

## STATEMENT OF LICENSING POLICY 2026-2031

*Reporting Officer: Head of Democratic Services*

### Summary

1. At the meeting on 23 December 2025, Cabinet resolved to recommend to Council the adoption of a revised Statement of Licensing Policy:  
[London Borough of Hillingdon - Agenda for CABINET on Tuesday, 23rd December, 2025, 7.00 pm](#)
2. The revised version has been subject to statutory consultation and includes minor updates based on changes in guidance and to reflect updated working practices. The document will provide local businesses and residents with an up-to-date and fit-for-purpose policy on Licensing matters in the Borough.
3. This report, therefore, seeks Council's agreement to adopt the revised Policy, as one of the Council's policy framework documents.

**RECOMMENDATION: That the revised Statement of Licensing Policy be adopted as a policy framework document.**

### SUPPORTING INFORMATION

4. During 2025, a review of the Council's Statement of Licensing Policy was undertaken, as required every 5 years under legislation. Cabinet on 18 September 2025 agreed to consult on a revised version. The formal consultation period commenced on 22 September 2025 and ended on 3 November 2025 and included responsible authorities, other stakeholders, the Licensing Committee and Residents' Services Select Committee.
5. Since January 2021, there have been only minor changes to legislation and guidance and as such there are a few changes proposed to this policy. This has 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.
6. 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.
  7. The revised Policy continues to provide the Council with a local licensing framework that is up-to-date and effective in ensuring a safe and regulated environment for

service users of licenced establishments. It also ensures that there are methods for robust enforcement and review of problem licenced premises.

8. The Cabinet report and Policy, setting out the rationale for the document's adoption, is attached including the comments from the Licensing Committee and Residents' Services Select Committee.

## **Financial Implications**

9. 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.

## **Legal Implications**

10. 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.
11. 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. The Cabinet report outlines the level of consultation that was carried out. The consultation responses were also included within the Cabinet report. 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 the Cabinet report, the comments received in the consultation have been addressed and the action, or lack thereof, in light of them has been explained.
12. 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 with the Cabinet report. Also, there is reference within the final Statement of Policy itself to the public sector equality duty. 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.
13. 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:** Final version Statement of Licensing Policy 2026-2031;