & Worthing Councils – Planning Services*
- *Adur & Worthing Councils – Public Health & Regulation Environmental Protection Team*
- *Adur & Worthing Council – Public Health & Regulation Environmental Health Food & Occupational Health Group*
- *Adur District Council - Licensing Authority*
- *Health and Safety Executive*
- *Public Health Directorate of West Sussex County Council*
- *Home Office Immigration*

**‘Temporary Event Notice’** means a Permitted Temporary Activity involving one or more Licensable Activities subject to the following various conditions and limitations:-

- *duration – they are limited to events lasting for up to 168 hours;*
- *scale – they cannot involve the presence of more than 499 people at any one time;*
- *use of the same premises – the same premises cannot be used on more than 15 occasions in a calendar year, but are subject to the overall aggregate of 21 days irrespective of the number of occasions on which they have been used, and*
- *the number of notices given by an individual within a given period of time – a Personal Licence holder is limited to 50 notices in one year, including 10 ‘late notices’, and any other person to five notices, including 2 late notices, in a similar period.*

*(In any other circumstances, a full Premises Licence or Club Premises Certificate will be required for the period of the event involved)*

### **Definition of ‘Child’ and ‘Children’**

*The terms child/children are not formally defined in either the Act or the Guidance, however, in two sections within the Act, they are defined for the purpose of that section only:*

#### **Part 3 – Premises Licences, Section 20(4) in this section**

**‘Children’** means persons aged under 18

#### **Part 7 – Offences, Section 145 (2) (a) and (b)**

**‘Child’** means an individual aged under 16.

*A child is deemed to be unaccompanied if he/she is not in the company of an individual aged 18 or over.*

## **Appendix II – Exemptions**

*The following activities are not regarded as Regulated Entertainment and are therefore exempt for the purposes of the Act:-*

### ***Exhibition of a Film***

*If the sole or main purpose of the entertainment is to demonstrate any product, advertise any goods or services, or provide information, education or instruction.*

*If the entertainment consists of or forms part of an exhibit put on show for any purposes of a museum or gallery.*

### ***Live Music or the Playing of Recorded Music***

*If the entertainment is incidental to some other activity which is not in itself within the description of Regulated Entertainment or the provision of entertainment facilities.*

### ***Television or Radio Receivers***

*If the entertainment consists of the simultaneous reception and playing of a programme included in a programme service within the meaning of the Broadcasting Act 1990.*

### ***Religious Services and Places of Worship, etc.***

*If the entertainment is for the purposes of, or for the purposes incidental to, a religious meeting, or service, or at a place of public religious worship.*

### ***Garden Fetes, etc.***

*If the entertainment is at a garden fete or at a function or event of a similar character, unless the fete, function or event is promoted with a view to applying the whole or part of its proceeds for purposes of private gain (as defined in the Lotteries and Amusements Act 1976).*

### ***Morris Dancing, etc.***

*If the entertainment is a performance of morris dancing or any dancing of a similar nature or a performance of unamplified, live music as an integral part of such a performance, or facilities for enabling persons to take part in such activities.*

### ***Vehicles in Motion***

*If the entertainment is on premises consisting of or forming part of a vehicle and at a time when the vehicle is not permanently or temporarily parked.*

## Deregulated Entertainment

As a result of deregulatory changes that have amended the 2003 Act, no licence is required for the following activities:

- *Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.*
- *Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.*
- *Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser
  - *gets consent to the screening from a person who is responsible for the premises; and*
  - *ensures that each such screening abides by age classification ratings.**
- *Indoor sporting events: no licence is required for an event between 08.00 and 23.00 on any day, provided that those present do not exceed 1000.*
- *Boxing or wrestling entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.*
- *Live music: no licence permission is required for:*
  - *a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.*
  - *a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises,*
- *a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that does not have a licence, provided that the audience does not exceed 500.*
- *a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that
  - *the audience does not exceed 500, and*
  - *the organiser gets consent for the performance from a person who is responsible for the premises.**
- *a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.*
- *Recorded Music: no licence permission is required for:*
  - *any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500*
  - *any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.*
  - *any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.*
- *Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:*
  - *any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;*
  - *any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;*
  - *any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and*

- *any entertainment (excluding films and boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.*



## **Appendix B – Policy Consultation List**



# ADUR DISTRICT COUNCIL

Licensing Act 2003

**Draft Statement of Licensing Policy**

**Consultation**

August 2023

## Public Consultation

- Details of the consultation were published on Adur & Worthing's Website at:
  - <https://www.adur-worthing.gov.uk/>
  - <https://www.adur-worthing.gov.uk/licensing-consultations/licensing-act-2003/#applications-worthing>

## Responsible Authorities

- Sussex Police - West Downs Division
- West Sussex Fire and Rescue Service
- West Sussex County Council - Head of Child Protection
- West Sussex County Council - Trading Standards Service
- Adur & Worthing Councils – Planning Services
- South Downs National Park - Planning
- Adur & Worthing Councils – Public Health & Regulation Environmental Protection Team
- Adur & Worthing Councils – Public Health & Regulation Environmental Health Food & Occupational Health Group
- Adur District Council - Licensing Authority
- Health and Safety Executive
- West Sussex County Council - Public Health Directorate
- Home Office Immigration

## Other Authorities

- Adur & Worthing Councils – Community Safety & Anti-Social Behaviour Team
- Adur & Worthing Councils – Licensing Team
- West Sussex County Council - Community Safety & Wellbeing
- West Sussex County Council – Drug & Alcohol Support
- Worthing Borough Council - Licensing Authority

## ADC Licensing Committee

- Councillor Paul Mansfield (Chairman)
- Councillor Vee Barton (Vice-Chair)
- Councillor Catherine Arnold
- Councillor Robina Baine
- Councillor Tony Bellasis
- Councillor Ann Bridges
- Councillor Mandy Buxton
- Councillor Jim Funnell
- Councillor Jude Harvey
- Councillor Julian Shinn

- Councillor Julia Watts
- All Adur & Worthing Councillors

## **A&W Officers**

- Paul Brewer – Director for Sustainability & Resources
- Jan Jonker – Assistant Director: Operations and Sustainability
- Ed Hele – Public Health & Regulation Manager
- Tina Favier - Director for Housing & Communities
- Shelley-Ann Flanagan - Lawyer - Legal Services
- Caroline Perry - Senior Lawyer & Deputy Monitoring Officer - Legal Services

## **Industry Consultees**

- Adur & Worthing Chamber of Commerce
- Wetherspoon
- Greene King
- Co-Operative Group
- Sainsbury's
- Tesco
- Morrisons
- Iceland
- Mitchell & Butler
- Blake Morgan LLP
- Poppleston Allen LLP
- Doug Simmonds
- John Gaunt LLP
- Lockett LLP
- WS Law
- LB Law

## **Resident Representatives**

- Eastbrook Manor Community Centre
- Shoreham Community Association
- Sompting Parish Council
- Southwick Community Association
- Shoreham Society
- Shoreham Beach Residents Association
- Lancing Parish Council

## **Private Members Clubs**

- Royal British Legion Club

- Shoreham-By-Sea Bowling Club
- Lancing Bowling Club
- The Harbour Club
- Empire Club
- Shoreham Conservative Club
- Southwick Association of Bowling Clubs
- Champion House Club
- Shoreham Club
- Sussex Yacht Club
- Shoreham Rowing Club
- Shoreham Football Club
- Lancing Sailing Club
- Southwick Sports Club
- Sussex County Croquet & Lawn Tennis Club
- Shoreham Sailing Club
- Royal British Legion Club - Shoreham
- Royal British Legion Club

## **Appendix C – Representations**

---

**Fwd: Consultation on Licensing Policy**

1 message

**Licensing Unit** <licensing.unit@adur-worthing.gov.uk>

8 August 2023 at 13:58

To: Simon Jones &lt;simon.jones@adur-worthing.gov.uk&gt;, Catherine Cleveland &lt;catherine.cleveland@adur-worthing.gov.uk&gt;

FYI

----- Forwarded message -----

From: **Claire Hunt** <claire.hunt@worthing.gov.uk>

Date: Tue, 8 Aug 2023 at 13:51

Subject: Consultation on Licensing Policy

To: Licensing Unit &lt;licensing.unit@adur-worthing.gov.uk&gt;

Dear Simon

Thanks for the request to comment on the Licensing Policy review.

The proposed changes look fine to me. I have a few additional comments:

1. It mentions that the Special Saturation Policy was suspended because the associated problems improved whilst it was in place, to the extent it was no longer needed, but that this would be reviewed. Has it been reviewed and is there evidence to support either continuing not to have it or to reinstate it?
2. Whilst Public Health is not a licensing objective, is there any way to strengthen the recognition of public health impacts of alcohol harm as a public safety consideration?
3. It may not be applicable to Worthing but some councils have included wording to make developers build with adequate sound proofing if they are building residential homes near existing music venues, to protect both existing venues and residents.
4. Is a rule needed for staff training on preventing child sexual exploitation, so that they can spot the signs and learn how to act to help keep those children safe?
5. Is there anything needed about the welfare of animals in regulated entertainment - I have had a few approaches from the RSPCA about this and they are happy to advise.

Obviously I am new to the Licensing Committee so others will be much more knowledgeable than me on these issues, but thanks for asking.

Best wishes

Claire

**Councillor Claire Hunt**

Goring Ward

Worthing Borough Council

[www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk)

Privacy Notice: As a Data Controller, I will collect your personal data in order to help you with the issue or complaint you have raised with me. I will only collect the personal data that I need to provide the help you have requested.

---

**Fwd: Consultation : Worthing Borough Council's Draft Statement of Licensing Policy**

1 message

---

**Licensing Unit** <licensing.unit@adur-worthing.gov.uk>  
To: Simon Jones <simon.jones@adur-worthing.gov.uk>

24 August 2023 at 09:26

FYI

----- Forwarded message -----

From: **Hilary Schan** <hilary.schan@worthing.gov.uk>

Date: Wed, 23 Aug 2023 at 19:01

Subject: Fwd: Consultation : Worthing Borough Council's Draft Statement of Licensing Policy

To: Licensing Unit &lt;licensing.unit@adur-worthing.gov.uk&gt;

Cc: Rosey Whorlow &lt;rosey.whorlow@worthing.gov.uk&gt;

Hi there,

Thank you for sending the below email regarding the Licensing Policy consultation. I had some questions and suggestions around how we could incorporate a more specific and focused approach to the prevention of Violence Amongst Women and Girls into this policy. I have done a bit of research into how other councils have done this and there are a lot of resources available around this topic. Some examples include:

- Specifically referencing the increase in drink spiking and incorporating the [LGA's prevention recommendations](#) into the policy
- Stating that the council has a zero tolerance approach to sexual harassment and drink spiking
- Including initiatives such as 'Ask for Angela' in recommended actions for licensed premises
- Make clear the reporting process for incidents of drink spiking to the council (as well as police), in order that we as a licensing authority can understand trends and work with premises to make improvements

This is not exhaustive of course and there are many other areas, such as taxi licensing that also affect the safety of women. There have been some excellent initiatives by other Councils such as offering training to taxi drivers in order to gain a 'gold status' which has seen tangible results in the reporting of abuse.

I'm copying Councillor Rosey Whorlow here as the Cabinet Lead for Community Wellbeing. I'd be very happy to help in any way I can to develop and incorporate the above principles into the policy.

Best wishes,

Hilary

**Councillor Hilary Schan**

Tarring Ward

Worthing Borough Council

[Follow me on Facebook](#)[www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk)

----- Forwarded message -----

From: **Simon Jones** <simon.jones@adur-worthing.gov.uk>

Date: Tue, 11 Jul 2023 at 17:54

Subject: Consultation : Worthing Borough Council's Draft Statement of Licensing Policy

To: Helen Abrahams &lt;helen.abrahams@worthing.gov.uk&gt;, Cllr. Mike Barrett &lt;mike.barrett@worthing.gov.uk&gt;, Cllr. Henna Chowdhury &lt;henna.chowdhury@worthing.gov.uk&gt;, Russ Cochran &lt;russ.cochran@worthing.gov.uk&gt;, Cathy Glynn-Davies &lt;cathy.glynn-davies@worthing.gov.uk&gt;, Claire Hunt &lt;claire.hunt@worthing.gov.uk&gt;, Cllr. Charles James &lt;charles.james@worthing.gov.uk&gt;, Kevin Jenkins &lt;kevin.jenkins@worthing.gov.uk&gt;, Cllr. Richard Mulholland &lt;richard.mulholland@worthing.gov.uk&gt;, Cllr. Richard Nowak &lt;richard.nowak@worthing.gov.uk&gt;, Dale Overton &lt;dale.overton@worthing.gov.uk&gt;, Hilary Schan &lt;hilary.schan@worthing.gov.uk&gt;, Samuel Theodoridi &lt;samuel.theodoridi@worthing.gov.uk&gt;, Andy Whight &lt;andy.whight@worthing.gov.uk&gt;, Rosey Whorlow &lt;rosey.whorlow@worthing.gov.uk&gt;

Dear Councillor



**Licensing Act 2003**  
**Adur District Council and Worthing Borough Council**  
**Draft Statements of Licensing Policy**  
**2023 Review Consultation - Request for Views/Comments**

The Licensing Act 2003 regulates the sale & supply of alcohol, the provision of regulated entertainment and the sale of late night refreshment.

As Licensing Authorities one of Adur District Council's and Worthing Borough Council's responsibilities under the Act is the publishing of their Statements of Licensing Policy the document by which all applications regarding such licences are considered within each Councils' jurisdiction.

Under the act both Councils are obliged to regularly review their policies and since the policies were last reviewed the government has issued new revised guidance to the Act.

Both Council's policies now require reviewing for re-adoption later this year. As part of that review process a 6 week consultation of stakeholders and the public is being embarked on.

Copies of both draft policies can be found below or at:

<https://www.adur-worthing.gov.uk/licensing-consultations/licensing-act-2003/#policy-adur>

<https://www.adur-worthing.gov.uk/licensing-consultations/licensing-act-2003/#policy-worthing>

Neither policy constitutes a major shift in direction but both update to incorporate the latest guidance and best practice.

When considering your response it is important to stress that both councils' licensing policies must promote the four licensing objectives, which are:

- prevention of crime & disorder
- public safety
- prevention of public nuisance
- protection of children from harm

The new sections and the changes made to the policy are highlighted in black. The current policy unaltered content in grey.

The Councils hope you will give some time to consider whether these revised policies are appropriate for the District and the Borough respectively and would appreciate any comments and suggestions in writing before 31 August 2023 so that they can be considered, noted and if necessary amendments made to the draft policies before they are presented to the respective Licensing Committees for consideration prior to going to each full council for adoption.

Your representation and comments should be sent to:

- Email: [licensing.unit@adur-worthing.gov.uk](mailto:licensing.unit@adur-worthing.gov.uk)
- By post to: Public Health & Regulation - Licensing Policy Review  
Adur & Worthing Councils  
Town Hall, Chapel Road  
Worthing  
BN11 1HA

If you have any queries please do not hesitate to contact the Public Health & Regulation - Licensing Team at:

- Telephone: 01273 263331
- Email: [licensing.unit@adur-worthing.gov.uk](mailto:licensing.unit@adur-worthing.gov.uk)

Regards

Simon

**Simon Jones**

Team Leader - Licensing, Public Health & Regulation  
01273 263191  
Adur & Worthing Councils  
Public Health & Regulation  
Portland House

Worthing  
BN11 1HS

<http://www.adur-worthing.gov.uk/licensing-and-permits/>





Simon Jones <simon.jones@adur-worthing.gov.uk>

## Fwd: Draft Statements of Licensing Policy

1 message

**Licensing Unit** <licensing.unit@adur-worthing.gov.uk>  
To: Simon Jones <simon.jones@adur-worthing.gov.uk>

26 July 2023 at 14:50

Hi Simon,

I'm assuming this isn't on tascomi so just needs forwarding to yourself?

Thanks  
Becca

----- Forwarded message -----

From: **Philip Cook** <philip.cook@westsussex.gov.uk>  
Date: Tue, 25 Jul 2023 at 15:43  
Subject: Draft Statements of Licensing Policy  
To: licensing.unit@adur-worthing.gov.uk <licensing.unit@adur-worthing.gov.uk>

Dear Simon,

Many thanks for your email regarding your draft statements. West Sussex have reviewed the documents and would like one minor change to Section 8.14 (Fire Safety) of the Adur document please.

Fire Safety: Premises and their operators will also be subject to general duties under current fire safety regimes and the same comments as those for Health & Safety apply.

Can you change the highlighted section to read 'the Regulatory Reform (Fire Safety) Order 2005'.

Many thanks

Phil

**Philip Cook** | Watch Manager, West Sussex Fire & Rescue Service, [West Sussex County Council](#)  
Tel: +44 (0) 330 222 6739 | Mobile: +44 (0) 7515 502 011 | E-mail:  
[philip.cook@westsussex.gov.uk](mailto:philip.cook@westsussex.gov.uk)

Location: Fire Safety, Horsham

Tel: 0330 222 3333 | E-mail: [firesafety@westsussex.gov.uk](mailto:firesafety@westsussex.gov.uk)



---

**LEGAL DISCLAIMER**

This email and any attachments are confidential and intended solely for the persons addressed. If it has come to you in error please reply to advise us but you should not read it, copy it, show it to anyone else nor make any other use of its content. West Sussex County Council takes steps to ensure emails and attachments are virus-free but you should carry out your own checks before opening any attachment.

---

---

## Consultation on Adur & Worthing Borough Council's Draft Statement of Licensing Policy 2023

1 message

---

**Bateup, David 63941** <David.Bateup@sussex.police.uk>

1 September 2023 at 10:44

To: Simon Jones <simon.jones@adur-worthing.gov.uk>

Simon,

As you are aware we have had two instances earlier this summer with clubs wanting to extend their opening hours until 4 – 5 am in the morning. We currently have three premises in Worthing town centre with the latest opening time of 3.30. Fortunately, in the case of both new variation applications in the last three months, after mediation both premises agreed to keep their opening times until 3.30. So, at present we have a by mutual consent an unofficial cut off time of 3.30 in Worthing town centre for clubs and bars.

We set out our concerns about later opening times in both our representations for Jungle and Angel Bar. The main concern is that policing resources and other resources such as public transport and taxis are dramatically reduced from 4 am onward. There are also concerns about late night noise and disturbance to residents if premises are allowed to open even later in the early morning. We heard some powerful testimonies from residents in the Angel Bar committee hearing last week, and we are seeing vacant shop and office premises increasingly being converted into residential dwellings. You will be aware that there are very large residential blocks in Union Place going through planning at present.

I have replicated below in blue some paragraphs from our original representation in respect of Angel Bar & Club setting out some of concerns, remembering of course that subsequently Angel Bar did agree to pull back their opening hours until 3.30 and they agreed to all our new proposed licence conditions. The variation application has now been granted with all the agreed conditions we asked for, plus a number of further stringent conditions in relation to noise.

Worthing and Adur do not have a cumulative impact policy. I am advised that the previous Worthing CIZ policy was withdrawn some years ago, and certainly some years before I came over to West Division from Brighton in 2017. I rather anticipate that politically any application by Sussex Police to create a new CIZ policy in Worthing would not be entirely well received from an economic regeneration, tourism and encouraging businesses into the town centre perspective. Just to make clear that this stage we are not proposing any such application for a new CIZ policy in Worthing or Adur. Our concern is that if in the future bars and clubs in Worthing town centre are allowed to open and trade until 4 – 5 in the morning, this then encourages late night refreshment premises to open later, which in turn encourages partygoers to hang around and no doubt some will be swearing, shouting and fighting etc. We will then have resultant strains on police, ambulance, the NHS and other authorities as well as public transport, not to mention the increasing number of residents in the town centre being disturbed, then potentially the subject of a new CIZ may then have to be looked at seriously.

We also have the S.182 Guidance and paragraphs 10.13 – 15 and 14.51 – 52 which I appreciate rather prevents any bold statements in your new statement of licensing policy that “applications for new late night bars and clubs opening past 3.30 will not be accepted”!

Whilst we appreciate and acknowledge that this is a very difficult area with little legal room to manoeuvre and lawyers always looking and willing to challenge your new statement of licensing policy, we would like to invite the Council to explore and discuss this subject please when you debate the new draft policy in Committee, and give some consideration to whether anything can be put in your new statement of licensing policy with reference to the above. As we stated in our two representations earlier this summer, our concern is that if at some time in the near future a premises does decide to argue later opening times past 3.30 in Committee and their application is granted, we will then have a queue of other premises all rushing in to do the same and “keep up with the Joneses” so to speak. We are already seeing this scenario happening in another licensing authority in West Sussex. We know from speaking directly to owners of bars and clubs in Worthing that they are closely watching their competitors and they are currently content so long as they perceive that their competitors do not have an unfair trading advantage over them. However it only takes one premises to “break rank” so to speak and potentially we will have challenges ahead.

I am conscious that the above comments relate entirely to Worthing. What about Adur? To date we have not had any real issues of concern with licensed premises in Adur, nor any indication from any premises in Adur that they are looking to extend their opening hours any further into the early hours of the morning. We have one premises on Shoreham High Street who run late night bars and discos on a Friday and Saturday night, but again to date these have been well managed and we have not had any issues of crime and disorder, or late night noise and anti social behaviour, reported to us. The Railway (one of our large pubs opposite Lancing Railway Station) has recently changed hands and is being refurbished and reopened with more of a sports bar theme, but to date we have not been approached for any preliminary discussions with a view to extending opening hours. However as a new statement of licensing policy once published will run for a number of years, it is still appropriate for Adur Council to consider the above points in what at present seems to be the unlikely event that an Adur premises applies to extend their opening hours in the future.

I would add in conclusion that we think here that we work very well and in close partnership with you and your team to keep people safe whilst allowing and encouraging the night time economy to trade and thrive.

Many thanks.

David

So if this variation application is granted as applied for, Angels Bar & Club will immediately become the last nightclub (when compared with other bars and clubs in Worthing) open by a full hour (plus an extra half an hour dispersal time with the doors closing at 05:00) on a Saturday and Sunday morning. There will be a considerable time difference in closing times when comparing Angels Bar & Club with other premises Sunday to Thursday.

The inevitable consequent of granting this variation application will be that other late night premises in Worthing town centre will also apply to extend their hours for licensable activities and wanting even later closing times. We are already seeing this happening in another licensing authority in West Sussex. Sussex police strongly advise the Committee that this is likely to have very serious consequences for Worthing, and thus invite the Committee to refuse this application.

To summarise our concerns about this application:

Two key concerns are keeping people safe (especially women and girls) and the prevention of crime and disorder. Added to this is the serious concern that patrols leaving the premises will, if this variation is granted by the Committee, have been consuming alcohol for some hours beforehand.

This premises has a capacity of 533.

The provision of adequate transport infrastructure to take patrons away from the premises quickly and efficiently is vital both to ensure people are taken safely to their homes without delay, and to minimise violence and confrontation between patrons and often other passers by whilst they wait for and often compete for limited transport facilities. Hence the need for taxi marshals.

The availability of taxis and other public transport reduces considerably later in the morning. The taxi rank is situated near the clock tower on Chapel Road (near to the main Barclays Bank branch), which the Committee will be aware is a considerable walking distance from this premises. The direct walking route from this premises to the taxi rank is Ann Street, which is a poorly lit road, residential with no CCTV. We are concerned that patrons may also cut through the Guildbourne Centre to the taxi rank.

Worthing train station is also a considerable walking distance from High Street. We checked the Worthing train station website and note the station does not open until 05.35 on a Saturday morning and 06.40 on a Sunday morning.

Late night food premises will be closed at 04:00 in the morning. If this variation application is granted, will this then lead to late night refreshment premises also applying to extend their opening hours to 04:30 and even 05:00 in the morning? If such applications are then granted by the Committee, then this will encourage people to hang around in the town centre rather than disperse, and thus create more noise nuisance and potentially anti social behaviour.

Granting this application as applied for will have a serious impact on police resourcing. 50% of the police night time resource finish at 4 am. The remaining 50% will not necessarily be located in Worthing town centre to deal with noise disturbance, anti social behaviour, alcohol related violence and vulnerability issues in the High Street and surrounding area, with officers often located as far away as Horsham or Bognor depending on demand and the number of serious incidents requiring an immediate police response.

So if this variation is granted then seven days a week the club will be closing at 4.30 – 5:00 just as half of the policing resource is clocking off after a long night shift, with patrons walking about the town centre and competing for scarce transport infrastructure.

Police resourcing is often stretched between 03.30 and 05.30 in the morning. The prevention of crime and disorder and the protection of the vulnerable (women and girls as well as males being particularly prone to vulnerability after a night out consuming alcohol over an extended period) is a priority for us. However, if Angel Bar & Club are permitted to extend their opening hours and licensable activities until 4.30- 05:00 in the morning, this will undoubtedly put an extra strain on our resources and we fully anticipate on the resources of other service providers too. Potentially this will put the public and particularly victims of crime at increased risk. If there is a major incident or a queue of grade 1 calls (grade 1 calls requiring an immediate police response) as is often the case at this time of the early morning, it will only exacerbate the situation. It should be stressed again please that Angel Bar & Club already has the latest operating times in Worthing on its existing licence.

Angel Bar & Club has not given any thought to any dispersal plan and there is no mention of this anywhere in their application. SIA door staff will need to be employed until at least after 05:00 in the morning. We note that the premises has not offered any actual licence conditions with respect to a dispersal policy. It must be emphasised again that the premises did not consult with Sussex Police before this variation application was submitted.

The Committee will be aware that Worthing Council recently acquired the freehold of Union Place, and there are plans currently going through for a major new development for 169 – 200 new residential homes and a 90 bed hotel as well as commercial space. Union Place is situated very near to this premises. Planning permission has recently been granted for new residential flats above commercial ground floor units on Portland Road just around the corner from this premises. This is in addition to the substantial number of residential properties already in the town centre.

The Committee will be aware that there is pressure to convert existing brown field and unused shops into residential dwellings, so this trend will only continue to grow with more and more residential homes in the town centre. Accordingly the Committee should think very carefully about the potential negative impact of allowing any premises in Worthing town centre, and no doubt other premises in their wake, to open until 4.30 – 05:00 in the morning and the associated noise nuisance, anti social behaviour and crime and disorder that is very likely to follow.

For the reasons stated above, Sussex police invite the Licensing Committee to refuse the application.

**David Bateup**  
**Police Licensing Officer**

Direct Dial: 01273 470 101 ext 581 214

Licensing office: 01273 40 40 30

[david.bateup@sussex.police.uk](mailto:david.bateup@sussex.police.uk)



Neighbourhood Police Licensing Team

West Sussex Division, Centenary House, Durrington Lane,

Worthing, West Sussex, BN13 2PQ

You can report crime and incidents online at

<https://www.sussex.police.uk/report-online>

We want to know your views - see what's new and give us your feedback and suggestions at [www.sussex.police.uk](http://www.sussex.police.uk)

If you have received this message in error, please contact the sender as soon as possible - you may not copy it, or make use of any information contained in it for any purpose, or disclose its contents to any other person. Messages sent and received by Sussex Police are not private and may be the subject of monitoring.

## Fwd: FW: Consultation : Adur District & Worthing Borough Council's Draft Statement of Licensing Policy

1 message

**Licensing Unit** <licensing.unit@adur-worthing.gov.uk>

10 August 2023 at 12:19

To: Simon Jones &lt;simon.jones@adur-worthing.gov.uk&gt;, Catherine Cleveland &lt;catherine.cleveland@adur-worthing.gov.uk&gt;

FYI

----- Forwarded message -----

From: **Public Health Licensing** <PublicHealth.Licensing@westsussex.gov.uk>

Date: Thu, 10 Aug 2023 at 10:43

Subject: FW: Consultation : Adur District &amp; Worthing Borough Council's Draft Statement of Licensing Policy

To: licensing.unit@adur-worthing.gov.uk &lt;licensing.unit@adur-worthing.gov.uk&gt;

Cc: Sophie Krousti &lt;Sophie.Krousti@westsussex.gov.uk&gt;

Dear Adur &amp; Worthing Licencing Teams

### Consultation : Adur District & Worthing Borough Council's Draft Statement of Licensing Policy

Thank you for providing West Sussex Public Health the opportunity to review Adur District & Worthing Borough Council Draft Statement of Licencing Policy.

Please find below some changes that we would recommend be applied to the documents for the purposes of accuracy and clarity:

#### **Adur District Council:**

Pg 41, 14.1	Please replace West Sussex County Council (WSCC) Public Health Lead for Substance Misuse with West Sussex County Council (WSCC) Public Health Lead for <u>Alcohol</u>
Pg 43, 14.10	Please replace West Sussex County Council (WSCC) Public Health Lead for Substance Misuse with West Sussex County Council (WSCC) Public Health Lead for <u>Alcohol</u>
Pg 42, 14.6	<p>Please make the following updates to reflect the current data:</p> <p><b>In West Sussex:</b></p> <ul style="list-style-type: none"><li>-It is estimated that 23.7% of adults (18+) are drinking above the lower risk limits</li><li>-It is believed that there are 7000 adults with an alcohol dependency in the county.</li><li>-Data suggests that 2710 children live with an adult with alcohol dependency.</li></ul> <p><b>In Adur District:</b></p> <ul style="list-style-type: none"><li>-The rate of alcohol-related hospital admissions is 433 per 100,000 population, better than the average for England. This represents 293 hospital admissions per year.*</li></ul>

-The rate of alcohol-specific hospital admissions among those under 18 is 38.1 per 100,000 population. This represents 5 admissions per year\*\*.

-The estimated rate of alcohol-related deaths in Adur for 2021 is 32.4 per 100,000 population. This equates to 24 deaths in 2021.

*\*Narrow definition - Where the main reasons for admission to hospital was attributable to alcohol*

*\*\* Conditions caused wholly by the use of alcohol*

### Worthing Borough Council:

Pg 43, 14.1	Please replace West Sussex County Council (WSCC) Public Health Lead for Substance Misuse with West Sussex County Council (WSCC) Public Health Lead for <u>Alcohol</u>
Pg 46, 14.10	Please replace West Sussex County Council (WSCC) Public Health Lead for Substance Misuse with West Sussex County Council (WSCC) Public Health Lead for <u>Alcohol</u>
Pg 45, 14.6	<p>Please make the following updates to reflect the current data:</p> <p><b>In West Sussex:</b></p> <ul style="list-style-type: none"><li>-It is estimated that 23.7% of adults (18+) are drinking above the lower risk limits.</li><li>-It is believed that there are 7000 adults with an alcohol dependency in the county.</li><li>-Data suggests that 2710 children live with an adult with alcohol dependency</li></ul> <p><b>In Worthing Borough:</b></p> <ul style="list-style-type: none"><li>-The rate of alcohol-related hospital admissions is 519 per 100,000 population, worse than the average for England. This represents 598 hospital admissions per year*.</li><li>-The rate of alcohol-specific hospital admissions among those under 18 is 38.2 per 100,000 population. This represents 8 admissions per year**</li><li>-The estimated rate of alcohol-related deaths in Worthing for 2021 is 45.7 per 100,000 population. This equates to 55 deaths in 2021</li></ul> <p><i>*Narrow definition - Where the main reasons for admission to hospital was attributable to alcohol</i></p> <p><i>** Conditions caused wholly by the use of alcohol</i></p>

Please get in touch if you have any further questions or clarifications

Kind regards

**Sophie Krousti (She/Her)**

Public Health Lead for Alcohol & Domestic Abuse

West Sussex County Council

✉ EMAIL 📞 CALL 💬 IM

**Location:** 1<sup>st</sup> Floor, The Grange, County Hall, Chichester, PO19 1RQ

**Contact:** Internal: 26308 | **Phone:** +44 3302222579 | **E-mail:** [Sophie.krousti@westsussex.gov.uk](mailto:Sophie.krousti@westsussex.gov.uk)

---

**From:** Simon Jones <[simon.jones@adur-worthing.gov.uk](mailto:simon.jones@adur-worthing.gov.uk)>

**Sent:** 11 July 2023 17:51

**To:** Worthing & Adur Police Licensing Team <[ws\\_licensing\\_wor@sussex.pnn.police.uk](mailto:ws_licensing_wor@sussex.pnn.police.uk)>; A&W Environmental Support <[publichealth.regulation@adur-worthing.gov.uk](mailto:publichealth.regulation@adur-worthing.gov.uk)>; Public Health Licensing <[PublicHealth.Licensing@westsussex.gov.uk](mailto:PublicHealth.Licensing@westsussex.gov.uk)>; Social Care <[socialcare@westsussex.gov.uk](mailto:socialcare@westsussex.gov.uk)>; Trading Standards <[trading.standards@westsussex.gov.uk](mailto:trading.standards@westsussex.gov.uk)>; Home Office Immigration Team <[Alcohol@homeoffice.gov.uk](mailto:Alcohol@homeoffice.gov.uk)>; Fire Safety <[firesafety@westsussex.gov.uk](mailto:firesafety@westsussex.gov.uk)>; A&W Planning <[planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk)>; A&W Licensing Unit <[licensing.unit@adur-worthing.gov.uk](mailto:licensing.unit@adur-worthing.gov.uk)>; Safer Communities <[safer.communities@adur-worthing.gov.uk](mailto:safer.communities@adur-worthing.gov.uk)>; [info@worthingtowncentre.co.uk](mailto:info@worthingtowncentre.co.uk); Vino Vijayakumar <[worthingpubwatch@gmail.com](mailto:worthingpubwatch@gmail.com)>; Info Well Being <[info.wellbeing@adur-worthing.gov.uk](mailto:info.wellbeing@adur-worthing.gov.uk)>; [WestSussex.contact@cgl.org.uk](mailto:WestSussex.contact@cgl.org.uk); [ss-sussexadmin@justice.gov.uk](mailto:ss-sussexadmin@justice.gov.uk)

**Subject:** Consultation : Adur District & Worthing Borough Council's Draft Statement of Licensing Policy

**\*\*EXTERNAL\*\***

Dear Sir/Madam

**Licensing Act 2003  
Adur District Council and Worthing Borough Council  
Draft Statements of Licensing Policy  
2023 Review Consultation - Request for Views/Comments**

The Licensing Act 2003 regulates the sale & supply of alcohol, the provision of regulated entertainment and the sale of late night refreshment.

As Licensing Authorities one of Adur District Council's and Worthing Borough Council's responsibilities under the Act is the publishing of their Statements of Licensing Policy the document by which all applications regarding such licences are considered within each Councils' jurisdiction.

Under the act both Councils are obliged to regularly review their policies and since the policies were last reviewed the government has issued new revised guidance to the Act.

Both Council's policies now require reviewing for re-adoption later this year. As part of that review process a 6 week consultation of stakeholders and the public is being embarked on.

Copies of both draft policies can be found below or at:

<https://www.adur-worthing.gov.uk/licensing-consultations/licensing-act-2003/#policy-adur>

<https://www.adur-worthing.gov.uk/licensing-consultations/licensing-act-2003/#policy-worthing>

Neither policy constitutes a major shift in direction but both update to incorporate the latest guidance and best practice.

When considering your response it is important to stress that both councils' licensing policies must promote the four licensing objectives, which are:

- prevention of crime & disorder
- public safety
- prevention of public nuisance
- protection of children from harm

The new sections and the changes made to the policy are highlighted in black. The current policy unaltered content in grey.

The Councils hope you will give some time to consider whether these revised policies are appropriate for the District and the Borough respectively and would appreciate any comments and suggestions in writing before 31 August 2023 so that they can be considered, noted and if necessary amendments made to the draft policies before they are presented to the respective Licensing Committees for consideration prior to going to each full council for adoption.

Your representation and comments should be sent to:

- Email: [licensing.unit@adur-worthing.gov.uk](mailto:licensing.unit@adur-worthing.gov.uk)
- By post to: Public Health & Regulation - Licensing Policy Review  
Adur & Worthing Councils  
Town Hall, Chapel Road  
Worthing

BN11 1HA

If you have any queries please do not hesitate to contact the Public Health & Regulation - Licensing Team at:

- Telephone: 01273 263331
- Email: [licensing.unit@adur-worthing.gov.uk](mailto:licensing.unit@adur-worthing.gov.uk)

Regards

Simon

**Simon Jones**

Team Leader - Licensing, Public Health & Regulation

01273 263191

Adur & Worthing Councils

Public Health & Regulation  
Portland House  
Worthing  
BN11 1HS

<http://www.adur-worthing.gov.uk/licensing-and-permits/>



This email and any attachments are confidential and intended solely for the persons addressed. If it has come to you in error please send it back to us, and immediately and permanently delete it. Do not use, copy or disclose the information contained in this message or in any attachment. Whilst every care has been taken to check this e-mail for viruses, it is your responsibility to carry out checks upon receipt.

**CAUTION:** This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

---

**LEGAL DISCLAIMER**

This email and any attachments are confidential and intended solely for the persons addressed. If it has come to you in error please reply to advise us but you should not read it, copy it, show it to anyone else nor make any other use of its content. West Sussex County Council takes steps to ensure emails and attachments are virus-free but you should carry out your own checks before opening any attachment.

---