



Borough of Telford and Wrekin

Licensing Committee

Monday 20 October 2025

Draft Statement of Licensing Policy 2026-2031

Cabinet Member:	Cllr Richard Overton - Deputy Leader and Cabinet Member: Highways, Housing & Enforcement
Lead Director:	Anthea Lowe – Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Amitabh Singh - Licensing & Night-Time Economy Manager
Officer Contact Details:	Tel: 01952 383683 Email: Amitabh.Singh@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Licensing Committee – 20 October 2025

1.0 Recommendations for decision:

Licensing Committee is recommended to:

- 1.1 Approve a 6-week consultation period on the draft Statement of Licensing Policy 2026 – 2031, to arrive at a final draft for consideration by Committee prior to its consideration and adoption at Full Council.

2.0 Purpose of Report

- 2.1 To seek Committee's authorisation to circulate for consultation the draft Statement of Licensing Policy 2026-2031. The policy will then be submitted to the Committee with any suggested amendments for its agreement prior to approval at Full Council.

3.0 Background

- 3.1 Under Section 5 of the Licensing Act 2003 (the Act), Telford & Wrekin Council, (the Licensing Authority) must publish a statement of its licensing policy every five

years. In carrying out its functions under the Licensing Act 2003 the Licensing Authority will have regard to its policy and to Home Office Guidance issued under section 182 of the Licensing Act 2003. The policy must be revised every five years or sooner if revisions are considered appropriate

4.0 Summary of main proposals

4.1 The Licensing Act 2003 provides for four different types of authorisations as follows:

- Personal licences – to sell or authorise the sale of alcohol from premises in respect of which there is a premises licence;
- Premises licences – to use a premises for licensable activities;
- Club premises certificates – to allow a qualifying club to engage in qualifying club activities; and
- Temporary event notice (TENs) – to carry out licensable activities at a temporary event.

The Licensing Authority is responsible for the administration and determination of applications for the above types of authorisation.

4.2 Under Section 5 of the Licensing Act 2003 (the Act), Telford & Wrekin Council, (the Licensing Authority) must publish a statement of its licensing policy every five years. In carrying out its functions under the Licensing Act 2003, the Licensing Authority will have regard to its policy and to Home Office Guidance issued under section 182 of the Licensing Act 2003.

4.3 All responsible authorities will be formally engaged over the draft policy and their comments incorporated into the final draft policy statement.

4.4 The policy also sets out the expectations of the Licensing Authority on the ways that the Licensing Authority and licensed premises can work together with other partners to improve the licensing economy of the Borough, both during the day and night.

4.5 The draft document for the revised Statement of Licensing Policy has been prepared in accordance with the revised guidance issued under section 182 of Licensing Act 2003.

4.6 The draft policy will appear on the Council's consultations portal for 6 weeks and consultees will be directed to it. They will be able to make any comments initially via email but there is the provision for full discussions if that is necessary.

4.7 A final draft will then be presented to this Committee for its comments and final endorsement. The policy will then be submitted to Full Council for its approval and adoption.

4.8 The draft policy for consultation is attached at **Appendix 1**. Whilst this is a draft for wide consultation, Committee should be aware that after some initial discussion with responsible authorities this draft now includes:

- Accreditation Schemes and Women and Vulnerable Persons Safety best practices
- Update on Accredited Proof of Age Schemes to include Digital ID
- Further information of the Live Music Act 2012

5.0 Alternative Options

It is a legal requirement placed upon the authority to publish a statement of its licensing policy every five years.

6.0 Key Risks

- 6.1 A failure to review and consult in respect of the Statement of Licensing Policy as required by the Licensing Act 2003 could lead to decisions made by either the Licensing Committee, or Officers under delegated authority, being appealed or challenged by way of judicial review due to the Council's failure to comply with their statutory duty. This would be accompanied by the associated costs and reputational risk involved with this. Having identified this risk, processes and procedures have been put in place to ensure that the review of the Statement of Licensing Policy is carried out in a manner and within a timescale that should minimise such a risk so far as possible

7.0 Council Priorities

- 7.1 The recommendations in this report, support the following Council policies:
- Everyone benefits from a thriving economy; and
 - All neighbourhoods are a great place to live.

8.0 Financial Implications

- 8.1 The cost of the consultation exercise to be undertaken on the amendments made to the Statement of Licensing Policy will be met from budgets within Public Protection. Licence fees are made by Statutory Regulation and cannot be calculated by the Licensing Authority.

9.0 Legal and HR Implications

- 9.1 The Licensing Authority is required to act in accordance with the provisions of the Licensing Act 2003, statutory guidance issued by the Secretary of State, and Council's Statement of Licensing Policy, in its determination of applications
- 9.2 Section 5 of the Licensing Act 2003 provides that a Licensing Authority must determine and publish a Statement of Licensing Policy every five years.

10.0 Health, Social and Economic Implications

- 10.1 None arising from this report; however, Public Health and other relevant bodies or individuals will have the opportunity to provide comments and information as part of the consultation process.

11.0 Economic Benefits

- 11.1 There are potential economic benefits to the changes outlined within this report which potentially may create more jobs and employment within the Borough.

12.0 Equality and Diversity Implications

- 12.1 There are no direct equality or diversity implications arising directly from this report.

13.0 Climate Change and Environmental Implications

- 13.1 Not applicable for the purposes of this report

14.0 Background Papers

- 1 Licensing Act 2003
- 2 Revised Guidance issued under S.182 of the Licensing Act 2003

15.0 Appendices

- A Draft Statement of Licensing Policy 2026-2031

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal	02/05/2025	09/10/2025	RP