

STATEMENT OF LICENSING POLICY

Cabinet Member & Portfolio	Councillor Wayne Bridges, Cabinet Member for Community and Environment
Responsible Officer	Dan Kennedy, Corporate Director of Residents Services
Report Author & Directorate	Daniel Ferrer, Licensing Team Manager Residents Services
Papers with report	Appendix A – Final Statement of Licensing Policy Appendix B – Equalities Impact Assessment Appendix C – Responses Overview

HEADLINES

Summary	The Council is required by Section 5 of the Licensing Act 2003 to review the Statement of Licensing Policy every five years. The policy has been reviewed following consultation and in line with the Council's objectives. This report seeks a recommendation to be made to full Council for the adoption of the updated Statement of Licensing Policy for 2026-2031, which is a Policy Framework document.
Putting our Residents First Delivering on the Council Strategy 2022-2026	This report supports our ambition for residents/the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents This report supports our commitments to residents of: Modern, Well-Run Council
Financial Cost	There are no financial implications anticipated in relation to the recommendation to this report.
Select Committee	Residents' Services Select Committee.
Ward(s)	All

RECOMMENDATION

That Cabinet, following due consideration of the consultation outcomes and committee comments, recommends to Full Council the adoption of the updated Statement of Licensing Policy 2026-2031.

Reasons for recommendation

To ensure the Council has an up-to-date Licensing Policy, which has been subject to public consultation and has been commented on by relevant stakeholders.

The revised Statement of Licensing Policy has been drafted to include updates in legislation, Government guidance and to reflect current working practices. This will provide residents and service users with an up to date and fit for purpose policy document.

Alternative options considered / risk management

To not make a recommendation for adoption of the Statement of Licensing Policy would mean the Council would not be able to meet its statutory obligations and legal challenges may follow.

Democratic compliance / previous authority

This matter has been undertaken in accordance with the Constitution's Budget and Policy Framework Procedure Rules. On 18th September 2025, Cabinet set out a timetable for consideration of this policy framework document and agreed to a 6-week public consultation to take place from 22nd September 2025 to 3rd November 2025, including seeking comments from the relevant select committee and, due to its important role in this matter, the Licensing Committee.

SUPPORTING INFORMATION

The Council is required to review its Statement of Licensing Policy every 5 years to ensure that it is carrying out licensing functions in accordance with current legislation. During this review, consideration has been given to how changes might improve the way in which services are being delivered and to make them more efficient and resident friendly.

In the intervening time, since January 2021, there have been only minor changes to legislation and guidance and as such there are very few changes proposed to this policy. Relevant changes in legislation and guidance have been incorporated into the revised policy.

In summary, the changes relate to:

- Amendments to relevant dates, team names and original typographical errors and statistics.
- New paragraphs and sections added, such as Environmental Best Practice, Agent of Change Principle, Counter Terrorism, Spiking, 'Ask For Angela' and Pavement Licensing.
- Further details and clarity being provided in existing sections relating to Integration with other Strategies, Representations, Planning, Remote and Internet Sales and Protection of Children from Harm.
- Amendments and updates to legislation, technical standards and examples of measures detailed in Appendices.

The Statement of Licensing Policy is a Policy Framework document and, therefore, under the Council's Constitution, it requires final approval by full Council.

The proposed Statement of Licensing Policy being recommended for approval is attached in **Appendix A**.

Financial Implications

Any costs associated with the proposed adoption of the Statement of Licensing Policy will be funded from licence fees and therefore contained within existing revenue budgets. There have been no legislative changes to the set licensing fees for licence applications. The fees remain statutory and have not been amended since the Licensing Act was brought into force in November 2005.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities

The effect of the updated Statement of Licensing Policy will be that firstly residents will have further clarity regarding how they are able to submit valid representations to applications that they are concerned with. Further, service users can be confident that additional safeguarding measures such as 'Ask Angela' and those in relation to spiking and internet and remote sales will be followed by businesses. Finally, communities, can be reassured that the Licensing Authority is committed to integrating with other Council initiatives and strategies such as the Public Spaces Protection Order and also focusing on wider issues such as Counter Terrorism and Martyn's Law.

An Equalities Impact Assessment was completed on 7th November 2025 and is attached at **Appendix B**.

Consultation Carried Out

A six-week consultation period took place from 22nd September 2025 to 3rd November 2025. The Licensing Authority consulted with the Responsible Authorities under the Licensing Act 2003, residents' associations, trade representatives, all Elected Members and neighbouring Licensing Authorities.

The Licensing Authority received **10** submissions during the consultation. These included 3 from Responsible Authorities: Home Office – Immigration, Food Health & Safety and the Anti-Social-Behaviour Team.

Home Office - Immigration Enforcement comments

The Home Office – Immigration Enforcement stated that they did not currently have a response but wanted to ensure that their contact details were correct as they had changed their name and moved offices last year. Their up-to-date contact details have now been inserted at Appendix F, page 47 of the Policy.

Food, Health & Safety Team comments

The Food, Health & Safety Team gave feedback suggesting that section 14.5 of the draft Policy should be more cautious over and above the current advice “shelters to be situated as far as possible from neighbouring premises.” Therefore, section 14.15 has been amended to now read:

“Where an application includes provision of a smoking shelter then the Licensing Authority strongly advises that the applicant includes measures in their operating to fully address any potential disturbance to neighbouring residential premises. The shelter shall be fully compliant with Smoke Free legislation.”

In addition, Food Health & Safety gave their updated contact E-mail address. This have been amended at Appendix F, page 46 of the Policy.

Anti-Social Behaviour Team comments

The Anti-Social Behaviour Team stated “Consideration for the restriction of the sale of alcoholic drink at the request of the Police or Licencing Authority at specific locations and within a specific timeline prior to or during a period of potential public unrest, demonstration or large public event. Supporting the licensing objectives of the prevention of crime and disorder, the prevention of public nuisance and promotion of public safety. Although not specifically enforceable, should advice be offered and evidence comes to light that such sales have fuelled public disorder, this could be highlighted in any future licence application or variation.”

In these situations, the Licensing Authority advises that these circumstances are specifically dealt with by Section 160 of the Licensing Act 2003 - Orders to close premises in area experiencing disorder. This provision allows police officers of the rank of superintendent or above to apply to a magistrate’s court for the closure of all licensed premises in an area experiencing disorder or anticipated disorder for a period not exceeding 24 hours.

Other submitted comments

The remaining comments were submitted online through the Council’s website page where a short survey was completed. 8 submissions were received by this method which included the Anti-Social Behaviour Team’s comments.

The main themes from these submissions were, firstly, that the wording of the Policy should be clearer and for there to be regular checks of licenced premises. The Licensing Authority appreciates that parts of the draft Policy use complex and often legalistic language. However, it maintains the formal professional tone of the previous Policy and caters for a range of parties to refer to. If residents have any queries regarding meanings and interpretations, the Licensing Authority would be happy to assist further by providing clarity. Secondly, in relation to checks, the Licensing Authority can confirm that the Enforcement section (Section 23) of the Policy remains unchanged and the Licensing Authority endeavours to carry out risk rated inspections and licensing visits initiated by complaints or referrals.

The ‘Responses Overview’ document is attached at **Appendix C**.

Committee comments

Licensing Committee comments

The Licensing Committee met on 8th October 2025, and the Licensing Team Manager outlined the changes.

In response to Member questions, the Licensing Manager confirmed that the 'Ask for Angela' initiative had been incorporated into the draft Statement of Licensing Policy as a key safeguarding measure. On improving operational efficiency, it was noted that collaborative working across internal teams and with responsible authorities was essential. The Licensing Manager advised the Committee that the consultation had been underway for approximately two and a half weeks, with 7 responses received and no substantive concerns raised.

The Committee enquired about the number of premises currently participating in the 'Ask for Angela' initiative and noted that men could also be victims of the associated safeguarding concerns. It was confirmed that relevant statistics were held by Police Licensing, and the Committee expressed support for including the male-focused aspect within the initiative.

The Committee noted that Temporary Event Notices (TENs) were not referenced in the report and queried whether the process had been reviewed. The Licensing Manager advised that TENs were processed by the Licensing Team and governed by legislation, and these had not been changed. Each case was assessed on their own merits.

A Member queried why the proposed wording of the 'Ask For Angela' section wasn't stronger to ensure the Licensing Authority were serious about the issue. Therefore, the Licensing Manager agreed to amend Section 12.15 to add the words "shall", so it now reads:

"The Licensing Authority shall encourage relevant licenced premises to..."

In regard to the 'Integration of Strategies' section, a Member queried why the Licensing Authority had not included other Town Centre Visions or Plans in addition to the Uxbridge Vision. Therefore, the Licensing Manager agreed to amend this section. Section 5.2, bullet point 1, now reads:

"Uxbridge Town Centre Vision and other town centre plans – detailing a long-term plan for more opportunities for local residents and businesses to ensure that local town centres continue to thrive."

Residents' Services Select Committee comments

The draft Policy was considered by the Residents' Services Select Committee on 6th November 2025. Members were complimentary about the Report and the proposed changes, particular the new sections regarding the 'Agent of Change' principle, 'Ask For Angela' and spiking. Members asked questions about submissions and engagement during the consultation period and whether the Licensing Authority worked closely with the Council's Community Safety Team. In response, the Licensing Manager advised that they had received a total of 10 submissions during consultation of which 3 were from Responsible Authorities. In addition, the Licensing Manager confirmed that the Licensing Team were part of the Community Safety directorate and that the Policy integrated with other Council strategies. Furthermore, the Licensing Manager advised that

the proposed changes took in to account future considerations as the Government were looking at reforming the Licensing Act. The Committee agreed to the proposals and had no further changes to make.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance have reviewed this report and concurs with the Financial Implications set out above, noting there are no direct financial implications associated with the recommendation within this report. If the proposed Statement of Licensing Policy is adopted any costs associated with implementation will be funded through licence fees.

Legal

Legal Services confirm that the main points from the relevant legal framework are already included in the body of the report. Section 5 of the Licensing Act 2003 requires the Council to determine its policy with respect to the exercise of its licensing functions and publish a statement of that policy every 5 years.

Section 5 also outlines the requirement to consult before determining its policy for a 5-year period, listing mandatory consultees. In addition to these statutory requirements, the consultation must fulfil established public law principles on consultation, namely fairness and adequacy. This report outlines the level of consultation that was carried out. The consultation responses are included within this report and at Appendix C. Under the established public law principles, the decision maker, when deciding whether to approve the recommendation to adopt the updated Statement of Licensing Policy, must ensure that conscientious consideration has been given to the consultation responses. Within this report, the comments received in the consultation have been addressed and the action, or lack thereof, in light of them has been explained.

The Council must also be mindful of its public sector equality duty under section 149 of the Equality Act 2010. To this end, an equalities impact assessment has been carried out and is included as Appendix B. Also, there is reference within the final Statement of Policy itself to the public sector equality duty (see Appendix A, section 8). Notwithstanding, the public sector equality duty is an ongoing duty, and the Council should continue to review compliance and act accordingly, which may, if circumstances necessitate it, entail an early review of the Statement of Licensing Policy.

If the Council proceeds to adopt the Statement of Licensing Policy, it must adhere to it and apply it in a consistent manner.

BACKGROUND PAPERS

Current Statement of Licensing Policy:

<https://www.hillingdon.gov.uk/alcohol-premises-licence>

Revised Section 182 of the Licensing Act 2003 (February 2025):

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

Fact and Statistics about Hillingdon:

[Facts and statistics about the borough of Hillingdon - Hillingdon Council](#)

Hillingdon Population stats from Total population, January 2025:

[Hillingdon Population \(2025\) - Total Population](#)

Case study from Manchester relating to use of licensing conditions (Counter Terrorism, April 2023):

<https://www.local.gov.uk/case-studies/manchester-city-council-security-and-licensing>

Home Office Guidance, Spiking Fact Sheet (December 2023):

<https://www.gov.uk/government/publications/spiking-factsheet/spiking-factsheet>

Metropolitan Police Website information – ‘Ask For Angela’:

<https://www.met.police.uk/police-forces/metropolitan-police/areas/about-us/about-the-met/campaigns/ask-for-angela/>

Safer Sounds Partnership – Welfare & Vulnerability Engagement information:

<https://www.saferounds.org.uk/a4a-resources>