

## Isle of Anglesey County Council

Report to:	The Executive
Date:	24/02/2026
Subject:	To seek approval of the Statement of Licensing Policy 2026 – 2031
Portfolio holder(s):	Councillor Nicola Roberts Planning and Public Protection
Head of service / director:	Christian Branch Head of Regulation and Economic Development
Report author:	Sion Hughes Licensing & Corporate Safety Manager <b>01248 752843</b> <a href="mailto:sionhughes@ynysmon.llyw.cymru">sionhughes@ynysmon.llyw.cymru</a>
Local members:	Not Applicable

### A – Recommendation(s) and reasons

#### **Recommendation:**

**The Executive supports to submit the draft Statement of Licensing policy 2026 - 2031 to the Full Council for adoption.**

#### **Context**

The Licensing Authority, which means Isle of Anglesey County Council, is required, every 5 years, to review, consult and publish a Statement of Licensing Policy setting out its policy for the exercise of its functions under the Licensing Act 2003.

The Licensing Act 2003 covers the following licensable activities:

- Sale or supply of alcohol
- Provision of regulated entertainment
- Provision of late-night refreshment

The policy sets out a general approach to how licensing decisions are made; how representations are considered, and conditions imposed while also acting as a guide for applicants. The licensing authority must carry out its functions with a view to promoting the licensing objectives and this policy is framed around those objectives.

The 4 licensing objectives are as follows:

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

The revised Statement of Licensing Policy (2026-2031) is attached as annex A. The policy review has been carried out in line with the Home Office revised guidance issued under section 182 of the Licensing Act and the Licensing Act 2003.

The draft Statement of Licensing policy was published on the Council's website and letters were issued to all responsible authorities. The consultation was undertaken between 14 November 2025 and 5 January 2026.

Responses were received from Betsi Cadwaladr University Health Board (BCUHB) Public Health, Anglesey Council's Public Protection's Environmental Health team and one licence holder.

Subsequent meetings were convened with Environmental Health and BCUHB Public Health to examine their representations in detail and to determine the extent to which they should be incorporated into the final proposals. The comments submitted by the individual licence holder relate to matters that would require legislative amendment and therefore fall outside the scope of this policy.

The feedback informed a series of targeted amendments to strengthen specific sections of the policy.

The response from BCUHB is attached as annex B.

**B – What other options did you consider and why did you reject them and/or opt for this opinion?**

It is a legal requirement that the Statement of Licensing Policy is adopted by the Council.

No other options are available.

**C – Why is this a decision for the Executive?**

The policy forms part of the Council's Policy Framework as noted in the Constitution at 3.2.2.1.

**Ch – Is this decision consistent with policy approved by the full Council?**

Yes, it forms part of the Council's Policy Framework.

**D – Is this decision within budget approved by the Council?**

Yes. All responsibilities linked to the Licensing Policy Statement are absorbed within current staffing structures and will be delivered from the existing budget.

## Dd – Assessment of potential impacts (if relevant)

1. How does this decision affect our long-term needs as an island?

Not relevant

2. Is this a decision that is anticipated to prevent future costs/dependencies on the Council? If so, how?

Not relevant

3. Have we collaborated with other organisations to come to this decision? If so, with whom?

Consultation with the Responsible Authorities listed in section 5 of the Licensing Act 2003 between 14 November 2025 and 5 January 2026.

4. Have the citizens of Anglesey played a part in drafting this way forward, including those directly affected by the decision? Explain how.

Public consultation via Council website between 14 November 2025 and 5 January 2026.

5. Note any potential impact this decision would have on the protected groups under the Equality Act 2010.

EIA completed - none foreseen

Annex C

6. If this is a strategic decision, note any potential impacts the decision would have on those experiencing socio-economic disadvantage.

Not relevant

7. Please note any potential effects that this decision would have on opportunities for people to use Welsh and not treat the language less favourably than English.

None foreseen

## E – Who did you consult with and what were their comments?

1. Chief Executive / Leadership Team (mandatory)	No comments
2. Finance / 151 Officer	No comments
3. Legal / Monitoring Officer (mandatory)	

4. HR	Not applicable
5. Property	Not applicable
6. IT	Not applicable
7. Procurement	Not applicable
8. Scrutiny	Not applicable
9. Local members	

## F – Appendices

Annex A Draft Statement of Licensing Policy 2026 – 2031
Annex B - Consultation response
Annex C - Equality Impact Assessment

## Ff – Background papers (contact the report author for more information)

N/A
-----



**CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL**

## **STATEMENT OF LICENSING POLICY, LICENSING ACT 2003**

- 1. Background**
- 2. Scope and Extent of the Licensing Act 2003**
- 3. Licensing Objectives**
- 4. The Licensing Process and Administration of Functions**
- 5. Premises Licences and Club Premises Certificates (New Applications, Variations & General Information)**
- 6. Temporary Event Notices (TENs)**
- 7. Personal Licences**
- 8. Club Premises Certificates.**
- 9. Operating Schedule**
- 10. Fees**
- 11. Cumulative Impact, Late Night Levy & Early Morning Restriction Orders**
- 12. Other relevant regimes**
- 13. Enforcement**
- 14. Miscellaneous**

### **APPENDICES**

- Appendix A Contact details for licensing applications**
- Appendix B Responsible Authorities**
- Appendix C Review procedure incorporating joint problem solving and enforcement ladder**
- Appendix D Delegation of functions**
- Appendix E Glossary of Terms**

## 1 BACKGROUND

- 1.1 This Licensing Policy (**the Policy**) is issued in accordance with the Licensing Act 2003 (**the Act**). The Policy sets out the principles that Isle of Anglesey County Council (**the Authority**) will apply when making decisions upon applications, hearings, reviews and appeals under the Act in relation to:
- (a) The sale by retail of alcohol;
  - (b) The supply of alcohol by or on behalf of a club to, or to the order
  - (c) of a member of the club;
  - (d) The provision of late night refreshment (supply of hot food or drink from a premises between 23.00 and 05.00 hours); and
  - (e) The provision of regulated entertainment to the public or club members with a view to making profit including raising money for charity where the entertainment involves: a theatrical performance or film exhibition; an indoor sporting event; boxing or wrestling bouts; performance of live music; playing of recorded music or performance of dance.
- 1.2 The Isle of Anglesey is located in the North West of Wales. The Island is predominantly lowland and it has a coastal Area of Outstanding Natural Beauty (AONB). Large numbers of visitors are attracted, who make an important contribution to the local economy. Agriculture remains an important activity and is integral to the island's identity and culture. The 2021 Census records a population of 68,900 with 30,800 households. Holyhead is the largest town on Anglesey, and the majority of the largest settlements are located around the coast. The largest settlement away from the coast is Llangefni, which is the County town. Anglesey has strong international transport links to Ireland through the Port of Holyhead. The A55, which is part of the Trans-European Road Network (TERN), and the North Wales coastal railway, connects the area to the rest of North Wales and the United Kingdom
- 1.3 The majority of licensed premises for on sales are pubs and restaurants located across the island in towns and villages. There are no concentrations of drink led licensed premises and night clubs on the Island. Village and school halls provide venues for social and cultural events. Several open air concerts and shows provide for the larger and temporary events.
- 1.4 Alcohol consumption and its associated harms continue to present a significant public health challenge. Harmful alcohol use is consistently identified as one of the leading risk factors for disease, disability and premature deaths worldwide. Overall, effective and well-enforced licensing is recognised as a vital component in reducing alcohol related harm, protecting children and vulnerable groups and supporting safer, healthier communities.

## 2 SCOPE AND EXTENT OF THE LICENSING ACT 2003

2.1 It is the duty of the Authority to carry out its functions under the Act with a view to promoting with equal importance the **Four Licensing Objectives**:

- (a) Prevention of Crime and Disorder;
- (b) Public Safety;
- (c) Prevention of Public Nuisance and,
- (d) Protection of children from harm.

2.2 It is recognised that the licensing function is only one means of securing the delivery of the above objectives. The Authority will therefore continue to work in partnership with all other relevant stakeholders and partners.

2.3 In undertaking its licensing function, the Authority will have regard to other legislation and Government Strategies and Policies as applicable. Where other regulatory regimes place obligations on applicants, the Authority will avoid imposing the same or similar obligations by way of conditions on a licence as far as possible.

2.4 The Authority will also consider wider initiatives that are relevant to licensing such as:

- (a) CCTV coverage of town centres
- (b) Exclusion Orders from Town Centre
- (c) Pub Watch & Safety Advisory Group
- (d) Accreditation approval initiatives such as The Best Bar None awards or other schemes
- (e) Initiatives to reduce violence directed towards women and girls
- (f) Calling Time for Change (2025-2028) - North Wales Alcohol Harm Reduction Strategy (North Wales Area Planning Board 2025)

2.5 The Authority wishes to facilitate well run and managed premises with licence holders displaying sensitivity to the impact of the premises on local residents. The Authority recognises that licensed premises on the Island contribute to the local economy, attract tourists and visitors, make for vibrant towns and communities and are major employers. Commercial occupiers of premises also have a legitimate expectation of an environment that is attractive and sustainable for their businesses. That said, the Authority is mindful of balancing this with the needs of local residents and wider considerations in accordance with the Licensing Objectives.

2.6 The Authority has adopted this Policy which sets out the Authority's general approach to licensing decisions. The Authority will take the Policy, as well as the Guidance published by the Secretary of State under Section 182 of the Act, into account when exercising its functions under the Act whilst recognising that each application must be considered on its own merits.

2.7 This Policy was last reviewed in [18<sup>th</sup> May 2021] and adopted on [May Xth 2026 (subject to approval)].

- 2.8 Where the statutory guidance published under Section 182 of the Act is revised at any time, or where relevant legislative or regulatory changes occur, the Licensing Authority will have regard to such developments where they might have a potential impact upon this Policy.

### **3 LICENSING OBJECTIVES**

- 3.1 The Authority's approach to the Licensing Objectives is set out further below.
- 3.2 In addition to its powers under the Act, the Authority will use a full range of measures including its planning controls, transport controls, crime and disorder policies and powers. The Authority will work closely with its regulatory partners; the Police, the fire authority, local Health Board and also with local businesses, community representatives and local people in meeting these objectives.

#### **Prevention of Crime and Disorder**

- 3.3 The Authority will have regard to the Crime and Disorder Act 1998 under which it has a duty to prevent/reduce crime and disorder in the area.
- 3.4 The Anglesey and Gwynedd Community Safety Partnership/CSP (of which the Authority is a standing member) aims to tackle crime and disorder by producing an annual Community Safety Plan. The plan is guided by the regional priorities of the Police and Crime Commissioner and the Safer North Wales Partnership Board. *The Policy will have regard to the likely impact of licensing on the good management of premises and their immediate environment with regards to preventing crime and disorder.*
- 3.5 The Authority will have due regard to the representations of North Wales Police Service.
- 3.6 The Authority wishes to promote a safe environment at any night clubs. Appropriate and proportional licensing conditions may be imposed to control the environment at relevant premises based on current best practice. **Drugs** - Where deemed necessary, conditions will be imposed to reduce the possible sale and/or consumption of drugs, including staff training, first aid provision and customer safety information. In all cases where these conditions are deemed necessary, advice will be taken from the local Alcohol and Drugs services and the Police.
- 3.7 **Door Supervisors** - Where a premises licence includes a condition requiring any person to carry out a security activity, the licence must include a condition requiring that person to be licensed by the Security Industry Authority unless exempt from such a requirement by reason of falling into one or more of the categories specified in section 21(2) of the Act (licences authorising plays or films, or on other occasions). Where deemed necessary, the Authority may also exercise its discretion and impose conditions that licensed door supervisors (approved by the Security Industry Authority) must be employed at the premises, either at all times or at such times as specified by the Authority, and at a number and ratio to be determined,



based on an agreed risk assessment of the premises.

## **Public Safety**

- 3.8 The Authority wishes to promote high standards of public safety in relation to premises and activities within the scope of the Act.
- 3.9 The Authority's Environmental Health Section which enforces health and safety requirements in relevant premises will be consulted as a Responsible Authority and its officers may also act as Authorised Persons for enforcement purposes under the Act.
- 3.10 The Authority recognises that general health and safety duties will not always adequately cover specific issues and therefore conditions may need to be attached to a Premises Licence or Club Premises Certificate. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness, alcohol poisoning and 'spiking' incidents.
- 3.11 In the case of premises requiring a Premises Licence or Club Premises Certificate the Authority may select certain conditions that are appropriate and proportionate to the nature of the activities specified in the operating schedule and that promote the licensing objectives.
- 3.12 Where activities are organised by volunteers or a committee of a club or society or community premises the Authority considers it good practice that the same level of health and safety protection is provided as if an employer / employee relationship existed, irrespective of whether there are strict legal duties applicable under the relevant legislation. Applicants are also encouraged to take a proactive approach to general safety issues, including that of their customers, and to discuss appropriate measures with the Responsible Authorities concerned.
- 3.13 Where any conditions have been applied to a Premises Licence or Club Premises Certificate an Authorised Officer of the Authority may inspect the premises at any reasonable time for the purpose of checking that the conditions are being complied with.
- 3.14 The Authority expects that organisers of large scale events, where licensable activities are to take place, will prepare an event management plan incorporating appropriate risk assessments and present them to the Safety Advisory Group well in advance of any proposed event. Any decision to licence such an event under the Act will remain that of the Authority.
- 3.15 **Fire Safety** - The Authority will have due regard to the representations of North Wales Fire and Rescue Service which is one of the Responsible Authorities that will be consulted regarding applications. The Authority may select appropriate and proportional conditions in relation to fire safety matters in consultation with North Wales Fire and Rescue Service. In any premises where a work activity takes place the Fire Precautions (Workplace) Regulations 1997 (as amended) and The Regulatory Reform (Fire Safety) Order 2005 will also apply. These regulations are enforced by North Wales Fire and Rescue Service and confer a statutory duty

on premises supervisors to conduct and keep up to date their own Fire Risk Assessments on each Premises. The Fire Risk Assessment document should amongst other matters address the mode of construction, occupancy figures, smoke and fire detection, alarm systems and communication, security and supervision, principal and secondary means of escape and firefighting equipment for the licensed Premises.

### **Prevention of Public Nuisance**

- 3.16 The Authority when making objective judgments about what constitutes a nuisance will focus on impacts of the licensable activities at the relevant premises on people living and working in the vicinity that are unreasonable. The issues will mainly concern: Noise from talking, shouting, and music played; Waste; Litter; Car Parking and Light pollution and noxious odours.
- 3.17 In considering the potential impact of licensed premises on the surrounding locality the Authority will initially take into account the type of entertainment activity, proposed hours of operation, the capacity of the premises and the character of the area and proximity to local residents.
- 3.18 The Authority's Environmental Health team enforce the provisions of the Environmental Protection Act 1990 which relate to noise nuisance. They will be consulted in relation to existing premises if a statutory nuisance is caused to residents or the business community. They will also be consulted as a Responsible Authority in relation to applications and can offer advice to applicants in relation to the prevention of public nuisance by noise.
- 3.19 The Authority will use a range of licence conditions to control noise and reference may be made to current best practice on the control of noise from pubs and clubs. Stricter conditions with regard to noise control are likely to be imposed in areas where premises are near or adjacent to residential property.
- 3.20 The Authority will not impose conditions that a licence holder cannot directly control, or concerning matters not related to the immediate vicinity of the premises.
- 3.21 North Wales Police also have powers under the Act to control noise from premises. In the event that they have to invoke these powers they shall liaise, where practicable, with the Authority in accordance with the shared enforcement protocol.
- 3.22 The Authority will balance the potential for limited disturbance in neighbourhoods with the need to encourage and promote live music, dancing and theatre.
- 3.23 The Authority will work together with Licensed Premises Operators to ensure all appropriate terms of the Clean Neighbourhoods and Environment Act 2005 are upheld.
- 3.24 The Anti-Social Behaviour, Crime and Policing Act 2014 makes provision for the closure of premises where noise from any licensed premises is causing a public nuisance.

## Protection of Children from Harm

- 3.25 The Authority recognises the great variety of premises for which licences may be sought. These will include for example theatres; cinemas; hotels; supermarkets; smaller shops; restaurants; pubs; nightclubs; cafes; take-aways; community halls and schools. Access by children to all types of premises will not be restricted in any way (save as in accordance with the Act) unless it is considered appropriate and proportionate to do so in order to protect them from harm or exploitation.
- 3.26 When considering applications and options appropriate to prevent harm or exploitation of children, the Authority will take into account the history of a particular premises and the nature of the activities proposed. For example:
- (a) Have there been convictions for serving alcohol to minors or does the premises have a reputation/evidence for underage drinking (to include any action undertaken by the Trading Standards Section of the Authority regarding test purchases in relation to the supply of alcohol);
  - (b) Is there is a known association with drug taking or dealing;
  - (c) Is there is a strong element of gambling on the premises; or
  - (d) Is entertainment of an adult or sexual nature commonly provided.
- 3.27 Where deemed appropriate conditions may be attached which:
- (a) Limit the hours when children may be present;
  - (b) Restrict the age of persons on a premises (below 18);
  - (c) Limit or exclude when certain activities may take place; or
  - (d) Require an accompanying adult.
- 3.28 The Police Reform & Social Responsibility Act 2011 allows Licensing Authorities and the Police the option of imposing a period of voluntary closure of up to two weeks (48 hours minimum) on a premises persistently selling alcohol to children as an alternative to prosecution in some cases.
- 3.29 Where large numbers of children are likely to be present on any licensed premises, for example a children's show or pantomime, then the Authority will require a suitable risk assessment to ensure their safety and protection from harm.
- 3.30 Where the exhibition of films is permitted the Authority will expect age restrictions to be complied with in accordance with the British Board of Film Classifications recommendations. Only in exceptional cases will the authority consider variations of this general rule.

- 3.31 No film shall be exhibited at licensed premises which is likely to lead to disorder; stir up hatred or incite violence towards any section of the public on grounds of colour, race or ethnic or national origin, disability, religious beliefs, sexual orientation, marital status, pregnancy or gender.
- 3.32 The Authority will not impose any condition, which specifically requires access for children to be provided at any premises. Where no restriction or limitation is imposed the issue of access will remain a matter for the individual licence holder.
- 3.33 The Gambling Act 2005 allows a degree of equal chance gaming on licensed premises plus a limited number of gaming machines. The presence of children or vulnerable persons must be monitored by the Authority and the Designated Premises Supervisor.

## **4 THE LICENSING PROCESS AND ADMINISTRATION OF FUNCTIONS - OVERVIEW**

- 4.1 **Appendix A** provides contact details for the licensing application process, whilst this section provides some general guidance.

### **Administration of Licensing Functions and the Licensing Committee**

- 4.2 The powers of the Authority under the Act shall be carried out by the Licensing Committee, by a Sub Committee, or by one or more officers acting under delegated authority (see **Appendix D**).
- 4.3 The Licensing Committee consists of 15 members of the Authority. Hearings (when necessary) take place before the Licensing Sub-Committee which is made up of 3 members of the Licensing Committee.

### **Advertising and Relevant Representations**

- 4.4 When an application is advertised, the Responsible Authorities (**see Appendix B**) and other persons have the opportunity to comment and make representations. Representations are only considered relevant if they relate to one or more of the licensing objectives.
- 4.5 Responsible Authorities may make representations and observations in relation to the impact each licence application may have on the licensing objectives and whether the control measures contained in the operating schedule are adequate to mitigate those impacts.
- 4.6 Representation can be made by any other person (including where a third party or Ward Councillor is representing that person, subject to the Authority being satisfied as to their identity and having given the third party authority to make the representation on their behalf).
- 4.7 Representations may be positive as well as negative, however if only positive representations are received a hearing is unlikely to be necessary.

- 4.8 The Licensing Authority will need to be satisfied there is an evidential link between the representations made, the licensing objectives and the premises in question. Where a representation simply relists the licensing objectives without stating why it is considered the grant of the application will undermine or fail to promote them, it may be rejected as invalid.
- 4.9 Any person making a representation to an application should bear in mind that their personal data (such as name and address) will be disclosed to the applicant. The Licensing Authority will not edit letters of representation. All letters of representation will be contained in the agenda should the matter proceed to a Sub-Committee hearing. Hearings are open to the public and may include the presence of members of the media, unless the sub-committee so decides under the Licensing Act 2003 (Hearings) Regulations 2005 or the Local Government Act 1972, Sch 12A (as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, SI 2007/969, Article 3). Furthermore, personal data may be published in the minutes which are distributed to all parties to the proceedings and available on the Authority's website.

#### **Representations and discussion and the need for a hearing**

- 4.10 The Licensing Authority is obliged by the Act to grant an application unless relevant representations are received. If there are no relevant representations the application will be dealt with by the Licensing Authority's licensing officers under the scheme of delegation. If there are relevant representations which cannot be resolved (see below) then the application will be considered by the Licensing Sub-Committee at a public hearing.
- 4.11 Where representations are made, an officer will be responsible for liaising between the Applicant(s), the Responsible Authorities and any other person who makes relevant representations.
- 4.12 Where relevant representations are made, an officer of the Licensing Authority may liaise with the relevant parties to see if a "settlement" is possible to overcome any objections and resolve areas of concern, without the need for the matter to go before the Licensing Sub-Committee. Once an application has been lodged there are statutory timescales imposed on the application and determination process which may restrict the opportunity for discussions, liaison and mediation.
- 4.13 If agreement can be reached and all parties agree that a hearing is unnecessary, then a hearing will not be convened. Only where objections are raised which cannot be reconciled, will matters be referred to the Licensing Sub-Committee for determination.
- 4.14 Whilst contested Licensing Applications and Review Hearings are Quasi-Judicial in nature, the Sub-Committee will aim to keep the proceedings as informal as possible. Some degree of formality is needed to ensure that all parties receive a fair hearing. Procedural requirements will be established to ensure that all parties are able to express their views openly and fairly.

- 4.15 Whilst the Sub-Committee usually meets in public, it does have power to hear certain applications in private. The Sub-Committee, however, will always reach its decision in private. A public announcement of the decision is normally made at the end of the Hearing together with an outline for the reasons for that decision.

### **Conditions**

- 4.16 If no relevant representations are made the application will be granted on the terms sought i.e. consistent with the operating schedule and subject to the mandatory conditions. No additional conditions will be imposed.
- 4.17 The Licensing Sub-Committee deal with applications where there are relevant representations, or where there is an application for a review of a licence. When considering applications the Sub-Committee will have regard to this Policy, the Act, the statutory guidance and associated regulations.
- 4.18 If the matter proceeds to hearing, the Licensing Sub-Committee may attach conditions (in addition to the mandatory conditions) where it concludes (after receiving relevant representations) that it is appropriate to promote one or more of the licensing objectives. The Authority will, as far as it is reasonably practicable, avoid imposing disproportionate and over burdensome conditions on premises.
- 4.19 The Authority acknowledges Home Office advice that the views of vocal minorities should not be allowed to predominate over the interests of the community
- 4.20 Any conditions attached at hearing will primarily focus on the direct impact of the activities taking place at the premises on those attending the premises and members of the public living, working or otherwise engaged in normal activity in the vicinity of the premises. In determining whether a person lives or has business interests sufficiently close to the premises so as to be likely to be affected by the proposed activities, the Licensing Authority will consider weighting factors such as:
- (a) The size of the premises.
  - (b) The nature of the premises.
  - (c) The distance of the premises from the location of the residence or business of the person making the representations.
  - (d) The potential impact of the premises (e.g. the number of customers and routes likely to be taken by its customers).
- 4.21 Conditions which seek to control the range or nature of activities within the premises, or which are designed to reduce the potential for anti-social behaviour, may be necessary. Such

conditions may also seek to directly impact upon the behaviour of customers on, or within the immediate vicinity of, the premises.

### **Integrating Strategies and the avoidance of Duplication**

- 4.22 Any decision in relation to licensing applications will be entirely separate from any decision in relation to planning. Reports can be given to the Planning Committee on the situation with regard to licensing for the area, including the general impact of alcohol related crime and disorder.
- 4.23 The Licensing Committee can receive data in relation to Crime and Disorder by making a request to the Anglesey and Gwynedd Community Safety Partnership
- 4.24 There are a number of wider issues which may need to be given due consideration when dealing with applications. The Authority's Licensing Committee may therefore receive reports, where deemed appropriate to assist their decision making. Such reports may include, the needs of the local tourist economy, the Cultural Strategy for the area, the Employment situation in the area and the need for new investment and employment and planning considerations which might affect licensed premises.
- 4.25 Where any protocols agreed with the Police identify a particular need to disperse people from town centres swiftly and safely to avoid concentrations which could lead to disorder and disturbance, the Authority will assist, where practicable, to reduce the potential for problems to occur.
- 4.26 The Betsi Cadwaladar Univeristy Health Board (BCUHB) Public Health is responsible for making representations and observations on licence applications. The BCUHB will use health information to inform their decision making. Public health is not yet a licensing objective but the licensing authority believes that public health has much to add to licensing in relation to the local populations' alcohol related health needs. Health bodies such as BCUHB have unique access to data not available to other responsible authorities, such as evidence from A&E and the local Substance Misuse Service, which may inform licensing decisions. Public Health is useful in providing evidence of alcohol related health harms particularly in relation to cumulative impact policies.

## **5 PREMISES LICENCES AND CLUB PREMISES CERTIFICATES (NEW APPLICATIONS, VARIATIONS AND GENERAL INFORMATION)**

- 5.1 The Authority will assess all new or variation applications in light of the licensing objectives and in particular will consider the following:
  - (a) The steps taken or proposed to prevent noise and vibration escaping from the premises, including music, noise from ventilation equipment, and human voices. Such measures may include the installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices.

- (b) The steps taken or proposed to prevent disturbance by patrons and staff arriving at or leaving the premises.
- (c) The steps taken or proposed to prevent queuing, or, if queuing is inevitable, to divert queues away from neighbouring premises, or otherwise to manage to prevent disturbance or obstruction.
- (d) The arrangements made or proposed for parking by patrons, and the effect of parking on local residents.
- (e) Whether there is sufficient provision for public transport for patrons.
- (f) Whether taxis and private hire vehicles serving the premises are likely to disturb local residents.
- (g) Whether routes to and from the premises on foot or by car or service or delivery vehicles pass residential premises.
- (h) Whether other measures to prevent nuisance have been considered, such as the use of CCTV or the employment of registered door supervisors.
- (i) The measures proposed to prevent the consumption or supply of illegal drugs, including any search procedures.
- (j) The measures proposed to comply with the Disability Discrimination Act.
- (k) The likelihood of violence, public disorder or policing problems arising if a licence was granted.
- (l) If the applicant has previously held a licence with the Authority, the details of any enforcement action arising from that premises.
- (m) Whether the premises would result in increased refuse storage or disposal problems, or additional litter in the vicinity of the premises.
- (n) Representations from responsible authorities (including the Police, Fire Authority and Environmental Health).
- (o) Representations from any other person (such as a member of the public or other business).
- (p) Any mitigation measures proposed.

5.2 The Authority also requires applicants to provide contextual information in support of their applications and to demonstrate an awareness of the local community, which could include for example the area's demographic characteristics and/or specific local crime and disorder issues for example.



- 5.3 The Authority will take account of any non-compliance of other statutory requirements brought to its attention, particularly where these undermine the licensing objectives. Non-compliance with other statutory requirements may demonstrate that the premises are unsuitable for the activities proposed; or that the management of the premises is not adequate to protect the public from harm or nuisance.
- 5.4 **Minor Variations** – A premises licence/club premises certificate holder may apply under the minor variation procedure for small variations that will not impact adversely on the licensing objectives. This is a simplified variation process and there is no right to a hearing. If an application is refused, a full variation may be made.

### **General Information**

- 5.5 **Disapplication of Designated Premises Supervisor** – Where community premises hold a premises licence allowing the supply/sale of alcohol, the licence holder can apply to have the mandatory condition requiring a Designated Premises Supervisor to be appointed, be removed. This passes the responsibility for the sale/supply of alcohol to the premises Management Committee.
- 5.6 **Garages** - In determining applications for garages, (i.e. forecourt shops) the Authority must decide whether or not premises are primarily used as a garage and will expect applicants to submit data which establishes the primary use. Where such information is not available (because for example the premises have only just started trading), the Authority may consider imposing a condition requiring this information to be provided to the Licensing Authority on a regular basis for the following years to ensure the premises are not primarily used as a garage.

## **6 TEMPORARY EVENT NOTICES (TENS)**

- 6.1 There are strict criteria and limits in relation to TENS which applicants should be aware of and comply with. These include (but are not limited to) in relation to:
- (a) **Number of TENS that may be given per calendar year** - 50 for personal licence holder (including a maximum of 10 late TENS), 5 for other people (including a maximum of 2 late TENS). 15 TENS maximum per calendar year for any particular premises.
  - (b) **Maximum duration of one event** – 168 hours (seven days).
  - (c) **Maximum total duration of events across calendar year** - 21 days.
  - (d) **Maximum number of attendees at any one time** – 499.
  - (e) **Minimum period between events authorised under separate TENS in relation to the same premises** – 24 hours.
- 6.2 Applicants should consider their compliance with the limitations before a TEN is submitted.

## **Timings for submission**

- 6.3 The Authority recommends that applicants submit standard TENs **at least 20 days** prior to the temporary event in question.
- 6.4 Both the Police and Environmental Health team can object to a TEN, within a three day window of submission, which will allow a period for a review of the TEN leading to a modification or in some cases for the Authority to add conditions to the TEN.
- 6.5 A late TEN is one submitted between 9 and 5 working days before the event.
- 6.6 A key difference between standard and late TENs is that where an objection is received in relation to a standard TEN a hearing must be held (unless all parties consider this unnecessary). If the Police or Environmental Health team object to a late TEN there is no hearing and the event will not go ahead.
- 6.7 The Authority will aim to provide advice about organising such events to applicants, including in relation to the issue of public safety. Where the need arises, coordination between responsible authorities and the emergency services will be facilitated through the Safety Advisory Group.
- 6.8 Many local events will be organised by volunteers or a committee of a club or society. The Authority considers it good practice that the same level of health and safety protection is provided as if an employer/employee relationship existed, irrespective of whether there are strict legal duties applicable under the health and safety legislation.

## **7 PERSONAL LICENCES**

- 7.1 Applicants for a Personal Licence must demonstrate the following requirements:
  - (a) They are aged 18 or over.
  - (b) They possess a relevant licensing qualification.
  - (c) They have not forfeited a personal licence within 5 years of the application.
  - (d) Where an applicant has an unspent conviction for a relevant offence or a foreign offence that either i) the Police have not objected to the grant of the application or ii) the Authority has considered the Police's objection but determined that the grant of the application will not undermine the prevention of crime and disorder objective.
  - (e) They have paid the relevant fee.
- 7.2 The named Designated Premises Supervisor (DPS) on each Premises Licence, who is the principle point of contact for the Authority, Police and other Responsible Authorities must hold a personal licence.

- 7.3 Personal Licences are valid for an indefinite period however once issued the licensing authority which issued the licence remains the relevant licensing authority for it and its holder even though the holder may move out of the area.
- 7.4 The holder of a Personal Licence is also required to notify the Licensing Authority of any relevant convictions and to notify the courts that they hold a personal licence at the first possible opportunity in order that the licence can be considered for endorsement, suspension or revocation. It will be an offence not to conform with the above.
- 7.5 A Personal Licence ceases to have effect if the holder of the Personal Licence ceases to be entitled to work in the United Kingdom.

## **8 CLUB PREMISES CERTIFICATES**

- 8.1 A club is an organisation where members have joined together for particular social, sporting or political purposes. These should not be confused with proprietary clubs, which are clubs run by individuals, partnerships or businesses for profit. In order to apply for a Club Premises Certificate the club needs to be a 'Qualifying Club' which means that the Club must meet conditions set out in the Act, including that:
- (a) Under the rules of the Club, there is a minimum of 2 days between applications for membership and admission. This includes the privileges of membership (i.e. use of facilities and the consumption of alcohol).
  - (b) The Club is established and conducted in good faith as a club.
  - (c) The club has at least 25 members.
  - (d) Alcohol is not supplied or intended to be supplied, to members on the premises otherwise than by or on behalf of the club.
- 8.2 Clubs that hold Club Premises Certificates are entitled to certain benefits:
- (a) No need for Personal Licence Holders on the premises.
  - (b) No need for Designated Premises Supervisors.
  - (c) More limited rights of entry for the Police and Authorised Persons (Licensing Officers) as the premises is considered private and not generally open to the public.
  - (d) To sell hot food and drink between 11pm and 5am to members and guests without the need for a licence.

## **9 OPERATING SCHEDULE**

- 9.1 All new and variation applications for Premises Licences, Club Premises Certificates and Provisional Statements must incorporate an operating schedule which outlines how the

premises will be operated. This should include details of how the applicant will promote the four licensing objectives and reduce any potential negative impact from their operation on the local community, depending on the type of premises, location and profile of customers.

- 9.2 The proposals contained in the operating schedule will form the main body of the conditions to be applied, together with any applicable mandatory conditions, any conditions agreed with responsible authorities during the application process and any conditions imposed by the Licensing Sub-Committee (as applicable).
- 9.3 In completing an operating schedule, applicants are expected to have regard to this Policy and to demonstrate suitable knowledge of their local area when describing the steps that they propose to take in order to promote the Licensing Objectives. Applicants should demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand:
- (a) the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;
  - (b) any risk posed to the local area by the applicants' proposed licensable activities; and
  - (c) any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.
- 9.4 Applicants are advised to discuss their proposed operating schedules with the Authority and other Responsible Authorities prior to submission. Officers of the Authority will endeavour to provide guidance at this stage of the process. Where an officer is representing the Authority in its role as a Responsible Authority, wherever possible another officer will be designated to process the application and provide applicant guidance.
- 9.5 The complexity and detail required in the operating schedule will depend upon the nature and use of the premises concerned. For example, for a public house where regulated entertainment is not provided, only a relatively simple document may be required whereas an application for a major entertainment venue or event will require a much more detailed operating schedule and it will be expected that issues such as public safety and the prevention of crime and disorder will be addressed in detail.
- 9.6 The operating schedule must be set out on the prescribed form and include:
- (a) Full details of the licensable activities to be carried on at and the intended use of the premises;
  - (b) The times during which the licensable activities will take place;

- (c) Any other times when the premises are to be open to the public;
- (d) Where the licence is only required for a limited period, that period;
- (e) Where the licensable activities include the supply of alcohol, the name and address of the individual to be specified as the designated premises supervisor (as applicable);
- (f) Whether alcohol will be supplied for consumption on or off the premises or both;
- (g) The steps which the applicant proposes to promote the Licensing Objectives.

9.7 For some premises, it is possible that no additional measures in the form of conditions will be appropriate to promote one or more of the Licensing Objectives, for example, because they are adequately covered by other existing legislation. It is however important that all operating schedules should be precise and enforceable, unambiguous, not duplicate other statutory provisions, be clear in what they intend to achieve and be appropriate, proportionate and justifiable.

### **Hours of Operation**

- 9.8 Under the Act there is no general presumption in favour of lengthening hours.
- 9.9 In relation to hours of operation the four licensing objectives will be the paramount consideration at all times and each case will be judged on its individual merits. As part of this, key issues that will be considered include: Environmental quality; Residential amenity; Character or function of a particular area and nature of the proposed activities to be provided at the premises.
- 9.10 The Authority recognises that longer licensing hours for the sale of alcohol may be a factor in reducing problems at late night food outlets, taxi ranks, private hire offices and other sources of Transport which lead to disorder and disturbance.
- 9.11 Shops, stores and supermarkets will generally be permitted to sell alcohol for consumption off premises at times when they are normally open in the course of their business. Where relevant representations are made (for example from the Police or resident(s) in the case of individual shops, which are known to be a focus of disorder and disturbance), restrictions on hours may be appropriate. In areas where alcohol related problems or anti-social behaviour are already evident, applicants should carefully consider the appropriateness of selling alcohol during early morning or late evening hours, as extended availability may attract problematic drinking and exacerbate local issues.
- 9.12 Whilst the Authority is minded to grant the applied for terminal hours where the applicant can show that they will not adversely affect any of the above, the Authority may set an earlier terminal hour where it considers, having regard to the licensing objectives, this is appropriate to the nature of the activities and the amenity of the area.
- 9.13 Where premises are situated adjacent to residential areas then stricter conditions with regard to noise control may apply, but this should not limit opening hours provided the required conditions are complied with.

## **10 FEES**

- 10.1 Although premises licences and club premises certificates are granted in perpetuity, licence/certificate holders are required to pay an annual licence fee to the Authority. The annual fee becomes payable upon the anniversary of grant.
- 10.2 The Authority **must suspend** premises licences and club premises certificates, where the annual fee is not paid when it is due, subject to a grace period of 21 days where payment was not made because of a dispute or administrative error. Once the fee has been paid the licence is automatically re-instated
- 10.3 Upon notification/discovery that an annual fee is not paid, the Authority will give notice to the licence/certificate holder, in writing:
- (a) That the licence/certificate will be suspended 14 days from the date of the notice but that suspension will not become effective if the fee is paid prior to the suspension date.
  - (b) If an administration error is claimed, the suspension date may be 21 days from the due date; or the date of suspension on the 14 day notice, whichever is later.
  - (c) A copy of the notice will also be served on the designated premise supervisor/premises manager if they are not the premises licence holder.
- 10.4 If the fee is not paid by the date specified on the notice then the licence/certificate will be deemed suspended. The licence/certificate holder and DPS/Manager will be immediately notified of the suspension becoming effective, and informed that the premises may no longer offer any licensable activities until such time as the fee is paid and the suspension lifted. When full payment is made the Authority will immediately lift the suspension, and confirm this in writing.
- 10.5 Where a licence/certificate is suspended and licensable activities are provided the Authority will consider prosecuting the provider for offences under section 136 of the Act.

## **11 CUMULATIVE IMPACT, LATE NIGHT LEVY & EARLY MORNING RESTRICTION ORDERS**

### **Cumulative Impact**

- 11.1 In some areas where the type or density of premises selling alcohol or providing late night refreshment is high or exceptional, there may be a negative impact on the promotion of the licensing objectives. For example, the cumulative effect of a proliferation of late night entertainment premises (including night cafes) in a particular area may result in an increase in the number of people either walking through or congregating in streets during the night, potentially leading to: an increase in crime; an increase in noise causing disturbance to residents; significant increase in the level of pedestrian traffic; traffic congestion and/or parking difficulties and/or littering and fouling.

- 11.2 This may result in an unacceptable interference with the amenity of local residents, as it will not always be possible to attribute the cause to patrons of particular premises. This means that while enforcement action to ensure conditions are complied with is taken, this may not resolve all problems in a locality.
- 11.3 Under the Act, the Authority has discretion (after following a specified procedure) to introduce a Cumulative Impact Policy which would have the effect of creating a rebuttable presumption that applications for the grant or variation of a premises licence or club premises certificate which are likely to add to the cumulative impact will normally be refused or subject to certain limitations.
- 11.4 **The Authority does not have a special Cumulative Impact Policy in place at the present time but will keep this under review.**
- 11.5 The absence of a Cumulative Impact Policy at the present time does not prevent any Responsible Authority or other person making representations on an application for the grant or variation of a licence on the grounds that because of its location it will give rise to a negative cumulative impact on one or more of the licensing objectives.
- 11.6 It should be noted that Licensing is only one means of addressing the problems identified above and the following mechanisms are also relevant:
- (a) Planning controls.
  - (b) Powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly and confiscation of alcohol in these areas.
  - (c) Police powers to close down premises or temporary events for up to 24 hours on the grounds of disorder, the likelihood of disorder or excessive noise.
  - (d) Prosecution of personal licence holders who sell alcohol to people who are drunk.
  - (e) Powers of the Police, responsible authorities or a local resident or business to seek a review of a licence or premises certificate.

### **Late Night Levy**

- 11.7 The Late Night Levy power enables the Authority to charge a levy to persons who are licensed to sell alcohol between the hours of midnight and 06.00hrs as a means of raising a contribution towards the costs of policing the late night economy.
- 11.8 **The Authority does not consider it appropriate to introduce a levy at the current time.**

## **Early Morning Restriction Order (EMRO)**

- 11.9 EMROs allow for restrictions on the sale of alcohol in all or part of the Authority's area between the hours of midnight and 06.00 hrs, if it is satisfied that it would be appropriate for the promotion of the licensing objectives.
- 11.10 **The Authority does not consider that there is a need for the introduction of an EMRO at the current time.**

## **12 OTHER RELEVANT REGIMES**

### **Planning/ Building Control**

- 12.1 Welsh Government planning policy is set out in Planning Policy Wales and Technical Advice Notes. The Authority's Planning Policies are set out within the Anglesey Local Development Plan.
- 12.2 Planning, building control and licensing are properly separated within the Authority. The planning and Licensing regimes consider different (albeit related) matters and the Licensing Committee is not bound by decisions of the planning committee (and vice versa).
- 12.3 Where an applicant has been through the planning process prior to submitting their licensing application, the Authority expects the applicant's operating schedule to be consistent with any planning permission or conditions imposed.
- 12.4 When any hours specified for a premises differ under Planning from Licensing, the applicant must observe the earlier time. Premises operating in breach of their planning permission are liable to prosecution under planning law.
- 12.5 It should be borne in mind that Building Regulations govern a variety of issues, which directly contribute to the Licensing Objectives, including means of escape, structural integrity, accessibility and public safety. Building Regulation Approval and Completion Certificates may be required prior to the use of the premises for licensable activities

### **Street Trading**

- 12.6 Street Traders will give consideration to the Authority's Policy regarding street trading and ensure all sites utilized are appropriately licensed.

### **Tables and Chairs**

- 12.7 Operators will give consideration to the Authority's Highways section requirements with regards to street/garden furniture and any possible implications in pursuance of the four main licensing objectives as set out in the Act.

### **Adult Entertainment – Sexual Entertainment Venues**

- 12.8 Isle of Anglesey County Council has adopted Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982. This means that venues proposing to provide sexual



entertainment must apply for a Sexual Entertainment Venue licence (in addition to their premises licence under the Act) where any premises is to be used on more than 12 occasions within a 12 month period for any relevant sexual entertainment. Relevant sexual entertainment includes: lap dancing, pole dancing, table dancing, strip shows, peep shows and live sex shows.

- 12.9 There is an exemption under the Local Government (Miscellaneous Provisions) Act 1982 that does permit premises to offer sexual entertainment no more than 11 times a year and no more frequently than monthly. Where operators intend to take advantage of this exemption, the licensing authority expects a clear explanation in the operating schedule of the proposed signage, publicity and external advertising/display materials. Explicit material should not be visible while signage relating to the nature of the entertainment and the exclusion of children should be prominent and conspicuous.
- 12.10 The licensing authority would also expect to see the following measures offered in the operating schedule:
- (a) No persons under 18 years of age will be admitted to premises when a performance of adult entertainment is taking place.
  - (b) No performance shall involve physical contact between the performer(s) and any other person.
  - (c) No performance shall involve the use of sex articles (as defined in the Local Government (Miscellaneous Provisions) Act 1982 and performers shall at all times wear a G-string of other similar clothing on the appropriate part of the body.
  - (d) CCTV should cover all performance areas in the premises including those areas set aside for private dances/performances.
- 12.11 Applicants for both new licences and variations must indicate the nature of any adult entertainment to be carried out at the premises. Where no information is provided it will be assumed that there are no intentions to allow such activities and the licensing authority will impose a condition to that effect.

### **13 ENFORCEMENT**

- 13.1 Protocols exist on the implementation of a shared enforcement role between the Authority and North Wales Police and the Fire and Rescue Service as well as a local Enforcement ladder protocol again agreed between the Authority and the Police (see **Appendix C**).
- 13.2 Enforcement action will be taken in accordance with relevant legislation, agreed enforcement principles and in line with the Authority's own enforcement policy. To this end the key principles of consistency, transparency and proportionality will be maintained.

## **Reviews**

- 13.3 A responsible authority or any person may ask the Licensing Authority to review a premises licence because of a matter arising at the premises in connection with any of the four licensing objectives.
- 13.4 The Licensing Authority will not normally engage its role as a Responsible Authority by calling reviews on behalf of other persons, such as local residents or community groups. These individuals and groups are entitled to do so in their own right where there are sufficient grounds.
- 13.5 Where Responsible Authorities have concerns about problems identified at a premises, the Licensing Authority considers it to be good practice for them to give licence holders early warning of their concerns and the need for improvement. Where possible and/or appropriate it would be expected that advice and guidance in addressing the issue(s) should be given.
- 13.6 The Police can take action under the Act to close premises for up to 24 hours on grounds of disorder and noise nuisance. They also have powers to apply for an expedited review of a premises licence leading potentially to immediate closure where premises selling alcohol are associated with 'serious crime or serious disorder or both'.
- 13.7 Environmental Health officers have further powers under Sections 76 of the Anti - Social Behaviour Crime and Policing Act 2014 to close premises for 24 hours and up to 48 hours on grounds that noise from licensed premises is causing a public nuisance.
- 13.8 The Licensing Authority will signpost Responsible Authorities to current best practice guidance regarding practical measures for preventing and dealing with alcohol related problems where required.

## **14 MISCELLANEOUS**

### **Alcohol Deliveries**

- 14.1 Applicants seeking a licence that would enable them to provide alcohol as part of an alcohol delivery service should include in their operating schedule the procedures they intend to operate to ensure that:
- (a) The person they are selling alcohol to is over 18
  - (b) That alcohol is only delivered to a person over 18
  - (c) That a clear document trail of the order process from order to delivery is maintained (with times and signatures) and available for inspection by an authorised officer
  - (d) The time that alcohol is sold on the website/over the phone and the time the alcohol is delivered is within the hours stated on the licence for the sale of alcohol.
  - (e) Staff are adequately trained in age-verification procedures at the point of sale and delivery.

## **Illicit Goods**

- 14.2 The Licence Authority will consider licence review applications where there is evidence that illicit alcohol has been offered for sale on the premises. Where other illicit goods, such as tobacco, have been found this may be considered by the Authority as evidence of poor management and have the potential to undermine the licensing objectives.
- 14.3 The Authority's approach, which is consistent with the Guidance issued by the Home Office, is that the supply of illicit goods will be taken seriously as these matters undermine the licensing objectives. Licensees supplying illicit goods can expect the Authority to impose additional controls and sanctions and holders run the risk of losing their licence.

## **Interaction with other policies**

- 14.4 In applying this policy the Authority will, where relevant, give due consideration to other policies adopted. This will include consideration of Equality matters, Welsh language policies and Safeguarding in the context of Licensing Act matters.
- 14.5 The Authority works in partnership with key agencies to prevent and respond to safeguarding risks, through participation in multi-agency safeguarding arrangements and close collaboration with the Safeguarding Board, Police and other responsible authorities. Safeguarding is a shared responsibility and effective partnership working is essential to identify risks early, protecting vulnerable individuals and disrupting criminal activity.
- 14.6 In relation to planning permission for new developments, existing businesses should not have unreasonable restrictions placed upon them as a result of later permitted development. If the operation of an existing business could have adverse effects on new developments, the applicant should provide mitigating measures.
- 14.7 This statement of Licensing policy recognises that the Equalities Act 2010 places legal obligations on public authorities. The policy will be applied with due regard to those obligations.
- 14.8 The Well-being of Future Generations Wales Act 2015 requires public bodies in Wales to think about the long-term impact of their decisions. This policy will be implemented with due regard to the provisions of the Act.
- 14.9 Consideration will be given to The Noise and Soundscape plan for Wales 2023 – 2028 where relevant to Licensing Act matters.

## **Adapting to External factors**

- 14.10 Where it is necessary for the Authority to adapt to external factors which have a significant impact on business delivery; it will do so in a flexible and agile manner. This will be done in a transparent manner that upholds the principles of this policy and ensures business continuity as far as possible.

## **APPENDIX A – CONTACT DETAILS FOR LICENSING APPLICATIONS**

Applications for premises licences, club certificates, personal licences and variations may be made via the Isle of Anglesey County Council website.

Pre application advice is available, on a chargeable basis. If you wish to use this service please contact: [licensing@anglesey.gov.uk](mailto:licensing@anglesey.gov.uk)

You may contact the licensing section at [licensing@anglesey.gov.uk](mailto:licensing@anglesey.gov.uk)

## **APPENDIX B – RESPONSIBLE AUTHORITIES**

### **1. North Wales Police**

Licensing Co-ordinator  
North Wales Police  
The Police Station  
Yr Ala  
Pwllheli  
Gwynedd  
LL53 5BU  
Tel No : 01286 670053  
e-mail : [Elizabeth.Williams@nthwales.pnn.police.uk](mailto:Elizabeth.Williams@nthwales.pnn.police.uk)

### **2. Teulu Môn**

Isle of Anglesey County Council  
Council Offices  
LLANGEFNI  
Anglesey  
LL77 7TW  
01248 725 888  
[teulumon@ynysmon.gov.uk](mailto:teulumon@ynysmon.gov.uk)

### **3. North Wales Fire and Rescue Service**

Chief Fire Officer  
North Wales Fire and Rescue Service  
Fire Station  
Llanberis Road  
Caernarfon  
Gwynedd  
LL55 2DF  
Tel No: 01286 662999  
e-mail : [gwynedd.mon@nwales-fireservice.org.uk](mailto:gwynedd.mon@nwales-fireservice.org.uk)

### **4. Trading Standards**

Trading Standards Manager  
Public Protection Section  
Regulation & Economic Development Dept  
Isle of Anglesey County Council  
Council Offices  
LLANGEFNI  
Anglesey  
LL77 7TW  
01248 752 840  
[safonaumasnach@ynysmon.gov.uk](mailto:safonaumasnach@ynysmon.gov.uk)

### **5. Environmental Health**

Environmental Health Manager  
Public Protection Section  
Regulation & Economic Development Dept  
Isle of Anglesey County Council  
Council Offices

LLANGEFNI  
Anglesey  
LL77 7TW  
01248 752 840  
[ehhealth@ynysmon.gov.uk](mailto:ehhealth@ynysmon.gov.uk)

#### **6. Planning**

Planning Development Manager  
Planning Section  
Regulation & Economic Development Dept  
Isle of Anglesey County Council  
Council Offices  
LLANGEFNI  
Anglesey  
LL77 7TW  
01248 752 421  
[cynllunio@ynysmon.gov.uk](mailto:cynllunio@ynysmon.gov.uk)

#### **7. North Wales Health Board**

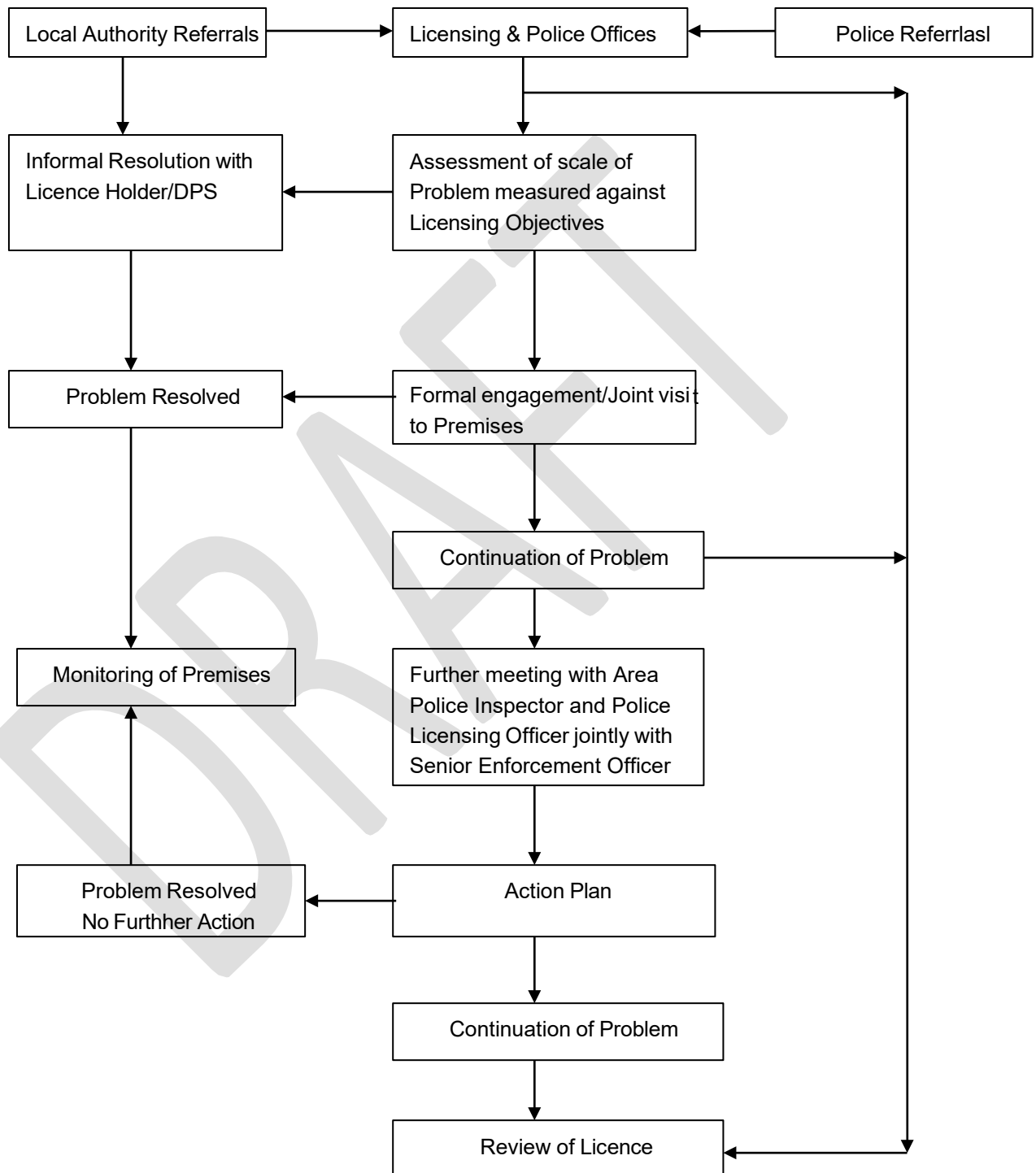
Administration & Resource Officer  
Betsi Cadwaladr University Health Board  
Public Health Directorate  
Preswylfa  
Hendy Road  
Mold  
Flintshire  
CH7 1PZ  
[BCUHB.Licencing@wales.nhs.uk](mailto:BCUHB.Licencing@wales.nhs.uk)

#### **8. Home Office Immigration Enforcement**

IE Licensing Compliance Team (IELCT)  
2 Ruskin Square (floor 6)  
Dingwall  
Croydon  
CR20 2WF  
[IE.licensing.applications@homeoffice.gov.uk](mailto:IE.licensing.applications@homeoffice.gov.uk)

## APPENDIX C - REVIEW PROCEDURE INCORPORATING JOINT PROBLEM SOLVING AND ENFORCEMENT LADDER

### LICENSED PREMISES REVIEW PROCEDURE INCORPORATING JOINT PROBLEM SOLVING



It should be noted that this flowchart is designed as a template for the monitoring of troublesome licensed premises, but the Authority's may depart from the procedure outlined as necessary on a case-by-case basis.

## **NORTH WALES POLICE AND LOCAL AUTHORITY LICENSING PARTNERSHIP**

### **PREMISES ENFORCEMENT LADDER**

It should be noted that the emphasis of this enforcement ladder is achieving the common aims of 'good housekeeping' and 'best practice' whilst working together. There is no absolute intention to review a licence as long as problems are willingly addressed by the Designated Premises Supervisor with the support of North Wales Police and the Licensing Authority

#### **Example Scenario**

**STAGE ONE** - Incident of disorder/underage drinking/ attempts to purchase alcohol by underage person or on behalf of underage person in/from a licensed premise where the person in charge calls the Police for assistance and agrees to work with the Police.

**If problems continue move from Stage 1 to Stage 2.**

**STAGE TWO** - Meeting with Police Inspector / Neighbourhood Sergeant, Western Division, Licensed Premises Manager and representative of the Local Authority. Issues will be formally discussed and formal written warning given.

**If problems continue move from Stage 2 to Stage 3.**

**STAGE THREE** - Police Inspector / Neighbourhood Sergeant and Western Division Licensed Premises Manager will apply for Review of Premises Licence, as appropriate to the circumstances.

**Mutual Action Plan** agreed with time span of three months. If no further incidents occur then exit from enforcement ladder.

The Police will do everything possible to assist and work with a Designated Premise Supervisor to come off the enforcement ladder. However, the onus of responsibility is on the Designated Premises Supervisor to run good business/premises.

More serious offences can trigger stage two or three automatically (e.g. Willful serving of Pub Watch excluded persons, assault on Police by Designated Premises Supervisor, authorized staff or family) and the discretion for this rests with the Police Inspector. More than two entries (in any 12 month period) onto the ladder will result in an immediate stage 3 review (more than one will result in Stage 2).



## APPENDIX D – DELEGATION OF FUNCTIONS

### Delegation of Functions

<b>Matter</b>	<b>Full Committee</b>	<b>Sub-committee</b>	<b>Officers</b>
Application for Personal Licence		If a Police Objection	If no representation made
Application for Personal Licence with Unspent Convictions		All cases	
Application for Premises / Club Premise Certificate		If a relevant representation made	If no relevant representation made
Application for a Provisional Statement		If a relevant representation made	If no relevant representation made
Application to Vary Premises Licence / Club Premises Certificate		If a relevant representation made	If no relevant representation made
Application to Vary Designated Premises Supervisor		If a Police Objection	All other cases
Request to Be Removed as a Designated Premises Supervisor			All cases
Application for Transfer of Premises Licence		If a Police Objection	All other cases
Application for Interim Authorities		If a Police Objection	All other cases
Application to Review Premises Licence / Club Premises Certificate		All cases	
Decision on Whether a Complaint Is Irrelevant Frivolous or Vexatious etc.			All cases
Decision to Object When Local Authority Is a Consultee and not relevant authority considering the application		All cases	
Determination of a Police Objection to a Temporary Event Notice		All cases	

## APPENDIX E - GLOSSARY OF TERMS

**Please note that this glossary of terms is provided for reference only. They have not been used throughout the Policy and are provided for guidance only.**

**Authorised Persons** – Authorised persons are bodies empowered to carry out inspection and enforcement roles under the Licensing Act 2003.

**Club premises certificate** – Authorising a **qualifying club** to carry out ‘qualifying club activities’ under the Licensing Act 2003. This includes time-limited certificates.

**Conditions** – there are three types of conditions

1. **Proposed Conditions** – are conditions proposed by the applicant in the operating schedule.
2. **Imposed Conditions** – are conditions imposed by the licensing authority after its discretion has been engaged following the receipt of relevant representations.
3. **Mandatory Conditions** – are conditions prescribed by the Act and are included in every premises licence or club premises certificate when specified licensable activities take place.

**Cumulative impact area** – Area that the **licensing authority** has identified in their licensing policy statement as having a saturation of licensed premises and the ‘cumulative impact’ of any additional licensed premises could adversely impact on the statutory licensing objectives.

**Designated Premises Supervisor (DPS)** – This will normally be the person who has been given day-to-day responsibility for running the premises by the **premises licence** holder. Every premises licence that authorises the sale of alcohol is required under the 2003 Act to specify a DPS. The DPS must be a **personal licence** holder. The only exception is for community premises which have made a successful application to the LA to be exempt from the requirement.

**Early morning alcohol restriction order** – A power under section 119 of the **Police Reform and Social Responsibility Act 2011** to prohibit sales of alcohol for a specific time period between the hours of 12am and 6am, if it is deemed appropriate for the promotion of the licensing objectives.

**Expedited/summary review** – A chief officer of police can apply for an expedited/summary review of a **premises licence** because of serious crime and/or serious disorder under s.53A of the **Licensing Act 2003**.

**Fee bands** – In determining the amount of the licence fee for applications for new **premises licences** and **club premises certificates**, and full variations to licences or certificates, each premises falls into a band based on its non-domestic rateable value. Since the introduction of the 2003 Act until 2012/13, the application fees associated with each band for a new licence or certificate have been as follows: Band A (£100); Band B (£190); Band C (£315); Band D [no **multiplier**] (£450); Band D premises licence with **multiplier** (£900); Band E [no multiplier] (£635); Band E premises licence with multiplier (£1,905). The subsequent annual fees associated with each licence or certificate are as follows: Band A (£70); Band B (£180); Band C (£295); Band D [no multiplier] (£320); Band D premises licence with multiplier (£640); Band E [no multiplier] (£350); Band E premises licence with multiplier (£1,050).

**Forfeited (personal licence)** – Suspension following a court order under s.129 of the **Licensing Act 2003** specified (and where that order has not been suspended, pending an appeal under s.129 (4) or 130 of the Act).

**Hearing** – Used in the context of applications for a **premises licence** or **club premises certificate** that go to a hearing for determining applications for a premises licence, for provisional statements, to vary a premises licence, for club premises certificates, and to vary club premises certificates.

**Judicial review** – Includes only those where the High Court notified parties of its decision in the time period specified.

**Lapsed (club certificate)** – Where a **club premises certificate** has lapsed because it had effect for a limited period, but that period has since expired.

**Lapsed (premises licence)** – Where a **premises licence** has lapsed due to the death, incapacity, insolvency etc. of the licence holder, as set out under s.27 of the **Licensing Act 2003**. Excludes instances where a premises licence was in effect for a limited period, but the period has since expired (e.g. one-off events).

**Late night levy order** – A discretionary power for **licensing authorities** under section 125 of the **Police Reform and Social Responsibility Act 2011**. The late night levy is paid by those premises licensed to sell alcohol late at night to raise a contribution to the costs of policing the late night economy.

**Late night refreshment** – The provision of hot food or drink to the public, for consumption on or off the premises, between 11pm and 5am or the supply of hot food or hot drink to any persons between those hours on or from premises to which the public has access.

**Licensing authority** – The licensing authority is responsible for the licensing of alcohol, regulated entertainment and late night refreshment.

**Minor variation (to licence or certificate)** – Applications made under s.41A or s.86A of the **Licensing Act 2003** to make low-risk changes to the terms of a **premises licence** or **club premises certificate**. The fee for a minor variation is prescribed in the Act.

**Multiplier** – Multipliers are applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises under the authorisation of a **premises licence** (**fee bands D and E** only).

**Off-sales** – The sale by retail of alcohol for consumption off the premises.

**On-sales** – The sale by retail of alcohol and the supply of alcohol (by clubs) for consumption on the premises.

**Other persons** – Any individual, body or business that is likely to be to be affected by the granting of **premises licence** or **club premises certificate** applications. Other persons may submit relevant representations to the relevant licensing authority and may seek a review of premises licence or club premises certificate.

**Personal licence** – Authorising an individual to supply or authorise the supply of alcohol in accordance with a **premises licence** under the **Licensing Act 2003**. The application fee for a personal licence is prescribed in the Act.

**Premises licence** – Authorising premises to be used for the sale or supply of alcohol, the provision of regulated entertainment or the provision of **late night refreshment**, under the **Licensing Act 2003**. This includes time-limited premises licences. A premises licence fee is based on its non-domestic rateable value. Application fees vary from £100 (Band A) to £1,905 (Band E with multiplier); annual fees vary from £70 to £1,050.

**Qualifying club** – A number of criteria must be met to be considered a qualifying club for a **club premises certificate**. They are:

- that under the rules of the club, persons may not be admitted to membership or be admitted as candidates for membership, or to any of the privileges of membership without an interval of at least two days between their nomination for membership and their admission;
- that the club is established and conducted in good faith as a club;
- that the club has at least 25 members; and
- that alcohol is not supplied to members on the premises otherwise than by or on behalf of the club.

**Relevant representations** – Representations which are about the likely effect of the grant of the **premises licence** or **club premises certificate** applications on the promotion of the licensing objectives, that are made by a responsible authority or other person within the period prescribed under

section 17(5)(c) of the Act, that have not been withdrawn, and in the case of representations made by a other persons, that they are not, in the opinion of the relevant licensing authority, frivolous or vexatious.

**Responsible authority** – Public bodies that must be notified of certain **premises licence** or **club premises certificate** applications and are entitled to make representations to the licensing authority. They include

- the licensing authority and any other licensing authority in whose area part of the premises is situated,
- the chief officer of police for any police area in which the premises are situated,
- the fire and rescue authority for any area in which the premises are situated,
- the Local Health Board for any area in which the premises are situated,
- the enforcing authority for Health and Safety at Work etc. Act 1974 for any area in which the premises are situated,
- the local planning authority for any area in which the premises are situated,
- the local authority responsible for minimising or preventing the risk of pollution of the environment or of harm to human health in any area in which the premises are situated in relation to,
- a body which 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 are competent to advise such matters,
- in relation to a vessel, a navigation authority 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,
- the local authority responsible for weights and measures in any area in which the premises are situated.

**Review** – Following the grant of a **premises licence** or **club premises certificate** a **responsible authority** or **other person** may ask the licensing authority to review the licence or certificate because of a matter arising at the premises in connection with any of the four licensing objectives.

**Revoked (personal licence)** – If the holder of a **personal licence** is convicted of an offence during the application period for the licence, the licence may be revoked under s.124 of the **Licensing Act 2003**.

**Surrender (of licence)** – If the holder of a licence wishes to surrender it, it is done according to the provisions under section 28 (for a **premises licence**), section 81 (for a **club certificate**) and section 116 (for a **personal licence**).

**Temporary event notice (TEN)** – A notice under s.100 of the **Licensing Act 2003**, used to authorise relatively small-scale licensable activities, subject to certain criteria and limits. Includes only notices that have been correctly and properly given in the time period specified i.e. excludes notices that were sent back because of mistakes on the form. This also includes notices that were subsequently withdrawn. The fee for a TEN is prescribed in the Act.

**Variation (to premises licence)** – Applications made under s.34 of the **Licensing Act 2003** to change the terms of a **premises licence**, for example the opening hours, the licensable activities or the conditions. The fee for a variation of **DPS** is prescribed in the Act.

**Variation (to club premises certificate)** – Applications made under s.84 of the **Licensing Act 2003** to change the terms of a **club premises certificate**, for example the qualifying club activities or the conditions.

**Public Health Directorate, Betsi Cadwaladr University Health Board**

**Isle of Anglesey County Council - Statement of Licensing Policy consultation response**

**05/01/2026**

The Health Board welcomes the opportunity to respond to this draft Statement of Licensing Policy. We recognise the importance of a clear evidence-based approach to addressing alcohol related harm and acknowledge the significant impact of alcohol misuse on individuals, families, communities, and health services.

Overall, the draft policy is well-worded, comprehensive, and clearly structured. The Health Board supports the policy's overarching aims and values the inclusive and proportionate approach taken. We support the draft Statement of Licensing Policy and welcome the council's commitment to evidence-led licensing, partnership working, and community safety.

Alcohol remains a major preventable cause of illness, death, and social harm in North Wales. It is associated with a wide range of health conditions, crime, violence, family breakdown and inequality, with impacts extending beyond the individual drinker. Evidence shows that alcohol availability and consumption contribute to significant health harms, including hospital admissions, premature mortality and harm to children and young people. Deprivation exacerbates these effects, with the most deprived communities experiencing poorer health outcomes and longer periods of ill health linked to alcohol use.

Reducing the availability of alcohol has been identified by the World Health Organization as one of the most effective measures for preventing alcohol-related harm. The licensing process is therefore a key preventative tool, enabling local authorities to regulate the number, location, and operation of licensed premises, including opening hours, age-restriction enforcement, and the responsible selling of alcohol.

The comments provided below are intended to further support and strengthen the policy to enhance its positive impact on population health.

**In summary, we recommend:**

- 1. An increased focus on protecting vulnerable individuals, including children and young people.**
- 2. Include reference to Public Health data/ local evidence of alcohol related harm being used to inform decisions.**
- 3. Strengthen reference between the SLP and other relevant strategies including calling Time For Change and the Wellbeing of Future Generations Act 2015.**

To align with the above recommendations, we recommend including wording similar to the following in the relevant sections of the document:

**Section 1 – Background**

**We recommend including a further bullet point; 1.4 to acknowledge and emphasise the impact alcohol may have on communities and those individuals that may be at increased risks of alcohol**

**related harms.** We acknowledge that the Statement of Licensing Policy may be in place for 5 years and therefore the data will be out of date, therefore it may not be appropriate to include the data highlighted in yellow below.

*Alcohol consumption and its associated harms continue to present a significant public health challenge. Harmful alcohol use is consistently identified as one of the leading risks factors for disease, disability, and premature deaths worldwide.*

*In Ynys Mon, 36.6% of young persons aged 11-16, reported drinking alcohol. This is higher than the Wales average of 35.6% ([SHRN, 2023](#)).*

*During 2023-24; 196 individuals per 100,000 population in Ynys Mon were admitted to hospital for an alcohol-specific condition; this is a decrease of 22% since 2022-2023 ([PHW 2025](#)).*

*During 2023-24; 837 individuals per 100,000 population in Ynys Mon were admitted to hospital with an alcohol attributable condition. This is a decrease of 17% since 2021-22 ([PHW 2025](#)).*

*There are areas of deprivation on the island with some communities amongst the 10% most deprived in Wales across all domains including Community Safety.*

*On average, people on low incomes drink less than people on higher incomes, with affordability being one of the key drivers in alcohol consumption. However, people in deprived areas are many times more likely to experience an alcohol related hospital admission or die of an alcohol related cause.*

*Overall, effective, and well-enforced licensing is recognised as a vital component in reducing alcohol-related harm, protecting children and vulnerable groups, and supporting safer, healthier communities.*

## **Section 2 - Scope and Extent of the Licensing Act 2003**

**Section 2.3** In this section there is reference that the Authority will have regard to other policies, Acts and Strategies. We would encourage specific reference to the below within the main policy or within the appendices:

### **Regional and National Policies**

#### **Calling Time for Change (2025-2028) – North Wales Alcohol Harm Reduction Strategy (North Wales Area Planning Board 2025)**

*Calling Time for Change (2025-2028), is the North Wales's Alcohol Harm Reduction Strategy. Priorities include:*

- Safe and Supportive Environments – to promote responsible retailing and support a safe, vibrant and diverse night-time economy, through working in partnership with local alcohol businesses to reduce alcohol related harm.*
- Changed attitude and social norms – to increase knowledge and understanding of alcohol related harms and enable people in North Wales to have a positive relationship with alcohol, and work towards a culture in which non-drinking or a low level of alcohol consumption is valued and accepted as a norm.*
- Reduce availability of alcohol – to reduce alcohol related crime, disorder, and anti-social behaviour by preventing and tackling alcohol related offending by individuals and irresponsible alcohol retailing.*

- *Children, Young People and Families to protect children, young people, and families from alcohol related harm*

***Substance Misuse Delivery Plan (2019-2022) (Welsh Government 2019)***

*The vision set out by Welsh Governments' Substance Misuse Delivery Plan (2019-22) is that everyone should have longer healthier lives, free from the potential harms of substance misuse, building resilience so they can be active and contribute positively to their communities.*

***The Well-being of Future Generations Act, 2015 (Future Generations Commissioner for Wales 2015)***

*The Well-being of Future Generations Act requires public bodies in Wales to think about the long-term impact of their decisions, to improve how they work with people, communities, and each other, and to prevent persistent problems such as poverty, health inequalities and climate change. This legislation provides a unique opportunity in Wales to create positive change by working collectively to protect the health and wellbeing of our future generations.*

***The Public Health (Minimum Price for Alcohol) (Wales) Act 2018, which aims to reduce alcohol-related harm by controlling affordability.***

*The Act provides for a minimum price for the sale and supply of alcohol in Wales by certain persons. It also makes it an offence for alcohol to be sold or supplied below that price and establishes a local authority led enforcement regime.*

***Wales without Violence: A shared Framework for Preventing Violence among Children and Young People, Violence Prevention Unit, 2023 Public Health Wales.***

*This framework references Safe community environments to create physically and psychologically safe spaces for children and young people.*

*The Framework notes Alcohol and Licensing Policy as a key programme/ intervention to help address risk factors and prevent violence.*

<https://waleswithoutviolence.com/wp-content/uploads/2023/04/WWV-Framework-Digital-English.pdf>

***North Wales without Violence, North Wales Serious Violence Response Strategy, 2024***

*Access to Alcohol is listed as one of the Causes and risk factors of serious violence and therefore emphasises the importance of the Alcohol licensing regime.*

**Section 3 Licensing Objectives**

**Section 3.10 Public Safety**

**Specifically include 'spiking' as below.** The Revised guidance issued under section 182 of Licensing Act 2003 guidance (November 2025 update) specifically mentions that licensing authorities 'may wish to consider additional licence conditions to safeguard patrons against spiking' in appropriate cases, where there is evidence to justify such action. This reflects an awareness of a health-related safety risk on licensed premises and offers local authorities the discretion to tackle it through licensing conditions if appropriate.

***3.10 The Authority recognises that general health and safety duties will not always adequately cover specific issues and therefore conditions may need to be attached to a Premises Licence or Club Premises Certificate. Physical safety includes the prevention of accidents and injuries and***

*other immediate harms that can result from alcohol consumption such as unconsciousness, alcohol poisoning and 'spiking' incidents.*

**We would also encourage including wording in Section 3 of the document to encourage applicants to consider supporting wider campaigns. For example:**

*Applicants and licensees should support wider harm-reduction strategies and campaigns, including campaigns around awareness of spiking incidents and have regard to relevant Welsh Government substance misuse strategies. Where age restrictions apply, appropriate control measures should be in place, including staff training and the adoption of schemes such as Challenge 25.*

**Section 3 (Licensing Objectives) or at the end of section 4** (The Licensing Process and Administration of Functions 4.26 - where there is reference to the Local Health Board).

Corrections are provided for Section 4.26 where reference is made to Public Health Wales; following the transfer of the Public Health team to the Health Board in 2022. As representatives of the Health Board, we have submitted data as part of representations from services within the Health Board.

Furthermore, we suggest that you reference the Local Health Board as the either the Health Board or BCUHB.

**To strengthen BCUHB Public Health input we suggest that you may include narrative similar to:**

*The Authority recognises that the licensing regime plays an important role in supporting and protecting public health. Alcohol availability and consumption can contribute to a range of harms, including alcohol-related hospital admissions, injury, violence, long-term health conditions and poor mental wellbeing.*

*The Local Health Board is responsible for making representations and observations on licencing applications. While public health is not a standalone licensing objective under the Act, the Authority will take relevant public health evidence into account where it supports the promotion of the existing licensing objectives, particularly the prevention of crime and disorder, public safety, and the protection of children from harm*

*The Health Board can provide data and evidence from A&E and the local Substance Misuse Service may also provide input. The information provided by the Health Board is not available to other responsible authorities and it may help inform licensing decisions.*

**Section 5: Premises Licences and Club Premises Certificates (New Applications, Variations & General Information).**

***5.6 Garages - In determining applications for garages, (i.e. forecourt shops) the Authority must decide whether or not premises are primarily used as a garage and will expect applicants to submit data which establishes the primary use. Where such information is not available (because for example the premises have only just started trading), the Authority may consider imposing a condition requiring this information to be provided to the Licensing Authority on a regular basis for the following years to ensure the premises are not primarily used as a garage.***



***We suggest to include that as part of the application you will consider the location and the risks related to drink and drug driving and that applicants need to give this due consideration (to consider ways to minimise risks such as supporting local campaigns around drink and drug driving).***

### **Section 9 Operating Schedule**

***Section 9.11 Shops, stores and supermarkets will generally be permitted to sell alcohol for consumption off premises at times when they are normally open in the course of their business. Where relevant representations are made (for example from the Police or resident(s) in the case of individual shops, which are known to be a focus of disorder and disturbance), restrictions on hours may be appropriate.***

On-sales and off-sales have different implications for public health, as well as for the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm. For example, off-sales needs to consider the potential for 24-hour access and delivery of alcohol. There is a growing body of evidence that highlights the harm this can cause to vulnerable individuals including those with acute alcohol dependency or those in recovery.

**We would consider further additions to strengthen this section, for example:**

*In areas where alcohol-related problems or anti-social behaviour are already evident, applicants should carefully consider the appropriateness of selling alcohol during early morning or late evening hours, as extended availability may attract problematic drinking and exacerbate local issues.*

**Within this section we would also encourage including the below:**

*Applicants are strongly encouraged to apply only for the hours they genuinely intend to operate. Applications for unnecessarily extended hours may increase the likelihood of representations. The existence of other premises with similar hours in the vicinity will not be regarded as justification for granting extended hours*

### **Section 14 Miscellaneous**

#### **Remote and Delivery Sales of Alcohol**

We suggest strengthening this section with reference to employee training and seeking advice where relevant, for example:

*Operating schedules should clearly set out effective age-verification procedures at both the point of sale and point of delivery, alongside appropriate staff training.*

*Applicants are encouraged to seek advice from the Licensing Authority or police where proposing delivery services, particularly in relation to delivery times, quantities, and age-restriction controls*

**Safeguarding** - Safeguarding is noted within this section (14.4) We would encourage more detail around safeguarding, some wording below that may be appropriate to use:

*The Licensing Authority works in partnership with key agencies to prevent and respond to safeguarding risks, including through participation in multi-agency safeguarding arrangements and close collaboration with the Safeguarding Board, Police and other responsible authorities. Safeguarding is a shared responsibility, and effective partnership working is essential to identifying risks early, protecting vulnerable individuals, and disrupting criminal activity.*

*The Authority will work proactively with partner agencies to undertake compliance activity, including test purchase operations, to ensure appropriate safeguards are in place.*

*Licence holders are expected to regularly review their practices to ensure continued compliance with the licensing objectives. Where premises are found to be repeatedly exposing children or vulnerable people to harm, the Authority will take prompt and proportionate enforcement action, in consultation with other responsible authorities, using the full range of powers available.*

*Concerns relating to the safety or welfare of a child should be reported to North Wales Police or the local authority safeguarding teams without delay.*

**In addition to the above we include some further comments below that you may wish to consider as part of the development of the final document:**

#### **Late night refreshments.**

- BCUHB recommend that the policy considers the public health implications of late-night refreshment provision between 23:00 and 05:00. The availability of hot food and drink during these hours may contribute to unhealthy eating behaviours, increased calorie consumption, and alcohol-related harm, particularly when combined with extended hours of alcohol availability.
- Late-night refreshment premises can contribute to increased levels of crime, disorder and anti-social behaviour, particularly when operating during the early hours of the morning. Applicants seeking to provide hot food or drink between 23:00 and 05:00 should be required to demonstrate how their proposed operation will not exacerbate existing issues of crime and disorder within the locality.

#### **Drug Misuse**

- Expectation of licensed premises to take reasonable steps to prevent drug misuse, including staff training, clear procedures, customer safety information and appropriate first-aid provision, particularly in larger venues.

#### **Operating schedule**

- Some Licensing authorities consider further information around closing times, for example a minimum 30-minute drinking-up or wind-down period before closing that may support the safe and gradual dispersal of customers and help minimise disturbance to the surrounding area. Larger venues and events should consider a longer wind-down period where appropriate. Licensed premises should also be encouraged to make available contact details for licensed Taxi's to support customers in leaving the premises safely and promptly.

## Equality Impact Assessment Template (including the Welsh language and the Socio-Economic Duty)

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.

Version	Date	Summary of changes
0.1	19/09/2025	

Step 1: Background	
1 - What are you assessing?	Statement of Licensing Policy as required by the Licensing Act 2003. Every 5 years the Council must adopt a Statement of Licensing Policy. The current policy was adopted in 2021 and consequently a revised policy is required in 2026. This Policy sets out how the Council will discharge its functions with regards to the regulation of Licensed regulated activity. The draft policy has been produced in accordance with the Licensing Act statutory guidance on form and content of the Policy. It is a revised and updated version of the Council's previous policy.
2 - Is this a new or existing proposal?	Revision of existing proposal.
3 - What are the aims and purpose of this proposal?	The aim of the proposal is to meet the statutory requirements of the Licensing Act 2003 by producing a Statement of Licensing Policy. The statement will set out a general approach to making licensing decisions consistent with the licensing Act 2003. A statement is required before the Council makes any decisions with regards to applications and notices made under the provisions of the Act. The purpose of the proposal is to have a policy in place which enables the Council to carry out it's statutory function.
4 - Who is responsible for the proposal you are assessing?	Trystan Owen Chief Public Protection Officer

Step 1: Background		
5 - Who is the lead officer for this assessment?	Sion Hughes Licensing & Corporate Health & Safety Manager	
6 - Who else is involved in undertaking this assessment?	Not applicable	
7 - Is the proposal related to other areas of work? For example, are there other proposals of policies that should be taken into consideration as part of this assessment?	No	
8 - Is the proposal relevant to how the Authority complies with the public sector general duty relating to people who are protected by the Equality Act 2010?  As a general rule, any policy that affects people is likely to be relevant across all protected groups.	The elimination of discrimination and harassment	No
	The advancement of equality of opportunity	No
	The fostering of good relations	No
	The protection and promotion of human rights	No
9 – Is the proposal a strategic decision? If so, the Socio-Economic Duty is relevant - see appendix 1.	No	

<b>Step 1: Background</b>	
<p>10 - Who would be affected by the proposal(s) (adversely or positively, directly or indirectly)?</p> <p><b>If this is a strategic proposal</b>, ensure that you give specific consideration to whether the proposal would affect more on people living in less favourable social and economic circumstances than others in the same society (see appendix 1)</p>	<ul style="list-style-type: none"> <li>• Responsible Authorities designated under the Licensing Act 2003</li> <li>• Holders of premises licences and club certificates</li> <li>• Holders of personal licences to sell alcohol</li> <li>• Local Health Board</li> <li>• Local businesses</li> <li>• Residents and visitors</li> </ul> <p>Not a strategic proposal</p>

<b>Step 2.1: Information Gathering – Welsh Language Standards and the Welsh Language Measure (Wales) 2011</b>	
11 - Does this proposal ensure that the Welsh language is treated no less favourably than the English language, in accordance with the Council's Welsh Language Policy?	Proposals are in accordance with the Council's Welsh Language policy.
12 - Is there an opportunity here to offer more opportunities for people to learn and / or use the Welsh language on a day-to-day basis?	Proposals are not relevant or likely to change opportunities to learn or use Welsh. The proposal may have a positive effect on the ability to use the Welsh language on a day-to-day basis by allowing local Welsh speaking businesses to be licensed.
13 – Will this area of work proactively offer services in Welsh for users?	Proposals are not relevant or likely to proactively offer services in Welsh for users.
14 – Is this proposal likely to protect and promote the Welsh language within communities?	Proposals will contribute towards the local economy in Welsh speaking areas.
<p>To help you to answer the questions above, the corporate <b>Impact Assessment Guidance</b> lists a series of questions which should be considered when assessing how proposals impact on the Welsh language in general. The extent to which these questions are relevant will depend on the proposal in question. However:</p>	

<b>Step 2.1: Information Gathering – Welsh Language Standards and the Welsh Language Measure (Wales) 2011</b>	
<ul style="list-style-type: none"> <li>• If you are looking at how the implementation of the Council's key policies, strategies or guidance would affect the Welsh language; or</li> <li>• If your initial response to the above questions raises any concerns or evidence to suggest that the proposal would treat the Welsh language less favourably than the English language, or would have a detrimental impact on opportunities for people to use the Welsh language;</li> </ul> <p><b>a more comprehensive impact assessment on the Welsh language should be carried out.</b> A separate template is available on MonITor. The <b>Welsh Language Commissioner's good practice advice document</b> is also available on MonITor to assist you further.</p>	

<b>Step 2.2: Information Gathering – Human Rights Act 1998</b>	
15 - Are there any Human Rights issues? If so, what are they? For example, could this proposal result in the failure to safeguard the right to privacy?	<p>(The 16 basic rights are listed at Appendix 2).</p> <p>No</p>

<b>Step 2.3: Information Gathering – Well-Being of Future Generations (Wales) Act 2015</b>		
16 – Does this proposal meet any of the seven national well-being goals outlined in the Well-being of Future Generations (Wales) Act 2015?  (Descriptions of the wellbeing goals are listed at Appendix 3)	A prosperous Wales	The aim of the proposal is to set a policy for making decisions consistent with the Licensing Act 2003. In so doing, it should create a well regulated licensed trade that promotes the licensing objectives. This should in turn contribute to the local economy and maintain or increase prosperity by providing employment and income from the licensed sector.
	A resilient Wales	N/A
	A healthier Wales	N/A
	A more equal Wales	N/A

	A Wales of cohesive communities	The licensed sector helps to encourage vibrant cohesive communities by providing regulated entertainment at events, festivals and venues where residents and visitors can socialise.
	A Wales of vibrant culture and thriving Welsh language	Regulated entertainment provides cultural opportunities and Welsh language productions and events contribute to a thriving Welsh language.
	A globally responsible Wales	N/A

<b>Step 2.4: Information Gathering – Engagement / Consultation / Evidence / Filling gaps in information</b>	
Please see the pre-consultation and pre-engagement checklist, which is available on MonITor	
17 - What has been done to date in terms of involvement and consultation with regard to this proposal?	<p>Consultation will take place with the following who are listed as statutory consultees in the Licensing Act 2003:</p> <ul style="list-style-type: none"> <li>• Chief Constable North Wales Police</li> <li>• North Wales Fire and Rescue Service</li> <li>• Local Health Board</li> <li>• Persons/bodies representative of local premises licence holders</li> <li>• Persons/bodies representative of local club premises certificate holders</li> <li>• Persons/bodies representative of local personal licence holders</li> <li>• Persons/bodies representative of businesses and residents in its area</li> </ul>

18 – What other information have you used to inform your assessment? Please list any reports, websites, links used etc here and include the relevant evidence in the table in Step 3 below	Statutory Guidance issued under section 182 of the Licensing Act 2003  Revised guidance issued under section 182 of the Licensing Act 2003 (February 2025) (accessible version) - GOV.UK
19 - Are there any gaps in the information collected to date? If so, how will these be addressed?	N/A

### Step 3: Considering the potential impact and identifying mitigating action

20 – Note below any likely impact on equality for each individual group, and identify what action could be taken to reduce or improve the impact. \*For determining potential impact, please choose from the following: **Negative / Positive / No impact**

Protected group	*Potential Impact	Details of the impact (including evidence to support the findings)	Actions to mitigate negative impact
Age	Positive	The proposal will promote the licensing objective of protecting children from harm. This is a paramount consideration and must be addressed when licensing functions are undertaken.	
Disability	Neutral	There is no evidence that suggests the proposal will have a disproportionate impact on people that share this Protected Characteristic	
Sex	Neutral	There is no evidence that suggests the proposal will have a disproportionate impact on people that share this Protected Characteristic	
Gender Reassignment	Neutral	There is no evidence that suggests the proposal will have a disproportionate impact on people that share this Protected Characteristic	



Protected group	*Potential Impact	Details of the impact (including evidence to support the findings)	Actions to mitigate negative impact
Pregnancy & Maternity	Neutral	There is no evidence that suggests the proposal will have a disproportionate impact on people that share this Protected Characteristic	
Race / Ethnicity / Nationality	Neutral	There is no evidence that suggests the proposal will have a disproportionate impact on people that share this Protected Characteristic	
Religion or Belief	Neutral	There is no evidence that suggests the proposal will have a disproportionate impact on people that share this Protected Characteristic	
Sexual Orientation	Neutral	There is no evidence that suggests the proposal will have a disproportionate impact on people that share this Protected Characteristic	
Marriage or Civil Partnership	Neutral	There is no evidence that suggests the proposal will have a disproportionate impact on people that share this Protected Characteristic	
Welsh language	Neutral	There is no evidence that suggests the proposal will have a disproportionate impact on the Welsh language	
Human Rights	Neutral	There is no evidence that suggests the proposal will have a disproportionate impact on human rights	
Any other relevant issue.	Not applicable	There is no evidence that suggests the proposal will have a disproportionate impact on any other relevant issue	
There are clear links between equality and socio-economic issues. Discrimination against protected groups can be a direct cause of socio-economic disadvantage. If any such issues become apparent when assessing non-strategic matters, they should be given due regard and recorded under the relevant protected group, or under 'any other relevant issue' above.			

Please complete this section if the proposal is a strategic matter (see appendix 1)			
The Socio-Economic Duty	Potential impact	Details of the impact (including evidence to support the findings)	Actions to mitigate negative impact
Is the proposal likely to cause any inequalities of outcome resulting from socio-economic disadvantage?	Not a strategic matter		

#### Step 4 – Outcome of the assessment

There are four possible outcomes – bear these in mind when completing the next section:

- **No major change** - The assessment demonstrates the proposal is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.
- **Adjust the proposal** - The assessment identifies potential problems or missed opportunities. Adjust the proposal to remove barriers or better promote equality.
- **Continue the proposal** - The assessment identifies the potential for adverse impact or missed opportunities to promote equality. Clearly set out the justifications for continuing with it. The justification should be included in the assessment and must be in line with the duty to have due regard. For the most important relevant proposals, compelling reasons will be needed.
- **Stop and remove the proposal** - The proposal shows actual or potential unlawful discrimination. It must be stopped and removed or changed. (The codes of practice and guidance on each of the public sector duties on the Commission's website provide information about what constitutes unlawful discrimination.)

Step 4: Outcome of the assessment	
21 - Note the impacts identified and how it is intended to mitigate any negative impact in terms of equality, the Welsh language and, if relevant, socio-economic disadvantage (ie a summary of the table/s in step 3)	The outcome of the assessment is no major change. Adopting the proposal will enable the Council to carry out its statutory functions under the Licensing Act 2003. A well regulated and prosperous Licensed sector will contribute to and maintain the economic viability of businesses. It will also provide opportunities for Welsh language businesses and cultural events in the community.

<b>Step 4: Outcome of the assessment</b>	
22 - Describe any actions taken to maximise the opportunity to promote equality and the Welsh language, the goals of the Well-being of Future Generations (Wales) Act 2015 (sustainability) and, if relevant, ensure better outcomes for those facing economic disadvantage.	Proposals will contribute towards the viability of Licensed businesses which will benefit the local economy and communities through the provision of licensed regulated activities. A consultation will take place in accordance with the provisions of the Licensing Act 2003.
23 - Would any aspect of the proposal contravene the wellbeing goals of the Well-being of Future Generations (Wales) Act 2015?	No
24 – Is there a need to look at what could be done differently, or to reconsider the entire proposal as a result of conducting this assessment?  (Evidence of negative impact could render the proposal or decision unlawful. If you have identified negative impact, you should consider at this stage whether it is possible to proceed with the proposal).	No. The Council has a statutory duty to adopt this proposal, so that it can make decisions regarding Licensed premises and activities. Should the Council take any other action it cannot discharge its statutory obligations.
25 - Is there a strategy for dealing with any unavoidable but not unlawful negative impacts that cannot be mitigated?	N/A
26 - Will the proposal be adopted / forwarded for approval? Who will be the decision-maker?	Yes, the full Isle of Anglesey County Council
27 - Are there monitoring arrangements in place? What are they?	No

### **Step 5: Action Plan**

Please detail any actions that are planned following completion of your assessment. You should include any changes that have been made to reduce or eliminate the effects of potential or actual negative impact, as well as any arrangements to collect data or to carry out further research.

Ref	Proposed actions	Lead officer	Timescale
	A full consultation on the proposed policy	Sion Hughes	October – November 2025
	A review of the response to the consultation.	Sion Hughes	November – December 2025

## **Appendix 1 – A More Equal Wales – The Socio-Economic Duty (Commencement date of the Duty: 31 March 2021)**

### **What is the Duty?**

The general aim of the duty is to ensure better outcomes for those suffering socio-economic disadvantage. When making strategic decisions such as deciding priorities and setting objectives, due regard must be given to the need to reduce the inequalities of outcome resulting from socio-economic disadvantage.

### **Who is likely to experience socio-economic disadvantage?**

Socio-economic disadvantage can be disproportionate in both ‘communities of interest’ and ‘communities of place’, leading to inequality of outcome, which can be further exasperated when considering ‘intersectionality’:

**Communities of interest** – groups who share an experience, eg homelessness; or people who share an identity, eg lone parents, carers. Also those who share one or more of the protected characteristics listed in the Equality Act 2010.

**Communities of place** – people who are linked together because of where they live, work, visit or spend a substantial portion of their time there.

**Intersectionality** - crucially, this is about understanding the way in which a combination of characteristics such as gender, race or class, can produce unique and often multiple experiences of disadvantage in certain situations. One form of discrimination cannot and should not be understood in isolation from other forms. A truly intersectional approach ensures that this does not happen.

### **When will the Duty be relevant?**

When making **strategic decisions**. The Welsh Government has provided some examples of strategic decisions (this is not an exhaustive list):

- Strategic directive and intent.
- Strategies developed at Regional Partnership Boards and Public Service Boards which impact on public bodies’ functions.
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans).
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy).
- Changes to and development of public services.
- Strategic financial planning.
- Major procurement and commissioning decisions.
- Strategic policy development

**Further details can be found in the corporate equality impact assessment guidance.**

## **Appendix 2 – Human Rights**

Human rights are rights and freedoms that belong to all individuals, regardless of their nationality and citizenship. There are 16 basic rights in the Human Rights Act – all taken from the European Convention on Human Rights. For the purposes of the Act, they are known as ‘the Convention Rights’. They are listed below:

(Article 1 is introductory and is not incorporated into the Human Rights Act)

- Article 2: The right to life
- Article 3: Prohibition of torture
- Article 4: Prohibition of slavery and forced labour
- Article 5: Right to liberty and security
- Article 6: Right to a fair trial
- Article 7: No punishment without law
- Article 8: Right to respect for private and family life
- Article 9: Freedom of thought, conscience and religion
- Article 10: Freedom of expression
- Article 11: Freedom of assembly and association
- Article 12: Right to marry
- Article 14: Prohibition of discrimination
- Article 1 of Protocol 1: Protection of property
- Article 2 of Protocol 1: Right to education
- Article 3 of Protocol 1: Right to free elections
- Article 1 of Protocol 13: Abolition of the death penalty

### **Appendix 3 - Well-being of Future Generations (Wales) Act 2015**

This Act is about improving the social, economic, environmental and cultural well-being of Wales. Public bodies need to make sure that when making their decisions they take into account the impact they could have on people living their lives in Wales in the future. The Act puts in place seven well-being goals:

**A prosperous Wales:**

An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

**A resilient Wales:**

A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).

**A healthier Wales:**

A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

**A more equal Wales:**

A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

**A Wales of cohesive communities:**

Attractive, viable, safe and well-connected communities.

**A Wales of vibrant culture and thriving Welsh language:**

A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

**A globally responsible Wales:**

A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.