



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

# **DRAFT STATEMENT OF LICENSING POLICY**

**JANUARY 2026 – JANUARY 2031**

as amended 23 October following public  
consultation and a meeting of the Licensing  
Committee.

# **Draft Statement of Licensing Policy 2026-2031**

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# 1. Introduction

- 1.1 The Council is the Licensing Authority for activities that are defined as licensable under the Licensing Act 2003 in the Royal Borough of Kensington and Chelsea. It is responsible for granting premises licences in relation to activities such as the sale and supply of alcohol, provision of regulated entertainment (like live music, film, dancing, or indoor sporting events), or the offering late-night refreshment (hot food or drink between 23:00 and 05:00); club premises certificates; temporary events notices, in respect of the provision of licensable activities; and personal licences in the Royal Borough.

The term 'Licensing Authority' will be used in all future references to 'the Council of the Royal Borough of Kensington and Chelsea' in this Statement of Licensing Policy.

All references to the Secretary of State's Guidance relate to the version published in February 2025. A copy is available on the Council's website.

- 1.2 With this revised statement of licensing policy, this Licensing Authority aims to be a model for London boroughs that seek to rejuvenate their night-time economies while balancing the needs of residents. It also illustrates how, by carefully considering the existing densities of shops, restaurants, and transport networks across the borough, a well-managed and vibrant night-time economy can thrive, benefiting both residents and visitors alike. Through the streamlining of processes and the assurance of transparent, consistent enforcement of regulations, the Licensing Authority is steadfast in its commitments to the Regulators' Code, reducing regulatory burdens and supporting local enterprises achieve their full potential. This not only simplifies compliance for businesses but also enhances the overall economic landscape, encouraging innovation and growth within the community.

As part of this initiative, the Licensing Authority will place significant emphasis on collaborating with Business Improvement Districts to promote a diverse retail and hospitality offering, ensuring that corresponding management plans are in place and adhered to.

The council will support applications that embody these principles, showcasing a clear potential to enrich our local economy. This dedication allows the unique character and vibrancy of Kensington and Chelsea to shine brightly, reflecting the area's dynamic spirit and the elegant charm that defines it. Any conditions that are attached to premises licences and club premises certificates will be appropriate and proportionate to the operation of the premises and be focused on matters that are within the control of individual premises licence holders and others in possession of various authorisations.

This policy promotes a thriving, fun yet responsible evening and night-time hospitality sector, with the goal of restoring the Borough to its vibrant prime. The Licensing Authority acknowledges that several areas within the Borough are candidates for redevelopment. Applications that present a comprehensive plan for well-managed evening and night-time businesses within our high streets and amazing spaces will be viewed positively by the Council.

## **2. The Policy**

2.1 The Licensing Act 2003 requires this Licensing Authority to carry out its various licensing functions so as to promote the following four licensing objectives:

- 1) The prevention of crime and disorder**
- 2) Public safety**
- 3) The prevention of public nuisance**
- 4) The protection of children from harm.**

Each objective is of equal importance. It is important to note that there are no other licensing objectives, therefore these four are of paramount importance at all times.

The Licensing Authority must base its decisions, in relation to determining applications and attaching any conditions to licences, on the promotion of these licensing objectives.

2.2 The Licensing Act 2003 further requires this Licensing Authority to publish a 'Statement of Licensing Policy' that sets out the policies the Licensing Authority will generally apply to promote the licensing objectives when making decisions on applications made under the Act.

2.3 This Statement of Licensing Policy was prepared in accordance with the provisions of the Act and has taken full account of the guidance issued by the Secretary of State under section 182 of the Act. Where it has been necessary to depart from that guidance, the reasons for doing so are given. The Licensing Authority has also given due regard to the Government's Alcohol Strategy 2012.

2.4 In accordance with the Secretary of State's Guidance, the Licensing Authority will avoid duplication with other regulatory regimes as far as possible when considering licence applications and conditions attached to those licences.

2.5 When attaching conditions to premises licences the Licensing Authority will have regard to the local Community Safety Plan and relevant conditions will

reflect this plan where possible e.g. the provision of closed circuit television cameras in certain places.

Any conditions that are attached to premises licences and club premises certificates will be appropriate and proportionate to the operation of the premises and be focused on matters that are within the control of individual premises licence holders and others in possession of various authorisations.

The Licensing Authority will avoid the use of 'standard conditions', as far as possible, and will tailor conditions to individual premises where relevant. The Licensing Authority will, however, have 'pools' of conditions to draw from where they are relevant to individual premises. These conditions will be updated as necessary and are available on the Council's website.

- 2.6 This Licensing Authority encourages cultural activities within the borough and is aware of the need to avoid measures that will deter live and recorded music late at night when determining what conditions should be placed on premises licences and club premises certificates - particularly those conditions that impose costs of a disproportionate nature. However, any adverse environmental impact that may arise from individual applications will also be taken into account when considering such applications. Where adverse environmental impacts arise due to the provision of live and recorded music between 08:00 and 23:00, and an appropriate application to review a premises licence has been received, the Licensing Authority will consider removing the exemption from licensing requirements and attach relevant conditions to the premises licence in order to minimise disturbance to neighbours.

- 2.7 The Licensing Authority will primarily focus on the direct impact of the licensable activities on members of the public living, working or engaged in normal activity, regardless of their geographical proximity to the premises.

Licensing is not the primary mechanism for the general control of antisocial behaviour by individuals once they are beyond the control of the premises. The Council and the police have a range of statutory powers to deal with such behaviour. Nevertheless, those powers will not always be sufficient to control any negative impacts on the vicinity.

Additionally, licensing legislation does play an enormously important part in influencing the times at which, and the numbers and state in which, customers leave licensed premises.

- 2.8 The Licensing Authority recognises the contribution of licensed premises to leisure activities, culture and the economy within the borough. The role of the Licensing Authority is to exercise its statutory powers with a view to promoting the licensing objectives, **and it will not impose restrictions on**

**existing or proposed activities except where it is deemed appropriate and proportionate to do so.**

If it receives no relevant representations the Licensing Authority will have no discretion to refuse to grant, or to impose conditions on, applications for new premises licences or variations to existing licences. Where, however, relevant representations have been made, the Licensing Authority's discretion is engaged and it will take steps that are appropriate and proportionate to promote the licensing objectives. This may include the attachment of conditions or refusal of the application.

When this policy refers to the Licensing Authority's approach to the exercise of its decision-making powers, this refers to those cases where its discretion has been engaged by the receipt of relevant representations. This policy does not prevent an applicant from applying for new or varied licences at their discretion. Each application will be considered on its own individual merits, with due consideration given to the provisions of this policy.

This paragraph applies equally to the grant or variation of club premises certificates.

2.9 The Licensing Authority has made a number of policy decisions within this policy document. These can be summarised as follows:

- i) Where the Licensing Authority's discretion has been triggered by the receipt of relevant representations, applications for the grant of, or variations to, premises licences or club premises certificates will not normally be granted which permit opening hours which are later than 12 midnight. A more in-depth explanation can be found in section 10 of this policy.
- ii) Where the Licensing Authority's discretion has been triggered by the receipt of relevant representations, applications for the grant of, or variations to, premises licences where the licensable activity relates to the sale of alcohol for consumption off the premises will generally only be granted with a terminal hour later than midnight if the applicant can show that this would not lead to crime and disorder issues, disturbances and noise nuisance. A more in-depth explanation can be found in section 15 of this policy.
- iii) The Licensing Authority would prefer that temporary event notices (TEN) are submitted to this Authority not more than three months and not less than 6 weeks before the event is planned to take place (except for those relating to Notting Hill Carnival – see section 32). The Licensing Act states that premises may host up to 15 such events each year, each lasting up to a total of seven days, but the cumulative total may be no more than 21 days. The Act also allows for organisers to submit up to 10 'Late TENs' if they are the holder of a personal licence or 2 'Late Tens' if they are not (submitted between 5 and 9 working days before the planned event).



However, should an objection be received from either the Police or the Council's Environmental Health service to a late TEN, the event **will not** be permitted to go ahead. A more in-depth explanation can be found in section 22 of this document.

2.10 This policy statement has, amongst other things, four main purposes:

- **To inform Members** of the Licensing Committee of the powers of the Licensing Authority and the boundaries within which to make decisions.
- **To inform licence applicants** of the parameters within which the Licensing Authority will make licensing decisions and how licensed premises are likely to be able to operate within the borough.
- **To inform local communities and businesses** of the considerations which the Licensing Authority will take when making licensing decisions.
- **To inform Responsible Authorities** of their powers under the Act to promote the four Licensing Objectives.

2.11 The Council has a duty under Article 8 of the European Convention on Human Rights to protect the rights of its residents to privacy and family life. The Council also acknowledges the rights of businesses in its area to operate, and this must be balanced against the rights of residents not to be disturbed by unreasonable noise and nuisance caused by licensed premises.

### 3. The Royal Borough of Kensington and Chelsea

3.1 The Royal Borough of Kensington and Chelsea is renowned for its rich cultural heritage, which has significantly shaped its economic landscape. The borough's vibrant history, particularly during the 1960s, saw an explosion of musical and artistic innovation that attracted global attention. Iconic venues like Earls Court Exhibition Centre and the Troubadour played host to legendary performances, cementing the area's reputation as a cultural hub.

This historical allure continues to influence the local economy, drawing tourists and fostering a thriving business environment centred on arts, entertainment, and creative industries. The Council's Statement of Licensing Policy aims to preserve this legacy while promoting sustainable economic growth, ensuring that Kensington and Chelsea remains a dynamic and prosperous community.

The Council is committed to supporting pubs, recognising their important role in the community and economy. Through effective planning legislation, the Council ensures that pubs are protected against unnecessary closures and

restrictive practices that could limit their operation. Specific provisions within the planning framework are designed to protect existing pubs, facilitate their renovation and expansion, and encourage new pub establishments within the borough. This commitment is integrated into the Council's policy actions and planning decisions, highlighting the importance of pubs in the cultural and social fabric of Kensington and Chelsea.

- 3.2 While the Royal Borough is the smallest of the London boroughs, covering 1,213 hectares (2,997.32 acres), it is also one of the most densely populated local authority areas in this country with 118 people per hectare (47 per acre).<sup>1</sup>
- 3.3 The borough has a large number of nationally and internationally famous buildings, shopping streets, restaurants and museums and attracts a significant number of visitors and tourists daily in addition to the resident population.
- 3.4 On the 01 January 2025 the Royal Borough had 1066 off-licences, supermarkets, pubs, wine bars, restaurants, members only clubs, night clubs, casinos, etc licensed to sell alcohol under the Licensing Act 2003, all of which sit in close proximity to residential properties. Of these, 157 (15%) were authorised to sell alcohol for consumption off the premises and 866 (81%) were authorised to sell alcohol for consumption on (or on and off) the premises.
- Of those authorised to sell alcohol for consumption on (or on and off) the premises, 358 (34%) were licensed until midnight; 103 (10%) were licensed between midnight and 01:00; 43 (4%) were licensed between 01:00 and 02:00; and 24 (2%) were licensed after 02:00. An additional 369 (35%) premises had licensing hours before midnight.
- 3.5 The Council seeks to maintain a balance between the businesses operating within its area, the residents living within its area and cultural, entertainment and tourist interests. Full consideration has been given to all of these issues in formulating this policy.
- 3.6 The Secretary of State's Guidance states in paragraphs 14.51 and 14.52 that 'With regard to licensing hours different licensing approaches may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the licensing authority power to make decisions regarding licensed opening hours as part of the implementation of its licensing policy statement and licensing authorities are best placed to make

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<sup>1</sup> (Size of local authority and density of population information obtained from the national census of 2021 at the Office of National Statistics and from individual surveys conducted by the relevant Councils)

such decisions based on their local knowledge and in consultation with other responsible authorities. However, licensing authorities must always consider each application and must not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application.' The Guidance goes on to state 'Statements of Licensing Policy should set out the licensing authority's approach regarding licensed opening hours and the strategy it considers appropriate for the promotion of the licensing objectives in its area. The Statement of Licensing Policy should emphasise the consideration which will be given to the individual merits of an application. The Government recognises that licensed premises make an important contribution to our local communities, and has given councils a range of tools to effectively manage the different pressures that licensed premises can bring. In determining appropriate strategies around licensed opening hours, licensing authorities cannot seek to restrict the activities of licensed premises where it is not appropriate for the promotion of the licensing objectives to do so.' Because of the borough's small size, while consideration will be given to the merits of each licence application, currently a general policy in relation to new grants of premises licences, variations to existing premises licences and closing hours has been set out within section 10 of this policy statement where the Licensing Authority's discretion has been triggered by the receipt of relevant representations.

## **4. Consultation**

- 4.1 Before publishing this revised Policy Statement, the Licensing Authority consulted with various stakeholders, including faith groups, the Police, Fire Authority and Schools. A list of the Consultees can be found at Appendix D. The Licensing Authority carefully considered, with an open mind, the feedback received from these consultations when finalising this Policy Statement.
- 4.2 This policy also has regard to the Council's Local Plan and its culture and crime and disorder plans and strategies. Their comments, where received, have been included in this document to ensure integration with other borough plans and strategies where appropriate.

The Licensing Authority will monitor the effect of licensing on the provision of regulated entertainment, particularly live and recorded music and dancing, to ensure that only proportionate and reasonable licensing conditions impose any restrictions on such events.

## **5. Applicants for premises licences**

- 5.1 Any person aged 18 years or over who is carrying on, or who proposes to carry on, a business that involves the use of premises for licensable activities may apply for a premises licence either on a permanent basis or for a time-limited period. 'A person' in this context includes a business, individual or partnership.

Where the premises are, for example, a managed public house, the Royal Borough will expect the applicant for a premises licence to be the pub operating company because the manager (as an employee) would not be able to do so. The same applies to premises such as cinema chains and fast food restaurant chains where the managers will, similarly, be employees of the operating company.

- 5.2 However, in respect of most leased public houses, a tenant may run or propose to run the business at the premises in agreement with the pub operating company. In such cases, it will not be a matter for the Licensing Authority to decide who should apply for the premises licence, but a matter for the tenant and the operating company to agree contractually.
- 5.3 In order to assist potential applicants for the grant of, or variation to, a premises licence or club premises certificate this Authority provides a pre-application advice service. This service is designed to support applicants in a positive and informed manner, ensuring the best possible outcomes for all parties involved. Details can be found on the Council's website.

## **6. Other Persons**

- 6.1 The Act describes two "bodies" that may make representations to licence applications and may apply for an existing premises licence to be reviewed by the Licensing Authority: Responsible Authorities and "Other Persons". A list of Responsible Authorities can be found in Appendix B.
- 6.2 "Other Persons" means any individual, body or business who is affected by the operation of a licensed premises regardless of their geographical location. Although they may be in any geographical position, any representation they make must be relevant to one or more of the licensing objectives, and must not be considered to be frivolous or vexatious. Additionally, any application to review a premises licence must not be repetitious.
- 6.3 This Licensing Authority will, however, look at the geographical location of the author of any representation or review application received. Where the author lives or works a significant distance from the premises subject of an

application or review, this Authority will examine the content of the representation particularly closely to ensure that it is valid and complies with the requirement of the Licensing Act 2003.

## **7. The Director of Public Health**

- 7.1 Whilst there may be evidence that people addicted to alcohol and their families are at risk of significant health and social problems such as mental illness, gambling and drug misuse, relationship breakdown, criminal activity and financial difficulties, public health is not a licensing objective and, therefore, cannot be taken into account when deciding on applications. However, the Director of Public Health's team is a Responsible Authority under the Act and as such is able to make representations either in their own right or in support of other representations. The Licensing Authority will liaise with public health colleagues about new and variation applications within the borough, so that any increase in access to alcohol for those at risk can be monitored and to work jointly to ensure that appropriate measures are put in place to minimise that risk and support those seeking help.

## **8. Other relevant strategies and legislation**

- 8.1 The Secretary of State recommends in the Guidance that the planning and licensing regimes are properly separated to avoid duplication and inefficiency. The Licensing Authority will ensure that the two regimes are kept separated. The Planning Department will be kept regularly apprised of the situation regarding licensed premises within the Authority's area, including the general impact of alcohol-related crime, to enable this Department to have regard to such matters when considering its decisions to avoid any unnecessary overlap.
- 8.2 This Statement of Licensing Policy recognises and has given full consideration to other relevant Council and partnership strategies and initiatives that help to promote the licensing objectives. This includes measures to tackle anti-social behaviour (having regard to the Anti-Social Behaviour, Crime and Policing Act 2014), noise and degradation of the street environment and problems often associated with late-night entertainment. Examples include:
- **Business Improvement Districts (BIDs)**. Kensington and Chelsea has four BIDs (Knightsbridge, Knightsbridge Property Owners, King's Road and Kensington High Street which have been set up to ensure that local businesses - including pubs and clubs - pay a levy that is used to fund projects to enhance the appearance of the area, as well as promoting

events to increase footfall. Ballots for the creation of BID's in Earls Court and South Kensington are expected to be held. Where an area sits within a Business Improvement District, the Council will work with BID's to prioritise a diverse retail offer for residents and visitors to the borough. The Council will also work with BID's to ensure all night-time economy activities are supported by necessary management plans.

- **Public Space Protection Order** borough wide that provides extra enforcement powers for the police and Council to resolve public space drinking issues and anti-social behaviour.

- 8.3 Many other statutory requirements apply to licensed premises, such as fire safety, planning, building control, public health, food hygiene and trading standards. The Council must also have specific regard to its duties under Section 17 of the Crime and Disorder Act 1998, to prevent crime and disorder. The Council is committed to avoiding duplication with other regulatory regimes as far as possible so will only apply conditions to premises licences if they are considered appropriate to promote the licensing objectives and are not required under other legislation.
- 8.4 The Equality Act 2010 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 different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race including colour, nationality, ethnic or national origin, religion or belief, sex, and sexual orientation. The Royal Borough has an Equal Opportunities Policy and this revised Statement of Licensing Policy will be monitored for any adverse impact on the promotion of opportunities for all.
- 8.5 The Council also has a responsibility, under section 17 of the Crime and Disorder Act 1998, to do all that it reasonably can to reduce crime and disorder in its area. Consideration, therefore, has been given to general crime and disorder, as well as particular 'hotspots' within the Royal Borough when determining this policy.

## **9. Al Fresco and Summertime Terraces**

- 9.1 The council has long recognised the positive contribution that outdoor hospitality makes to enlivening our streets and creating vibrant and enjoyable places for residents and visitors to cherish. For example, outdoor seating is key to Pavilion Road, Chelsea Green, and Bute Street becoming must-visit destinations. During the pandemic, when indoor dining was restricted, the

opportunity to eat outdoors was treasured by many who live, work, or visit the borough.

Many new outdoor venues opened up and they have been predominantly well received, safe, and inviting. They have served to uplift our hospitality businesses and subsequently the borough's local economy, while also bringing immense joy to the local community. Residents have expressed how much they appreciate these delightful additions to our streets.

- 9.2 To further support hospitality businesses, the council will take enthusiastic steps to temporarily extend footways at suitable locations during the warmer, brighter months of British Summer Time (i.e. from late March to late October) every year, by providing traffic cones to demarcate the extent of additional footway areas. This exciting council initiative seeks to broaden the opportunity for businesses to apply for consent to create "summertime terraces" and to animate our streets during the more pleasant months.

Summertime terraces should extend the footway in a charming way that contributes positively to the street scene. Applications for pavement licences in the form of summertime terraces can only be considered in locations where temporary footway extensions have been approved or are already in place. Accordingly, there are two stages to securing consent for a Summertime Terrace. Further details on this uplifting scheme can be found on the Council's website:

<https://www.rbkc.gov.uk/business-and-enterprise/regulation-enforcement/tables-and-chairs-licensing/apply-pavement-licence>

- 9.3 There is an existing policy entitled 'Supporting al fresco hospitality in Kensington and Chelsea' specifically for summertime terraces. Additionally, a distinct policy regarding pavement licences is currently under review.
- 9.4 The Licensing Authority believes that summertime terraces and pavement areas bring significant benefits in terms of fun and vibrancy to the local community. They contribute to the lively atmosphere of the area and enhance the overall social experience for residents and visitors alike. However, operators are encouraged to ensure that customers using summertime terraces, the pavement outside their premises during warmer months, or smoking at any time of the year, do not cause unnecessary nuisance. Operators are expected to keep pavements clear enough for pedestrians to pass by without stepping onto the road, and control noise nuisance to minimise any disturbance to local residents. Proper management of customers using the pavement outside their premises can help avoid a review application for their premises licence and/or their pavement licence being revoked.

Should an operator wish to provide tables and chairs outside their premises or a summertime terrace, separate permissions may be required. Details of applying for a Tables and Chairs (pavement licence) and/or a summertime terrace can be found on the Council's website.

## **10 Closing Hours**

- 10.1 The Licensing Authority acknowledges the Secretary of State's Guidance attached to the Licensing Act 2003 in relation to licensing hours as mentioned in paragraph **3.6** of this Statement of Licensing Policy.
- 10.2 The Licensing Authority recognises the vibrant atmosphere and plethora of activities available within close proximity to residential areas and embraces the idea that residents can enjoy entertainment options nearby. Conditions may be imposed to mitigate disturbances such as encouraging customers to leave quietly.
- 10.3 The Licensing Authority generally limits licensable activities to midnight to balance residential and commercial interests. Applications will be considered on their own merits, and exceptions can be made if applicants demonstrate their new or extended licences will not conflict with the licensing objectives. It should be noted that premises may need to be open beyond permitted hours for licensable activities to allow for dispersal and similar.
- 10.4 The Licensing Authority suggests that applicants specify non-standard timings for special occasions and the control measures in place to promote the licensing objectives. The content of the operating schedule will be considered when reaching a decision.
- 10.5 The Licensing Authority advises applicants to ensure that they have the appropriate planning permission covering the proposed finishing times for licensable activities when submitting applications for premises licences.
- 10.6 Operators are expected to be considerate towards their neighbours at all times and to adopt procedures to limit noise disturbance, especially early in the morning and in the evening.
- 10.7 As a general rule the Council will licence summertime terraces and pavement licences to operate no later than 22:00. Last orders should be made before 21:30. In primarily residential contexts an earlier terminal hour of 20:00 on Sundays will often be appropriate.
- 10.8 The moving of furniture at the beginning and end of the trading day can lead to noise nuisance. Where premises have long operating hours and it is not possible to bring furniture inside, furniture should be safely secured within the



licensed area. This advice is particularly relevant to cafes that serve customers in the early morning.

- 10.9 Although exact figures are not available, we estimate that the total number of customers leaving licensed premises closing at or after midnight, if they are running at or near capacity, is currently in excess of 18,000. This figure would be likely to increase significantly if the additional premises currently closing before midnight were permitted to operate until the early hours of the morning.
- 10.10 It is accepted that not all late-night complaints relate to licensed premises and the behaviour of their customers; however, any relaxation in permitted hours in licensed premises must take into account the level of disturbance already suffered by residents. The Licensing Authority investigate all complaints received and will only take action in line with our enforcement policy, if such complaints are substantiated. Further details on our enforcement policy can be found at Section 35.

## **11. Reviews**

- 11.1 Where an operator of a licensed premises is, in the opinion of any 'responsible authority' or 'other person', managing his business in a manner that does not promote one or more of the licensing objectives, then that 'responsible authority' or 'other person' may apply to the Licensing Authority for the premises licence to undergo a review.
- 11.2 Events that may trigger a review could include: continual complaints of noise escape from premises, or noise from customers outside premises; underage sales of alcohol; storing or selling illegal tobacco or alcohol; drug misuse within the premises; sales of alcohol outside of the permitted hours; violence; and allegations of crime taking place on the premises.
- 11.3 The Secretary of State's Guidance (paragraphs 11.27-11.28) makes reference to certain criminal offences taking place in connection with licensed premises that may result in reviews and a revocation of the licence.
- 11.4 Where a review application is made the Licensing Committee, having heard the evidence from the review applicant, supporters and the operators of the premises, will have a number of options. These are:
- i) take no further action
  - ii) give the operator a verbal warning
  - iii) attach additional conditions, either permanently or for a temporary period of up to three months

- iv) to exclude a licensable activity from the licence, either permanently or for a temporary period of up to three months
- v) order that the Designated Premises Supervisor be replaced
- vi) suspend all, or part, of the licence for up to three months
- vii) revoke the licence.

11.5 Advice for local residents in relation to reviewing a premises licence can be found at:

<http://www.rbkc.gov.uk/environmentandtransport/licensing/applicantsandbusinesses/licensingreviews.aspx>.

You can also contact any member of the Licensing Team on 020 7341 5152, or email [licensing@rbkc.gov.uk](mailto:licensing@rbkc.gov.uk).

## **12. Casinos**

12.1 On 1 January 2025 the Licensing Authority had five casinos operating within its area, all of which were licensed by the Licensing Authority under the Gambling Act 2005 to provide gaming. These licences enable them to operate until 06:00 for the provision of gaming. Since the implementation of the Licensing Act in 2003, which allowed for longer, more flexible opening hours for gambling premises, including casinos, all casinos in the borough applied to vary their premises licences to permit the sale of alcohol until 06:00. These applications were subsequently approved by the Licensing Authority.

Casinos are also permitted to provide live entertainment within their premises and it is understood that existing casinos within this area do provide such entertainment.

These casinos are strictly regulated by the Gambling Commission and all of them have shown that they operate in a highly responsible manner, causing the minimum of disturbance and annoyance to residents and other businesses in the area.

12.2 If any variations to premises licences in relation to casinos are granted, the Licensing Authority will take care not to attach any conditions that replicate those already on licences granted under the Gambling Act 2005. Similarly, the Licensing Authority will take care not to attach conditions that would have the effect of preventing the holder of the Casino licence from complying with the requirements of the 2005 Act and its supporting regulations.

12.3 This Licensing Authority will, however, look more closely at any applications for the new grant of a premises licence that includes the supply of alcohol,

regulated entertainment or late night refreshment, in relation to any new casinos or any transfer to change the location of an existing casino licence.

Such premises would not be able to show a history of good operational management within the Authority's area. As stated in paragraph 12.1 the existing casinos have proved themselves to be well managed and cause little, or no, disturbance to local residents and businesses.

- 12.4 However, all applications for the provision of any licensable activities within premises licensed to operate as a casino will be considered on their own merits, if the discretion of the Licensing Authority is triggered through the receipt of valid representations.

## **13 Hotels**

- 13.1 Hotels offer various licensable activities, including guest entertainment and venues for events like weddings and corporate parties. The Royal Borough actively supports hotels and the tourism industry in the borough, recognising their significant contribution to the local economy and community vibrancy.
- 13.2 The extent and location of bar facilities, such as hotel bars accessible from the street and those open and advertised to the public, will be treated similarly to pubs or bars. However, hotels that wish to allow residents and their invited guests to purchase alcoholic drinks after alcohol sales to the general public have ended may generally do so. This provision is typically granted but may be subject to conditions, such as limiting the time of sales or the number of guests, if there are concerns about potential misuse or negative impact on licensing objectives.
- 13.3 The playing of films, pre-recorded content such as non-live digital exhibitions of plays, operas, and pop concerts in hotel bedrooms is considered regulated entertainment. Applicants should ensure that film exhibitions are included in their operating schedule.
- 13.4 Licence applications for hotels and hostels must give particular attention to the prevention of harm to children. Given that these premises often accommodate children, sometimes in the company of adults, it is essential that robust procedures and staff training are in place to prevent underage sales and safeguard young people from all forms of harm. Applicants are strongly advised to refer to Section 25 of this Policy for comprehensive guidance on protecting children in licensed premises.
- 13.5 The Licensing Authority also expects applicants to clearly demonstrate within their application and corresponding documentation, the areas where on

and/or off sales are to take place. If mini-bars are to be provided in guest rooms, then this should be clearly demonstrated.

## **14. Late Night Refreshment**

- 14.1 Under the Licensing Act 2003, selling hot food and drink to the public between 23:00 and 05:00 is a licensable activity. This includes premises that provide equipment for food and non-alcoholic drink sold to the public to be heated up prior to being consumed, e.g. by use of a microwave or an air-fryer.
- 14.2 The Licensing Authority advises applicants to detail how they will promote the licensing objectives, especially crime prevention and public nuisance. Midnight is considered a suitable terminal hour for these activities, and applicants should take note of section 10 of this Licensing Policy.
- 14.3 Given the close proximity of residential properties to commercial premises throughout the Royal Borough, the Licensing Authority requires that late-night operators make reasonable efforts to ensure any noise and disturbance caused by the operation of their business is either eliminated or kept to a minimum. This proactive approach will be especially valued by local residents and will contribute to maintaining a positive relationship with the community. The Licensing Authority will carefully consider any representations from 'responsible authorities' and 'other persons' to the grant or variation of a licence to provide hot food and hot drinks to the public. It will also positively evaluate any measures proposed by the applicant to promote the licensing objectives.
- 14.4 The Licensing Authority will pay due regard to paragraph 3.16 of the Secretary of State's Guidance whereby if the provision of late night refreshment is offered as a secondary activity in licensed premises open for other purposes such as public houses, cinemas or nightclubs or casinos, this should not give rise to a need for significant additional conditions.

Key objectives are the prevention of crime and public nuisance, typically covered by conditions for other activities on such premises.

## **15. Off Sales of Alcohol**

- 15.1 The Licensing Authority is aware that there are many shops and general stores within its area that are permitted to sell alcohol for consumption off

the premises and also trade until the early hours of the morning, if not for the whole 24 hours.

- 15.2 Because of the unique nature of this borough, when an application is made to continue selling alcohol in shops after midnight to coincide with its normal hours of operation - and the discretion of the Licensing Authority has been triggered through the receipt of relevant representations - it is advisable that the applicant demonstrate how their operation will not lead to crime and disorder issues, disturbances and noise nuisance.
- 15.3 This Authority and the Police are particularly concerned with the adverse effects 'street drinkers' can cause and, in particular, anti-social behaviour. Where licence applications receive representations regarding this issue the Licensing Authority may if thought appropriate, proportionate and justifiable, impose licence conditions including restricting the sale of cans and bottles of super strength lager/cider, i.e. 6% ABV or above, and/or restrictions on quantities, i.e. sales of single cans or bottles of lager/cider, and container sizes of particular alcoholic drinks.
- 15.4 Where off sales are permitted, operators are reminded of their responsibility to keep the vicinity clean by regularly clearing away litter discarded by 'street drinkers.' This helps maintain a pleasant and inviting atmosphere.
- 15.5 The Licensing Authority acknowledges the positive impact of the Business and Planning Act 2020, which facilitated:
- fast-track pavement licence applications for the outdoor use of tables and chairs and other furniture for the consumption of alcohol and food
  - temporary permission for the sale of alcohol for consumption off the premises for most premises already licensed for the sale of alcohol on the premises, while the premises are open for the sale of alcohol for consumption on the premises or until 23:00, whichever is the earlier, and
  - the temporary suspension of any licence conditions on the current licence for the sale of alcohol for consumption on and off the premises which would prevent:
    - off sales of alcohol being sold in an open container, or
    - restrict the times for off sales of alcohol for those premises already licensed for on and off sales of alcohol, at a time when they are open for the sale of alcohol for consumption on the premises - subject to a cut-off time of 23:00, or the closure time of an existing outdoor area, which is the earlier
    - off sales of alcohol by way of deliveries to buildings used for residential or business purposes,
- 15.6 These measures were vital in supporting business recovery in the hospitality sector during the Covid-19 pandemic. The fast-track process for pavement

licence applications, originally introduced by the Business and Planning Act 2020, has now been made permanent through the Levelling Up and Regeneration Act 2023. However, the temporary suspension of certain licence conditions—such as those preventing off-sales of alcohol in open containers or restricting the times for off-sales—, ceased to apply after 31 March 2025. Operators wishing to continue benefitting from provisions that were only temporary are encouraged to seek a minor variation of their existing premises licence, as recommended at paragraph 8.65 of the Secretary of State's Guidance.

## **16. Local Area Risk Assessments**

16.1 The Secretary of State's Guidance states in paragraph 8.41 that applicants are expected to obtain sufficient information to enable them to demonstrate, the steps they propose to take to promote the licensing objectives; and that they understand the layout of the local area and physical environment including:

- a) crime and disorder hotspots;
- b) proximity to residential premises;
- c) proximity to areas where children may congregate;
- d) any risk posed to the local area by the applicants' proposed licensable activities; and
- e) participation in any local initiatives (for example, local crime reduction initiatives or voluntary schemes, such as 'Ask for Angela', 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.'

16.2 The Guidance goes on to state that 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.'

- 16.4 **Paragraph 8.47** of the Guidance states that '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.'
- 16.5 This Authority notes the contents of these paragraphs from the Secretary of State's Guidance and, in particular, the use of the word 'expected'. Applications that do not in any way address the contents of these paragraphs may be returned to the applicant as 'incomplete'.

## **17. The Licensing Objectives: Conditions for premises licences**

- 17.1 All conditions on premises licences and club premises certificates must:
- i) Be precise and enforceable
  - ii) Be unambiguous
  - iii) Not duplicate other statutory provisions
  - iv) Be clear in what they intend to achieve, and
  - v) Be appropriate, proportionate and justifiable
- 17.2 All premises permitted to sell alcohol are required to have a 'Designated Premises Supervisor' (DPS) named on their premises licence. This individual does not need to be on site at all times, but shall have day-to-day control of the premises and be a single point of contact for any interested parties. However, there is no requirement within the Licensing Act that such people should have any training specific to their role.
- This Licensing Authority recommends that the DPS undergo relevant training, such as the Designated Premises Supervisor course provided by the BIIAB, in order that they are made aware of the responsibilities this position brings with it.
- 17.3 In relation to 'the prevention of crime and disorder' this may, for example, be promoted by: employing registered door supervisors; ensuring staff have attained relevant BIIAB qualifications i.e. the Drugs Awareness Certificate, the Barperson's National Certificate, incorporating a search policy into the entry conditions of the premises; the location and standard of any CCTV systems on the premises; and having sufficient trained staff on the premises.

Where the discretion of the Licensing Authority has been triggered by the receipt of relevant representations, conditions reflecting these examples are very likely to be attached to premises licences where premises are situated in crime and disorder hotspots or where they operate after midnight.

- 17.4 In relation to 'public safety' this may, for example, be promoted by: ensuring that staff have the appropriate training; ensuring that safe capacity limits are set and that there is no overcrowding;
- 17.5 In relation to 'the prevention of public nuisance' the Licensing Authority will take particular care to ensure that residents are not disturbed late at night. Where an application is made for a new licence and the Licensing Authority's discretion is triggered through the receipt of relevant representations, the Authority will not grant the application unless satisfied that it will not create an unreasonable disturbance to local residents.

The Licensing Authority will take the same approach when it is considering an application for a variation to an existing licence. However, before refusing an application on these grounds the Authority will consider whether such disturbance may be avoided by the imposition of conditions.

The Licensing Authority expects applicants to give due consideration to implementing a dispersal policy to ensure disturbances to neighbouring residents are kept to a minimum. The dispersal policy should include, entry and exit points, waiting areas, smoking areas, assistance with taxi's and local transport and re-admittance, along with other measures deemed appropriate for the premises' location.

- 17.6 In the case of every premises licence application, where the Licensing Authority's discretion has been triggered by the receipt of relevant representations, the Authority will consider whether: queuing; noise and potential nuisance linked to activities such as shisha smoking; the sound from music and/or customers may escape from the premises; noise from ventilation and other mechanical plant is minimal; the timings of deliveries and collection of trade waste; steps are taken to ensure patrons and staff leave the premises quietly (including the prominent display of notices to this effect); arrangements are made for patrons to park their cars in a manner that does not disturb or inconvenience local residents; and arrangements are made to minimise noise from taxis.
- 17.7 The Licensing Authority recognises how widespread food and drink delivery services have become. However, operators do not have ownership or jurisdiction over the road outside their premises, making it imperative for them to implement a robust delivery policy to mitigate potential disturbances caused by courier drivers (and other modes of transport, referred to as "drivers" for ease of reference). This policy should address key issues such as



designated collection points for drivers, ensuring engines are turned off while waiting outside the premises, and providing access to facilities like toilets and waiting areas. Further considerations might include measures to prevent noise and congestion, the timing of deliveries, and cooperation with local authorities to ensure compliance with public safety standards. By addressing these factors, operators can significantly reduce the nuisance caused and promote a peaceful environment that benefits both the community and their business.

- 17.8 Conditions may be imposed to satisfy these considerations, or when the Authority is concerned that conditions alone will not be enough to ensure the licensing objectives are promoted it may consider whether a particular application should be granted or not. The Authority will also consider whether applicants have made sufficient arrangements to ensure that any waste and bottles from the premises do not cause any detrimental environmental effect in the vicinity.

'Detrimental environmental effect' includes ensuring that the footway outside licensed premises is kept clean and any stains and grease caused as a result of the operation of individual premises are removed by regular cleaning at the operator's expense.

Where relevant, the Licensing Committee may place conditions on a Premises Licence (or Responsible Authorities may seek these types of conditions to be added to a licence) to ensure waste and bottles are disposed of properly. The Authority appreciates that some, or all, of these issues may not be relevant to an individual application and has included them for the assistance of applicants.

- 17.9 These examples are by no means exhaustive. Even if the applicant does comply with any of the above paragraphs, they may not necessarily achieve the promotion of the licensing objectives in a given case.

Where appropriate, and in order to promote the four licensing objectives, this Licensing Authority's Licensing Committee will attach additional, relevant conditions to premises licences where its discretion has been triggered through the receipt of relevant representations.

- 17.10 The Licensing Authority is aware of the link between the supply of discounted alcohol and incidents of alcohol related disorder as well as the impact that excessive consumption of alcohol or binge drinking can have on public health and will consider whether any additional measures or restrictions can be placed on alcohol sales to prevent binge drinking and promote 'sensible drinking'.

- 17.11 The 'Safer Nightlife' booklet, originally published by the Home Office and the London Drugs Policy Forum, is available online and contains advice for club

owners and promoters regarding drug use in venues. This can be viewed at:  
<https://www.safernightlife.info/>

- 17.12 The Licensing Authority commends the Portman Group Code of Practice on the Naming, Packaging, and Promotion of Alcoholic Drinks and will have due regard to it where premises licensed under the Licensing Act 2003 are found to be in breach of the Code. The Code of Practice can be found at:  
<https://www.portmangroup.org.uk/codes-advice/>
- 17.13 The Authority provides a pre-application advice service for potential applicants for the grant of or variation to a premises licence or club premises certificate. Details can be found on the Council's website.

## **18. Maximum Capacities**

- 18.1 The type of entertainment offered in licensed premises and the closing hour of premises permitted to provide alcohol to the public often have a direct link to crime and disorder, public nuisance and public safety.
- For example, there is generally more likelihood of crime and disorder and public safety problems occurring in a music and dance venue permitted to sell alcohol and open until 03:00, than there is in a quiet back street pub that provides no regular regulated entertainment and closes at 23:00.
- 18.2 The Licensing Authority accepts that a lot of the problems that may occur in late night licensed premises may be controlled by good management practices. However, controlling the numbers of customers allowed into the premises may also assist in promoting the following three licensing objectives:
- **the prevention of crime and disorder**
  - **public safety**
  - **the prevention of public nuisance**
- 18.3 Therefore, where the discretion of the Licensing Authority is triggered through the receipt of relevant representations, the Authority will consider setting a capacity condition where this may be beneficial in promoting the licensing objectives mentioned above.

## **19. Mandatory Conditions**

- 19.1 The Licensing Act 2003 (Mandatory Licensing Conditions) and the Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Orders 2014

require a number of conditions to be imposed on every premises licence issued permitting the sale or supply of alcohol. Full details of these conditions can be found at Appendix C.

## **20. Minor Variations**

- 20.1 This Licensing Authority will assess any minor variation application it receives and, where it feels that the variation could have an adverse effect on any of the four licensing objectives, it will consult with the relevant Responsible Authority/Authorities.

If the Licensing Authority, or any of the Responsible Authorities, has concerns about the application, it may be refused and a recommendation made to the applicant to submit a normal variation application under section 34 of the Licensing Act 2003.

## **21. Shadow Licences**

- 21.1 The term “shadow licence” describes the situation where a premises licence is granted to one party, typically the freeholder, in respect of a premises where another party (“the operator”) already holds a separate licence. The usual reason for this would be to protect the freeholder in case the licence holder surrenders the licence without giving the landlord any notice. For example if the licence lapses due to the death, insolvency or incapacity of the licence holder, or if review proceedings are brought against the licence and the licence is revoked, with the landlord not knowing this.
- 21.2 A shadow licence would typically be a licence mirroring the terms and conditions on the original licence, although this may not be the case if the original licence is older and conditions require updating or more relevant conditions are deemed appropriate. Examples of this could be; CCTV conditions, Incident log conditions, Delivery conditions, etc.
- 21.3 Applications for shadow licences will be considered on their own merits. Applicants are advised that there is no automatic right for the new licence to be granted on the same terms and conditions as the existing licence. When completing their operating schedule applicants should give due consideration to appropriate steps to promote the licensing objectives, and not rely solely on the existing licence conditions as these may be outdated or insufficient for the current operation of the premises.

- 21.4 There is no restriction in The Licensing Act 2003 on the number of licences that can be granted in respect of the same premises.
- 21.5 The Licensing Authority understands the reason for shadow licences, though it also needs to ensure that measures are in place to use the sanctions available to it in response to a review of a licence at a premises with a shadow licence.

In this instance the Council as the Licensing Authority will also consider whether it is appropriate to review all the licences in effect at the premises in order to promote the licensing objectives. Where the applicant for the review is not the licensing authority it will encourage the applicant to also consider whether it is appropriate to review all the licences in effect at the premises, and will consider bringing a review of any other licence in effect at those premises if it considers it appropriate to promote the licensing objectives.

## **22. Temporary Event Notices (TENs)**

- 22.1 Temporary Event Notices (TENs) provide a flexible and accessible means for individuals, organisations and businesses to host a wide range of events in our amazing spaces. Whether you are planning a community gathering, private celebration, or a cultural showcase, TENs are available to everyone and designed to enable the safe and responsible use of local venues and spaces.
- 22.2 Section 100 of the Licensing Act 2003 states that the organiser of a Temporary Event must give the Licensing Authority, the Police and the Council's Noise and Nuisance Team notice of the event.
- 22.3 Section 100(7) states that the organiser must give a minimum of ten working days' notice, not including the day of receipt of the TEN or the day of the proposed event. However, in a significant number of cases this time period would not allow enough time for the organiser to liaise with the fire authority, the police and relevant Council officers to ensure that the event passes off safely and with minimum disturbance to local residents.
- 22.4 The Secretary of State's Guidance mentions in paragraph 7.11 that ten clear working days is the *minimum* possible notice that may be given, licensing authorities should publicise their preferences in terms of advance notice and encourage premises users to provide the earliest possible notice of events planned by them.

However, this Licensing Authority strongly encourages event organisers to give at least 28 days' notice of a planned event. In the case of events planned to take place within the Notting Hill Carnival 'footprint' during the

Carnival weekend, this Authority recommends that TENs are submitted at least 12 weeks in advance (see section 32). This will ensure that full discussion can occur between the organiser and any other interested parties in order that the event can take place with the minimum risk of crime and disorder, public nuisance and to the health and safety of staff and customers.

- 22.5 Additionally, the Licensing Authority prefers that TENs are **not normally** served on the Licensing Authority, the Metropolitan Police or the Noise and Nuisance Team any more than three months before the event is due to take place. (see paragraph 32.8 for the Notting Hill Carnival exception)
- 22.6 Section 107 of the Licensing Act 2003 states that a personal licence holder may hold up to 50 Temporary Events each year and a person who is not a personal licence holder may hold up to five such events. Each TEN may last for up to 168 hours, and an individual premises may hold up to 15 such events per year so long as the total number of days used for these events does not exceed 21.
- 22.7 The Police and the Council's Noise and Nuisance Team are the only bodies who may make representations to a Temporary Event Notice. Either may object to a TEN on grounds that any of the licensing objectives would not be promoted should the event go ahead. Where objections are received, the matter will be put before the Licensing Authority's Licensing Committee. The Licensing Committee may:
- i) Allow the TEN to go ahead
  - ii) Reject the TEN
  - iii) If the premises where the TEN is proposed to take place already has a premises licence the Committee may allow the TEN but impose some, or all, of the conditions on the premises licence onto the TEN if appropriate.
- 22.8 Licensing legislation allows event organisers to submit up to 10 "late notices" per year if they hold a personal licence and 2 "late notices" if they do not hold a personal licence. These "late notices" can be submitted to the Licensing Authority, Police and Noise and Nuisance Team between 5 and 9 days before the event, not including the day of receipt of the TEN or the day of the proposed event. It should be noted that if either the Police or the Council's Noise and Nuisance Team lodges an objection to a late Ten the event can **not** go ahead. Additional information regarding TENs can be found on the Council's website.

## **23. BUSKING**

23.1 The Secretary of State's Guidance states that 'Busking' is exempt from licensing requirements for the following reasons:

- it often occurs in a place that is not a premises made available (at least in part) for the purposes of providing entertainment;
- the entertainment is usually incidental to another activity, such as shopping or sightseeing, as there are few circumstances in which anyone would go out specifically to watch buskers; and
- any unamplified live music is not licensable between 08:00 and 23:00.

23.2 In addition, this Council has an approved Public Spaces Protection Order for Busking and Street Entertainment within the borough. The PSPO provides details on the areas where busking is permitted and areas designated as Red Zones where all forms of busking or street entertainment are prohibited. THE PSPO also provides that

- Busking or street entertainment is only permitted between the hours of 10:00 and 19:00.
- Buskers and street entertainers shall not use any amplifiers, loud speakers, megaphones or any similar equipment in their performance.

23.3 In order to comply with the PSPO, any music would be considered to be 'live, unamplified', and, as it is also time restricted between 10:00 and 07:00, would be exempt from licensing requirements. Similarly, any activities that could come under the heading of 'Plays', and 'Dance', are also not licensable between 08:00 and 23:00 so long as any audience does not exceed 500.

23.4 Further details on the Public Spaces Protection Order for Busking and Street Entertainment (PSPO), including permissible areas can be found on the Council's website.

23.5 Any person considering providing any live, unamplified, music or street entertainment event in a permissible area may not need permission under the Licensing Act 2003, and is recommended to contact the Events Team at: [specialevents@rbkc.gov.uk](mailto:specialevents@rbkc.gov.uk) or call 020 7341 5762 at the earliest opportunity.

## **24. The Licensing Committee and Sub-Committees**

24.1 This Licensing Authority will have 15 Members of the Council sitting on its Licensing Committee. This Committee will have one Chair and one or more Vice Chair. It will divide into a number of Licensing Sub-Committees made

up of three Members – normally one of whom will be either the Chair or one of the Vice Chairmen of the full Committee.

- 24.2 The full Licensing Committee will sit when it is considered appropriate to comply with any requirements of the Licensing Act 2003 or accompanying Regulations and such committee may well take place virtually as opposed to having a physical committee.
- 24.3 A Licensing Sub-Committee will sit to hear all applications for premises licences, club premises certificates, interim authorities, provisional statements, designated premises supervisors and personal licences that have attracted representations from either a 'responsible authority' or 'other person' and such hearing may well take place virtually as opposed to having a physical committee.

Members will not sit on a Licensing Sub-Committee determining an application for premises within their own Ward, although adjournment applications can be decided by members even if the premises is in their Ward.

- 24.4 Applications for premises licences, club premises certificates, interim authorities, provisional statements, designated premises supervisors and personal licences that do not attract representations will be issued as applied for; subject to any relevant mandatory conditions and such conditions reflecting those offered in the applicant's operating schedule and agreed with responsible authorities and other persons.
- 24.5 A Licensing Sub-Committee will also sit (including virtually) to hear cases where the police and/or the Council's Environmental Health officers have opposed a Temporary Event Notice on the basis that, should the event go ahead, one or more of the licensing objectives would not be promoted.
- 24.6 Decisions on whether a representation is valid or whether it is considered to be repetitious, frivolous or vexatious will be delegated to the Director of Highway and Regulatory Services, or their deputy.

The **Director of Highway and Regulatory Services**, or their deputy, will inform the author of a representation concerning an application, or for the review of a premises licence, in writing where that representation is considered to be repetitious, frivolous or vexatious and give reasons for their decision.

However, the Director of Highway and Regulatory Services, or their deputy, may, on occasion, waive their delegated authority to make this decision and refer individual representations to the Licensing Sub-Committee for its consideration.

- 24.7 The Licensing Sub-Committee may refer any matter that it is unable to deal with because of the number of its Members unable to take part in the consideration or discussion of any matter or vote on any question with respect to it, to the Licensing Committee.
- 24.8 The Licensing Committee will refer any matter that it is unable to deal with because of the number of its Members who are unable to take part in the consideration or discussion of any matter or vote on any question with respect to it, to the Licensing Authority.
- 24.9 Any decisions made by the Licensing Committee or Licensing Sub-Committee will be sent in writing to the applicant and any person who has made a valid representation forthwith.

## **25. Protection of Children from Harm**

- 25.1 Access by children (i.e. those persons under the age of 18 years) to licensed premises will, generally, be a matter for the premises licence holder unless conditions are required in order to promote the licensing objective of the 'protection of children from harm'.
- 25.2 Premises that may require conditions relating to access by children may include the following:
- a) Where there have been convictions for serving alcohol to minors or with a reputation for underage drinking.
  - b) With a known association with drug taking or dealing.
  - c) Where there is a strong element of gambling on the premises (but would not normally apply to licensed premises with small numbers of Amusement With Prizes machines).
  - d) Where entertainment of an adult or sexual nature is commonly provided.
  - e) With a suspected or known association with child sexual exploitation.
- 25.3 On occasions, where relevant representations are received, it may be appropriate and proportionate to impose a condition on a premises licence banning entry to those premises by children under the age of 18 years. Options other than a complete ban will include:
- a) limitations on the hours when children may be present
  - b) age limitations (below 18)
  - c) limitations or exclusions when certain activities are taking place
  - d) requirements for an accompanying adult



- e) full exclusion of people under 18 from the premises when any licensable activities are taking place.
- f) Measures/training in place for staff on how to deal with suspected truanting school children on the premises and how to recognise signs of potential child sexual exploitation.

25.4 In relation to 'the protection of children' this may, for example, be achieved by ensuring that children are not admitted to premises on days when adult entertainment is provided, and that children are not admitted, or allowed to remain on, premises after a certain time.

Additionally, the use of 'proof of age' cards complying with the Home Office approved Proof of Age Standards Scheme (PASS) is now standard good practice for operators to prevent under age sales and consumption of alcohol in their premises. Use of this scheme is recommended to operators although in exceptional circumstances it could be imposed as a condition on a premises licence.

Details of the PASS scheme can be found at: <http://www.pass-scheme.org.uk/> or by contacting any member of the Authority's Licensing or Trading Standards Teams.

25.5 Where large numbers of children are expected to attend any of the licensable activities, the Licensing Authority will normally attach the following condition to the licence when its discretion is triggered through the receipt of relevant representations:

"A minimum of one adult steward per 100 persons shall be provided. They shall be identified by the wearing of conspicuous clothing. Each steward shall be over 18 years of age and have training in the means of escape arrangements, first aid positions and other facilities in the premises."

25.6 In relation to cinemas and other premises used for the exhibition of films, the Licensing Authority recommends that the relevant operating schedule will include a stipulation that children will be restricted from viewing age-restricted films classified in accordance with the recommendations of the British Board of Film Classification (BBFC) or, where relevant, the Council itself.

Where a film is to be shown locally within the Authority's area and has not been classified by the BBFC, an application can be made to the Authority for the film to be classified.

The Council has delegated the function of classifying such films, using the BBFC classification guidelines prevailing at the time, to designated officers.

These guidelines can be found at: [www.bbfc.co.uk](http://www.bbfc.co.uk) Applications should be made at least 28 days before the event.

- 25.7 Section 13(4) of the Act lists a number of 'responsible authorities' who may make comments regarding Premises Licence applications and who may apply for an existing licence to be reviewed. One of those 'responsible authorities' is defined in the Act as:

"A body which:

- (i) represents those who, in relation to any such area, are responsible for, or interested in, matters relating to the protection of children from harm, and
- (ii) is recognised by the licensing authority for that area for the purposes of this section as being competent to advise it on such matters."

Paragraph 8.8 of the Secretary of State's Guidance states that:

"The licensing authority should indicate in its statement of licensing policy which body it recognises to be competent to advise it on the protection of children from harm. This may be the local authority social services department, the Local Safeguarding Children Board, or another competent body. This is important, as applications for premises licences have to be copied to the responsible authorities in order for them to make any representations they think are relevant."

- 25.8 Further to the Children and Social Work Act of 2017, Local Safeguarding Children Boards (LSCBs) have been replaced by Local Safeguarding Children Partnerships (LSCPs). Our LSCP covers Kensington and Chelsea and Westminster. The LSCP meets once quarterly, but applications relating to Premises Licences require any comments from the 'responsible authorities' within 28 days. Therefore, it would clearly not be appropriate to designate the LSCB as the 'responsible authority' in this area.

The policy of the Licensing Authority is that the 'responsible authority' in relation to the protection of children from harm will be the Council's Children's Services Department and, in particular, the Head of Safeguarding, Review and Quality Assurance in that Department. Members of the Council's Trading Standards Team are also available to give advice in relation to measures that can be taken to help prevent the sale of alcohol to underage children.

## **26. Nudity and Striptease**

- 26.1 Where an operator wishes to provide licensable activities as well as striptease or any other kind of nudity (for example, topless waitresses), an application will also need to be submitted for a Sexual Entertainment Venue Licence under the Local Government (Miscellaneous Provisions) Act 1982 - and not only a premises licence under the Licensing Act 2003.
- 26.2 Whilst the admission of children to theatres and other performances of plays would not normally be restricted, it may be appropriate to do so in certain circumstances in order to promote the licensing objective of the protection of children from harm.
- 26.3 The admission of children to the performance of a play would normally be left to the discretion of the licence holder; however a condition restricting the admission of children to performances involving nudity and / or adult material or language may be required.

## **27. Welfare and Vulnerability**

- 27.1 "Welfare and vulnerability" is an important aspect of licensing. Premises holders are expected to identify and protect vulnerable individuals, such as those who are intoxicated, experiencing mental health issues, or at risk of exploitation. The Licensing Authority and its Responsible Authority partners expect applicants to complete operating schedules effectively and for licensees to maintain high operational standards at their premises.
- 27.2 Licensed premises should educate and train staff to recognise signs of vulnerability, provide appropriate support, and ensure a safe environment for all patrons. This is particularly important concerning potential alcohol-related harm and the need to safeguard customers who may be susceptible to risks within licensed premises. Some examples include Responsible Alcohol Service, Welfare and Vulnerability Engagement (WAVE), and Drink Spiking Prevention, which involves identifying the risks of drink spiking and implementing preventive measures, such as advising customers to keep drinks attended and promoting vigilance among staff.
- 27.3 Operators are encouraged to adopt policies that aim to reduce or prevent customer and staff vulnerability and ensure staff receive appropriate training focusing on reducing harm from vulnerability. This is relevant where operators advertise schemes such as Ask for Angela or Safe Havens. These policies should include, but not be limited to, reducing violence against women and girls (VAWG), mitigating drink spiking risks, and creating safe inclusive spaces. Applicants for new premises licences or variations of

existing licenses should include details in their operating plan of these policies and how they will be implemented.

## **28 Modern Slavery**

- 28.1 Modern slavery represents a grave violation of human rights, encompassing forced labour, human trafficking, and exploitation in various forms. Within licensed premises such as bars, restaurants, hotels, and entertainment venues, the Licensing Act 2003 serves as a pivotal legislative framework to regulate activities and safeguard the well-being of employees and patrons. This Act mandates licence holders to comply with several objectives, including the prevention of crime and disorder, public safety, prevention of public nuisance, and protection of children from harm—objectives that indirectly support the eradication of modern slavery by fostering safe and responsible business practices.
- 28.2 Operators and businesses are expected to adhere to stringent standards to ensure compliance with the Licensing Act 2003. This involves conducting thorough due diligence in hiring processes to avoid employing individuals who may be victims of trafficking or exploitation, verifying their legal right to work, providing fair wages, and ensuring safe working conditions. Additionally, operators should establish clear policies and procedures to prevent modern slavery within their supply chains by vetting suppliers and contractors, conducting regular audits, and fostering a culture of transparency and accountability.
- 28.3 Licensed premises operators must also actively contribute to community efforts to combat modern slavery by collaborating with local authorities, Police and other relevant agencies. Public awareness campaigns and educational initiatives can enhance community vigilance and foster collective efforts to eradicate modern slavery. By fostering safe working environments, conducting thorough due diligence, and collaborating with community efforts, licensed premises can significantly advance the fight against modern slavery.

## **29. Annual Fees and Suspension of Premises Licence for non-payment of annual fee**

- 29.1 The annual fee for a premises licence is payable on the anniversary of the date on which the licence was granted. In the event of a failure to pay the annual licence fee, this Authority will suspend the licence in accordance with section 55A Licensing Act 2003. This means the premises will be unable to carry out any licensable activities until any outstanding annual fees are paid

and the suspension is lifted. This will still be the case if there is a change in ownership or a transfer has occurred. The suspension shall be lifted immediately upon payment of the fee and licensable activities may then be resumed.

- 29.2 If an annual fee has not been paid by the due date, the licence holder shall be notified accordingly by the licensing authority and given notice of the date the suspension shall take effect.
- 29.3 Where payment has not been made by the due date because of a genuine administrative error, or because the licence holder disputed liability for the fee before or at the time of the due date, there shall be a grace period of 21 days to resolve the matter before the licence is suspended.

## **30. Use of Plastic Glasses**

- 30.1 This Licensing Authority is against the use of single use plastic glasses in its licensed premises and at 'one off' events within the borough. The adverse environmental impact of one use 'throwaway' plastics is immense and in the 21<sup>st</sup> century such use should be avoided. There are many alternatives on the market today including multi use polycarbonate plastic glasses and hardened multi use washable glasses. Additionally, using sturdier glasses enhances safety by reducing the risk of breakage and injury.
- 30.2 The Licensing Authority urges operators to use alternatives to single-use plastics when glass isn't practical, and to consider deposit-return systems for reusable cups at outdoor events.

## **31. Significant/Major Events**

- 31.1 This Licensing Authority fully supports and recognises the positive impact of major events on the community, including cultural, social, and economic benefits. To ensure these events are safe and successful, the Authority endorses the Metropolitan Police's recommendation that premises licence holders conduct comprehensive risk assessments to identify and address potential issues related to crime, disorder, and public safety.
- 31.2 The Council acknowledges that the resources of the Police and emergency services are finite and must be allocated strategically, especially during significant sporting or public events in London.

The Council will carefully consider representations from the Police regarding licence applications for activities during such major events, particularly on the grounds of public safety and security, to ensure that adequate resources are available to manage the associated risks effectively. Applications that present a risk to the licensing objectives are likely to face scrutiny and may not be granted.

- 31.3 The Council's Events Team is available to offer guidance and support for planning events within the borough. More information and contact details can be found on the Council's website.

## **32. Notting Hill Carnival**

- 32.1 The Notting Hill Carnival is a unique event which takes place annually in the north of the Royal Borough on the weekend of each August Bank Holiday. Carnival is Europe's biggest street festival, and is second only to Rio de Janeiro worldwide, attracting well over a million visitors over the weekend.
- 32.2 Many aspects of Carnival require licensing, in particular the sale of alcohol and the provision of amplified music. That, coupled with the immense crowds, the risks of criminal activity, and the risk to public safety, requires specific focus in this Statement of Licensing Policy. The operators of licensed premises, whether these be under the authority of a premises licence or a Temporary Event Notice (TEN – see section 22), must ensure that they promote the four licensing objectives:

The prevention of crime and disorder  
Public safety  
The prevention of public nuisance  
The protection of children from harm

The Council's aim is to have a safe and enjoyable Carnival.

- 32.3 The Carnival 'footprint' stretches from Harrow Road in the north, down to the Great West Road and Chepstow Road in the east, to Notting Hill Gate in the south and then Ladbroke Grove in the west. This Licensing Authority will pay particular attention to any application for a premises licence or to any TEN notification in this area, and its close proximity, that is intended to include the weekend of Notting Hill Carnival (Saturday, Sunday and Monday).
- 32.4 In particular, this Licensing Authority expects applicants for new premises licences, variations to existing premises licences, and TENs to demonstrate in their applications how their proposed activity would;

(i) support the licensing objectives.

(ii) not have an adverse impact on the existing high demands that the emergency services are under over the Carnival period.

32.5 This Licensing Authority also expects that applicants will include in their applications the following:

- (i) How they have worked with the council's Events Team to ensure that there will be adequate toilet facilities (temporary or otherwise) within close proximity that are available for their patrons, where the premises licence application or TEN includes the on-sale of alcohol.
- (ii) Details of how they will control the numbers of people at their venue. This is particularly applicable to TEN where the user must demonstrate for safety purposes how they will ensure that the capacity limit of 499 is not exceeded.
- (iii) Details of stewarding and security arrangements. Consideration should be given to the use of queue management systems, safety barriers, communication systems for staff/customers, security checks and other crowd control measures that organisers plan to provide for their event. If these are not to be provided applicants must state the reasons for not doing so and any mitigation to be put in place.
- (iv) Details of First Aid & Fire Safety precautions, including any fire safety equipment and contingencies, as well as any first aid trained staff and provisions.
- (v) Draft risk assessments and a draft event management plan, unless arrangements are already in place with the Metropolitan Police and the Council. The 'applicant/user' must provide their risk assessment and event management plan to the event organiser, prior to any premises licence or TEN being submitted.

32.6 Management of alcohol sales

If 'applicants/users' intend to sell alcohol during the Notting Hill carnival, the Licensing Authority expects that they will include the following in their licence applications or TEN notifications:

- (i) The use of an age verification policy, such as Challenge 25, as well as details of any training that will be provided to staff around underage sales, vulnerability and drinks spiking.
- (ii) Details on the vessels that will be used for the sale of alcohol (polycarbonates, paper cups, etc). The sale of alcohol from

glass or similar containers will likely lead to objections from the Police and/or **Environmental Health**.

- 32.7 This Authority expects that applicants, or potential applicants, discuss the contents of their draft event management plan with the Police/Licensing Authority and event organiser prior to submitting their application/TEN, particularly if the activities to be applied for include a sound system.
- 32.8 This Authority expects that any TENs are submitted at least 12 weeks before the start of Carnival in order that the planned activities can be properly assessed and proper liaison can take place between the event organiser and the Police/Local Authority.
- 32.9 Late TENs  
The submission of a late TEN is likely to attract a representation. This is due to insufficient time for the Metropolitan Police, Local Authority and event organiser to consider its impact on the licensing objectives within the overall Notting Hill Carnival policing and safety plan. (Please see section 22 for further details regarding TENs).
- 32.10 Applicants for premises licences should note that their application will take approximately 4 weeks to administer if no representations are received, and up to 8 weeks if representations are received. This Licensing Authority therefore recommends that premises licence applications should be submitted at least 3 months prior to the start of Carnival.
- 32.11 This Authority supports the recommendation from the House of Lords Select Committee on the Licensing Act 2003 (Session 2016-17 HL paper 146), and the response from the Home Office, in relation to multiple Temporary Event Notices being given in close proximity to each other. Extracts from both reports are shown below:

House of Lords Select Committee on the Licensing Act 2003:

**'Conclusion / Recommendation 34:**

***Where it appears that notices are being given for TENs simultaneously on adjacent plots of land, resulting in effect in the maximum number attending exceeding the 500 person limit, we would expect the police or environmental health officers to object, and the licensing authority to issue a counter notice. We recommend that the section 182 Guidance be amended to make this clear.'***

**Government response:**

*'The Government believes that in every case it is important that licensing authorities focus on whether the premises user intends to exceed the 499 person limit. In such cases it is likely that the police should be engaged and, where this is done in a way which is contrary to the spirit of the law, that objections will be raised. We will amend the section 182 guidance to make this point clear.'*

*If the number of people present on any premises (including staff, organisers, stewards and performers etc) at any one time exceeds 499 while licensable activities are being carried on under a TEN, the licensable activities would be unlawful and the premises user would be*



liable to prosecution. Under the Act a "premises" can mean any place. Premises will therefore not always be a building with a formal address and can include, for example, public parks (including plots within larger areas of land) and private land. The Act also permits multiple TENs to be given simultaneously where the limits are not exceeded in the case of each notice. The law therefore provides lots of flexibility and opportunities for premises users to hold a wide range of events in different circumstances.

In all cases, the premises user should provide a clear description of the area in which they propose to carry on licensable activities, including whether the premises is, for example, an open field or a beer tent. The premises user should also provide a description of the nature of the event in order to assist the police and local environmental health authority in deciding if any issues relating to the licensing objectives are likely to arise. The premises user who signs the form is legally responsible for ensuring that the numbers present do not exceed the permitted limit at any one time and it should be made clear how this will be achieved, for example if door staff are employed with counters. It is ultimately for the licensing authority to determine whether events should be allowed to go ahead in each case, based on the promotion of the licensing objectives and permitted limits. Where a notice is given correctly, the permitted limits are not exceeded and there are no objections from the relevant persons, the event should be allowed to take place, as is usually the case.'

In April 2018 the Government published a revised version of the Secretary of State's statutory Guidance which included the following paragraph in relation to TENs:

*'7.35 Such cases might arise because of concerns about the scale, location, timing of the event or concerns about public nuisance – even where the statutory limits on numbers are being observed. The premises user who signs the form is legally responsible for ensuring that the numbers present do not exceed the permitted limit at any one time. In cases where there is reason to doubt that the numbers will remain within the permitted limit the premises user should make clear what the nature of the event(s) is and how they will ensure that the permitted persons limit will not be exceeded. For example, where notices are being given for TENs simultaneously on adjacent plots of land it may be appropriate for door staff to be employed with counters. In each case it is important that licensing authorities and relevant persons can consider whether they believe that the premises user intends to exceed the 499 person limit, or will be unable to control or know whether the limit will be exceeded. Where the planned activities are likely to breach the statutory limits or undermine the licensing objectives, it is likely to be appropriate for the police or EHA to raise objections.'*

32.12 As mentioned in paragraph 32.5 (ii) this Licensing Authority will pay particular attention to the measures that are proposed in a Temporary Event Notice in the Carnival footprint to limit the numbers of attendees to 499 at any one time. The Licensing Authority places public safety at Carnival extremely highly and is aware of the dangers of 'human bottlenecks' in the Carnival footprint. These 'bottlenecks' can be easily caused by excessive numbers of attendees at TENs locations, particularly at the locations of sound systems. Organisers considering submitting Temporary Event Notices should also consider the use of licensed SIA officers to ensure their event passes off safely and complies with the statutory requirements. Should representations be submitted against a Temporary Event Notice, on the basis that the maximum number of permitted attendees will be exceeded, the Licensing Committee will be highly likely to issue a counter notice, particularly where a number of TENs are in close proximity to each other, unless convinced that attendees will be restricted to the legal limit.

- 32.13 The Licensing Authority will consider the importance, significance and potential consequences of disregarding any evidence provided by the Police or Environmental Health Officers or other competent bodies, when considering contested licence applications/TENs.
- 32.14 Where relevant representations have been submitted in relation to a premises licence application, conditions such as those listed below may be attached to relevant premises licences for the Carnival period only:
- (i) No drinks to be supplied in glass or ceramic containers or vessels
  - (ii) No external advertisements shall be permitted of alcohol promotions on the premises, which relate to promotions such as 'Happy Hours' or 2 for 1 drinks promotions, for example.
  - (iii) No advertising of high profile artists or DJs.
  - (iv) Alcohol shall only be sold when a personal licence holder is on the premises.
  - (v) Where anyone at the event is carrying out a security function they shall be licensed by the Security Industry Authority.
  - (vi) Where stewards are being provided, the Police should be satisfied that staff are suitably trained and experienced in maintaining crowd control at Notting Hill Carnival, by having agreed procedures with the Police, in advance.
  - (vii) Where a premises licence allows the sale of alcohol beyond 19:00, i.e in licensed pubs and bars that operate throughout the year within the Carnival footprint, no patrons shall be permitted to enter or re-enter the premises on the Sunday and Monday of Notting Hill Carnival between 19:00 and 21:00. This condition may be attached to a licence in order that a Carnival 'close down' period can be implemented in order to promote the 'Prevention of Crime and Disorder' and 'Public Safety' licensing objectives. This condition is not intended to preclude existing customers leaving licensed premises to smoke and then re-enter.
  - (viii) The permitted hours for the sale of alcohol, for premises licences and TENs operational only over the Carnival period, shall be between the hours of 12:00 and 19:00 on each of the Sunday and Monday of Notting Hill Carnival
- 32.15 New applicants for premises licences within the Carnival footprint are advised to consider making applications for time limited licences on a year by year basis.
- 32.16 Any premises licence application, or notification of a TEN, that fails to address the relevant points in this section of the Statement of Licensing Policy is likely to receive representations from the Metropolitan Police and/or the Council's Environmental Health Officers. Contested applications/TENs would then require a hearing by this Authority's Licensing Committee, which

will make a decision based on the particular merits of the individual application/TEN.

### **33. Large Capacity Venues and Spaces**

33.1 Premises in which at least 200 individuals may be present at least occasionally, are likely to fall within scope of the Terrorism (Protection of Premises) Act 2025, commonly referred to as Martyn's Law and specifically the following:

- Counter-terrorism planning
- Vulnerability assessments of their operations
- Mitigatory measures where vulnerabilities are identified
- Counter-terrorism advice and staff training

### **34. Personal Licences**

34.1 Under the Licensing Act 2003, Licensing Authorities will automatically grant applications for personal licences so long as the applicant: is 18 years or over; has possession of the qualification determined by the Secretary of State; has not had a personal licence forfeited within five years of the date of application; and has not been convicted of any relevant offence or any relevant foreign offence. Such applications will be dealt with by way of a purely administrative process within the Licensing Team.

34.2 All persons applying for a personal licence will be expected to produce a Disclosure and Barring Service Certificate dated no longer than one month before the application is made. The Disclosure and Barring Service can be contacted at:

<https://www.gov.uk/disclosure-barring-service-check/overview>.

If the Disclosure and Barring Service is unable to deal with requests for certificates, an application can be made at:

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

34.3 The Metropolitan Police may make representations where the applicant has been convicted of a relevant offence, or relevant foreign offence. In such cases, the Licensing Sub-Committee will consider the matter and the application will be refused if the Licensing Sub-Committee decides that refusal is in the interest of the promotion of the prevention of crime objective. In all other cases the application will be granted.

## **35. Enforcement**

- 35.1 Enforcement shall be undertaken in accordance with the principles set out in the [Regulators Code](#) published by the Office for Product Safety and Standards in April 2014.
- 35.2 The Licensing Authority shall, from time-to-time and in liaison with the Metropolitan Police, complete a risk assessment of all licensed premises within its area. This assessment shall inform the Authority's risk-based inspection programme. In accordance with the Regulators Code only those premises identified as being 'high risk' premises will be routinely inspected. Officers will only visit premises where there is a reason to do so (e.g. as part of a complaint investigation) or driven by measurable intelligence such as crime reports and enforcement demands.
- 35.3 The Licensing Authority's Officers will normally carry out enforcement inspections, but will also use existing arrangements for joint inspections with Metropolitan Police officers and other partners and agencies such as Trading Standards officers and Security Industry Authority (SIA) on occasions.
- 35.4 The Licensing Authority shall generally take a graduated response to breaches of the Licensing Act, dependent upon the seriousness of the breach. This response will range from giving a verbal warning to the relevant person, a warning letter, issuing a simple caution, prosecution, review of the premises licence to seeking a revocation of the licence.
- 35.5 Subject to the provisions of section 169A of the Licensing Act 2003, where a sale of alcohol has been made on the same premises to a minor on two or more different occasions within three months, officers may submit an application for a review of the premises licence and seek a suspension of the premises licence for a defined period.
- 35.6 When the law allows, the Licensing Authority will agree secure mechanisms to share information with other regulators about licensed premises, to help target resources and activities and minimise duplication.
- 35.7 This Licensing Authority recognises that certain licence holders e.g. Limited companies have a number of premises within and outside the borough. In order to ensure compliance issues are recognised and resolved at the earliest stage, the Licensing Authority will contact the Primary Authority for the business. Where there is no Primary Authority Partnership in place, licence holders are requested to give the Authority a single named point of contact, who should be a senior individual, and whom the Authority will contact first should any compliance queries or issues arise.

- 35.8 This section of the policy refers only to inspections carried out to ensure that premises are complying with the conditions attached to their licences. Other pre-arranged inspections regarding technical issues and the safety of the actual building and equipment held in it will also be carried out where required.

## **36. Review of the Licensing Policy**

- 36.1 Under the Licensing Act 2003, the Licensing Authority must carry out a review of its Licensing Policy every five years. In accordance with the Act, the Licensing Authority intends to carry out a further full review of its policy no later than 2030 and, prior to publishing the revised version, it intends to consult fully with those groups and individuals consulted on this version.
- 36.2 In addition, within the five year period the Licensing Authority will review its Licensing Policy whenever it feels that relevant issues have arisen, for example, if any further significant amendments are made to the Licensing Act 2003. Issues that arise concerning implementation of the policy will be recorded in an issue log and taken into account during any review.

## Appendix A

### Glossary of Terminology

**The Licensing Objectives** are defined in the Licensing Act 2003 as:

- i) The prevention of crime and disorder
- ii) The prevention of public nuisance
- iii) Public safety
- iv) The protection of children from harm

**Licensable activities and qualifying club activities** are defined in the Licensing Act as:

- i) the sale by retail of alcohol
- ii) the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- iii) the provision of regulated entertainment
- iv) the provision of late night refreshment.

For those purposes, the following licensable activities are also qualifying club activities:

- i) the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club for consumption on the premises where the supply takes place
- ii) the sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place
- iii) the provision of regulated entertainment where that provision is by or on behalf of a club for members of the club or members of the club and their guests.

**Regulated Entertainment** is defined as:

- (a) a performance of a play
- (b) an exhibition of film
- (c) an indoor sporting event
- (d) boxing or wrestling entertainment
- (e) a performance of live music (but does not include 'incidental' music)
- (f) any playing of recorded music (but does not include 'incidental' music)
- (g) a performance of dance
- (h) entertainment of a similar description to that falling within paragraph (e), (f) or (g) where the entertainment takes place in the presence of an audience and is

provided for the purpose, or for purposes which include the purpose, of entertaining that audience. Any reference to an audience includes a reference to spectators. This definition is subject to Part 3 of Schedule 1 to the Licensing Act 2003 (interpretation).

## **Other Person**

is defined as:

i) Any individual, body or business affected by the operation of a licensed premises, regardless of their geographic proximity to the premises.

## **Responsible Authority**

is defined as:

- i) the Licensing Authority
- ii) a Local Health Body
- iii) the Chief Officer of police for any police area in which the premises are situated
- iv) the Fire Authority for any area in which the premises are situated
- v) the enforcing authority within the meaning given by section 18 of the Health and Safety at Work etc. Act 1974 for any area in which the premises are situated
- vi) the local planning authority within the meaning given by the Town and Country Planning Act 1990 (c.8) for any area in which the premises are situated
- vii) the local authority by which statutory functions are exercisable in any area in which the premises are situated in relation to minimising or preventing the risk of pollution of the environment or of harm to human health
- viii) a body which:
  - (a) represents those who, in relation to any such area, are responsible for, or interested in, matters relating to the protection of children from harm, and
  - (b) is recognised by the Licensing Authority for that area for the purposes of this section as being competent to advise it on such matters
- ix) any Licensing Authority (other than the relevant Licensing Authority) in whose area part of the premises is situated
- x) in relation to a vessel:
  - (a) a navigation authority (within the meaning of section 221(1) of the Water Resources Act 1991

(c.57)) having functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is, or is proposed to be, navigated at a time when it is used for licensable activities

(b) the Environment Agency

(c) the British Waterways Board, or

(d) the Secretary of State

(e) a person prescribed for the purpose of this subsection

### **Temporary Event**

is defined as the use of premises for one or more of the licensable activities for under 500 people during a period not exceeding 168 hours usually where a premises licence covering the licensable activity is not in place

### **Provision of late night refreshment**

is defined as the provision of hot food or hot drink to members of the public, or a section of the public, on or from any premises, whether for consumption on or off the premises between 23:00 and 05:00, or

at any time between those hours when members of the public, or a section of the public, are admitted to any premises, a person supplies, or holds himself willing to supply, hot food or hot drink to any persons, or to persons of a particular description, on or from those premises, whether for consumption on or off the premises.

### **Hot food or hot drink**

food or drink supplied on or from any premises is "hot" for the purposes of Schedule 2 to the Act if the food or drink, or any part of it:

i) before it is supplied, is heated on the premises or elsewhere for the purpose of enabling it to be consumed at a temperature above the ambient air temperature and, at the time of supply, is above that temperature, or

ii) after it is supplied, may be heated on the premises for the purpose of enabling it to be consumed at a temperature above the ambient air temperature.

### **Licensing Committee**

means the Committee empowered under the Act to determine licensing applications. The term "Committee" shall be construed to include the Licensing Sub-



Committee(s) or full Licensing Committee, unless otherwise specified

### **Minor Variation**

a variation that could not impact adversely on any of the four licensing objectives. Variations to extend licensing hours for the sale or supply of alcohol for consumption on or off the premises between the hours of 11pm and 7am; or increase the amount of time on any day during which alcohol may be sold or supplied for consumption on or off the premises are excluded from the minor variations process and must be treated as full variations in all cases.

### **Licensing Register**

every licensing authority must keep a register holding a record of all Premises Licences, Club Premises Certificates and Personal Licences issued by it and Temporary Event Notices received by it, as well as various other matters set out in Schedule 3 of the 2003 Act. You can inspect the licensing authority's register of licences during office hours without charge or via the licensing webpages: <https://www.rbkc.gov.uk/licensing/licensing-fees-and-information/licensing-registers>

## APPENDIX B

### USEFUL CONTACTS

If you wish to make any comments on the Royal Borough of Kensington and Chelsea's Licensing Policy, or if you want further information regarding the Licensing Act 2003, please contact:

Licensing Team Manager  
Environmental Health Services,  
The Royal Borough of Kensington and Chelsea  
Kensington Town Hall  
Hornton Street  
London W8 7NX

**Tel:** 020 7341 5772

**Email:** [licensing@rbkc.gov.uk](mailto:licensing@rbkc.gov.uk)

Information is also available from:

The Home Office (Immigration Enforcement)  
IE Licensing Compliance Team (IELCT)  
2 Ruskin Square (Floor 6)  
Dingwall Road  
Croydon  
CR0 2WF

**Email Addresses:** Applications: - [IE.licensing.applications@homeoffice.gov.uk](mailto:IE.licensing.applications@homeoffice.gov.uk)  
Reviews: [IE.licensing.reviews@homeoffice.gov.uk](mailto:IE.licensing.reviews@homeoffice.gov.uk)

The Secretary of State's Guidance can be viewed via:

<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

The Metropolitan Police Licensing Office can be contacted regarding licensing issues within the Royal Borough of Kensington and Chelsea on:

**Tel:** 020 7370 5319

**Email:** [AWMailbox.licensing@met.police.uk](mailto:AWMailbox.licensing@met.police.uk)

## **Responsible Authority contacts**

Police:	The Police Licensing Office, Council Offices, 37 Pembroke Road, London W8 6PW <a href="mailto:AWMailbox.licensing@met.police.uk">AWMailbox.licensing@met.police.uk</a>
The Fire Authority	Fire Safety Regulation: South West Area 4 Kensington and Chelsea Fire Safety Team London Fire Brigade 169 Union Street London SE1 0LL  <a href="mailto:FSR-AdminSupport@london-fire.gov.uk">FSR-AdminSupport@london-fire.gov.uk</a>
The Health and Safety Authority	Trading Standards and Health & Safety Regulation Manager, Environmental Health Services, The Royal Borough of Kensington and Chelsea, Kensington Town Hall, Hornton Street, London W8 7NX <a href="mailto:environmentalhealth@rbkc.gov.uk">environmentalhealth@rbkc.gov.uk</a>
Unless the premises are normally under the jurisdiction of the Health and Safety Executive i.e. museums, when applications should be sent to: The Health and Safety Executive, Rose Court, 2 Southwark Bridge Road, London SE1 9HS.	
The local planning authority	Team Leader, Planning Enforcement, Planning Department, The Royal Borough of Kensington and Chelsea Kensington Town Hall, Hornton Street, London W8 7NX <a href="mailto:planning@rbkc.gov.uk">planning@rbkc.gov.uk</a>
The authority with a duty to minimise or prevent the risk of pollution of the environment or of harm to human health:	Noise and Nuisance Manager, Environmental Health Services, The Royal Borough of Kensington and Chelsea Kensington Town Hall, Hornton Street, London W8 7NX <a href="mailto:noise@rbkc.gov.uk">noise@rbkc.gov.uk</a>

The Child Protection body:	<p>Angela Flahive,  Head of Safeguarding, Review and Quality Assurance,  The Royal Borough of Kensington and Chelsea  Kensington Town Hall,  Hornton Street,  London W8 7NX  <a href="mailto:angela.flahive@rbkc.gov.uk">angela.flahive@rbkc.gov.uk</a></p>
The local Weights and Measures Authority	<p>Trading Standards and Health &amp; Safety Regulation Manager,  Environmental Health Services,  The Royal Borough of Kensington and Chelsea,  Kensington Town Hall, Hornton Street,  London W8 7NX  <a href="mailto:trading.standards@rbkc.gov.uk">trading.standards@rbkc.gov.uk</a></p>
Local Health Body	<p>Director of Public Health (Tri-borough)  Westminster City Council,  64 Victoria Street,  London SW1E 6QP  <a href="mailto:PublicHealthDepartment@westminster.gov.uk">PublicHealthDepartment@westminster.gov.uk</a></p>
Home Office	<p>Immigration Enforcement Licensing Compliance Team</p> <p>Home Office (Immigration Enforcement)  IE Licensing Compliance Team (IELCT)  2 Ruskin Square (Floor 6)  Dingwall Road  Croydon  CR0 2WF</p> <p>Applications  <a href="mailto:IE.licensing.applications@homeoffice.gov.uk">IE.licensing.applications@homeoffice.gov.uk</a></p>

## **APPENDIX C**

### **MANDATORY CONDITIONS - 2014**

- 1.** (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.  
(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
- 2.** The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 3.** (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.  
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.  
(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy)

to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

- (a) a holographic mark, or
- (b) an ultraviolet feature.

**4.** The responsible person must ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available."

## Pricing of Alcohol Sales

**1.** A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

**2.** For the purposes of the condition set out in paragraph 1—

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) "permitted price" is the price found by applying the formula—

$$P=D+(D \times V)$$

where—

- (i) P is the permitted price,
- (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence—

- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "valued added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

- 3.** Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- 4.** (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.  
(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

#### Designated Premises Supervisor and Personal Licence Holder

- (1)** No supply of alcohol may be made under the premises licence-
  - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
- (2)** Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

## **APPENDIX D: List of Consultees**

In addition to various internal Council Departments, statutory consultees and the following individuals and organisations were sent a copy to the Royal Borough of Kensington and Chelsea's Draft Statement of Licensing Policy and invited to comment on the contents.

### **NAME**

LB Hammersmith and Fulham

LB Brent

City of Westminster

RBKC Website

RBKC Consultation Hub

All Members of the Council

RBKC Residents' Associations

Premises licensed within RBKC under the Licensing Act 2003

Community Groups

Faith and Multi Faith Groups

British Institute of Innkeeping (Bii)

British Beer and Pub Association

The Chair of the RBKC Safeguarding Adults Executive Board

Kensington Chamber of Commerce

Educational institutions within RBKC

TEN users who submitted TENs within the past 24 months (these include individuals who provide a sound system at Notting Hill Carnival via a TEN)

Notting Hill Carnival Ltd. (Current organisers of the Notting Hill Carnival)

Libraries within RBKC

BIDs (Kensington, King's Road and Knightsbridge)



Licensing practitioners regularly representing individuals and businesses operating in RBKC

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