

Notice of Meeting



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Licensing Committee

Monday 6 July 2026 at 5.30pm
in Council Chamber Council Offices
Market Street Newbury

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Date of despatch of Agenda: Friday 26 June 2026

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Thomas Radbourne (Democratic Services Officer) on e-mail: Thomas.Radbourne1@westberks.gov.uk

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk



WestBerkshire
C O U N C I L

To: Councillors Jeremy Cottam (Chairman), Paul Dick (Vice-Chairman), Phil Barnett, Billy Drummond, Nigel Foot, Paul Kander, Jane Langford, Tom McCann, David Marsh, Stephanie Steevenson, Clive Taylor and Martha Vickers

Agenda

Part I

Page No.

1. **Apologies** 5 - 6
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 7 - 14
To approve as correct records the Minutes of the meetings of this Committee held on 24 March 2026 and 14 May 2026.
3. **Declarations of Interest** 15 - 16
To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
4. **Minor Changes to the Licensing Policy Arising from Amended S182 Guidance** 17 - 56
Purpose: To report back on minor amendments being made to the Statement of Licensing Policy following the issuing of updated Home Office's Statutory Guidance issued under Section 182 of the Licensing Act 2003 in January 2024, February 2025, November 2025 and February 2026.
5. **West Berkshire Council Licensing Annual Report 2025-26** 57 - 86
Purpose: To set out the work of the Licensing Committee, Licensing Sub-Committee and Licensing Service in 2025/26 and to explain the context of providing Licensing functions through the Public Protection Partnership (PPP).
6. **Operational Approach to Fireworks** 87 - 106
Purpose: To review the operational approach that is being taken towards fireworks by the Public Protection Partnership and to set out the powers delegated to the PPP to undertake enforcement activity in respect of the supply, storage, product safety and use of fireworks.



Agenda - Licensing Committee to be held on Monday 6 July 2026 *(continued)*

7. **Forward Plan**

107 - 108

To note the Forward Plan for the Committee and agree to any proposed changes.



Sarah Clarke
Executive Director – Resources

If you require this information in a different format or translation, please contact
Thomas Radbourne (Democratic Services Officer) on telephone (01635)
503973.



West Berkshire
C O U N C I L

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Licensing Committee – 6 July 2026

Item 1 – Apologies

Verbal item

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Licensing Committee – 6 July 2026

Item 2 – Minutes

To approve as correct records the minutes of the Licensing Committee meetings held on:

- 24 March 2026
- 14 May 2026

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DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

LICENSING COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 24 MARCH 2026

Councillors Present: Jeremy Cottam (Chairman), Paul Dick (Vice-Chairman), Phil Barnett, Billy Drummond, Nigel Foot, Paul Kander, Tom McCann, David Marsh, Stephanie Steevenson, Clive Taylor and Martha Vickers

Also Present: Moira Fraser, Julia O'Brien, Riley Timney, Thomas Radbourne, Darius Zarazel

PART I

1. Minutes

The minutes of the meeting held on 3 November 2025 were approved as a true and accurate record and signed by the Chairman.

The minutes of the meeting held on 15 December 2025 were approved as a true and accurate record and signed by the Chairman.

2. Declarations of Interest

No Declarations of Interest were received.

3. Variations to Hackney Carriage and Private Hire Vehicles and Private Hire Operator's Fees

Moira Fraser introduced the report concerning the outcome of the consultation on statutory fees for Hackney Carriage and Private Hire Vehicles and Private Hire Operator's fees, which had previously been agreed for consultation on 3 November 2025.

The Consultation ran from 6 November to 4 December 2025, and the outcome was due to be reported to the January Licensing Committee meeting, but due to the cancellation of that meeting, it was instead reported at this meeting. It was noted that the fees had already been approved at the Full Council meeting in February and would come into effect on 1 April 2026.

Officers advised that two responses had been received to the consultation, both from members of the public, but these related to tariffs rather than fees and had therefore not impacted on the recommendation to full Council.

Resolved: That the Licensing Committee note the report.

4. Consultation on Protected Plates and Accessibility

Julia O'Brien introduced the report, outlining that the purpose was to agree the timetable and methodology for consulting on protected plates, as previously discussed at the December meeting. She explained that the consultation would last seven weeks, which was slightly longer than usual due to the Easter period, and would include questions regarding respondents' awareness of protected plates and their relevance.

Members queried whether there were any groups or parts of the local community missing from the list of consultees. Officers responded that the consultation would be as wide as possible, and confirmed that the trade, residents, and taxi users would be consulted.

LICENSING COMMITTEE - 24 MARCH 2026 - MINUTES

Officers noted the challenge of engaging with the disabled community due to the disbandment of the local disability awareness forum, but assured Members that efforts would be made to gather their views.

The Chairman suggested national charities that focussed on wheelchair access and related issues should also be consulted to ensure a comprehensive perspective.

Members asked whether there was data on the number of protected plates year on year, specifically whether the number was decreasing. The Chairman referred to item 4.6 of the report, which stated that 35 Hackney Carriage licenses were affected, and queried historical figures. Officers confirmed that the number was decreasing, recalling that there were originally 80 or 90 such licenses, but they did not have precise historical data.

Members highlighted the difficulty of engaging with disability groups, particularly those who may not use online platforms. Members suggested utilising community engagement forums such as “Lets Talk” to reach vulnerable residents. Officers agreed and confirmed that hardcopies of the consultation would be taken to these events across various localities.

Members raised the potential impact of future Local Government Reorganisation. Officers confirmed that policy alignment would be necessary for all Council Policies if this occurred.

Members recommended that Officers contact the West Berkshire Learning Disability Partnership, coordinated by Alex Kaardal at the volunteer centre, to further engage with the disabled community. Councillor Nigel Foot offered to provide contact details to Officers.

Members sought clarification on whether the consultation would address both protected plates and accessibility as separate issues, expressing concern that combining them might inadvertently affect broader taxi policy. Officers clarified that while the issues were related, there would be a single consultation, with distinct questions to capture the views of both the trade and the disabled community.

Councillor Stephanie Steevenson, as the Council’s representative on the Learning Disability Partnership Board, confirmed her willingness to assist with consultation and noted that the Board’s members were not necessarily wheelchair users.

The Chairman requested that officers provide further information on the requirements of the Equality Act 2010, best practice, and government requirements, as well as the potential impact on trade in the outcome report which would be brought to the next Licensing Committee meeting.

Actions:

- National Charities focussed on wheelchair access and related issues be consulted to ensure a comprehensive perspective.
- Community engagement forums to be utilised to reach vulnerable residents, with hardcopies of the consultation to be taken to events across various localities
- Councillor Nigel Foot to provide contact details for West Berkshire Learning Disability Partnership to officers.
- Councillor Stephanie Steevenson to assist with consultation of the Learning Disability Partnership Board.
- Officers to provide further information on the requirements of the Equality Act 2010, best practice, and government requirements, as well as the potential impact on trade.

LICENSING COMMITTEE - 24 MARCH 2026 - MINUTES

Resolved: That the Licensing Committee:

2.1 **AGREED** that the 'protected plate' consultation on Hackney Carriage vehicles be carried out as described in [paragraph 5](#) of the report.

2.2 **AGREED** that the results of the consultation be brought back to the next meeting of the Licensing Committee where Members will consider amendments in respect of protected plates, if any are needed, as set out in the current policy including any implementation dates.

5. Forward Plan

The Chairman invited Members and officers to consider any further amendments to the forward plan. He noted that an update had been circulated and was available to members.

Members sought clarification from officers regarding items seven and eight on the forward plan and asked for an explanation of the charity collections policy and special treatments by-laws. Officers responded that the charity collections policy related to the authorisation or registration of charity collections to prevent multiple collections occurring simultaneously. Officers explained that other councils had policies specifying the types of collections permitted and their locations. Regarding special treatments by-laws, officers stated that the Council currently registered activities such as tattooing and ear piercing. Officers noted that there were increasing concerns about unlicensed Botox and other dermal treatments not currently covered by registration, and the Council was considering expanding the scope of activities regulated.

Members asked whether "Chuggers" (paid face-to-face charity fundraisers using high-pressure sales tactics) would be included in the review of charity collections. The Chairman felt that this should be included in any policy updates. He noted that there had not been any reported problems locally but felt that it was a valuable suggestion.

Members sought clarification on whether the outcome of the protected plates and accessibility discussion would be included in the July meeting as part of the forward plan. Officers confirmed that this was an omission and that the report back on this item would be added to the July meeting, resulting in five items for that meeting.

Members raised the issue of correspondence sent to Central Government regarding license fees, noting that no response had been received. The Chairman confirmed that a letter had been sent to MHCLG and the Local Government Association over a year ago without reply. He stated that a redrafted letter would be sent to the Local MPs within the next week, requesting their personal lobbying on the issue due to the financial impact on the Council.

Members asked whether other councils were lobbying Central Government. Councillor McCann confirmed that the Local Government Association and other councils had been lobbying for changes to licensing fees for some time, but there had been no progress.

Members recalled a previous discussion about investigating the possibility of imposing a local surcharge to recover costs and queried the legality of such a measure. The Chairman and officers confirmed that this was not permitted as the fees were centrally regulated.

Actions:

- "Chuggers" to be included in the review of charity collections, and any subsequent policy updates.

LICENSING COMMITTEE - 24 MARCH 2026 - MINUTES

- The outcome of the Protected Plates and Accessibility consultation to be included in the July Licensing Meeting as part of the forward plan.

A redrafted letter to be sent to Local MPs regarding licensing fees, requesting their personal lobbying on the issue.

(The meeting commenced at 5.00 pm and closed at 5.25 pm)

CHAIRMAN

Date of Signature

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

LICENSING COMMITTEE

**MINUTES OF THE MEETING HELD ON
THURSDAY 14 MAY 2026**

Councillors Present: Paul Dick (Vice-Chairman), Phil Barnett, Billy Drummond, Nigel Foot, Paul Kander, Tom McCann, David Marsh, Stephanie Steevenson, Clive Taylor and Martha Vickers

Also Present: Joseph Holmes (Chief Executive) and Sarah Clarke (Monitoring Officer)

Apologies for inability to attend the meeting: Councillor Jeremy Cottam and Councillor Jane Langford

PART I

1. Election of Chairman (2026/27)

RESOLVED: That Councillor Jeremy Cottam be elected as Chairman of the Licensing Committee for the 2026/27 Municipal Year.

2. Election of Vice-Chairman (2026/27)

RESOLVED: That Councillor Paul Dick be elected as Vice-Chairman of the Licensing Committee for the 2026/27 Municipal Year.

(The meeting commenced at 9.07pm and closed at 9.09pm)

CHAIRMAN

Date of Signature

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Licensing Committee – 6 July 2026

Item 3 – Declarations of Interest

Verbal item

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Minor Changes to the Licensing Policy Arising from Amended S182 Guidance

Committee considering report:	Licensing Committee
Date of Committee:	06 July 2026
Portfolio Holder:	Councillor Tom McCann
Date Head of Service agreed report:	26 May 2026
Report Author:	Moira Fraser
Forward Plan Ref:	LC

1 Purpose of the Report

- 1.1 To report back on minor amendments being made to the Statement of Licensing Policy following the issuing of updated Home Office's Statutory Guidance issued under Section 182 of the Licensing Act 2003 in January 2024, February 2025, November 2025 and February 2026.

2 Recommendations

The Committee to

- 2.1 **NOTE** the changes to the Statutory Guidance issued under Section 182 of the Licensing Act 2003.
- 2.2 **BE INFORMED** about the proposed changes the West Berkshire Licensing Policy reflecting the changes to the Section 182 Guidance which will be made under delegated authority.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	There are no financial implications associated with the ongoing review of the Licensing Policy as it forms part of business as usual activity and is therefore met from within existing resources. The fees with respect to these licences are set by law.

Human Resource:	There are no specific personnel implications arising from this report.			
Legal:	West Berkshire Council is required to prepare and publish a Statement of Licensing Policy (SLP) every five years in accordance with section 5 of the Licensing Act 2003 ('the Act'). The SLP outlines the general approach of the Licensing Authority when making licensing decisions under the Act and its policy with respect to the exercise of its licensing functions. Section 5 (4) of the Act provides that during each five year period a licensing authority must keep its policy under review and make such revisions to it, at such times, as it considers appropriate. The current SLP was agreed by full Council on the 30 November 2023 and came into effect on the 01 December 2023. It was noted at the time that the SLP should also be considered alongside the current iteration of s182 Guidance. Revised s182 guidance was issued on 18 January 2024 (Update to Temporary Event Notices) 27 February 2025 (ensure cases assessed on own merits), 26 November 2025 (growth/ benefit line introduced) and 12 February 2026 (references to local plans introduced). In adopting the SLP Council resolved to delegate authority to the Service Lead (Public Protection) and the Monitoring Officer, in consultation with Chairman and Vice Chairman of the Licensing Committee to make any minor amendments to the policy arising from legislative changes and changes to the S182 guidance.			
Risk Management:	There are no specific risk matters arising from the adoption of this SLP. A risk would arise should the Council fail in its statutory duty to consider, adopt, update and publish a current SLP.			
Property:	None			
Policy:	The policy and its subsequent review is required in order to comply with the Licensing Act 2003.			
	Positive	Neutral	Negative	Commentary

Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		x		While the Council does not have any influence over the profile of applicants it is conscious of the need to promote equality when considering licensing matters and will give due regard to the prevention of discrimination and promotion of equality of opportunity. The Equality Act 2010, its subsequent amendment as set out in The Equality Act 2010 (Amendment) Regulations 2023 and section 149, the Public Sector Equality Duty, places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations between persons with the following protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x		The Council is not in a position where it can proactively affect the profile of licence holders but the policy ensures that the process of obtaining a licence is fair and free of discrimination. The policy does not give any particular group priority over another in relation to implementation of the policy and how each applicant is dealt with. The Act requires that each application is assessed on its individual merits so all groups should be treated equally.
Environmental Impact:		x		Section 10 of the draft policy addresses the issue of cumulative impact and the impact that a concentration of licensed premises in an area can have on the licensing objectives.
Health Impact:		x		The recommendations are not expected to have an impact on health and wellbeing of our customers or staff.

ICT Impact:		x		There is no ICT impact associated with updates to the policy.
Digital Services Impact:		x		If the updates are agreed the revised policy will be published on the Public Protection Partnership and West Berkshire Council websites.
Council Strategy Priorities:	x			The Policy will support the following Council priorities: • Services we are proud of. • A Prosperous and Resilient West Berkshire • Thriving Communities with a Strong Local Voice
Core Business:		x		It is a statutory requirement for the Council to have an up to date SLP in place.
Data Impact:		x		All data associated with the policy and applications will be processed in accordance with the PPP's privacy statement .
Consultation and Engagement:	As per the resolution of Council the Service Lead (Public Protection) Monitoring Officer and Chairman and Vice Chairman (via the Licensing Committee) will be consulted on the changes.			

4 Supporting Information

Background

- 4.1 The [Licensing Act 2003](#) (hereafter called the Act) regulates licensable activity in England and Wales. Licensing authorities are required to prepare and publish a Statement of Licensing Policy (SLP) every five years in accordance with section 5 of the Act. The Statement of Licensing Policy outlines the general approach of the Licensing Authority when making licensing decisions under the Act and can be reviewed and revised by the Authority at any time.
- 4.2 The Council adopted an updated policy on the [30 November 2023](#) following a full statutory consultation exercise. The new policy came into effect on the 01 December 2023. At the time of adoption, it was noted that the Act provides that during each five-

year period a licensing authority must keep its policy under review and make such revisions to it, at such times, as it considers appropriate.

- 4.3 The SLP should also be considered alongside the current revised Section 182 guidance. The Council resolved to delegate authority to the Service Lead (Public Protection) and the Monitoring Officer, in consultation with Chairman and Vice Chairman of the Licensing Committee to make any minor amendments to the policy arising from legislative changes and changes to the S182 guidance.
- 4.4 In January 2024 the guidance on Temporary Event Notices (TENs) was amended and returned to the pre-COVID premises limits of 15 TENs and 21 aggregate days per premises per calendar year.
- 4.5 In February 2025 an amendment to paragraph 8.65 of the guidance was issued clarifying that for “other licensable activities” licensing authorities should consider each application case-by-case and in light of any licence conditions proposed by the applicant.
- 4.6 In November 2025 a paragraph was inserted into the guidance which introduced a new emphasis on supporting economic growth which stated that when exercising their licensing functions, licensing authorities should consider the need to promote growth and deliver economic benefits, while continuing to uphold the four statutory licensing objectives.
- 4.7 In February 2026 the S182 Guidance introduced a new reference to licensing authorities having regard to wider local plans and strategies when making licensing decisions.

Proposals

- 4.8 It is proposed that Section 12 (Temporary Event Notices) of the Statement of Licensing Policy be updated to reflect the new parameters attached to these notices as set out below:

“Temporary Event Notices (TENs) or late Temporary Event Notices (late TENs) may be used to authorise licensable activities at premises where there are 499 persons or fewer (including any staff and volunteers) present at any one time and may last no more than 168 hours (7 days). TENs are not applications for permission to hold an event; they are notices of intention to hold an event. If there are 500 or more persons present at the event, a premises licence will be required.

In accordance with the 2003 Act, any individual person aged 18 or over may serve a TEN, whether or not they hold a personal licence. An individual who is not a personal licence holder may only serve a TEN five times a year of which two can be late TENs, and a personal licence holder no more than 50 times a year of which ten can be late TENs. Currently, no more than 15 TENs covering a maximum aggregate of 21 days may be served in respect of any particular premises in a single calendar year. If you are organising separate but consecutive events, there must be at least a 24-hour gap between them.

Organisers of temporary events are encouraged to serve their TEN as soon as is reasonably practicable in order for the Police and Environmental Health to consider

whether or not they have any concerns about the event and, if they have, to enable all parties to try and take steps to resolve those concerns. The TEN form is available on the [Council's website](#).

Although the legal requirement is ten clear working days (or five clear working days for late TENs) not including the date of receipt or the date of the event, the Licensing Authority recommends that at least two months' notice be given to hold such events, to allow sufficient time for organisers to plan their events safely, for appropriate publicity and for consultation with Responsible Authorities and interested parties. Any longer period than this may mean that organisers do not have all the details available at the time of submitting the notice, and any lesser time means that planning may be rushed and haphazard.

The processing of TENs by the Council is controlled by a strict statutory timetable; therefore, the Council will not accept a notice unless it is complete in all respects at the time of submission. Objections to TENs can only be made by the Police or Environmental Health and must be based on any of the four licensing objectives. They must be made within three working days of the notice being copied to them.

In the event of an objection in relation to a standard TEN, the Licensing Authority will hold a hearing and give a decision not less than 24 hours before the event is due to take place."

- 4.9 It is proposed, in light of the February 2025 updates to the guidance, that paragraph 2.3 of the policy be amended to state:

"This policy sets out the process the Council will adopt in dealing with licence applications and will be used as a basis in coming to consistent and transparent decisions in respect of licence applications. The overriding principle adopted by the Council will be that each application is determined on its own merits and in light of any licence conditions put forward by the applicant. Every application will be treated fairly and objectively, taking into account the four licensing objectives, the policy and the statutory guidance."

- 4.10 In light of the November 2025 and February 2026 changes it is proposed that paragraph 11.3 of the SoLP be amended as follows:

"In determining the application the Licensing Authority will consider:

- a) the case and evidence presented by all parties;
- b) the promotion of the four licensing objectives;
- c) guidance issued by central Government;
- d) the need to promote growth and deliver economic benefits;
- e) local plans and strategies – such as those relating to town planning, the night-time economy, or business support – provided these considerations are consistent with the licensing objectives and the licensing authority's published Statement of Licensing Policy; and

- f) the Licensing Authority's own Statement of Licensing Policy.

4.11 It is also proposed that a new paragraph 4.5 be inserted into the policy stating that:

Home Office guidance issued under s182 licensing Act 2003, provides that

"In completing an operating schedule, applicants are expected to have regard to the statement of licensing policy for their area. They must also be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. Licensing authorities and responsible authorities are expected to publish information about what is meant by the promotion of the licensing objectives and to ensure that applicants can readily access advice about these matters. However, applicants are also expected to undertake their own enquiries about the area in which the premises are situated to inform the content of the application.

Applicants are, in particular, expected to obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand:

- the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;
- any risk posed to the local area by the applicants' proposed licensable activities; and
- any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.

Applicants are expected to include positive proposals in their application on how they will manage any potential risks. Where specific policies apply in the area (for example, a cumulative impact assessment), applicants are also expected to demonstrate an understanding of how the policy impacts on their application; any measures they will take to mitigate the impact; and why they consider the application should be an exception to the policy.

It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises with close proximity to residential premises should consider what effect this will have on their smoking, noise management and dispersal policies to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the promotion of the licensing objectives, and where there are no known concerns, acknowledge this in their application.

The majority of information which applicants will require should be available in the licensing policy statement in the area. Other publicly available sources which may be of use to applicants include:

- the Crime Mapping website;
- Neighbourhood Statistics websites;

- websites or publications by local responsible authorities;
- websites or publications by local voluntary schemes and initiatives; and
- on-line mapping tools.

While applicants are not required to seek the views of responsible authorities before formally submitting their application, they may find them to be a useful source of expert advice on local issues that should be taken into consideration when making an application. Licensing authorities may wish to encourage co-operation between applicants, responsible authorities and, where relevant, local residents and businesses before applications are submitted in order to minimise the scope for disputes to arise.

Applicants are expected to provide licensing authorities with sufficient information in this section to determine the extent to which their proposed steps are appropriate to promote the licensing objectives in the local area. Applications must not be based on providing a set of standard conditions to promote the licensing objectives and applicants are expected to make it clear why the steps they are proposing are appropriate for the premises”.

5 Other options considered

- 5.1 None, the Council has a statutory duty to have an updated Statement of Licensing Policy in place.

6 Conclusion

- 6.1 The implementation of the licensing regime is an important function of local authorities. The proper application of the licensing objectives provides protections for the community and individuals. The ‘Statement of Licensing Policy’ along with the prevailing legislation and statutory guidance is critical to the proper discharge of functions by the Council.
- 6.2 It is noted that further amendments to the Council’s Statement of Licensing Policy will be brought forward in due course to reflect the requirements of the Terrorism (Protection of Premises) Act 2025, commonly referred to as Martyn’s Law. The Act which received Royal Assent on 3 April 2025 introduced a new statutory framework requiring those responsible for certain public premises and events to take proportionate steps to enhance public safety and preparedness in the event of a terrorist incident. The legislation is expected to be subject to an implementation period of at least 24 months before full commencement, allowing time for duty holders and regulators to prepare.
- 6.3 The Act introduces a tiered approach based on capacity thresholds, with enhanced requirements for larger venues, including the need to assess risks, implement appropriate security measures, and maintain documented procedures and plans. In the context of licensing, this may necessitate future policy updates relating to matters such as the submission of site plans, counter-terrorism risk assessments, and evidence of security planning for licensed premises and events.

7 Appendices

- 7.1 Appendix A - Draft Updated Statement of Licensing Policy.

Background Papers:

- Licensing Act 2003
- S182 Guidance
- The minutes and documents (including equality impact assessment) relating to the Statement of Licensing Policy at the Council meeting on the 30 November 2023

Subject to Call-In: Yes: ☒ No: ☐

The item is due to be referred to Council for final approval ☐

Delays in implementation could have serious financial implications for the Council ☐

Delays in implementation could compromise the Council's position ☐

Considered or reviewed by Scrutiny Commission or associated Committees, Task Groups within preceding six months ☐

Item is Urgent Key Decision ☐

Report is to note only ☐

Wards affected: All

Officer details:

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Statement of Licensing Policy (July 2026)

Licensing Act 2003



West Berkshire
C O U N C I L

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1. Introduction, Purpose and Scope

- 1.1 The [Licensing Act 2003](#) ('the Act') requires West Berkshire District Council ('the Council'), as the Licensing Authority, to publish a 'Statement of Licensing Policy' ('policy') every five years. In creating this policy, the Licensing Authority is seeking to protect and where possible to improve the look and feel of West Berkshire district, attracting visitors and making it a stimulating and enjoyable place in which to live, study and work.
- 1.2 The main purpose of this policy is to provide clarity to applicants, Responsible Authorities, Councillors and other persons on how the Council will determine applications made under the Act. It will also inform Councillors of the parameters within which licensing decisions can be made.
- 1.3 An effective licensing policy, alongside other initiatives, will work towards promoting the positive aspects of deregulation under the Act, such as promoting leisure provision and encouraging the regeneration of town centres as well as controlling any negative impacts such as increase in crime and disorder, noise, nuisance and anti-social behaviour.
- 1.4 The Licensing Authority is committed to promoting a broad range of entertainment, recognising the wider cultural benefits for local communities. Live performance is central to the development of cultural diversity and vibrant, exciting communities, particularly traditional entertainment such as circuses and street arts. The Licensing Authority recognises that artistic freedom of expression is a fundamental right and should be greatly valued.
- 1.5 The Council recognises that licensed activities make an important contribution to the economy of the district. By regulating activities under this the Council acknowledges that a balance must be struck between the legitimate objectives of applicants and the desires of the population as a whole, and in particular those members of the public living, working or engaged in normal activity in the area concerned. Consideration will be given to these, often conflicting, positions and all views will be taken into account when making licensing decisions or determining a course of action.
- 1.6 It should be understood that this policy cannot anticipate every scenario that may arise and as such there may be circumstances where the policy may be departed from in the interests of the promotion of the licensing objectives and where it is deemed appropriate to do so. In such cases the Council will give full reasons for departing from this policy.
- 1.7 The Council will carry out its licensing functions under the Act with a view to promoting the four licensing objectives, which are:
 - a) [The Prevention of Crime and Disorder](#);
 - b) [Public Safety](#);
 - c) [The Prevention of Public Nuisance](#); and

d) [The Protection of Children from Harm.](#)

- 1.8 The Licensing Authority is committed to working in close partnership and communicating with all licensees, Responsible Authorities and other persons where appropriate in order that they have a clear understanding of the legislative requirements. The Licensing Authority will continue to develop close working partnerships with other appropriate agencies and Responsible Authorities.
- 1.9 This policy is not intended to duplicate existing legislation and regulatory regimes that already place obligations on employers and operators, for example, the [Health and Safety at Work etc. Act 1974](#) and the [Regulatory Reform \(Fire Safety\) Order 2005](#). In addition, it should be noted that the planning and licensing regimes are separate. There is no legal basis for the Licensing Authority to refuse a licence application because the premises does not have planning permission.
- 1.10 The Council is conscious of the need to promote equality and when considering licensing matters and will give due regard to the prevention of discrimination and promotion of equality of opportunity. The [Equality Act 2010](#) and section 149, the [Public Sector Equality Duty](#), places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations between persons with the following protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 1.11 In seeking to support a community in which diversity is encouraged, the Council will expect all applicants to take steps to ensure that no person is treated differently on the grounds of race, colour, religion, ethnic or national origins, age (unless an age-related event), sex (unless a single sex event), sexual orientation (unless a gay or lesbian event), or disability, and that the management and operating practices of licensed premises within the district comply with all race relations, equal opportunities and anti-discrimination legislation.
- 1.12 In determining the policy, the Council has taken into consideration any comments made by consultees, the statutory guidance issued under [section 182 of the Act](#) and the experience of administering and enforcing the Act since its introduction.
- 1.13 This policy takes effect from 01 December 2023 and will remain in force for a period of no more than five years. During this time it will be subject to regular review and updating or modification as appropriate, for example to take account of any changes in licensing legislation, with appropriate consultation on any material changes.
- 1.14 Comments on the policy may be made in writing to the Licensing Authority at any time. Contact details can be found towards the end of this document. All comments received will be carefully considered and, where appropriate, included in the policy.

2. Licensing Principles and Process

- 2.1 The Council is the Licensing Authority under the Act and is responsible for granting premises licences, club premises certificates, personal licences and acknowledging temporary event notices in the district. The aim of the licensing process is to regulate licensable activities so as to promote the licensing objectives.
- 2.2 There are four main licensable activities under the Act:
- a) sale by retail of alcohol;
 - b) the supply of alcohol by or on behalf of a club, or to the order of a member of the club
 - c) the provision of regulated entertainment; and
 - d) the provision of late night refreshment.
- 2.3 This policy sets out the process the Council will adopt in dealing with licence applications and will be used as a basis in coming to consistent and transparent decisions in respect of licence applications. The overriding principle adopted by the Council will be that each application is determined on its own merits and **in light of any licence conditions put forward by the applicant**. Every application will be treated fairly and objectively, taking into account the four licensing objectives, the policy and the statutory guidance.
- 2.4 Each of the four licensing objectives is of equal importance and will be considered in relation to matters centred on the premises or within the control of the licensee and the effect which the operation of that business has on the vicinity. The Licensing Authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned. The Act is not a primary mechanism for controlling general nuisance unconnected to licensable activities or the licensing objectives.
- 2.5 It is acknowledged that public concern over disorder in particular may be thought to be a result of licensing legislation only. The Council can only have regard to the provisions of the Licensing Act 2003 when determining an application. However, the Council recognises that other mechanisms exist to control disorderly behaviour, e.g. planning controls, town centre management arrangements, confiscation of alcohol from adults and children in designated areas, and Police enforcement powers.
- 2.6 When determining applications, the Licensing Authority must be satisfied that the applicant's operating schedule ([please see section 4](#)) seeks to promote the four licensing objectives. The Licensing Authority will make decisions guided by this policy but will not fetter its right to discretion. In the interests of the safety and wellbeing of all users of the facilities it licenses, the Licensing Authority expects licensees to adopt best practices for their industry. This policy further outlines the expectations of the Licensing Authority and should assist applicants.

- 2.7 The Licensing Authority recognises that conditions attached to various authorisations will focus on matters which are within the control of the licence holders. Conditions shall be proportionate and appropriate to achieve the promotion of the licensing objectives and shall be tailored to suit the circumstances and premises.

3. Making an Application

- 3.1 The relevant application forms and associated documents are obtainable from the Council's website or from the [Licensing Service](#) on request. It is strongly recommended that all applicants consult with the Licensing Authority prior to submitting an application. It may be appropriate to submit a draft application for comments.
- 3.2 The Council are happy to accept applications electronically. Applicants are advised to contact licensing@westberks.gov.uk for information.
- 3.3 A plan must be attached to an application for a premises licence or a club premises certificate. The plans do not have to be professionally drawn, however they must be clear and legible in all material respects and contain the relevant information as required under regulation. By preference the Council would like plans to be at a scale of 1:100; however the Council will accept plans of an alternative scale as long as they clearly show all of the required information .
- 3.4 Where a licensed premises is being constructed, extended or structurally changed, the applicant may apply for a provisional statement. This will be processed in the same way as a new licence application. However, the provisional statement will not automatically be converted into a full licence on completion of works, and the applicant will have to submit a new licence application. It is acknowledged that unless representations are made at the provisional statement stage, or are not made without reasonable excuse, and neither the premises/vicinity has changed nor the type of licensable activities taking place, the licence will be granted. The applicant will be required to submit a full schedule of works, including a statement of the licensable activities for which the premises are proposed to be used as well as the plans and proposed hours of use, in order to allow the Licensing Authority to make an informed decision.
- 3.5 New premises must comply with legislation and guidance with regards to access requirements. Existing premises may have issues with access for disabled people to all parts of the premises. Consideration should be given to providing more assistance proactively to customers in order to make the licensed premises a more inclusive and welcoming environment.
- 3.6 Where conditions have not been adhered to in the past, the Licensing Authority will expect applicants to have taken action to address those issues. Applications may be refused where there are significant outstanding issues.
- 3.7 In particular, for large scale or new events, it is suggested that the event should be referred to the [Safety Advisory Group](#) in advance of submission of an application.

- 3.8 With regard to shops, stores and supermarkets, the normal scenario will be for such premises to provide sales of alcohol for consumption off the premises at any time when the retail outlet is open for shopping unless representations raise reasons, based on the licensing objectives, for restricting those hours.
- 3.9 In some circumstances, flexible licensing hours for the sale of alcohol can help to ensure that concentrations of customers leaving premises simultaneously are avoided.

4. The Operating Schedule

- 4.1 All applicants for the grant or variation of a premises licence or club premises certificate are required to provide an operating schedule as part of their application. This is a key document and, if prepared comprehensively, will form the basis on which premises can be licensed without the need for additional extensive conditions. The Council expects an operating schedule to indicate the steps that the applicant proposes to take to promote the licensing objectives. This should follow a thorough risk assessment relating to the specific premises and licensable activities proposed to take place.
- 4.2 Applicants are strongly recommended to discuss their operating schedule with the Responsible Authorities prior to submitting the application. The Licensing Team can assist in co-ordinating this process.
- 4.3 The complexity and detail required in the operating schedule will depend upon the nature and use of the premises. It must include details of the following:
- a) full details of the licensable activities to be carried on at and the intended use of the premises;
 - b) the times during which licensable activities will take place;
 - c) any other times when the premises are to be open to the public;
 - d) where the licence is only required for a limited period, that period;
 - e) where the licensable activities include the supply of alcohol, the name and address of the individual proposed to be Designated Premises Supervisor;
 - f) whether alcohol will be supplied for consumption on or off the premises or both; and
 - g) the steps the applicant proposes to promote the licensing objectives.
- 4.4 Where measures to promote the licensing objectives are included in the operating schedule, these may be used to form conditions attached to the licence and should therefore be clear, concise and unambiguous.

4.5 Home Office guidance issued under s182 licensing Act 2003, provides that

“In completing an operating schedule, applicants are expected to have regard to the statement of licensing policy for their area. They must also be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. Licensing authorities and responsible authorities are expected to publish information about what is meant by the promotion of the licensing objectives and to ensure that applicants can readily access advice about these matters. However, applicants are also expected to undertake their own enquiries about the area in which the premises are situated to inform the content of the application.

Applicants are, in particular, expected to obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand:

- the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;
- any risk posed to the local area by the applicants’ proposed licensable activities; and
- any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.

Applicants are expected to include positive proposals in their application on how they will manage any potential risks. Where specific policies apply in the area (for example, a cumulative impact assessment), applicants are also expected to demonstrate an understanding of how the policy impacts on their application; any measures they will take to mitigate the impact; and why they consider the application should be an exception to the policy.

It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises with close proximity to residential premises should consider what effect this will have on their smoking, noise management and dispersal policies to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the promotion of the licensing objectives, and where there are no known concerns, acknowledge this in their application.

The majority of information which applicants will require should be available in the licensing policy statement in the area. Other publicly available sources which may be of use to applicants include:

- the Crime Mapping website;
- Neighbourhood Statistics websites;
- websites or publications by local responsible authorities;
- websites or publications by local voluntary schemes and initiatives; and

- on-line mapping tools.

While applicants are not required to seek the views of responsible authorities before formally submitting their application, they may find them to be a useful source of expert advice on local issues that should be taken into consideration when making an application. Licensing authorities may wish to encourage co-operation between applicants, responsible authorities and, where relevant, local residents and businesses before applications are submitted in order to minimise the scope for disputes to arise.

Applicants are expected to provide licensing authorities with sufficient information in this section to determine the extent to which their proposed steps are appropriate to promote the licensing objectives in the local area. Applications must not be based on providing a set of standard conditions to promote the licensing objectives and applicants are expected to make it clear why the steps they are proposing are appropriate for the premises”.

- 4.6 The following guidance is intended to assist applicants by setting out criteria and considerations that they should bear in mind when drawing up an operating schedule. They alert applicants to any matters that Responsible Authorities are likely to consider when deciding whether to make representations on an application or whether to call for a review of the premises licence.
- 4.7 A pool of model conditions is available on request from the Licensing Team. Individuals preparing operating schedules are at liberty to use these conditions or volunteer any other measures(s) to promote the licensing objectives. Each licence will have conditions attached to it that are appropriate to that individual application.

5. Licensing Objective 1: Prevention of Crime and Disorder

- 5.1 The Licensing Authority is committed to reducing crime and disorder to improve the quality of life for the people of West Berkshire. Good management and practice procedures in licensed premises can make an important contribution to lessening the impact that consumption of alcohol can have on crime and disorder. The Licensing Authority and Thames Valley Police through the [Building Communities Together Partnership](#) will regularly monitor and review crime statistics within the district and their association with alcohol. When applying conditions, the Council will be mindful of the local Community Safety Strategy.
- 5.2 Licensees are encouraged to work in partnership with a local Pubwatch scheme, where it exists to form strategies for actively preventing crime and disorder issues. This scheme encourages the sharing of information and seeks to address matters such as underage sales, drunkenness, illegal drug use and anti-social behaviour.
- 5.3 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 reduce or prevent crime and disorder on and in the vicinity of their premises, relevant to the individual style and characteristics of their premises and event; for example:

- a) prevention of use, sale or supply of illegal drugs on the premises, and procedures and provision for storage of seized items;
- b) prevention of drunkenness and alcohol abuse such as drinking games and irresponsible drinks promotions;
- c) security features such as provision and storage of CCTV - capable of retaining recording images for a period of 31 days from the date of an event and to an identifiable standard (bearing in mind the need to comply with data protection regulations and relevant legislation);
- d) a prescribed capacity limit;
- e) use of door staff to control entry to the premises and applicants are encouraged to require door staff to wear high vis jackets where necessary;
- f) procedures for ejection or dispersal of persons from the premises;
- g) procedures for dealing with harassment, discrimination
- h) use of polycarbonate/plastic containers and toughened glass and prevention of persons taking drinks from the premises in open containers;
- i) display of crime prevention and assistance notices including for example Ask Angela, Ask ANI and anti-drink spiking initiatives;
- j) an appropriate ratio of tables and chairs to customers based on capacity.
- k) procedures to prevent incidents of spiking.
- l) procedures to deal with incidents of spiking.
- m) training that will be put in place for door staff to raise awareness about the threat of spiking.

5.4 Wherever possible, applicants are expected to be aware of local groups known to incite violence or hatred or take part in extremist activities in order to prevent the likelihood of meetings resulting in crime and disorder. Licensees will be expected to take into consideration the potential impact on privacy or religious freedom and the ethnic and cultural composition of the local area when hosting these meetings. The Licensing Authority recognises the need to promote the elimination of unlawful discrimination and equality of opportunity and recommends licensees seek guidance from the [Equality and Human Rights Commission](#) or by contacting them on 0808 800 0082.

6. Licensing Objective 2: Public Safety

6.1 When visiting licensed premises, members of the public have a right to be confident that due consideration has been given to their physical safety. Where an applicant identifies an issue in regard to public safety (including fire safety) which is not

covered by existing legislation, the applicant should identify in their operating schedule the steps which will be taken to ensure public safety. Such steps will be dependent on the individual style and characteristics of the premises and/or event(s) to be held. It should be noted there is an overriding legal duty to comply with the provisions of Health and Safety at Work legislation, including risk- assessment and control.

- 6.2 The Licensing Authority has a Safety Advisory Group ('SAG') and, where appropriate, applicants are encouraged to seek the group's advice on issues of public safety. For example, a licensee who wishes to stage a licensable public event which is not specifically indicated in the operating schedule may be invited to approach the SAG. When applying for licensable events on Local Authority property, the applicant may be required to present an event plan to the SAG.
- 6.3 The Council recognises the role that licensees and their staff can play in protecting the public. Where Council or multi agency public safety initiatives are developed we will actively encourage participation by licence holders in the development and delivery of such initiatives where relevant to their business.
- 6.4 Applicants should, where relevant, consider inclusion of the following steps within their operating schedule with a view to the safety of persons attending the premises:
- a) evacuation procedures including measures for disabled persons;
 - b) maintenance of alarm systems and emergency lighting;
 - c) maintenance of all escape routes and exits;
 - d) safety checks and records in a log book;
 - e) access for emergency vehicles;
 - f) first aid equipment and trained first aiders;
 - g) appropriate lighting and ventilation and monitoring of noise levels;
 - h) checks on temporary electrical installations;
 - i) use of special effects such as lasers, pyrotechnics and smoke machines;
 - j) control of any animals at the premises;
 - k) use of Security Industry Authority (SIA) licensed door supervisors or stewards;
 - l) procedures to ensure the safety of women and vulnerable persons;
 - m) provision of potable water (mandatory for premises with on-sales of alcohol).

6.5 For indoor sports entertainment or boxing or wrestling where special provision must be made for the safety of the public, applicants may wish to consider inclusion of the following steps within their operating schedule:

- a) provision of qualified medical practitioners;
- b) where a ring is involved, that it be constructed and inspected by a competent person and any material used to be flame retardant;
- c) where there is wrestling or similar entertainment that the public do not occupy any seat within 2.5 metres of the ring;
- d) where there is a water sports event, appropriate provision of staff adequately trained to be available and remain in the vicinity at all times.

7. Licensing Objective 3: The Prevention of Public Nuisance

7.1 The Licensing Authority interprets 'public nuisance' in its widest sense, and takes it to include such issues as noise, light, odour, litter and anti-social behaviour. Public nuisance could include low-level nuisance perhaps affecting a few people living locally as well as major disturbance affecting the whole community.

7.2 The Council is committed to minimising the adverse impact of licensable activity, whilst not unduly restricting the reasonable provision of licensed activity. It is noted that there are mechanisms other than the licensing regime that are available for addressing public nuisance away from the licensed premises. Examples include planning controls and Public Spaces Protection Orders.

7.3 The Licensing Authority, whilst recognising the need to treat every application on its own merits, should be satisfied that the type of licensable activities proposed and hours of operation will be suitable for the location in which the premises are situated (e.g. areas of dense residential accommodation). Playing of music can cause nuisance both through noise breakout and by its effect on patrons, who become accustomed to high sound levels and to shouting to make themselves heard, which can lead to them being noisier when leaving premises. Other major sources of noise nuisance are vehicles collecting customers, the slamming of car doors and the sounding of horns. These noises can be particularly intrusive at night when ambient noise levels are lower.

7.4 Where premises are located near to noise-sensitive areas, e.g. residential premises, nursing homes, hospitals or places of worship, the licensee should initially identify any particular issues (having regard to their particular type of premises and/or activities) which are likely to adversely affect the promotion of the objective to prevent public nuisance. Such steps as are required to deal with these identified issues should be included within the applicant's operating schedule.

7.5 In considering applications, the Licensing Authority will expect to see, where appropriate, evidence that the following matters have been addressed in the operating schedule:

- a) measures to reduce noise and vibration escaping from the premises; including noise from music and voices whether or not amplified;
- b) consideration of the licensed hours and restrictions on when licensable activities can take place both indoors and outdoors;
- c) monitoring checks and logs of any checks carried out;
- d) prevention of noise from deliveries or waste collections, or disposal of glass bottles etc., at unsociable hours;
- e) measures to encourage quick and quiet dispersal by customers and staff including provision for access to book taxis, lowering the volume of music during the last 30 minutes before closing time and procedures for the safe removal and dispersal of persons ejected from the premises;
- f) measures to control light to ensure that it does not stray outside the boundary of the premises so as to give rise to problems to local residents and businesses;
- g) measures to control nuisance that might be associated with the use of the external areas, particularly late at night, including supervision of the areas and specified times during which food and drink will not be permitted to be consumed in the external areas;
- h) measures to control litter and odour associated with use of the premises.

7.6 Agent of Change Principle - This means that someone responsible for a change in a vicinity, for example a developer, is also responsible for the impact of that change. This principle, which exists to a degree in planning policy already, is relevant to existing pubs, bars and other venues that host and play music but find themselves subject to complaints by residents who have moved in to residential developments that were built since the licensed premises was established. The Agent of Change principle places the responsibility for mitigating impacts from existing noise-generating activities or uses on the proposed new noise-sensitive development. In other words, the person or business responsible for the change must also be responsible for managing the impact of the change.

8. Licensing Objective 4: Protection of Children from Harm

8.1 This objective includes the protection of children from moral, psychological and physical harm. The applicant should initially identify any particular issues (having regard to their particular type of premises and/or activities) which are likely to cause concern in relation to children. Applicants will be expected to consider the risk of children being exposed to alcohol, drugs, gambling, activities of an adult and/or sexual nature and exposure to excessive noise or incidents of violence and disorder. Such steps as are required to deal with these identified concerns should be included within the applicant's operating schedule.

- 8.2 The provisions of the Act are that unaccompanied children under 16 should not be on 'premises being used exclusively or primarily for the supply of alcohol' (e.g. 'alcohol led' premises such as pubs, bars and nightclubs). In addition, it is an offence to allow unaccompanied children under 16 on premises licensed to sell alcohol for consumption on the premises between midnight and 05:00.
- 8.3 Where appropriate, applicants should state in their operating schedule:
- a) whether or not they will admit children to any or all parts of the licensed premises;
 - b) where children are to be admitted, the steps that will be taken to protect children from harm, for example supervision requirements, provision of designated areas for children and families, and hours during which children will not be permitted to be on the premises;
 - c) the applicant will also be expected to consider provision for lost and found children (in particular at large public events).
- 8.4 Where appropriate, the Licensing Authority will expect the applicant to evidence how they will supervise children who are performing in an event with regulated entertainment. Applicants will also need to set out what consideration will be given to the welfare of children at attractions or performances likely to attract children. Where children are supervised, the Licensing Authority will expect the operating schedule to demonstrate that these supervisors have been appropriately checked by the [Disclosure and Barring Service](#).
- 8.5 Where events are taking place that are provided solely or mainly for children, for example an under-18s disco, the expectation is that no alcohol will be served. Applicants are required, where appropriate, to set out in their operating schedule the arrangements they have in place to prevent the sale of alcohol and age-restricted items to children. The Council expects all applicants to apply a [Challenge 25 policy](#) in respect of age restricted items. Where such a policy is not proposed within the operating schedule, it is expected that the applicant provides justification as to why such a policy is not required. The Licensing Authority recommends use of any of the following as an acceptable proof of age:
- a) passport;
 - b) photocard driving licence;
 - c) proof of Age Standards Scheme Card (PASS);
 - d) official ID card issued by HM Forces or by a European Union country bearing a photo and date of birth of holder.
- 8.6 Consideration should also be given to training (including refresher training) for staff, and records to evidence this training. In addition there should be means of recording challenges and/or refusals relating to potential sales of alcohol to underage persons.

- 8.7 Where there are off-licence sales, the Licensing Authority would expect the operating schedule to demonstrate how the licensee will discourage the sale of alcohol to customers on behalf of children in the vicinity ('proxy sales'). For example, if the licensee has any suspicions of this activity to ask the customer if they have been approached by children to purchase alcohol and if necessary contact the Police.
- 8.8 Applicants from retail outlets which use self-scanning devices or which offer delivery of alcohol will be expected to demonstrate how they are going to prevent the purchase or delivery of alcohol by persons under the age of 18 and how they will comply with Challenge 25, where applicable. It is suggested that such applicants may contact their Licensing Authority for its view on whether this form of alcohol sale is permitted.
- 8.9 The Licensing Authority will also expect applicants to set out in their operating schedule the measures that they will take to ensure that alcohol is not sold by persons under 18 unless specifically approved by a responsible person, or they are working as a waiter/waitress in a specially designated part of the premises and alcohol is sold only with a table meal.
- 8.10 Where appropriate, the Licensing Authority would expect applicants to demonstrate in their operating schedule that they will observe industry best practice guidance on the naming, packaging and promotion of alcoholic drinks to prevent children from being enticed into purchasing these products.
- 8.11 Licensees are encouraged to inform the appropriate agencies where it has been highlighted that children have tried to purchase alcohol and/or illegal substances.
- 8.12 In relation to exhibition of film, the Licensing Authority will expect the operating schedule to demonstrate that entry shall be controlled to protect children from exposure to strong language, sexual content and other inappropriate matters.
- 8.13 The Licensing Authority proposes to abide by the recommendations of the [British Board of Film Classification](#), (BBFC) but the Licensing Authority reserves the right to re- classify any film. Information regarding such classifications will be published on the Council's website. All requests for a classification must be accompanied by a synopsis of the film and a full copy of the film in DVD or other appropriate format, and submitted at least 28 days before the proposed screening. Failure to submit a request in time may result in the Council being unable to classify the film. Requests shall be assessed against the BBFC guidelines and the licensing objectives.
- 8.14 The Licensing Authority recognises the [Berkshire West Safeguarding Children Partnership](#) as the competent body and Responsible Authority to advise matters relating to the protection of children from harm.
- 8.15 In considering applications, the Licensing Authority will expect to see, where appropriate, evidence that the following matters have been addressed in the operating schedule:
- a) limiting the hours that children may be present;

- b) excluding children when particular specified activities are taking place;
- c) limiting the parts of the premises to which children have access;
- d) age limitations;
- e) excluding under 18s from the premises when licensable activities are taking place;
- f) requiring that an accompanying adult be present;
- g) arrangements for restricting children from viewing age-restricted films;
- h) arrangements to ensure that sufficient adult staff are present to ensure that the children are protected from harm.

9. Representations and Mediation

- 9.1 Where relevant representations have been submitted, the Licensing Authority shall aim to facilitate negotiations between the applicant, objectors and any relevant Responsible Authorities prior to the hearing. Hearings may be avoided when all parties arrive at an amicable solution to the issues raised through negotiation.
- 9.2 In determining the grant or variation of a licence, any person may make a representation, including the Responsible Authorities.
- 9.3 The Licensing Authority will consider any relevant representations received. Any individuals or responsible authority may request a representative to make representations on their behalf. This could be a legal representative, a friend, a Member of Parliament (MP) or a Ward Councillor. The Licensing Authority will inform Parish Councils, Town Councils and Councillors of valid representations received within their areas of jurisdiction.
- 9.4 The Licensing Authority itself is able to make representations, but this is likely to be limited to few cases, for example to ensure appropriate and proportionate conditions are included on a licence where the operating schedule is not clear. If the Licensing Authority makes a representation there shall be a separation of responsibilities between the officer exercising that role and those who are administering the application to ensure procedural fairness and eliminate conflicts of interest.
- 9.5 For a representation to be relevant it must:
- a) relate to the effect of the grant of the application on the promotion of the licensing objectives;
 - b) not be 'frivolous or vexatious', and
 - c) in the case of a review, must not be 'repetitious' if the representation is from a person other than a Responsible Authority, and

- d) if it concerns the Designated Premises Supervisor (DPS), be made by a Chief Officer of Police and include a statement explaining the reasons for the objection.

Representations can include positive/supportive representations as well as objections.

- 9.6 The Licensing Authority is responsible for considering representations in the context of this policy and legal requirements in order to determine whether they are relevant. The Licensing Authority authorises suitably qualified staff to discharge duties as appropriate to their seniority, professional qualification and/or experience.
- 9.7 Where a representation is received, the Licensing Authority will need to consider if it is frivolous or vexatious. The Licensing Authority may also consider the representation to be 'irrelevant' if it does not directly relate to the application and its impact on the promotion of the licensing objectives. If the decision is made that a representation is frivolous, vexatious, and/or irrelevant, the person making the representation will be informed of this in writing with full reasons being given for the decision.

10. Cumulative Impact

- 10.1 The Council recognises that the commercial demand for another premises in an area is not a matter for licensing considerations, but more a matter for the planning process and the market.
- 10.2 The Council also recognises that where there are several premises providing licensable activity in the same vicinity, the cumulative impact may have an adverse effect on the community; in particular from nuisance and disorder. Accordingly, the Council may refuse additional applications if it believes that to grant a licence would undermine one or more of the Licensing Objectives, and representations have been received from a Responsible Authority or other person. In addition, the Council has to be satisfied that the criteria set out in the legislation are met. As detailed earlier in this policy, each application will be considered on its own merits.
- 10.3 If the Council considers that a 'Special Policy' is needed to deal with the cumulative impact of licensed premises, it will only do so following consultation as specified in the Licensing Act 2003 and following the proper process.
- 10.4 The Council will expect licensees and potential licensees within an area to communicate with each other and prepare their Operating Schedules so that they complement each other and collectively meet the Licensing Objectives.

11. Decision Making

- 11.1 The Council will seek to carry out its responsibilities under the Licensing Act 2003 efficiently and cost-effectively. To do this, functions are delegated in line with the Councils Constitution published online via the link cited at Appendix B. This form of

delegation is without prejudice to referring an application to a Sub-Committee or the Licensing Committee if it is considered appropriate in particular cases.

11.2 The quasi-judicial nature of the licensing process is such that Members and officers of the Licensing Authority can offer only limited assistance at hearings. It is important therefore that those giving evidence either as applicants or objectors consider taking legal or other professional advice and ensure they are fully aware of the procedure to be followed at the hearing.

11.3 In determining the application the Licensing Authority will consider:

- a) the case and evidence presented by all parties;
- b) the promotion of the four licensing objectives;
- c) guidance issued by central Government;
- d) the need to promote growth and deliver economic benefits;
- e) local plans and strategies – such as those relating to town planning, the night-time economy, or business support – provided these considerations are consistent with the licensing objectives and the licensing authority's published Statement of Licensing Policy; and
- f) the Licensing Authority's own Statement of Licensing Policy.

and will take such of the following steps as it considers necessary for the promotion of the licensing objectives:

- to grant the licence subject to the operating schedule modified to such extent as the sub-committee considers necessary for the promotion of the licensing objectives, and subject to the relevant mandatory conditions;
- to exclude from the scope of the licence any of the licensable activities to which the application relates;
- to refuse to specify a particular person as the Designated Premises Supervisor;
- to reject the application if it is reasonably considered that the licensing objectives cannot be met unless additional specific conditions are attached, then the Licensing Authority may consider attaching those which are appropriate for the promotion of the licensing objectives, proportionate to the individual style and characteristics of the event or premises concerned.

11.4 The decision of the Sub-Committee shall be accompanied with clear, cogent reasons for that decision, having had due regard to the Human Rights Act 1998 and all other relevant legislation. The decision and reasons for that decision will be sent to the

applicant and those who have made relevant representations, and a summary of the decision shall be posted on the Licensing Authority's website as soon as is reasonably possible after the decision has been confirmed.

11.5 Anyone aggrieved by a decision of the Council has a right of appeal as set out in the Act. The Council will inform the appropriate parties of their right of appeal in accordance with the Act when confirming a decision of the Sub-Committee.

11.6 Where no relevant representations are received, the licence will be issued automatically with such conditions that are mandatory and those arising from the operating schedule. The Council has no discretion in such circumstances to refuse the application or to alter or add to the conditions offered through the operating schedule.

12. Temporary Event Notices

12.1 Temporary Event Notices (TENs) or late Temporary Event Notices (late TENs) may be used to authorise licensable activities at premises where there are 499 persons or fewer (including any staff and volunteers) **present at any one time and may last no more than 168 hours (7 days)**. TENs are not applications for permission to hold an event; they are notices of intention to hold an event. If there are 500 or more persons present at the event, a premises licence will be required.

12.2 In accordance with the 2003 Act, any individual person aged 18 or over may serve a TEN, whether or not they hold a personal licence. An individual who is not a personal licence holder may only serve a TEN five times a year of which two can be late TENs, and a personal licence holder no more than 50 times a year of which ten can be late TENs. Currently, no more than **15** TENs covering a maximum **aggregate of 21 days** may be served in respect of any particular premises in a single calendar year. **If you are organising separate but consecutive events, there must be at least a 24-hour gap between them.**

12.3 Organisers of temporary events are encouraged to serve their TEN as soon as is reasonably practicable in order for the Police and Environmental Health to consider whether or not they have any concerns about the event and, if they have, to enable all parties to try and take steps to resolve those concerns. The TEN form is available on the [Council's website](#).

12.4 Although the legal requirement is ten clear working days (or five clear working days for late TENs) not including the date of receipt or the date of the event, the Licensing Authority recommends that at least two months' notice be given to hold such events, to allow sufficient time for organisers to plan their events safely, for appropriate publicity and for consultation with Responsible Authorities and interested parties. Any longer period than this may mean that organisers do not have all the details available at the time of submitting the notice, and any lesser time means that planning may be rushed and haphazard.

12.5 The processing of TENs by the Council is controlled by a strict statutory timetable; therefore, the Council will not accept a notice unless it is complete in all respects at

the time of submission. Objections to TENs can only be made by the Police or Environmental Health and must be based on any of the four licensing objectives. They must be made within three working days of the notice being copied to them.

- 12.6 In the event of an objection **in relation to a standard TEN**, the Licensing Authority will hold a hearing and give a decision not less than 24 hours before the event is due to take place.
- 12.7 In the case of a late TEN application there is no right of appeal if an objection is received from the Police or Environmental Health. In this case the event is invalid and cannot go ahead.
- 12.8 Organisers of events are reminded of the Police powers to close down events with no notice on the grounds of disorder, the likelihood of disorder, or public nuisance. Therefore, the Licensing Authority expects organisers to be aware of the relevant offences under the Licensing Act 2003, for example sales of alcohol to children or to intoxicated persons.
- 12.9 Where exceptional events of local, national or international significance arise, for example a one-off local festival or World Cup, the Secretary of State may make a licensing order to allow premises to open for specified extended hours.

13. Personal Licences

- 13.1 Personal licences authorise individuals to sell or supply alcohol, or authorise the sale or supply of alcohol for consumption on or off a premises at which a premises licence is in force for that activity.
- 13.2 Personal licence applicants with relevant unspent criminal convictions are required to notify the Licensing Authority of the nature of those convictions at the time of application. Where a personal licence holder is convicted of a relevant offence during the period when their application is being considered, the licence holder is required to advise the Licensing Authority forthwith.
- 13.3 Where the Police or Immigration Enforcement believe that the grant of a personal licence would undermine the crime prevention objective, they will issue an objection notice. The Licensing Authority will arrange for a hearing to take place at which the application will be determined.
- 13.4 It is an offence for a personal licence holder who is convicted of a relevant offence not to inform the issuing Licensing Authority in order that their licence can be amended. The personal licence holder must also notify the Court that they hold a personal licence.
- 13.5 The Licensing Authority now has the power in accordance with Section 132A of the Licensing Act 2003 to revoke or suspend personal licenses, if it becomes aware that the licence holder has been, at any time before or after the grant of the licence, convicted of a relevant offence or foreign offence or has been required to pay an immigration penalty on or after the 6th April 2017. The Authority has a discretionary

power to revoke or suspend the personal licence for a period up to 6 months. The process that must be followed is detailed within Section 132A of the Licensing Act 2003. The Licensing Authority will set up hearing to determine whether to suspend or revoke the personal licence in accordance with the legislation.

14. Club Premises Certificates

- 14.1 In order for qualifying clubs to supply alcohol and provide other licensable activities at their premises, a club premises certificate is required. Qualifying conditions are specified in section 61 of the Act and the Licensing Authority must be satisfied that these conditions have been met, including evidence that the club is non-profit making.
- 14.2 The Act does not require any member or employee to hold a personal licence in order to supply alcohol to members or sell alcohol to guests on the premises to which the certificate relates, nor is there a requirement for the club to specify a Designated Premises Supervisor. Where a club intends to admit the general public to an event where licensable activities will take place, then a premises licence or a TEN will be required.

15. Management of Licensed Premises

- 15.1 A critical element of the proper control of licensable activity and a premises where such activity is provided is good management. The Council encourages all licence holders to consider what skills and competencies are required for the safe delivery of regulated activities and secure appropriately trained staff.
- 15.2 Within all licensed premises, whether or not alcohol is to be sold, the Council will expect there to be proper management arrangements in place which will ensure that there is an appropriate number of responsible, trained/instructed persons at the premises to ensure the proper management of the premises and of the activities taking place, as well as adherence to all statutory duties and the terms and conditions of the premises licence.
- 15.3 Any premises where alcohol is sold under a premises licence must have a Designated Premises Supervisor (DPS) who must be a personal licence holder. The DPS will be named in the premises licence, a summary of which must be displayed on the premises.
- 15.4 The Council will normally expect the DPS to have been given the day-to-day responsibility for running the premises and as such it is expected that the DPS would usually be present at the licensed premises on a regular basis. The licence holder will also be expected to ensure that the DPS has experience commensurate with the size, capacity, nature and style of the premises and licensable activities to be provided. Where the DPS is not available at the premises for whatever reason, the Licensing Authority will expect his or her full contact details to be available at the premises and made known to at least one individual who will be present at the premises.

15.5 The Act does not require a DPS or any other personal licence holder to be present on the premises at all times when alcohol is sold. However, every sale of alcohol must be made or authorised by a person who holds a personal licence on the premises, or by the DPS under authority that has been delegated (or must be made or authorised by the management committee in the case of community premises). The Licensing Authority recommends that if the DPS authorises persons to make sales of alcohol, that this is done in writing, that the document of authorisation is kept on the premises and that all staff are made aware of the location of the document. Where the DPS has delegated responsibility for the sale of alcohol, they still have a duty of responsibility for the action of those they have authorised to make those sales.

16. Complaints, Enforcement and Inspections

16.1 Complainants are encouraged in the first instance to raise any concerns directly with the licensee or business concerned. Complaints may be sent to the Licensing Team, Theale Library, Church Street, Theale, Berkshire, RG7 5BZ or licensing@westberks.gov.uk for investigation.

16.2 Where there are any issues identified or need for improvement at a premises, Officers and Responsible Authorities will seek to work with the licence holder to address these concerns and to achieve a resolution through informal means wherever possible.

16.3 The Council undertakes proactive risk-based inspections of all licensed premises to ensure continued promotion of the licensing objectives and compliance with licence conditions. Premises that consistently fail inspections may be subject to a licence review or other enforcement action. Where one-off events are taking place, the Licensing Authority may also carry out inspections to ensure promotion of the licensing objectives.

16.4 In terms of enforcement, the aim is to target those premises which are causing problems within the community, whilst supporting well managed premises and activities which provide opportunities for the enjoyment of leisure time without having a negative impact.

16.5 Protocols for enforcement may be established between Responsible Authorities and the Licensing Authority in order to ensure efficient and targeted action for specific problems and high risk premises that require greater attention, whilst allowing a lighter touch in respect of well run, low risk premises. This does not prevent action being taken by any individual authority at any time should offences become apparent. In most cases, a graduated form of response is expected to resolving issues of non-compliance although it is recognised that in serious cases a prosecution or a review application will be the most appropriate means of disposal.

16.6 In addition to the [Council's enforcement policy](#), the Licensing Authority will also have regard to the [Regulators' Code](#) and the [Enforcement Concordat](#) and any decision to instigate legal proceedings will take account of the criteria set down in the [Code for Crown Prosecutors](#) and [Attorney General Guidelines](#).

17. Reviews of Premises Licences

- 17.1 At any stage following the grant of a premises licence, a Responsible Authority or other person may ask the Council to review the licence because of concerns arising at the premises in connection with one or more of the four licensing objectives. However, it is hoped that this can be avoided by dealing with issues in an informal manner wherever possible, and that reviews will be a measure of last resort.
- 17.2 In every case, the application for review must be relevant to the promotion of the licensing objectives. A hearing will be held to determine the application unless all parties agree that a hearing is not necessary.
- 17.3 Where the request originates from a person other than a Responsible Authority (e.g., a local resident, residents' association or local business) the Licensing Authority must consider whether the request for review is vexatious, frivolous or repetitious. The Licensing Authority may refuse an application for a review on any of these grounds and will give reasons to the applicant for such a refusal.

18. Early Morning Restriction Orders (EMROs)

- 18.1 The Licensing Act sets out powers conferred on licensing authorities to make early morning restriction orders. These powers are designed to help Licensing Authorities address specific problems caused by late night supply of alcohol in their areas allowing licensing authorities to restrict the sale of alcohol in the whole or a part of their areas between midnight and 06:00. Licensing Authorities may make an EMRO in relation to problem areas if they have evidence that the order is appropriate for the promotion of the licensing objectives.
- 18.2 At the time of writing this policy the Licensing Authority has no plans to make an EMRO in any part of the district. However, the situation will be kept under review and should evidence emerge that suggests that the sale of alcohol between midnight and 06:00 is creating specific problems the Council will consider whether the introduction of an EMRO is appropriate. In considering the appropriateness of an EMRO the Licensing Authority will consider evidence from partners, including Responsible Authorities, local Community Safety Partnerships or other sources such as the consultees in Appendix A. If a proposal to implement an EMRO arises in the future the Licensing Authority will advertise and consult about its proposal in accordance with legislation and national guidance.

19. Late Night Levy (LNL)

- 19.1 Late night levy powers will allow Licensing Authorities to raise a contribution from late opening alcohol retailers (from midnight to 06:00) towards policing the late night economy. This is a power that Licensing Authorities can choose whether to adopt for their areas. If adopted the powers must apply to the whole of the licensing authority's area. Income from the net levy is to be split between the Police and the Licensing Authority on the basis of a minimum 70% allocated to the Police and a maximum 30% allocated to the Licensing Authority.

19.2 At the time of writing this policy the Licensing Authority has no plans to collect a LNL. However the situation will be kept under review and prior to making a decision to implement a LNL, the Licensing Authority would have discussions with the Police and Crime Commissioner (PCC) and local Police to decide whether it is appropriate to introduce a LNL. If a proposal to implement a LNL arises in the future, the Licensing Authority will consult the PCC, the Police, licence holders and other sources such as the consultees in Appendix A about its proposal.

Appendix A:

List of Consultees

- Alcoholics Anonymous
- Association of Convenience Stores
- Association of Licensed Multiple Retailers
- Berkshire West Safeguarding Children's Partnership
- Bingo Association
- British Amusement Catering Trade Association
- British Beer and Pub Association
- British Institute of Innkeeping
- British Retail Consortium
- Building Communities Together Team
- Federation of Licensed Victuallers
- Guild of Master Victuallers
- Health and Safety Executive
- Home Office – Immigration Enforcement
- Local residents (via the Consultation Hub and Community Panel)
- Parish and Town Councils
- Premises licence and club premises certificate holders
- Pubwatch
- Royal Berkshire Fire and Rescue Service
- Thames Valley Police
- Via (Charity that provides free and confidential advice and support to help service users manage, reduce or stop their drug or alcohol use)
- The British Pub Confederation
- West Berkshire Councillors
- West Berkshire Council Environmental Health
- West Berkshire Council Planning
- West Berkshire Council Public Health Team
- West Berkshire Council Trading Standards
- West of Berkshire Safeguarding Adults Board

Appendix B: Delegation of Functions

See relevant scheme of Delegations [here](#)

Appendix C:**Glossary**

Agent of Change Principal	Places the responsibility for mitigating impacts from existing noise-generating activities or uses on the proposed new noise-sensitive development.
Capacity Limit	Where the Licensing Authority and/or Fire Authority have set a limit on the number of people allowed in a premises or part of a premises, to prevent overcrowding which can lead to crime and disorder and concerns over public safety.
Child	Any person who is under the age of 18 years.
Club Premises Certificate	A certificate authorising the supply of alcohol to members of a qualifying club, the sale of alcohol to guests on the premises and the provision of regulated entertainment without the need for any member or employee to hold a personal licence.
Council	As far as this policy is concerned, any reference to the Council shall be interpreted as the Licensing Authority.
Cumulative Impact	Where there is a potential impact on the promotion of the licensing objectives due to a significant number of licensed premises concentrated in one area.
Designated Premises Supervisor	A specified individual, holding a personal licence, who is responsible for the day-to-day running of the business and whose name and address will appear on the premises licence.
Late Night Refreshment	The supply of hot food and drink between the hours of 23:00 and 05:00 for consumption on or off the premises.
Licence Types	• Premises Licence • Club Premises Certificate • Personal Licence • Provisional Statement • Temporary Event Notice
Licensable Activities	• The sale of alcohol by retail • The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club • The provision of regulated entertainment • The provision of late night refreshment
Licensing Objectives	• The Prevention of Crime and Disorder • Public Safety • The Prevention of Public Nuisance • The Protection of Children from Harm
Licensing Qualification	Qualification accredited by the Secretary of State and a requirement for a personal licence.

Operating Schedule	This forms part of the completed application form for a premises licence and must promote the licensing objectives. See section 4 for more information.
Personal Licence	This authorises individuals to sell or supply alcohol or authorise the sale or supply of alcohol for consumption on or off the premises for which a premises licence is in force for the carrying on of that activity.
Premises Licence	A licence in respect of any premises, including land or buildings under public ownership within the community that are to be used for one or more licensable activities.
Proprietary Clubs	Clubs run by individuals, partnerships or businesses for the purpose of making a profit.
Provisional Statement	Where premises are being constructed or extended or substantial structure changes are proposed.
Qualifying Club	Where members have joined together for particular social, sporting or political purposes and then combine to buy alcohol in bulk as members. Examples of qualifying clubs are: • Political clubs • Royal British Legion • Working men's clubs • Social and sports clubs A qualifying club can, however, obtain a premises licence if it wishes to offer its facilities commercially for use by the general public.
Regulated Entertainment	Entertainment that is provided to members of the public or to members of a qualifying club, or entertainment held with a view to profit. This includes plays, films, indoor sporting events, performance of dance and live and recorded music. For more detailed advice on whether a specific activity constitutes regulated entertainment, please contact the Licensing Team.
Relevant Offences	As set out in Schedule 4 to the Licensing Act 2003.
Relevant Representations	Representations (objections) made by a Responsible Authority or any other person which are deemed as relevant

Responsible Authorities	Responsible Authorities are defined in the Licensing Act 2003 as authorities who are able to comment on applications made under the act. They can apply for a review of a licence under certain circumstances. This group can make representations and includes bodies such as: • The Chief Officer of Police • The Fire Authority • The Local Enforcement Authority for the Health and Safety at Work etc. Act 1974 • The Weights and Measures Authority • The Planning Authority • Environmental Health • Public Health • The body responsible for matters relating to the Protection of Children from Harm - the Local Safeguarding Children Board • The Licensing Authority • Home Office (Immigration Enforcement)
SAG	Safety Advisory Group. An advisory body whose purpose is to offer advice and guidance on event organisation.
• Spiking	The following examples are within the range of behaviours that would be considered spiking. This list is not exhaustive: • Putting alcohol into someone's drink without their knowledge or permission. • Putting prescription or illegal drugs into an alcoholic or non-alcoholic drink without their knowledge or permission. • Injecting another person with prescription or illegal drugs without their knowledge or permission. • Putting prescription or illegal drugs into another person's food without their knowledge or permission. • Putting prescription or illegal drugs into another person's cigarette or vape without their knowledge or permission.
Statutory Guidance/ S182 Guidance	This guidance is provided to licensing authorities in relation to the carrying out of their functions under the 2003 Act. It also provides information to magistrates' courts hearing appeals against licensing decisions and has been made widely available for the benefit of those who run licensed premises, their legal advisers and the general public.

Temporary Event Notice (TEN)	A notice of intention to carry on of the sale of alcohol, provision of regulated entertainment or late night refreshment at a premises not otherwise authorised by a premises licence or club premises certificate.
Late Temporary Event Notice (late TEN)	As per Temporary Event Notice, however, can be served with between 5 and 9 working days notice before the day of the event. There is no right of appeal or to a hearing if the Police or Environmental Health raise an objection.

Document Control

Document Ref:	C3431	Date Created:	13 March 2018
Version:	1.7	Date Modified:	08 January 2024 07 July 2026
Revision due	December 2028		
Author:	Licensing Team	Sign & Date:	26 September 2023
Owning Service	Public Protection Partnership		
Equality Impact Assessment: (EIA)	Date undertaken:	10 July 2023	
	Issues (if any):	None	

West Berkshire Council Licensing Annual Report 2025-26

Committee considering report:	Licensing Committee
Date of Committee:	06 July 2026
Portfolio Member:	Councillor Tom McCann
Date Head of Service agreed report:	01 June 2026
Report Author:	Moira Fraser
Forward Plan Ref:	LC

1 Purpose of the Report

- 1.1 To set out the work of the Licensing Committee, Licensing Sub-Committee and Licensing Service in 2025/26.
- 1.2 To explain the context of providing Licensing functions through the Public Protection Partnership (PPP).

2 Recommendations

That the Licensing Committee

- 2.1 Notes the Annual Report 2025/26 as set out in Appendix A.
- 2.2 Considers the current membership of the taxi trade meeting and agrees the draft revised Terms of Reference for the Hackney Carriage and Private Hire Trade meetings as attached as Appendix B.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	The Public Protection Service finished the year with an underspend. Licensing had an over spend of £25k and had a £15k income surplus.
Human Resource:	There are no staffing implications associated with this report.

Legal:	These are all statutory functions. Under the Licensing Act 2003 and the Gambling Act 2005 there is a legal obligation for the Council to set key policies. In other areas the Council has a range of powers to set licence conditions and adopt sector specific policy positions.
Risk Management:	The most significant risk for the Licensing Team is the failure to meet income targets and the loss of key members of staff.
Property:	None.
Policy:	The Licensing regime is covered by the policies arising from the Licensing Act 2003 and the Gambling Act 2005. In other areas the Council has a range of powers to set licence conditions and adopt sector specific policy positions.

	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		✓		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		
Environmental Impact:		✓		
Health Impact:		✓		
ICT Impact:		✓		
Digital Services Impact:		✓		
Council Strategy Priorities:		✓		This report covers the business as usual work of the Licensing Committee, Licensing Sub-Committee and the Licensing functions provided by the PPP
Core Business:		✓		This report covers the business-as-usual work of the Licensing Committee and the Licensing functions provided by the PPP.

Data Impact:		✓		All data reported is open data and any addresses detailed are in the public domain following hearings open to the public.
Consultation and Engagement:	It has been requested through previous Committee meetings that an Annual Report is provided to assist Members of the Committee to oversee the activity undertaken in the previous year and to provide direction for future activity. No additional consultation will be undertaken.			

4 Executive Summary

- 4.1 The shared Public Protection Partnership (PPP) delivers a range of regulatory functions on behalf of the partner authorities. The environmental health and licensing functions are a shared service between Bracknell Forest and West Berkshire, whilst the trading standards, investigations, intelligence and case management functions are shared between Bracknell Forest, West Berkshire and Wokingham.
- 4.2 Whilst all decisions and oversight relating to environmental health and trading standards are overseen by the Joint Public Protection Committee (JPPC), each partner authority retains its individual Licensing Committee and sets licensing related policy and monitors performance. This requires careful co-ordination and clear governance arrangements have been put in place to ensure that this happens.
- 4.3 The role of the Committee and the licensing service is a major contributor to key Council and PPP priorities including safer communities, the environment and economic development. These are managed through the application of a significant legislative framework enhanced by locally developed policy that meets the needs of the local community. In essence the Committee and Council create and have oversight of policy, and the service delivers it at an operational level.

5 Supporting Information

- 5.1 The shared Licensing Service considers and issues a range of licences, consents, notices and permits required by businesses in order that they can deliver a range of services and goods to residents and visitors to West Berkshire. Legislation requiring a licence/consent/notice/permit for a business activity is generally enacted in order to protect users of a service or the wider community such as those that might be affected due to their proximity to the licensed premises or their interaction with an individual licence holder. Animal Welfare licensing provisions are there to protect the health and wellbeing of animals in regulated settings such as kennels or performances.
- 5.2 It is a fact the good regulation serves a clear purpose. The proper implementation of legislation combined with well thought out policy also provides a clear framework for the licensed sector whilst protecting the interests and safety of individuals and the community and providing a level playing field for legitimate business.

- 5.3 It is acknowledged by the licensed sector that an effective licensing regime, soundly administered and founded on sensible and effective policies and legislative framework creates consumer confidence which in turn is positive for licence holders. Conversely that lack of consumer confidence can undermine both operators and the sector e.g. taxis and private hire trade.
- 5.4 The service is acutely aware that the licensing function, whilst offering protection, can also act as a barrier to others who wish to deliver services or supply goods and every effort is made to assist businesses to understand and progress through the licensing process. The service therefore has sight of this through the delivery of its functions and is always willing to provide advice.
- 5.5 As the body tasked through the constitution to set direction and have oversight of the licensing functions the Committee receives an annual report at its July meeting. The full Annual Report 2025/26 is set out at Appendix A to the report. This report covers the following areas including data relating to activity:
- Governance
 - Resourcing
 - Licensing Act 2003
 - Gambling Act 2005
 - Licensed Drivers, Operators and Vehicles
 - Other Licences
 - Service Requests
 - Communication and Engagement
 - Joint Working
 - Horizon Scanning
- 5.6 In addition to the items listed above a request was also received to consider the current terms of reference of the Hackney Carriage and Private Hire Licensing trade meetings. Specifically, the membership of the group has been reviewed to ensure that it is fit for purpose. This request to reduce the number of members attending was made by both Members and the Trade. Members are asked to consider if the meeting should only be attended by the Chairman and Vice Chairman of the Committee and the Portfolio Holder with responsibility for Licensing. The proposed revised Terms of Reference are set out in Appendix B to the report.

6 Other options considered

- 6.1 None – this report has been produced at the request of the Committee. It is also considered to be good practice.

7 Conclusion

- 7.1 Members will see from the Annual Report the range of functions overseen by the Committee along with an indication of the volume of work and resource required to deliver this function.

- 7.2 The Service has struggled for some time with recruitment challenges, and we are currently two officers in the team down but are in the process of recruiting to these vacant posts.
- 7.3 Licensing is arguable one of the purest forms of public protection. The role of the Committee is pivotal to the delivery of these functions. We commend the annual report to the Committee.

8 Appendices

- 8.1 Appendix A – Annual Report 2025/26
- 8.2 Appendix B – Draft Terms of Reference for the Hackney Carriage and Private Hire Trade meetings.

Background Papers:

None

Subject to Call-In:

Yes: ☒ No: ☐

The item is due to be referred to Council for final approval ☐

Delays in implementation could have serious financial implications for the Council ☐

Delays in implementation could compromise the Council's position: ☐

Considered or reviewed by Scrutiny Commission or associated Committees, Task Groups within preceding six months ☐

Item is Urgent Key Decision ☐

Report is to note only ☐

Wards affected: All

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Licensing Committee Annual Report 2025/2026

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Introduction

The shared Public Protection Partnership (PPP) delivers a range of regulatory functions across Licensing, Trading Standards and Environment Health. Licensing however is distinct in the way that activities are overseen, and policy is set. Whilst all decisions related to the PPP go through the Joint Public Protection Committee (JPPC), each partner authority retains its individual Licensing Committee and sets licensing related policy and monitors performance. This requires careful co-ordination and that clear governance arrangements have been put in place to ensure that this happens.

The Shared Licensing Service considers applications and exercises a range of delegated authorities to issue, suspend, refuse, and revoke licences, consents, notices and permits in the name of the Council.

Many businesses require some form of authority in order that they can deliver a range of services and goods to residents and visitors to West Berkshire. Legislation requiring a licence/consent/notice/permit for a business activity is generally enacted to protect users of a service or the wider community such as those that might be affected due to their proximity to the licensed premises or their interaction with an individual licence holder. Animal Welfare licensing provisions are there to protect the health and wellbeing of animals in regulated settings such as kennels or performances. Good regulation properly implemented also provides a level playing field for the licensed sector.

It is acknowledged by the licensed sector that an effective licensing regime, soundly administered and founded on sensible and effective policies creates consumer confidence which in turn is positive for licence holders. The service is aware that the licensing function, whilst offering protection, can also act as a barrier to others who wish to deliver services or supply goods. Every effort is therefore made to assist businesses to understand and progress through the licensing process. The service delivers a number of functions including business advice, processing of applications, monitoring compliance and where necessary taking enforcement action.

The Licensing Service covers a wide range of statutory licensing, registration and enforcement functions. These functions cover premises which sell and supply alcohol or provide regulated entertainment or late-night refreshment under the Licensing Act 2003. The service also issues licences for gambling premises, gaming machines and lotteries under the Gambling Act 2005. In addition, licences, consents and permissions are also issued for a number of other activities including hackney carriage and private hire drivers, vehicle and operator licences, animal breeding, boarding, performance and zoo licences, street trading, charitable collections, dermal licence for cosmetic piercing, ice cream vans, film classification and scrap metal dealers.

Governance

Licensing Committee

The [Licensing Committee](#) is responsible for setting the policy direction that forms the basis of licensing activity in the District. Under the Licensing Act 2003 and the Gambling Act 2005 there is a legal obligation for the Council to set key policies. In other areas the Council has a range of powers to set licence conditions and adopt sector specific policy positions. There is also a requirement for the Council to have a Licensing Committee of between 12 and 15 Members.

The Licensing Committee comprises 12 Members and the 2025/26 membership is set out below:

Liberal Democrat Group (7 Members)	Phil Barnett, Jeremy Cottam (Chairman), Billy Drummond, Nigel Foot, Tom McCann, Stephanie Steevenson, Martha Vickers
Conservative Group (3 Members)	Paul Dick (Vice Chairman), Paul Kander, Jane Langford
Minority Group (2 Members)	Clive Taylor, David Marsh

Following the annual Council meeting on the 14 May 2026 the 2026/27 membership of the Committee is as follows:

Liberal Democrat Group (7 Members)	Phil Barnett, Jeremy Cottam (Chairman), Billy Drummond, Nigel Foot, Tom McCann, Stephanie Steevenson, Martha Vickers
Conservative Group (3 Members)	Paul Dick (Vice Chairman), Paul Kander, Jane Langford
Minority Group (2 Members)	Clive Taylor, David Marsh

Over the 2025/26 period the Licensing Committee met on the:

- 15 May 2025 (Annual Meeting),
- 28 July 2025,
- 03 November 2025,
- 15 December 2025 (Special)

- 24 March 2026

The Committee considered several matters including:

- the annual consultation and review of fees and charges,
- the annual report,
- the adoption of the Film Classification Policy.
- the adoption of the hackney carriage and private hire licensing policy.

In terms of forward planning, in addition to the annual fees and charges and tariffs cycle, a number of policies and decisions including the following are scheduled for consideration during the 2026/27 cycle:

- Approach to Fireworks
- Updates to the Statement of Licensing Policy arising from amendments to S182 Guidance
- Consideration of the outcome of the consultation on the Taxi Plates consultation (and if any changes need to be made to the Hackney Carriage and Private Hire Licensing Policy
- Charity Collections Policy
- Scrap Metal Licensing Policy
- Sex Establishment Policy
- Special Treatment Bye-Laws
- Street Trading Policy

The Forward Plan for the Licensing Committee will be discussed with the Chairman and Vice Chairman throughout the year and a copy can be found here: [Governance and accountability - Public Protection Partnership](#). A copy of the Forward Plan is also included on each agenda.

Licensing Sub-Committee

While the Licensing Committee carries out functions relating to policy formulation the Licensing Sub Committee determines certain licensing applications in line with the Scheme of Delegation agreed under the Licensing Act 2003 and the Gambling Act 2005.

To determining applications under the Licensing Act 2003 and Gambling Act 2005 the legislation requires the membership of each Licensing Sub-Committee to be three Members of the Licensing Committee.

Regardless of the regime, all licences are processed in a similar manner. The application is received, checked and where required a consultation held. As a rule, any new application that attracts relevant adverse representation during the consultation period will be heard before a Licensing Sub-Committee. Applications made under the Licensing and Gambling Acts must be granted in the absence of representations.

Applications for taxi licences are currently determined by officers and any appeals following refusal of the application are to be taken to the Magistrates' Court within 21 days of the refusal, except Hackney Carriage Vehicle (Proprietors) Licence appeals which are direct to the Crown Court.

The Licensing Act 2003 and Gambling Act 2005 prescribe responsible authorities that must be consulted and who may submit representations against a licence application. Responsible authorities include the police, fire service, trading standards, environmental health, planning, public health, Home Office, Canals and River Trust (when the application is on the waterway), safeguarding board relating to the protection of children from harm and the licensing authority itself. There is a requirement for applicants to place notices on site and advertise the application in a local newspaper.

During the 2025/26 financial year the Licensing Sub Committee met on three occasions.

Type of Application	Premise	Outcome
New Premises License	Best Buy Foods, 51 London Road, Newbury, West Berkshire, RG14 1JN	Granted subject to additional conditions
Review of a Premise Licence	The Gun, 142 Andover Road, Newbury, RG14 6NE	Premise license be amended with immediate effect to include the conditions agreed by the License Holder and the Home Office
New Premises License	Benham Park House, Speen, Newbury, West Berkshire, RG20 8LU	Granted subject to additional conditions

By way of comparison in 2024/25 the Sub-Committee met once, 2023/24 the Sub-Committee met on seven occasions, in 2022/23 the Sub-Committee was not required to meet, in 2021/22 six meetings were held, in 2020/21 the LSC met on two occasions, in 2019/20 six applications were heard, three hearings were held in 2018/19 and three in 2017/18.

Parties to the hearings have a right of appeal to the magistrates' court. There were no appeals against decisions made under the Licensing Act submitted in 2025/26.

Taxi and Private Hire Liaison Group Meetings

The Group was set up to provide a forum to meet with and consider comments from representatives of the taxi trade and seek advice from Licensing Officers on a range of issues that affect existing and proposed licences, policies, tariffs, fees and other matters

of common interest. The Group is also tasked with reporting back to the Licensing Committee with any recommendations for alterations to the existing or proposed licences, policies, tariffs and fees.

It is proposed that the membership of this Group be amended to comprise the Chairman and Vice Chairman of the Licensing Committee, the Portfolio Holder with responsibility for Licensing, the Licensing Manager, Licensing Officers and representatives from the Hackney Carriage and Private Hire Trade. The proposed amended draft Terms of Reference for the Group are attached as an appendix to the report.

The number of attendees from the Trade has remained steady over the last few years and Officers continue to encourage trade representatives to attend the meetings and the notes are circulated to the trade and Licensing Committee to keep them abreast of discussions that have taken place.

There are two scheduled meetings in the diary each year, one in October and one in January, and ad hoc meetings can be arranged subject to the agreement of the Chairman where it is necessary to do so.

In addition to the scheduled twice-yearly meetings, several meetings were held with members of the trade in relation to the draft hackney Carriage and Private Hire Licensing Policy in 2025/26. The draft policy was amended, where appropriate to reflect these discussions and adopted at the Special Licensing Committee meeting in December 2025.

Training

Training for Licensing Committee Members took place on the 09 June and 11 June 2025. All Members that were unable to attend the training are afforded the opportunity to review the training video and ask any questions of officers arising from it.

In accordance with the Constitution all Members must attend the annual training before sitting on a Licensing Sub-Committee.

Training for the 2026/2027 year will take place on the 06 July 2026.

Resourcing

The Licensing Service comprises both the Applications and Enforcement functions. The Team establishment comprises around 10 FTE (11 posts). We have had a vacancy in the Enforcement Team since March 2026 and the Applications Lead Officer role has also been vacant since April 2026. The Applications Lead Officer role is currently out for recruitment and the Licensing Enforcement Officer role will be advertised shortly.

There is also around 0.3FTE in terms of policy and governance work to support the Committee and assist with policy development. In addition the Service Lead for Public

Protection currently manages the Service.

The end of year financial position for the Public Protection Service was an underspend of £21k. Balancing the budget proved to be challenging with an in-year deficit made up of the National Insurance increase, and higher than expected cost of living increase. To achieve this the Service had to hold several vacancies open for significant lengths of time. The impact on staff who have been covering additional responsibilities also needs to be recognised. Licensing finished the year with a £25k overspend and an income surplus of £15k.

One of the other most significant contributory factors to income shortfall is that most statutory licensing fees have not been uplifted since circa 2011 and since 2005 for the Licensing Act fees. The Chairman of the Committee has written to the Secretary of State to urge her to revisit these statutory fees.

Discretionary Fees are set on the basis of the time taken to process an application multiplied by the hourly rate which is currently £74p/h. Officers are currently reviewing the time taken to process applications and these will be reflected in the 2027/28 fees which will come to Committee in November for discussion. The Service is also taking part in a corporate review of the Council's fees being undertaken by an external consultant. The review is looking at comparator data, considering if there are any fees not currently being charged for that should be and the current fee levels.

Licensing Act 2003

This Act governs licensable activities which include the sale or supply of alcohol, regulated entertainment, and late-night refreshment provision in premises and at outdoor events including public houses, registered members clubs, late night bars, and night clubs, off licences, late night takeaways and restaurants.

The Act also governs licensable activities that take place in village halls, community centres, school halls and outdoor events where licensable activities are held.

Late night refreshment provision is the supply of hot food or hot drink to the public, for consumption on or off the premises, between 11pm and 5am.

The provision of regulated entertainment can include activities such as the performance of a play, an exhibition of a film, an indoor sporting event, boxing or wrestling entertainment, performance of live music, any playing of recorded music, a performance of dance, performance of live music and any playing of recorded music.

The Licensing Act 2003 is governed by four licensing objectives:

- Prevention of crime and disorder
- Prevention of public nuisance
- Public Safety

- Protection of children from harm

Temporary Event Notices (TENS) are a facility under the Licensing Act 2003 where people can serve a notice on the council that states that they will be serving alcohol and/or providing regulated entertainment and/or late-night refreshment at a specified time.

As it is not an application or permit, no permission is sought. It is merely a notice served upon the licensing authority, the police and environmental health.

However, [there are strict limits to the number of temporary event notices](#) someone can serve, for how long the event can run and the number of people that can attend. These include the fact that the maximum number of attendees (including staff) cannot exceed 500 people, and the event cannot last for more than 168 hours (7 days). A single premises can have up to 15 TENS applied for in one year, if the total length of the events is not more than 21 days. A person who does not hold a personal licence can apply for up to 5 TENS a year and a maximum of 2 late TENS. If you already hold a personal licence to sell alcohol, you can be given up to 50 TENS a year and a maximum of 10 late TENS per year.

There is the ability for either the Police or Environmental Health to serve an objection notice which would then lead to a hearing to determine if licensable activities at the event can take place.

The notice period required under the law is ten working days, not including the day the notice is received or the day of the event, and the objection window for the police and environmental health is just three working days. It therefore follows that these hearings would need to be set up and take place in a very short space of time.

There is the ability to serve a limited number of late temporary event notices. If these are objected to a counter notice is automatically served without recourse to the licensing sub-committee. No hearings in respect of TENS took place during 2025/26.

The Licensing Act 2003 provides for an application to review a licence which can be brought by a responsible authority or any other person where a premises is undermining one or more of the licensing objectives. The Licensing Team received one requests to review a licence in 2025/26.

The number of licensed premises under the Act are in the table below with a comparison to previous years.

Type	At 31/03/2021	At 31/03/2022	At 31/03/2023	At 31/03/2023	At 31/03/2024	At 31/03/2025	At 31/03/2026
Personal Licence	2207	2269	2336	2336	2424	2495	2564
Premises Licence	465	509	N/a	N/a	520	535	528

TENs (total issued)*	71	379	352	352	421	632	649
Club Premises Certificate	40	38	41	41	40	41	39

Note: for TENs the figure given is the total number of notices / applications received within the calendar year

The Act places a responsibility on licensing authorities to adopt a [Statement of Licensing Policy](#) which sets out how the authority intends to promote the licensing objectives. The Statement of Licensing Policy (SoLP) must be reviewed at least every five years. The current iteration of the policy was published in December 2023 and came into effect on the 01 December 2023. At the time of adoption, it was noted that the Act provides that during each five year period a licensing authority must keep its policy under review and make such revisions to it, at such times, as it considers appropriate. Revised S182 Guidance was issued in January 2024, February 2025, November 2025 and February 2026 and the ensuing proposed amendments to the SoLP are the subject of a separate report on this agenda.

There were 28 reports relating to premises license locations in West Berkshire in 2025/26, 17 were complaints and the other 11 related to requests for information or advice.

Gambling Act 2005

Gambling facilities include bookmakers, bingo halls, amusement arcades, casinos and permits and permissions such as lotteries. There are three types of licences issued under this legislation premises licences, operators' licences and personal licences.

There are three licensing objectives that underpin this Act:

- preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime,
- ensuring that gambling is conducted in a fair and open way, and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

Applications under this legislation continue to be few and far between although Officers continue to work closely with the Gambling Commission to ensure compliance with licence conditions. No hearings were conducted under this legislation in 2025/26.

Current permissions in force under this Act are:

Type	At 31/03/2021	At 31/03/2022	At 31/03/2023	At 31/03/2024	At 31/03/2025	At 31/03/2026
Small Society Lottery	108	116	129	97	99	114
Licensed	9	8	8	8	8	8

Premises Gaming Machine Permit						
Licensed Premises Gaming Machine Notice	83	83	83	81	89	84
Club Machine Permits	6	7	7	6	9	6
Club Gaming Permits	0	0	0	0	0	0
Gambling Premises	12	13	12	11	15	12

The Act places a responsibility on licensing authorities to adopt a [Statement of Gambling Principles](#) which sets out how the council will carry out its duties under the Gambling Act 2005. The Statement of Gambling Principles must be reviewed and published every three years. The current iteration of the policy was published in January 2025 after it was reviewed and consulted on during the 2024/25 financial year. The policy will need to be reviewed, consulted on and updated by January 2028.

In 2025/26, the PPP received two new licensing applications relating to gambling and betting for premises in West Berkshire.

In 2025/26 the PPP received 25 new licensing applications relating to small society lotteries in West Berkshire.

All recipients of permissions are required to complete a return to the authority. A significant number of small society lotteries relate to schools / Parent Teacher Friends Associations (PTFAs).

Licensed Drivers, Operators and Vehicles

Legislation places a duty on the council for the licensing of Hackney Carriages ('taxis') and private hire vehicles, drivers of those vehicles and operators of those vehicles. The council understands the importance and responsibility it has, to ensure that licensed vehicles in the district are safe, comfortable, properly insured, and available where and when required, and that those involved in the trade are "fit and proper" to undertake the role.

In November 2022 the Department for Transport updated the Statutory taxi and private hire vehicle standards that had previously been published in July 2020 and then in November 2023, The Department for Transport issued "Taxi and Private Hire vehicle licensing best practice for licensing authority in England". In accordance with these recommendations Officers have redrafted and consulted on a Draft Hackney Carriage and Private Hire Licensing Policy which was adopted at the December 2025 Licensing Committee meeting.

At that meeting Members agreed to undertake a review of the application of the policy with respect to 'protected plates'. Officers have consulted on the proposed changes and the outcome of that consultation is also the subject of a separate report on this agenda.

In 2025/26 the PPP received 417 applications that related to the licensing of taxi / private hire drivers, vehicles and operators for West Berkshire. We received 98 service requests in relation to the hackney Carriage and Private Hire Trade, 46 of these reports related to complaints of which 5 related to safeguarding concerns. The other 52 sought advice or information. In 2025/2026 there were 3 licensed driver revocations in West Berkshire.

Officers and Members continue to work with the private hire and hackney trade to ensure effective communication and consultation takes place via the Taxi Trade Meetings.

Current data about number of licences issued is set out below:

Type	At 31/03/2021	At 31/03/2022	At 31/03/2023	At 31/03/2024	At 31/03/2025	At 31/03/2026
Private Hire Operator	56	51	62	59	66	59
Private Hire Vehicle Licence	127	138	154	181	175	160
Hackney Carriage Vehicle	133	123	118	181	149	97
Private Hire Driver	106	100	107	155	181	164
Dual (HC & PH) Driver	193	184	178	177	170	157

Other Licences

As well as the main functions outlined above the Licensing Team also administers and enforces a wide range of other licences, registrations and permits current numbers of which are outlined below:

Type	At 31/03/2021	At 31/03/2022	At 31/03/2023	At 31/03/2024	At 31/03/2025	At 31/03/2026
Animal Boarding Establishment and Dog Breeding	11	20	16	12	14	13
Home Boarding of Dogs Licence	26	33	34	39	45	39
Riding Establishment Licence	5	6	7	7	8	7
Pet Shop Licence	4	3	4	2	2	2
Keep or Train Animals for Exhibition	N/a	N/a	N/a	4	6	4
Dangerous Animals	-	1	4	2	2	1
Zoo Licence	-	1	2	2	2	3

Scrap Metal Dealer Site	5	5	3	3	5	6
Scrap Metal Dealer - Mobile	5	3	3	1	1	0
Dermal Personal and Premises Registration	334	357	371	397	423	423
Hairdresser Registration	-	36	38	42	52	51
Street Trading Consent	20	25	26	17	32	19
Street Collections*	10	29	N/a	36	19	14
House to House Collections*	17	21	N/a	25	25	11
Caravan Licence	-	31	37	33	32	32
Licensable HMO	-	30	39	38	41	45
Primate Licensing	-	-	-	-	-	0

Note: for street collections and house to house collections, the figure given is the total number of notices / applications received within the calendar year.

Street Collections

Street collections only cover the collections of cash. The regulation of other forms of collection such as direct debits is a matter for the Fundraising Regulator. All those that are issued permits to collect are required to file a return to the Council.

There were 49 applications received for street collections in 2025/26 in West Berkshire. All were granted. We did not receive any service requests regarding street collections.

Animal Breeding and Boarding

There are a range of controls falling to the PPP around licensable activities involving the sale and keeping of animals. These include pet shops (sales normally conducted from home), regulated pet breeding, boarding and home boarding, kennels and catteries, riding establishments, zoos and animals involved in performance and display.

In 2025/26 there were 33 licensing applications in relation to animal boarding and day care facilities for West Berkshire.

There were 2 licensing applications in relation selling animals as pets, for West Berkshire. There was also 1 licensing application in relation to hiring and training animals for exhibitions in West Berkshire.

There were 3 reports relating to animal breeding in 2025/26 across West Berkshire, of these all were complaints.

Scrap Metal Dealers

There were 2 new applications for scrap metal sites and 1 new application for collectors in 2025/26. There were 11 reports relating to scrap metal dealers in 2025/26 in West Berkshire, two were complaints and 9 requests for information.

This is a priority area for enforcement and joint visits take place with Thames Valley Police (TVP) to ensure the provisions of the legislation and licence conditions are being

complied with, with particular focus on traceability, identification checks and cash payments. There has been a great deal of activity by licensing officers to locate and then engage with people who are engaging in scrap metal activities resulting in further applications being received and processed in 2026.

House to House Collections

House-to-House collections relate to charity bags. There have been issues identified previously around unauthorised collections however, over the last year this was not the case. The larger charities have national exemptions from the need for local permissions.

In 2025/26 the PPP received 29 licensing applications relating to House-to-House collections in West Berkshire.

Street Trading

Street trading consents are largely in place to ensure that the location is suitable and that controls are in place to manage a range of potential nuisance issues. In 2025/26 the PPP received 45 street trading consent applications. Of these 29 were new applications.

There were 13 reports in relation to street trading in 2025/26. 7 of the reports were complaints, the other 6 related to requests for information or advice

Licensing Officers have been focussing on unlicensed ice cream vans since early 2025 and we now have licensed 8 vans.

Dermal Personal and Premises Registration

Under the Local Government (Miscellaneous Provisions) Act 1982 all premises or individuals that wish to practice the following must register with the local authority unless the treatments are done by or under the supervision of a medical practitioner, in which case there is no need to acquire a premise licence:

- acupuncture
- electrolysis
- ear piercing
- tattooing

Dermal registrations are issued on application only. In 2025/2026 there were 16 personal registrations issued and 9 premises.

Film Classification

We had 2 requests for information regarding a film classification for 2025/26 but no actual application was received. The licensing authority may be asked to classify a non-classified film or reclassify a British Board of film classification (BBFC).

A Film Classification Policy was adopted in 2024/25 which sets out the process for applications for authorisation of films to be considered by a Licensing Officer on behalf of the Licensing Authority, as set out in The Council's Scheme of Delegation. Any

requests to classify films may be referred by the Licensing Manager, at their discretion, or to the Licensing Sub-Committee for determination.

Service Requests

PPP Licensing data shows that it dealt with 495 Service Requests of those 194 were for Bracknell Forest and 301 in West Berkshire in 2025/26.

There were 535 in 2024/25, 394 in 2023/24, 312 service requests in 2022/23, 260 in 2021/22, 272 in 2020/21, 168 in 2019/20, 199 in 2018/19 and 210 in 2017/18. These are primarily requests for advice etc. This figure does not include licensing applications.

Licensing Challenges for 2026/27 and Horizon Scanning

There continue to be regular changes to legislation and guidance affecting the licensing arena. Over the next two years, the licensing service is likely to be affected by a mix of new laws that have already been passed, further detailed regulations that may still be introduced, and government consultations that could lead to new duties for local authorities. There may also be changes linked to devolution and the reorganisation of local government.

This means the service will need to prepare not only for changes in the law, but also for changes in how it enforces rules, how it works with partner organisations, and possibly where licensing responsibilities sit within local government.

New Standards of Modern Zoo Practice 2027

The new standards will come into effect from 24 May 2027 and will cover Great Britain (England, Wales and Scotland). The regulations will prohibit the long-term tethering of birds of prey, a practice criticised by animal welfare advocates. The common practice of allowing visitors to touch fish and cephalopods, such as rays and octopuses, will also be discontinued.

Larger enclosures will be needed for some animals. The changes also require improved conservation standards and safety measures when keeping dangerous animals including better training for staff when handling exotic animals, and improved public safety measures. Modifications will require better record-keeping and more focus on breeding programmes for endangered animals, research into behaviour and public education about conservation.

There are also new safety standard requirements including changes to the rules on double-gated entry systems, protections for staff working alone and the availability of firearms if needed. Zoos and aquariums will also be obliged to draw up continuity plans for what would happen to their animals if the institution faced financial hardship.

Some of the new standards will however include longer transition times including:

- new requirements for tethering birds of prey - these will come into effect on 1 January 2030
- the use of the free contact management, the ankus and electric goads for elephants must be phased out by 1 January 2030
- new requirements for enclosure sizes for elephants will come into effect on 1 January 2040

As of mid-2026, licensing authorities are shifting towards a more proactive, "business-friendly" model that balances traditional safety regulation with economic growth and high-street regeneration.

Terrorism (Protection of Premises) Act 2025

The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, received Royal Assent on 3 April 2025. Statutory guidance was published in April 2026. The Home Office and ProtectUK have said there will be an implementation period of at least 24 months before the main legal duties take effect.

The law will apply to some premises and events that are open to the public. The Security Industry Authority (SIA) will regulate the new system. This is unlikely to create a new licensing function licensing teams, but it is likely to increase expectations on them to give advice, work closely with partners, support event planning, contribute to Safety Advisory Groups, and help licensed premises and event organisers understand their new duties on protective security.

Tobacco and Vapes Act 2026

The Tobacco and Vapes Act 2026 introduces a wide range of new offences and enforcement powers. These include the "smoke-free generation" policy, powers to issue fixed penalty notices (FPNs), provisions about which authorities are responsible for enforcement, and a legal framework for licensing retailers that sell tobacco, vaping and nicotine products in England.

From 1 January 2027, the new age-of-sale rule for tobacco will apply. This means that anyone born on or after 1 January 2009 will never be able to legally buy tobacco products.

Much of the enforcement work is likely to fall to trading standards and public health teams. However, licensing teams should expect linked impacts across services, especially if local retail licensing rules are brought into force, if new governance arrangements are needed, or if a local licensing model based on premises is introduced.

Hackney Carriage and Private Hire Licensing

In taxi and private hire licensing, changes are moving beyond sharing safeguarding information and towards wider structural reform. The English Devolution and Community Empowerment Act 2026 includes a full section on taxi and private hire licensing. This covers national standards, reporting concerns about drivers licensed by other authorities, temporary suspension powers and enforcement officers.

At the same time, the Department for Transport (DfT) ran a consultation between 8 January 2026 and 1 April 2026 on whether all local transport authorities in England should become responsible for taxi and private hire vehicle licensing. The aim is to deal with inconsistent standards and the long-standing problem of drivers being licensed in one area but mainly working in another.

For council licensing services, this means the next two years may involve preparing for updated local standards, stronger enforcement across council boundaries, more consistent policies and systems, and, depending on local government reform, the possible transfer of functions to a wider strategic authority area.

Licensing Act 2003

Changes under the Licensing Act 2003 are moving towards a system that is simpler and more consistent across the country, although much of the detail still depends on further consultation and later changes.

The government's response to the Licensing Taskforce accepted most of its recommendations, subject to further consultation. These include proposals for a National Licensing Policy Framework, an "amnesty" to remove outdated licence conditions, a review of Temporary Event Notice (TEN) limits, stronger "agent of change" principles, and measures to support hospitality and growth in the evening and night-time economy.

A later call for evidence showed broad support for a more consistent and open system across licensing authorities. For licensing teams, this means local policies, standard conditions, committee procedures and digital systems may all need to be reviewed once national reforms are finalised.

Non-Surgical Cosmetic Procedures

An important new duty could arise from the government's work on non-surgical cosmetic procedures. In its consultation response published in August 2025, the Department of Health and Social Care (DHSC) confirmed that it plans to develop a local authority licensing scheme for lower-risk procedures using powers in section 180 of the Health and Care Act 2022. The highest-risk procedures are expected to fall under regulation by the Care Quality Commission (CQC) instead.

The same response makes clear that more public consultation and further regulations are still needed before the new system can start. Although the timetable is still uncertain, this is one of the clearest areas where licensing teams may gain a completely new function in the next two years. If that happens, it is likely to affect policy development, fee setting, inspection capacity, appeals and enforcement.

Animal Licensing Activities

There is no major new primary legislation in this area at present, but updated statutory guidance published on 1 June 2026 is important for day-to-day operations. Revised guidance from the Department for Environment, Food and Rural Affairs (Defra)

confirms that local authorities must make sure licence holders comply with the rules, refuse unsuitable applicants, take action against unlicensed operators, and follow a clear process for applications, inspections, ratings and renewals.

The guidance also sets out a reporting timetable to the Secretary of State. It says the next reporting window opens on 1 April 2027. It also says authorities should aim to decide new applications within 10 weeks and should remind licence holders to renew their licence three months before it expires. For councils that carry out this work, inspector capacity, staff training and qualifications, data reporting and enforcement against unlicensed activity will remain key service pressures.

Gambling Act 2005

National reform following the gambling white paper has already changed the way some land-based gambling venues operate. This includes legal changes for casinos that took effect on 22 July 2025. The government has also said that licensing authority fees for gambling premises licences will increase as part of wider reform.

The English Devolution and Community Empowerment Act 2026 also includes a separate section on impact assessments for gambling premises. This suggests that councils should keep a close watch on any further guidance and commencement dates. In practice, this could mean more pressure on councils dealing with applications, licence variations and local evidence about the impact of gambling premises in sensitive areas.

Devolution And Local Government Reorganisation

The English Devolution and Community Empowerment programme confirms that strategic authorities are becoming the main model for devolution, alongside a wider programme of local government reorganisation in two-tier areas.

Because licensing functions, especially taxi and private hire licensing, are increasingly being considered alongside transport, economic development and public safety at strategic authority level, councils should plan for the possibility that licensing responsibilities, committee structures, staffing arrangements and digital systems may need to change over the medium term.

High Street Organised Crime Initiative

The UK government has launched a £30 million High Street Organised Crime initiative to shut down rogue storefronts (like vape shops, mini-marts, and sweet shops) linked to illicit trades, money laundering, and serious organized crime. Although local authority licensing teams are not the lead enforcement body, they are expected to play a key supporting and disruptive role within a multi-agency response alongside police, NCA, Trading Standards, HMRC and immigration enforcement.

Multi-agency Liaison and Joint Operations

Safety Advisory Group (SAG)

Licensing Officers are attendees at SAG meetings. The SAG comprises of representatives from West Berkshire Council, emergency services and other relevant bodies. The SAG meets at regular intervals, or when necessary to review event

applications and advise on public safety. The role of the SAG is to provide advice to individuals and organisations planning a public event.

In 2025/26 the West Berkshire SAG considered documentation for 353 events.

Reducing Violence Against Women and Girls

The PPP Licensing Service is part of a wider Thames Valley Police (TVP) initiative looking at reducing incidence of harm affecting women and girls. The Team's specific area of input is with licensed premises and the management of risk within those premises. Licensing Officers attend enforcement visits with TVP and other agencies as part of this ongoing work. Officers will also be attending a series of Keeping Town Centres Safe events in the town centre over the summer alongside colleagues from TVP and the Building Communities Together Team.

Pubwatch

Licensing officers from the PPP regularly attend Pubwatch meetings alongside colleagues from Thames Valley Police and local businesses. The objectives of the group are to tackle and prevent anti-social behaviour and criminal activity, promote safe drinking environments for customers and secure working environments for staff and improve communication and sharing information between licensees.

Institute of Licensing (IoL)

The IoL is the professional body for licensing matters and is instrumental in providing access to case law and legislation updates, training, and information sharing. Licensing Officers regularly attend the quarterly regional meetings.

Under Age Sales

The PPP employs a specialist Under Age Sales (UAS) Officer funded through grant funding. A pool of UAS volunteers aged between 14yrs and 17yrs have been recruited and there are nine PPP officers available on a rota basis to be the second officer on the UAS test purchase operations with other members of the team on 'back-up' if required.

In 2025/26, the following UAS Operations have taken place in West Berkshire. There were nine successful purchases out of 66 operations. While the failure rate of 14% is concerning, it is a reduction on the 20% failure rate of 2024/25. Officers are continuing to raise awareness and promote the operations.

By way of comparison this figure was 21% for Bracknell Forest and 5% for Wokingham Borough. Overall, 22% of attempted alcohol purchases were successful, 18% of attempted knife sales and 17% tobacco sales were successful. Appropriate enforcement action is taken against retailers where these sales occur.

The PPP have also recently introduced a Responsible Retailer Scheme which aims to promote safe and lawful retail practices for age-restricted products across Bracknell Forest, Wokingham, and West Berkshire. By fostering a culture of compliance and

ethical responsibility, the scheme helps protect children and vulnerable individuals, and the wider community. You can read more about the scheme here: [Responsible Retailer Scheme - Public Protection Partnership](#)

	Vapes	Alcohol	Tobacco	Lottery	Total
	Fail/visits	Fail/visits	Fail/visits	Fail/visits	Fail/visits
WBC	3/15	5/19	0/7	0/10	1/15

Joint Operations

Joint operations with colleagues from Thames Valley Police (VAWG), Home Office (Immigration), Driver and Vehicle Standards Agency (DVSA), School Transport Teams (Operation Coachman including DVSA and TVP) and neighbouring authorities are regularly undertaken. We are currently in the process of arranging more dates for these activities to take place.

Community Alcohol Partnership

The West Berkshire Community Alcohol Partnership (CAP) brings together organisations including West Berkshire Council, Thames Valley Police, schools, alcohol services and local retailers to reduce the alcohol related crime, anti-social behaviour and harm caused by young people under the age of 25, with a particular emphasis on preventing underage drinking. During 2025, the CAP worked closely with Newbury College to develop and deliver the following:

- 16+ programme A new programme was created in collaboration with Newbury College to engage students about risky behaviours in respect of alcohol and associated behaviours including smoking, vaping and substance use.
- Resource distribution: CAP resources, including posters and online materials, were made available across the college intranet, providing students with easy access to local support services.
- Young Health Champions Programme: The young health champions programme teaches young people between 14-24 about managing their health and wellbeing and how to promote health messages to their peers. The CAP supported 23 learners in completing their Level 2 qualification.
- Inaugural Freshers' Fair: The fair took place at the beginning of this academic year and attracted over 300 new students, providing them with access to information on volunteering, career opportunities, cybercrime, alcohol, mental health, and gender-based violence.
- Plans are developing to support new activities for the new academic year in September 2026 and the freshers fair for the new cohort of students.

Communication, Engagement and Information Management

The Service provides a range of advice and information sheets via the website. A new website was launched on the 31st March 2025. The West Berkshire Council website has appropriate links to relevant pages on the PPP website. The PPP has also expanded its social media presence with active Facebook pages.

Facebook: [@PublicProtectionPartnershipUK](https://www.facebook.com/PublicProtectionPartnershipUK)

Protecting the public is at the heart of all work completed by the Licensing Team. The Team focuses on the four E's when working with licence holders:

- Engage,
- Educate,
- Encourage and
- if this fails, we will then Enforce.

Additionally, Officers regularly meet with applicants or licence holders to ensure licence compliance and educate and encourage licence holders if they are found to be non-compliant. For example, completing annual private hire operator inspections at their offices and taxi drivers at the ranks.

During the 2025/26 Municipal Year the following consultations were undertaken:

- Consultation on the fees and charges
- Consultation on the Hackney Carriage and Private Hire Policy
- Consultation on amendments to the Hackney Carriage and Private Hire Licensing Policy 2025-2030 with respect to protected plates and accessibility

In addition, officers attended several events to promote the service and engage with our residents including:

- Victoria Park Fun Day (01 June 2025)
- Pangbourne Fete (14 June 2025)
- Thatcham Family Fun Day (29 June 2025)
- Kidsfest in Thatcham Town Centre (28 August 2025)

Officers also attended numerous Lets Talk events throughout the year.

During the 2025/26 year six complaints against the service were received. Of these complaints two were upheld, two were upheld in part and two were not upheld. The number of complaints equates to 2% of the total number of service requests the team dealt with.

Conclusion

It is good practice to provide an overview of information to Committee Members, which enables them to be informed about licence applications, decisions made by the

Licensing Committee and the Licensing Sub-Committee, automatic grants, enforcement action and future work planned by the licensing area. This information enables Members to be informed and to aid decision making in the future. This information can be located on the PPP website where we also provide information to the trade and public and are also introducing a series of public registers so premises or persons holding a licence can be identified by all.

DRAFT West Berkshire Hackney

Carriage and Private Hire Trade

Meeting Terms of Reference

Purpose:	To establish the agreed Terms of Reference for the West Berkshire Hackney Carriage and Private Hire Taxi Trade Meeting (HCPH).
Release Date:	July 2026
Author:	Moir Fraser (Principal Officer)

1	Purpose
• Collaboration: To provide a forum for West Berkshire licensing authority and hackney carriage/private hire trade representatives to discuss matters of mutual interest. • Policy Review: To seek advice on and discuss proposed changes to local licensing policies, tariffs, fees, and relevant legislation. • Communication: To improve openness, share information on operational issues, and promote best practices • Meeting notes and recommendations to be reported back to the Licensing Committee with any recommendations for alterations to the existing or proposed licences, policies, tariffs and fees for information and official approval.	
2	Terms of reference
The terms of reference are: 1. To consider the Council's current licence arrangements for Hackney Carriage Vehicles (HCV) and Private Hire Vehicles (PHV). 2. To consider the current legal framework within which the Council operates. 3. To consider the views of trade members. 4. To consider the views of Licensing officers. 5. To consider examples of best practice. 6. To consider and recommend to the Licensing Committee how the current licences and policies could be amended to better accommodate trade members, whilst maintaining West Berkshire Council's legal obligations, statutory duties and goal of delivering value for money for its residents. 7. To consider the implications of new technology, innovative practices and any changes in legislation that will have an impact on the taxi trade and the Council's associated policies. 8. The group is generally prohibited from discussing specific, individual driver or vehicle license applications.	
3	Membership

The HCPHTM is to be a joint Member/Officer/ Trade Representative Group formed from the following:

1. The Chairman of the Licencing Committee (or their nominated representative)
2. The Vice Chairman of the Licensing and Safety Committee (or their nominated representative)
3. The portfolio holder responsible for Licensing
4. The Public Protection Manager (or their nominated representative)
5. The Licensing Team Manager (or their nominated representative)
6. The PPP Licensing Officer (or their nominated representative)
7. Representatives from the Hackney Carriage Trade
8. Representatives from Private Hire Trade.

The Quorum for the meeting will be two representatives from the Council (Officers and Members) and two representatives from the trade.

The forum will be chaired by the Chairman of the Licensing or in their absence the Vice Chairman of the Committee. If the Chairman or Vice-Chairman are not present the Chairman should be the Public Protection Manager or the Licensing Team Manager.

4.	Meetings
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At least two meetings will be held annually including a meeting as part of the annual fee setting process. Ad hoc meetings to be arranged at the request of the Licensing Committee, the Chairman of the Licensing Committee, Officers or representatives of the trade.

Items must be submitted to the Licensing Applications team 10 days prior to the meeting, with 'Any Other Business' (AOB) allowed to ensure proper preparation.

Where an ad hoc meeting is requested the Chairman in consultation with the Public Protection Manager will consider the request and if it is deemed necessary will agree a date and time for that meeting.

End of document

Operational Approach to Fireworks

Committee considering report:	Licensing Committee
Date of Committee:	06 July 2026
Portfolio Member:	Councillor Tom McCann
Date Head of Service agreed report:	09 June 2026
Report Author:	Moira Fraser
Forward Plan Ref:	LC

1 Purpose of the Report

- 1.1 To review the operational approach that is being taken towards fireworks by the Public Protection Partnership and to set out the powers delegated to the PPP to undertake enforcement activity in respect of the supply, storage, product safety and use of fireworks.
- 1.2 The document has been fully revised and restructured to improve clarity, readability, and flow, with additional detail provided where necessary to expand on and better explain the information presented.

2 Recommendations

The Licensing Committee is asked to:

- 2.1 **CONSIDER** the standardised operational approach already undertaken by the Public Protection Service in relation to fireworks across all three partner authorities.
- 2.2 **RECOMMEND** to the Joint Public Protection Committee at the October meeting that the revised approach be adopted subject to any changes agreed at this meeting.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	There are no direct financial implications arising from this report.
Human Resource:	There are no HR implications for the work set out in this report as it is considered business as usual activity.

Legal:	The Operational Approach that is being proposed has been developed in accordance with the powers and legislation as set out in Section 3 (Legal and Regulatory Framework) of the document. The relevant statutory and regulatory regime governing the sale, storage, product safety, potential impact of the use of fireworks, and the Local Authority's powers and scope for enforcement of the same, are as set out within Appendix (A) to the report.
Risk Management:	The main risk of challenge for the PPP is that it could be seen to be acting Ultra Vires with regards to its powers.
Property:	There are no property implications associated with this report.
Policy:	There are no policy implications associated with this report.

	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		✓		Fireworks can have a disproportionate impact on certain groups protected under the Equality Act 2010, particularly disabled people (for example, those with sensory sensitivities, PTSD, or anxiety), older people, young children, and some faith or cultural groups whose religious observances may involve fireworks at specific times of year. If restrictions, licensing conditions, or enforcement are applied inflexibly, they could unintentionally disadvantage these groups or limit their ability to celebrate cultural or religious events. Conversely, a lack of control could also place protected groups at greater risk from noise, distress, or safety harms. The PPP therefore adopts an approach that is proportionate, evidence based, and takes into account differing needs.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		See above
Environmental Impact:		✓		The recommendations in section 2 above are expected to have no impact on emissions of CO ₂ .

Health Impact:		✓		The PPP's approach to fireworks could have both positive and negative health and wellbeing impacts, depending on how it is applied. Tighter controls can improve wellbeing by reducing injuries, fires, and accidents, and by limiting noise and unpredictability that can cause distress for some people, including those with anxiety, PTSD, sensory sensitivities, older people, pets, and livestock owners. The approach is intended to strike a fair balance between reducing harm and allowing people to celebrate safely and enjoyably.
ICT Impact:		✓		There are no IT implications associated with this report.
Digital Services Impact:	✓			Once adopted this policy will be included on the key documents section of the PPP report. It can also be linked through to the West Berkshire Council Environment Health and Trading Standards web pages.
Council Strategy Priorities:	✓			The approach, if adopted, would contribute to Priority Area 5 - thriving communities by helping to set out the approach to fireworks which can, when used inappropriately, undermine residents' quality of life. It would also have a link to Priority Area 2: "A Fairer West Berkshire with opportunities for all", because it will support legitimate businesses selling fireworks in accordance with the legislation.
Core Business:		✓		The work in this area would be considered business as usual.

Data Impact:		✓		Any complaints or communication received would be processed in accordance with the PPP's privacy statement .
Consultation and Engagement:	The Licensing Committees in Bracknell Forest and West Berkshire will be consulted on the document ahead of it being presented to the Joint Public Protection Committee.			

4 Executive Summary

- 4.1 Public Protection Partnership officers are responsible for different aspects of fireworks sales, storage, licensing and use. Trading Standards Officers deal with fireworks being sold or supplied, making sure they are safe, sold to the right age groups, and meet legal standards. Environmental Health Officers look into complaints where fireworks may be causing a statutory noise nuisance. Licensing Officers are responsible for processing licences, advising on permitted events, and working with Safety Advisory Groups (SAGs) for larger organised displays.
- 4.2 It is therefore appropriate for the Licensing and Safety Committee to consider the approach from a licensing point of view ahead of the document being presented to the Joint Public Protection Committee for adoption.
- 4.3 Firework legislation around retail supply exists primarily to prevent supply of inappropriate categories of fireworks to the general public, appropriate storage and to ensure age restrictions and signage requirements are met where fireworks are sold. The approach aligns with current legislation and does not introduce any requirements beyond those set out in statutory provisions.

5 Supporting Information

Introduction

- 5.1 The current approach to fireworks was adopted by the Joint Public Protection Committee in November 2021. It is therefore appropriate for the document to be reviewed to ensure that it is fit for purpose and encapsulates any changes to legislation and operational practices.
- 5.2 The proposed iteration of the document has resulted in a significant rewrite of the documentation albeit that the approach and sentiment remain unchanged. It is therefore not practical to include a 'key changes' section to this report.
- 5.3 The breadth of the legislation the PPP covers means that Officers are regularly involved in the regulations associated with fireworks. Aspects such as the supply of fireworks are carefully regulated from manufacturing through to point of sale. The predominant position of the legislation enforced involves protection of residents and businesses.
- 5.4 The PPP's involvement in fireworks falls into five main areas

Operational Approach to Fireworks

- Sale, Possession, and Use Restrictions.
 - Product Safety and Age Restrictions.
 - Storage and Explosives Licensing.
 - Noise and Statutory Nuisance.
 - Campaign and Social Media messages
- 5.5 Firework legislation around sales is predominantly to protect residents from purchasing inappropriate levels of explosive materials as well as ensuring age-appropriate sales take place and that retailers are storing fireworks safely. This work is usually undertaken by Trading Standards Officers.
- 5.6 The PPP works with organisers of organised fireworks displays through the Safety Advisory Group to ensure that appropriate controls are in place.
- 5.7 Local authorities issue licences for fireworks when someone wants to store, sell, or use large quantities of fireworks, or carry out a professional display, in a way that goes beyond what is allowed for the general public. This usually happens for organised events such as public firework displays, festivals, weddings, or commercial sales, where there are safety, noise, and public protection considerations.
- 5.8 The licence helps the council make sure the fireworks will be handled safely, stored securely, used at an appropriate location and time, and that risks to people, property, animals, and the environment are properly managed.
- 5.9 Licenced premises may also from time to time make use of fireworks. It should be noted that fireworks displays are not licensable activities. However, Officers will work with applicants to ensure controls are in place and will have regard to timings and locations if they are to be used.
- 5.10 Environment Health Officers may also be able to use powers under the Environmental Protection Act 1990 with regards to noise causing a statutory nuisance. This approach should be reasonable and proportionate.
- 5.11 Fireworks awareness will be raised through our Communications Plan and the PPP uses an intelligence led approach to shape messages when appropriate.
- 5.12 The Committee is asked to consider the updated document attached at Appendix A and propose any modifications ahead of the document being submitted to the October Joint Public Protection Committee for adoption and publication.

6 Other options considered

- 6.1 The Operational Approach that is being proposed has been developed in accordance with the powers and legislation as set out in Appendix A. The Service therefore has a statutory duty to undertake this work on behalf of the partner authorities, and no alternative options have therefore been proposed.
- 6.2 The policy is compliant with relevant legislation and does not propose to impose any obligations exceeding statutory requirements.

7 Conclusion

- 7.1 The Public Protection Partnership has a clear and established role in relation to fireworks across the full regulatory lifecycle, from product safety and lawful supply, through safe storage and explosives licensing, to managing noise complaints and supporting the safe delivery of organised displays. The existing operational approach, adopted in November 2021, is now due for review to ensure it remains fit for purpose, reflects any relevant legislative or operational developments, and presents a clear, accessible statement of how the Partnership will continue to act reasonably and proportionately in protecting residents, businesses and public safety.
- 7.2 The updated document represents a substantial rewrite to improve clarity while maintaining the underlying approach and intent, and it provides a consistent framework for co-ordinated action across Trading Standards, Environmental Health and Licensing functions. It is therefore appropriate for the Licensing and Safety Committee to consider the revised approach from a licensing perspective, propose any necessary amendments, and support progression of the final document for adoption and publication by the Joint Public Protection Committee in October.

8 Appendices

- 8.1 Appendix A PPP Approach to Fireworks – Regulatory Management, Enforcement & Community Impact Policy 2026 - 2029

Background Papers:

None.

Subject to Call-In:

Yes: ☒ No: ☐

The item is due to be referred to Council for final approval ☐

Delays in implementation could have serious financial implications for the Council ☐

Delays in implementation could compromise the Council's position: ☐

Considered or reviewed by Scrutiny Commission or associated Committees, Task Groups within preceding six months ☐

Operational Approach to Fireworks

Item is Urgent Key Decision

☐

Report is to note only

☐

Wards affected: All wards across the partner authorities

Officer details:

Name: Moira Fraser
Job Title: Principal Officer: Policy and Governance
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E-mail: moira.fraser@westberks.gov.uk

PPP Approach to Fireworks – Regulatory Management, Enforcement & Community Impact Policy 2026 - 2029

A shared service provided by
Bracknell Forest Council,
West Berkshire Council and
Wokingham Borough Council



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1. Introduction

The Public Protection Partnership (PPP) is a shared service delivering environmental health, licensing and trading standards on behalf of two authorities (Partners), Bracknell Forest Council and West Berkshire Council. It also shares a range of services with Wokingham Borough Council including trading standards, financial investigations, intelligence functions, animal health and welfare and case management work and the technical delivery of air quality monitoring and reporting.

The Public Protection Partnership (PPP) is an enforcing authority for a range of primary legislation functions connected to the sale, storage, supply, and product safety of fireworks (pyrotechnic articles) and for investigating certain noise complaints where they may amount to a statutory nuisance. This policy sets out the Public Protection Service's approach to enforcing and executing its duties, explains how residents can be protected from the impacts of fireworks, and the boundaries of the PPP's remit and powers. It is important to recognise that there are limitations to the legislative functions, and this document sets out clearly where the service, whilst often sympathetic, do not have the ability to act.

In this policy reference to Public Protection Service and Public Protection Service Officers are references to the Councils and authorised officers of the Councils whose duty it is to enforce the relevant legislation and should be read accordingly. Enforcement activity will be undertaken by suitably qualified, experienced, trained, and authorised for the powers they exercise.

It is generally illegal to sell fireworks to anyone under 18 years of age although different minimum legal ages exist depending on the category of the fireworks.

Fireworks can only be sold by retailers during specific periods:

- 15 October - 10 November
- 26 - 31 December
- Three days before Diwali and Chinese New Year

Specialist fireworks retailers selling adult fireworks outside those periods require a separate licence.

In England and Wales, the law restricts when "adult fireworks" may be set off: it is a criminal offence to use them during the hours of 11:00pm to 7:00am, except on the permitted firework nights, when later use is allowed, that is until midnight on 5 November (Bonfire Night) and until 1:00am on New Year's Eve (31 December), Diwali, and Chinese New Year. Enforcement of these time restrictions is primarily a police responsibility, and using fireworks outside the permitted hours can lead to prosecution and penalties.

Residents are advised to purchase fireworks from reputable retailers and steer clear from buying fireworks from markets, car boots or street sellers. Fireworks bought from these sources could be defective and may not meet UK safety requirements. It is worth checking that any fireworks purchased include a CE or UKCA safety mark. In Great Britain, compliant pyrotechnic articles will carry the required conformity marking (UKCA or CE, depending on the product and route to market).

Whilst sympathetic to the impact that firework noise can have on animals it is accepted that there are no legal powers enforceable by the PPP to protect them from the harmful impacts. In minimising the impact on residents there is a logical assumption that there will also be a reduced impact on animals.

2. Categories of Fireworks

The legal supply categories used on labels in Great Britain are:

- **F1 – “Indoor / very low hazard” fireworks**
These are very low risk and very low noise fireworks intended for use in confined areas, including inside domestic buildings (depending on the specific product instruction) for example party poppers and similar low-hazard effects.
- **F2 – “Garden / low hazard” fireworks**
These are low hazard and low noise fireworks intended for outdoor use in confined areas (often described in everyday terms as *back gardens/smaller open spaces*, subject to the label safety distances).
- **F3 – “Display / medium hazard” fireworks**
These are more powerful than F2 (a medium hazard) and intended for outdoor use in large open areas (for example, a field or large open space). Their noise level must not be harmful to human health (when used as intended and at the stated safety distances).
- **F4 – “Professional / high hazard” fireworks**
These are high hazard fireworks intended only for people with specialist knowledge (i.e., professional operators/pyrotechnicians). Like F3, their noise level must not be harmful to human health when used properly, but they are not for general public use because the overall hazard is significantly higher.

HT1–HT4 (also known as 1.1G – 1.4G) are storage-licensing hazard types used to decide how fireworks must be stored, how much can be stored, and what separation/safety arrangements are needed. Unlike F1–F4 (which appear on the firework packaging for consumer supply), HT categories usually appear on the paperwork (invoices) related to the purchase. The retailer must keep these documents for inspections for storage compliance. The HT category is also stated on the outer transport boxes, and the fireworks should remain sealed in these wherever possible.

- **HT1 – highest hazard** -HT1 is the most dangerous hazard type. It is not suitable for retail storage, meaning standard retail shops should not be holding HT1 fireworks on their premises.
- **HT2 – very high hazard** - HT2 is also not suitable for retail storage (it sits just below HT1 in the hazard hierarchy for storage purposes).

If a business is a standard retailer, HT1/HT2 fireworks should not be part of their stockholding as these types require specialist controls beyond typical retail arrangements.

- **HT3 – higher hazard (more dangerous stock)** - HT3 fireworks are generally “more dangerous” as they have a higher explosive powder content than standard retail stock

and there are more restrictions relating to their storage. They need to be stored separately to any other category and/or in specific containers and packaging.

- **HT4 – lower hazard (typical retail consumer fireworks)** - HT4 fireworks are the types of less powerful fireworks generally sold at retailers, and most consumer-supply fireworks fall into this hazard type for storage purposes.

You may also see the categories T1 and T2, and P1 and P2, which refer to 'theatrical pyrotechnic articles' and 'other pyrotechnic articles' respectively. These products are not fireworks; they should only be sold by specialised businesses (categories T2 and P2 must only be sold to a person with specialist knowledge) and are not covered in this guide.

3. Legal and Regulatory Framework

Firework legislation around retail supply exists primarily to prevent supply of inappropriate categories of fireworks to the general public, and to ensure age restrictions and signage requirements are met where fireworks are sold.

There are several strands that underpin fireworks regulation including:

- Sale, Possession, and Use Restrictions.
- Product Safety and Age Restrictions (Pyrotechnic Articles).
- Storage and Explosives Licensing.
- Noise and Statutory Nuisance.

Sale, Possession, and Use Restrictions

- The Fireworks Act 2003 provides the enabling framework for fireworks controls and associated offences and enforcement arrangements.
- The Fireworks Regulations 2004 set key rules including time-of-use restrictions (curfew) and retail licensing requirements for selling outside permitted periods.
- The Fireworks (Safety) Regulations 1997 (banned/prohibited fireworks & size limits) sets out requirements about fireworks which are prohibited from supply to the general public.

Product Safety and Age Restrictions (Pyrotechnic Articles)

The Pyrotechnic Articles (Safety) Regulations 2015 set requirements for placing fireworks on the market and include categorisation and minimum age rules for supply.

- They prohibit the supply of F4 fireworks to the general public.
- They prohibit the supply of F2 and F3 fireworks to any person under 18.
- They prohibit the supply of F1 fireworks to any person under 16. An exception is made for Christmas crackers, which must not be supplied to any person under 12. Caps for toy guns are exempt from fireworks legislation.
- The labelling on packets of sparklers must carry the words: 'Warning: not to be given to children under five years of age'. The Regulations also explicitly impose a requirement to put up notices about the supply of sparklers.
- Where F2 and F3 fireworks are supplied or exposed for supply in any premises, a notice must be displayed setting out that it is illegal to sell these fireworks to anyone under the age of 18.
- It is illegal for anyone under the age of 18 to possess category F2 fireworks or category F3 fireworks in a public place.

Storage and Explosives Licensing

- The Explosives Regulations 2014 provide the principal licensing framework for storing explosives.
- If you intend to store 5 kg net explosive content (NEC) or less of fireworks, no storage licence is necessary.
- If you want to store more than 5 kg NEC and up to 2,000 kg NEC of fireworks, you need to apply to the [PPP for a licence](#).
- For amounts exceeding 2,000kg NEC a licence is required from the Health and Safety Executive rather than the local authority. The application form for storage must state the hazard type and quantity and be submitted together with a site plan and, where relevant, a floor plan.
- HT1 and HT2 fireworks are not suitable for retail storage.
- There are restrictions around the amount of HT3 and HT4 fireworks that can be stored; you can store up to:
 - 250 kg NEC of HT4 fireworks in a suitable building with no separation required from other buildings or places with public access.
 - 25 kg NEC of HT3 fireworks, or up to 25 kg NEC of a combination of HT3 and HT4 fireworks, in a suitable building with no separation required from other buildings or places with public access.
 - 75 kg NEC of HT4 fireworks (and no HT3) where sleeping accommodation is adjacent to a fireworks store.
 - Storage of more than 250 kg NEC of HT4 fireworks or storage of more than 25kg NEC of HT3 fireworks requires a suitable building separated from other buildings or places with public access.
 - If you wish to store more than these amounts, contact the PPP, who will also give you general advice on the safe storage and supply of fireworks.
- You should seek advice from your supplier as to the suitability of the fireworks you intend to store and supply and provide them with a copy of your licence. The storage of HT3 fireworks severely restricts the quantity of fireworks you can store in a standard retail premises. You cannot store HT3 unless this is stated on your licence.
- If you do not have a storeroom to use exclusively for the storage of fireworks, HT3 or HT4 fireworks must be stored away from the shop premises or be kept away from the sales area in their closed transport packaging, in a fire-resistant cabinet or container. Up to 12.5 kg NEC of HT4 fireworks can be kept in a suitable display case, or dummy fireworks can be kept on open display.

Noise and Statutory Nuisance

- Councils have a duty to investigate complaints that may amount to statutory nuisance under Environmental Protection Act 1990 and may serve abatement notices where the legal test is met. Practical limitations exist for fireworks because the noise is often brief and the source may be difficult to evidence before it ends.
- The Anti-social Behaviour, Crime and Policing Act 2014 provides tools available to local authorities and partners, including Public Spaces Protection Orders (PSPOs) and

Community Protection Notices (CPNs) for persistent detrimental behaviour in communities (subject to legal tests and proportionality).

- More information about how the PPP deals with Statutory Nuisance is set out in the [Nuisance Policy](#).

4. Scope

What the PPP can do

This procedure explains what the PPP will do in relation to fireworks, and which types of issues Officers can deal with. It covers our work to keep people safe, support lawful businesses, and reduce the impact of fireworks on local communities. It also clarifies the main routes the Service uses so that residents, businesses and partner agencies understand what to expect and how concerns will be handled including:

- Retail supply and age-restricted sales (Trading Standards functions).
- Licensing for year-round sales (where applicable) and related compliance activity.
- Storage licensing and compliance under explosives law where the local authority is the licensing authority.
- Product safety and market surveillance for pyrotechnic articles placed on the UK market.
- Noise complaints where evidence suggests a possible statutory nuisance under the Environmental Protection Act 1990 (EPA 1990).
- [Safety Advisory Group](#) (SAG) engagement for events using fireworks, focusing on prevention and community impact mitigation.

While the PPP cannot investigate or take enforcement action on every complaint relating to fireworks, it can play an important enabling and preventative role by supporting residents and businesses with clear information. This includes signposting to the relevant legal requirements governing the sale and use of fireworks, advising on appropriate reporting routes where nuisance or illegal activity is suspected, and directing residents where to report concerns to the appropriate responsible authorities where necessary.

In addition, the PPP undertakes targeted social media and communications campaigns in the lead-up to the fireworks season each year, helping to raise awareness of the law, promote responsible behaviour and safe and lawful use, signpost legal responsibilities and penalties, manage expectations within the community and encourage retailers to stock and promote quieter/less intrusive products where available.

What the PPP can't do

The PPP cannot generally:

- enforce the 11pm–7am fireworks curfew (this is primarily enforced by the [Police](#)) and should be reported here: [Report antisocial behaviour | Thames Valley Police](#)
- stop single, short-lived domestic firework incidents through statutory nuisance powers where evidence thresholds cannot be met in time.
- apply specific legal protections for animals from firework noise beyond broader nuisance and community impact interventions.

While the service recognises the impact fireworks may have on animals, the PPP's enforceable legal powers are primarily framed around public safety, product safety, explosives licensing,

and statutory nuisance, not direct animal protection from noise. The Service will address this through prevention and messaging, recognising that reduced community nuisance tends to reduce wider impacts.

While the PPP will act where the law allows and where it is proportionate, there are some fireworks issues that Officers cannot resolve directly, or where another agency has the lead role.

The Fireworks Regulations place primary enforcement responsibility for night-time use restrictions with the Police. Breaches of night-time curfew for “adult fireworks” (11pm–7am, with limited festival exceptions) are criminal offences and reports about fireworks being used late at night (or being thrown/used dangerously in public places) will therefore need to be directed to them.

Even though councils must investigate potential statutory nuisance complaints, fireworks are often brief and it can be difficult to gather evidence or locate the source in time meaning the legal threshold for formal action may not be met. Statutory nuisance generally requires evidence of unreasonableness, often linked to frequency, duration and timing, which fireworks may not meet due to being short-lived. However, venues offering fireworks as part of celebrations, such as a hotel where a wedding is being held, will need to consider the timings and frequency.

The PPP cannot impose a blanket ban on lawful private firework use. The Service can only act where there is a relevant legal basis, and Officers cannot act where issues amount to purely civil neighbour disputes without evidence of a statutory nuisance or a regulatory breach.

5. Delivery Model

PPP officers will apply a risk-based, intelligence-led, and proportionate approach, with graduated interventions and clear explanations to residents and businesses about available remedies and enforcement limits.

The PPP discharges its duties by employing suitable, qualified, and trained staff who are authorised to carry out enforcement functions, including underage sales test purchases and storage checks by working with internal and external partners and local businesses to improve compliance and reduce harm.

Officers will use inspection, intelligence, and targeted project work to focus on problem premises and repeat complaints, having regard to standards, best practice, and relevant case law. During their inspections Officers will check that fireworks are stored safely and securely and away from potential sources of ignition and damp. They will also ensure that businesses have the required licence to legally sell and store fireworks and that the fireworks being sold conform to the relevant safety standards.

The Service undertakes both proactive and reactive work through our proactive inspection and underage sales programme and project work and by responding to service requests and intelligence gathering from residents, councillors and businesses. The general approach the

Service adopts in respect of age-restricted products is to ensure test purchasing and interventions are necessary, intelligence-led, and proportionate.

Trading Standards officers undertake underage sales work (often referred to as “test purchasing”) to assess whether businesses are complying with legal age restrictions when supplying age-restricted products, including fireworks. The PPP undertakes this work using trained, supervised underage volunteers who attempt controlled purchases in line with agreed operational procedures, enabling the service to identify good practice, target advice and support where needed, and take proportionate enforcement action where non-compliance is evidenced. During 2025/26 municipal year, the PPP completed 26 attempted purchases using underage volunteers, and none were successful.

A total of 45 premises were inspected (20 in West Berkshire, 13 in Bracknell Forest and 12 in Wokingham) in November 2025 to ensure that the quantity of fireworks and explosives stored was within the permitted limits. Trading Standards Officers also checked the category stated on the licence and that storage was safe and correct. A few corrective measures were made relating to storage methods; boxes left outside the secure cabinet and where the quantity on the shop floor was too high, they were reduced.

6. Roles and Responsibilities including Partnership Working

Different PPP officers and partners are responsible for different aspects of fireworks sales and use.

Trading Standards Officers deal with fireworks being sold or supplied, making sure they are safe, sold to the right age groups, and meet legal standards.

Environmental Health Officers look into complaints where fireworks may be causing a statutory noise nuisance.

Licensing Officers are responsible for processing licences, advising on permitted events, and working with Safety Advisory Groups (SAGs) for larger organised displays.

Oversight of the proactive activity and allocation of resources associated with the safe use and supply of fireworks is undertaken through the **Management and Resourcing Group**.

Reactive work is managed by the relevant Principal Officer with responsibility for the relevant activity and oversight of this work is co-ordinated through the **Principal Officers Group**.

Partnership Working

Where issues fall outside the PPP’s powers, partner agencies take the lead this includes the Police, who enforce curfews and offences in public places, and the Fire & Rescue Service or the Health and Safety Executive, who are involved in certain fireworks and explosives licensing and safety matters.

Where organised displays occur, PPP will work through SAG processes to encourage organisers to:

- assess community impact (including vulnerable residents),

- apply appropriate controls, and
- coordinate with the Police, Emergency Planning and Fire Service as appropriate.

The PPP will work with partner organisations to support consistent messaging and coordinated interventions.

Where fireworks are proposed by premises operating under other regulatory regimes including the Licensing Act 2003 and the Gambling Act 2005, the PPP and the SAG will work with applicants/operators to consider:

- timings and location,
- crowd management and safety, and
- the expectation of a proportionate noise management plan where complaints are likely.

Businesses are encouraged undertake the following measures to ensure underage sales are not made and the storage and supply requirements are met:

- have an age verification policy of challenge 25 in place.
- train all staff on this policy and acceptable forms of ID.
- display point of sale and shelf line notices.
- consider store layout.
- make use of till prompts.
- keep a refusals log that is checked at least monthly by a senior staff member.
- provide supply chain information to the local licensing authority on request, with an exemption where the total explosives content in a single transaction is $\leq 50\text{kg}$.
- consider general fire safety duties (risk assessment, fire precautions).

Retailers must also hold a valid licence and store fireworks safely in accordance with the licence.

More information for businesses can be found here: [Fireworks: age restrictions - Public Protection Partnership](#)

7. Complaints

If you are aware, or suspect, that fireworks are being sold illegally or that unsafe fireworks are being sold please report to the Public Protection Partnership on 01635 519930, email tsadvice@westberks.gov.uk or write to:

Public Protection Partnership
Theale Library
Church Street
Theale
Berkshire RG7 5BZ

8. Policy Review

This plan will be reviewed by the Joint Public Protection Committee on a regular basis and at least every three years, or earlier when there are significant legislative or guidance changes.

9. Glossary

Fireworks / pyrotechnic articles	regulated as consumer products under Pyrotechnic Articles (Safety) Regulations 2015 (GB).
Statutory nuisance:	includes noise emitted from premises or from vehicles/equipment in the street, assessed under EPA 1990; councils must investigate complaints where it is reasonably practicable.
Curfew offence:	using fireworks during restricted night hours is a criminal offence under fireworks regulations; enforcement is primarily the Police.
Supply	(product safety law): includes sale and provision free of charge, and includes supply business-to-business
Adult Fireworks	In UK fireworks law, an “adult firework” is a legal term used in the Fireworks Regulations 2004 to mean any Category F2, F3 or F4 firework (i.e., outdoor fireworks ranging from “confined areas” to “large open areas”, plus professional display fireworks).

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PPP Forward Plan September 2026 to July 2027

(Please note that due to current vacancies it may be necessary to delay some of the policy work)

No.	Ref No	Item	Purpose	Lead Officer	Comments
Provisional Special LC 07 September 2026 (Date TBC)					
1.		Outcome of the Consultation on Taxi Plates	To consider the outcome of the consultation and any changes, if required, to the Hackney Carriage and Private Hire Licensing Policy.	Moirra Fraser	
LC 02 November 2026					
2.		Fees and Charges 2027/28	To set out the Fees and Charges which have been proposed by the Joint Public Protection Committee at the October 2026 meeting and agree the methodology for consultation for the fees the council has a statutory duty to consult on.	Moirra Fraser	
3.		Hackney Carriage Tariffs - 2027	To consider proposals for adjustments to the tariffs and the proposed consultation process.	Moirra Fraser	If any proposals are received
4.		Charity Collections Policy	To consider a draft policy	Mark Groves	
5.		Scrap Metal Licensing Policy	To consider a draft policy.	Mark Groves	
LC 18 January 2027					
6.		Fees for Taxi and Private Hire Vehicles, Drivers and Operators	To consider any issues arising from the consultation and their impact on the proposed fees which will be recommended to full Council for approval.	Moirra Fraser	This report will only be submitted if there are objections to the fees subjected to the statutory consultation
7.		Hackney Carriage Tariffs - 2027	To provide any updates on tariffs for the 2027/ 28 financial year should a business case be submitted.	Moirra Fraser	
8.		Sex Establishment Policy	To consider a draft policy	Moirra Fraser	
9.		Special Treatments Bye-Laws	To consider the bye-laws	Mark Groves	

No.	Ref No	Item	Purpose	Lead Officer	Comments
LC July 2027 (Date TBC)					
10.		Hackney Carriage Tariffs - 2027	To provide feedback on the 2026 process and any decisions made by the Executive.	Moirra Fraser	If a consultation was needed
11.		Annual Report 2026/27	To set out the work of the Licensing Committee in 2026/27 5as well as the work of the Licensing Service as delivered through the Public Protection Partnership.	Moirra Fraser	
12.		Street Trading Policy	To consider a draft policy	Mark groves	