

**Agenda for Licensing and Enforcement  
Committee  
Wednesday, 19th November, 2025, 10.00 am**



**Members of Licensing and Enforcement Committee**

Councillors: B Bailey, I Barlow, K Bloxham (Vice-Chair),  
M Chapman, O Davey, T Dumper, P Fernley, S Gazzard,  
Y Levine, T McCollum, C Nicholas, J O'Leary, M Rixson,  
S Westerman and J Whibley (Chair)

East Devon District Council  
Blackdown House  
Border Road  
Heathpark Industrial Estate  
Honiton  
EX14 1EJ

DX 48808 HONITON

Tel: 01404 515616

**[www.eastdevon.gov.uk](http://www.eastdevon.gov.uk)**

**Venue:** Council Chamber, Blackdown House, Honiton

**Contact:** Sarah Jenkins;

01395 517406 email [sjenkins@eastdevon.gov.uk](mailto:sjenkins@eastdevon.gov.uk)

(or group number 01395 517546)

Tuesday, 11 November 2025

- 1 Minutes of the previous meeting (Pages 3 - 5)
- 2 Apologies
- 3 Declarations of interest  
Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)
- 4 Public Speaking  
Information on [public speaking](#) is available online
- 5 Matters of urgency  
Information on [matters of urgency](#) is available online
- 6 Confidential/exempt item(s)  
To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which officers recommend should be dealt with in this way.
- 7 Committee update report - Licensing Act 2003, Gambling Act 2005, Taxis and General Licensing (Pages 6 - 9)
- 8 Licensing Act 2003 - Review of the Licensing Policy 2026-2031 (Pages 10 - 92)
- 9 Review of the Street Trading Policy (Pages 93 - 128)
- 10 Ratification of response to Government consultation on reform of the licensing system (Pages 129 - 136)

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful if you could let the democratic services team know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

Members of the public exercising their right to speak during Public Question Time will be recorded.

[Decision making and equalities](#)

**For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546**

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Licensing and Enforcement Committee held at Council Chamber, Blackdown House, Honiton on 8 October 2025**

#### **Attendance list at end of document**

The meeting started at 10.00 am and ended at 10.28 am

#### **16 Minutes of the previous meeting**

The minutes of the previous meeting held on 16 July 2025 were approved and signed as a true record.

#### **17 Declarations of interest**

Minute 21. Hackney Carriage Fare Tariff Review 2025.

Councillor Brian Bailey, Affects Non-registerable Interest, Members of the East Devon taxi trade are known to the Councillor..

#### **18 Public Speaking**

The Chair of the East Devon Taxi Association, Mr George Shorters, addressed the Committee and advised that he had met with drivers who were both in support of, or against, the proposed increase in the fare tariff of approximately 2%.

At a meeting of the East Devon Taxi Association, the majority had been in support of the proposed increase. The taxi trade generally supported regular small increases.

The Chair thanked Mr Shorters for his contribution.

#### **19 Matters of urgency**

There were no matters of urgency.

#### **20 Confidential/exempt item(s)**

There were no confidential or exempt items.

#### **21 Hackney Carriage Fare Tariff Review 2025**

The Licensing Officer, Emily Westlake, presented the report. On 16<sup>th</sup> July 2025 the Licensing & Enforcement Committee determined to exercise the Council's powers under Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 and approved moving to public consultation on a proposed variation to the East Devon hackney carriage fare tariff.

The proposed fare tariff table was set out at Appendix A of the report and had been chosen from a range of options available. The proposed variation would give effect to a fare rise of approximately 2% across all three tariffs.

Valid objections were received during the public notice period and the Committee was now asked to consider the objections and determine whether it was necessary to make

any modification to the proposed hackney carriage fare tariff before setting a specific date, not later than two months after the first specified date, on which the table of fares should come into force.

The Licensing Officer advised that the first specified date was 13 August 2025, being the last date for objections to be made against the hackney carriage fare tariff, and the table of fares must therefore come into force no later than two months after this date. It was recommended that the Committee agree a date of Friday 10 October 2025 for the amended fare tariff to come into force, either with or without modifications.

The options available to the Committee were set out at section 7.2 of the report. Following the amended fare tariff coming into force, drivers would have a period of three months in which to arrange for meters to be recalibrated.

Responses to questions and discussion included the following points:

- Officers were trying to obtain a third approved garage to undertake meter recalibration, in addition to the approved garages in Exeter and Torquay;
- The soiling charge was currently set at £88, with the proposed amended rate set at £90, although the Committee could consider setting a higher rate;
- It was reiterated that drivers do not have to charge the maximum fares.

The Chair noted that the Committee had previously come to the decision that small year on year increases to the fare tariff would be preferable. The previously considered Guildford Method of calculating the fare tariff took into account all costs of running a taxi, including inflationary costs. The Chair encouraged members of the taxi trade to engage with providing the Council with the necessary information so that a fair system for calculating the fare tariff could be introduced.

The Committee unanimously agreed the following:

## **RESOLVED**

That the proposed new hackney carriage table of fares, as published on 30 July 2025, comes into force on 10 October 2025.

### **Attendance List**

#### **Councillors present:**

B Bailey  
K Bloxham (Vice-Chair)  
O Davey  
T Dumper  
P Fernley  
M Rixson  
J Whibley (Chair)

#### **Councillors also present (for some or all the meeting)**

R Collins

#### **Officers in attendance:**

Sarah Jenkins, Democratic Services Officer  
Phillippa Norsworthy, Licensing Manager

Giles Salter, Solicitor  
Lee Staples, Licensing Officer  
Emily Westlake, Licensing Officer

**Councillor apologies:**

I Barlow  
M Chapman  
S Gazzard  
Y Levine  
C Nicholas  
S Westerman

Chairman .....

Date: .....

Report to: Licensing and Enforcement Committee

Date of Meeting 19 November 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Committee Update – Licensing Act 2003, Gambling Act 2005, Taxi & Private Hire Licensing & General Licensing

### Report summary:

This report provides an update on the activities of the Licensing Service under the Licensing Act 2003, Gambling Act 2005, Taxi and Private Hire Licensing and General Licensing including Street Trading and Pavement Licensing.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

That the report be noted.

### Reason for recommendation:

To keep the Licensing and Enforcement statutory Committee up to date with current arrangements relating to the Licensing Service.

Officer: Phillippa Norsworthy, Licensing Manager, Housing and Health.  
Phillippa.Norsworthy@eastdevon.gov.uk

### Portfolio(s) (check which apply):

- ☐ Assets and Economy
- ☐ Communications and Democracy
- ☐ Council, Corporate and External Engagement
- ☐ Culture, Leisure, Sport and Tourism
- ☐ Environment - Nature and Climate
- ☒ Environment - Operational
- ☐ Finance
- ☐ Place, Infrastructure and Strategic Planning
- ☐ Sustainable Homes and Communities

### Equalities impact Low Impact

If choosing High or Medium level outline the equality considerations here, which should include any particular adverse impact on people with protected characteristics and actions to mitigate these. Link to an equalities impact assessment form using the [equalities form template](#).

### Climate change Low Impact

**Risk:** Choose a risk level; Low Risk

**Links to background information** [Reforming the licensing system - GOV.UK](#) [Institute of Licensing responds to government's licensing framework review - Institute of Licensing \(IoL\) e-bulletin 3 November - Gambling Commission newsletter](#)

**Link to [Council Plan](#)**

Priorities (check which apply)

- ☐ A supported and engaged community
  - ☐ Carbon neutrality and ecological recovery
  - ☒ Resilient economy that supports local business
  - ☐ Financially secure and improving quality of services
- 

## Report in full

### **1 Licensing Act 2003 – Applications received, licences issued, premises visited and number of hearings.**

- 1.1 The reporting period refers to the last quarter reporting period. This will be referred to as the reporting period.
- 1.2 During the reporting period, and at the time of writing this report the licensing team received and processed 344 applications, these all included, new premises licence applications, minor and full variations, transfers of premises licences, DPS variations, personal licences, review of a premises licence, suspension notices issued, Temporary Event Notices (TENs) and other miscellaneous licensing applications, such as change of names and addresses, surrender of premises licences and replacement licences.
- 1.3 A total 11 premises of interest were visited during the reporting period.
- 1.4 During the reporting period a total of three licensing and enforcement sub-committee hearings have taken place. One application for the grant of a premises licence and two hearings for the review of a premises licence, one of these hearings was an adjournment of an original hearing in respect of the same premises.
- 1.5 Premises licence applications, especially TENs remain busy with events such as the Ottery St Mary Tar Barrels and Christmas approaching. The Team continues to work hard in managing all licensing act applications within the time frames as dictated by the legislation.
- 1.6 A separate report has been submitted regarding the results of a consultation for a summary administrative review to the statutory Statement of Licensing Policy 2026-2031 and a draft version of the policy will be submitted to Members to approve.
- 1.7 We received notice on 9 October that the Government had requested a call for evidence regarding the reform of the Licensing Framework. The call for evidence refers to the 'on trade' (on sales) premises and on all entertainment licensed under the Licensing Act 2003. The purpose of a proposed reform aims to create a modern, proportionate and enabling system that supports economic growth, revitalises high streets and fosters vibrant communities. The full explanatory document can be found at 'links to background information' and includes the questions from the survey. The last date to submit a response was 6 November 2025.
- 1.8 Licensing Officers met on 20 October to discuss the call for evidence from an Officer perspective and submitted a joint response. The licensing and enforcement committee met on 22 October to discuss their response from the Members' perspective and the outcome of that meeting will be officially recorded during this meeting. The response from the Institute of Licensing (IoL) can be found at 'links to background information' and a response was submitted on behalf of the Devon Licensing Officers Group (DLOG).

- 1.9 Licensing Officer's visited the Ottery St Mary Tar Barells event on 5 November to conduct compliance checks on street traders and TENs. This was in conjunction with Police Licensing and other Responsible Authorities.

## **2 Pavement Licensing**

- 2.1 There are currently 28 pavement licences in operation across the district.
- 2.2 All pavement licences applied for in 2024 after the implementation of the Levelling up and Regeneration Act 2023 will be due for renewal in 2026.
- 2.3 A separate report will be brought to the next meeting in February 2026 to discuss the outcome/comments generated from the Pavement Licensing Consultation and to recommend the draft policy to Full Council for approval.

## **3 Gambling Act 2005.**

- 3.1 The Gambling Commission circulates a regular bulletin for licensing authorities outlining changes in legislation and any enforcement action taken. The latest release of the bulletin can be found at 'links to background information'.
- 3.2 No further update to the Guidance to Licensing Authorities document is currently available.

## **4 Taxi & Private Hire Licensing.**

- 4.1 Approximately 60 renewal applications were processed in the month of October. The team worked very hard to issue these licences by 31 October 2025. This is a legacy date in terms of the expiry date, historically all taxi and private hire licences were issued on 1 November.
- 4.2 There are currently 20 outstanding new applications for new drivers, five outstanding applications for private hire operators and 1 outstanding new private hire vehicle licence application.
- 4.3

<b>Year</b>	<b>Taxi Driver Licences</b>	<b>Taxi Vehicle Licences</b>	<b>Private Hire Drivers</b>	<b>Private Hire Vehicles</b>	<b>Private Hire Operators</b>
November 2024	139	133	52	40	27
February 2025	135	129	53	42	27
March 2025	133	128	51	40	27
June 2025	134	127	52	40	28
November 2025	131	126	55	42	31

## **4.4 Revocations, suspensions & refusals.**

- 4.5 During the reporting period, licensing officers have issued, two driver suspensions, one revocation of a driver licence and two vehicle suspensions.
- 4.6 All revocations, suspensions and refusals are entered into the National Register of Revocations, Refusals and Suspensions, it is mandatory for local authorities in England to input details of individuals whose driver licences have been revoked, suspended or refused.



#### **4.7 The taxi table of maximum fares – Update.**

- 4.8 At the meeting of the Licensing and Enforcement Committee on 8 October 2025, it was resolved to accept the new table of fares as agreed on 16 July 2025, without modification. The new table of fares came into force on 10 October 2025.
- 4.9 All taxi meters must be recalibrated no later than 10 January 2026.

#### **5 Street Trading Consents.**

- 5.1 At the time of writing this report 26 street trading consents are in operation across the district. These include sole traders and traders as part of an event not held under premises licence. At the time of writing this report 9 applications are in progress. The decline in numbers from the previous report will be the reduction in block street trading applications after the summer events.
- 5.2 A separate report has been submitted with a draft version of the reviewed Street Trading Policy for Members to consider. The review of the policy is purely administrative and does not include any proposals to re-designated existing consent streets or the addition of any new designated streets.

#### **6 Staffing within the Licensing Team.**

A long-term member of the Licensing Team will be taking retirement in February 2026. Work to submit an Authority to Recruit (ATR) for a suitable replacement has commenced. We are welcoming the return of a Licensing Support Officer after maternity leave in January 2026.

---

#### **Financial implications:**

There are no financial implications.

#### **Legal implications:**

There are no legal implications.

Report to: Licensing and Enforcement Committee

Date of Meeting 19 November 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## **Licensing Act 2003 – To seek approval to adopt a revised Licensing Act 2003 Statement of Licensing Policy 2026-2031**

### **Report summary:**

The report is to update the Licensing & Enforcement Committee on the outcome of the consultation to the summary administrative review of the Licensing Act 2003, Statement of Licensing Policy 2026-2031.

### **Is the proposed decision in accordance with:**

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### **Recommendation:**

#### **That the Committee:**

- **Note the outcome of the consultation undertaken on East Devon District Council's proposed summary administrative review of the Licensing Act 2003 Statement of Licensing Policy 2026-2031.**
- **Recommend to Council at their meeting on 10 December 2025 that the proposed Licensing Act 2003 Statement of Licensing Policy, be adopted by Council for the period of 7 January 2026 to 6 January 2031.**

### **Reason for recommendation:**

It is a legal requirement of the Licensing Act 2003 for East Devon District Council to determine a Licensing Policy to provide a framework for all licence applications regarding the sale of alcohol, the provision of regulated entertainment and the provision of late-night refreshment. The Policy was previously reviewed in 2020. The Policy must be reviewed at least every five years and therefore an amended Policy must be adopted by the 7 January 2026.

Officer: Phillippa Norsworthy, Licensing Manager, Housing & Health.  
[Phillippa.Norsworthy@eastdevon.gov.uk](mailto:Phillippa.Norsworthy@eastdevon.gov.uk)

### **Portfolio(s) (check which apply):**

- ☐ Assets and Economy
- ☐ Communications and Democracy
- ☐ Council, Corporate and External Engagement
- ☐ Culture, Leisure, Sport and Tourism
- ☐ Environment - Nature and Climate
- ☒ Environment - Operational
- ☐ Finance

- ☐ Place, Infrastructure and Strategic Planning
- ☐ Sustainable Homes and Communities

### **Equalities impact** Low Impact

If choosing High or Medium level outline the equality considerations here, which should include any particular adverse impact on people with protected characteristics and actions to mitigate these. Link to an equalities impact assessment form using the [equalities form template](#).

### **Climate change** Low Impact

**Risk:** Choose a risk level; Click here to enter text on risk considerations relating to your report.

**Links to background information** Click here to enter links to background information; appendices online; and previous reports. These must link to an electronic document. Do not include any confidential or exempt information.

### **Link to [Council Plan](#)**

Priorities (check which apply)

- ☐ A supported and engaged community
  - ☐ Carbon neutrality and ecological recovery
  - ☒ Resilient economy that supports local business
  - ☐ Financially secure and improving quality of services
- 

## **Report in full**

### **1 Background Information.**

- 1.1 Under the Licensing Act 2003, it is the responsibility of East Devon District Council to develop and publish a Statement of Licensing Policy. The published Policy then provides the framework for all decisions on applications relating to the Licensing Act 2003 and the way the Authority carries out its functions in relation to the legislation.
- 1.2 The Act requires that the Licensing Authority review their Licensing Act 2003 Statement of Licensing Policy every five years. The current policy is due to expire on 7 January 2026 and therefore the Licensing Authority must have reviewed and published a revised policy by 6 January 2026.
- 1.3 During the previous five years the current policy has been kept under review by the Licensing Team to ensure the policy remains updated as to any changes in legislation and or statutory guidance. It is in effect a live policy.
- 1.4 As there have been no legislative changes to the Licensing Act 2003 during the previous five years and taking into consideration the impending local government reorganisation (LGR) a summary administrative review of this policy has been conducted.

### **2 What has changed.**

- 2.1 The summary administrative review has entailed updating the draft policy to reflect the most up to date statutory Licensing Act 2003 Section 182 Guidance and updated references to the East Devon District Council's Public Health Strategic Plan 2024-2027, The Council Plan for 2024-2028, the Surveillance Camera Code of Conduct Guidance 2021 and East Devon District Council's current demographic information.

- 2.2 At 4.2 of the draft policy the classification of films has been added to the Delegation of Functions. At Appendix B of the draft policy which refers to the film classification procedures, the proposal of setting an appropriate fee to provide this licensable service has been added. The Licensing Authority do not currently charge a fee for this service.
- 2.3 The review has included minor miscellaneous updates to amend wording and to remove any errors in wording. Full details of the reviewed policy can be found at **APPENDIX A** and all amendments are in red type. Appendix C of the policy, Pool of Licensing Conditions have been amended to remove the word 'North' and to replace with 'East'. The Pool of Licensing Conditions document was developed by the Devon Licensing Officers Group of which East Devon is an active member and was first published in North Devon.
- 2.4 It was agreed at the Licensing & Enforcement Committee meeting on 16 July 2025, the draft reviewed policy could continue to a consultation.
- 2.5 As the review of the policy was predominantly administrative, a six-week consultation was conducted. The consultation ended on 5 November 2025.
- 2.6 The draft amended policy was available to view on East Devon District Council's website and all current premises licence holders and Responsible Authorities were consulted via email and in writing if no email address was available. An example of the email/letter that was circulated is attached at **APPENDIX B**.
- 2.7 No responses were received to this consultation. Therefore, the draft version of the policy that was presented to Members on 16 July 2025 has not been the subject of further amendments.

### **3 Future considerations.**

- 3.1 As detailed at 1.7 in the Licensing General Report, the Government launched a 'call for evidence' regarding the reform of the Licensing Framework. This consultation ended on 6 November 2025, and we are anticipating a possible change in statutory guidance or legislation. If any guidance or legislative changes are made to the Licensing Act 2003, another review of the East Devon District Council's Licensing Act 2003 Statement of Licensing Policy will take place.

### **4 Conclusions.**

- 4.1 The lack of responses to the revised policy appears to suggest that the Responsible Authorities and licensees are satisfied with the policy.
- 4.2 The Licensing Authority must adopt the policy before 6 January 2026 in order to exercise its powers under the Licensing Act 2003. Once the policy has been adopted by the Council at their meeting on 10 December 2025 it will be published on East Devon District Council's website.

---

### **Financial implications:**

If the Policy is not properly adopted by the District Council, the Authority will be liable to legal challenge which if successful could entail costs being awarded against the District Council

**Legal implications:**

Under the Licensing Act 2003 the Council is required to publish a reviewed and updated statement of licensing policy at least every five years. This must set out the authority's general approach to licensing applications and the way it carries out its functions in relation to the legislation.



# **LICENSING ACT 2003**

## **STATEMENT OF LICENSING POLICY**

**For the period  
7 January 2026 to 6 January 2031**

# Table of Contents

<b>FOREWORD</b>	<b>3</b>
<b>East Devon Area.</b>	<b>5</b>
<b>Statement of Licensing Policy</b>	<b>6</b>
<b>1. Introduction and Scope</b>	<b>6</b>
<b>2. Policy Consultation</b>	<b>7</b>
<b>3. Licensing Objectives and Related Legislation</b>	<b>7</b>
<b>4. The Licensing Function</b>	<b>11</b>
<b>5. The Licensing Process</b>	<b>16</b>
<b>6. Conditions</b>	<b>22</b>
<b>7. Authorisation to Sell Alcohol</b>	<b>23</b>
<b>8. Temporary Event Notices (TENs)</b>	<b>24</b>
<b>9. Cumulative Impact</b>	<b>26</b>
<b>10. Licensing Hours</b>	<b>28</b>
<b>11. Children and Licensed Premises</b>	<b>29</b>
<b>12. Drugs</b>	<b>31</b>
<b>13. CCTV</b>	<b>32</b>
<b>14. Door Supervisors</b>	<b>32</b>
<b>15. Control of Consumers</b>	<b>33</b>
<b>16. Nuisance</b>	<b>33</b>
<b>17. Capacity</b>	<b>34</b>
<b>18. Late Night Levy</b>	<b>34</b>
<b>19. Early Morning Restriction Orders (EMROs)</b>	<b>35</b>
<b>Definitions</b>	<b>36</b>
<b>Responsible Authority Contacts</b>	<b>38</b>
<b>Appendix A – Procedure for dealing with Hearings</b>	<b>39</b>
<b>Appendix B – Procedure for Film Classification</b>	<b>49</b>
<b>Appendix C – Pool of Conditions</b>	<b>55</b>

## FOREWORD

Welcome to East Devon District Council's Licensing Act 2003 Statement of Licensing Policy for **2026-2031**.

Section 5 of the Licensing Act 2003 (thereafter referred to as “the Act”) requires a licensing authority to prepare and publish a statement of its licensing policy every five years. Such a policy must be published before the authority carries out any function in respect of individual applications made under the terms of the Act. The Licensing authority will keep the policy statement under constant review and make such revisions to it, as it considers appropriate. Where revisions are made, the licensing authority shall publish a statement of revisions or a revised licensing policy statement.

**This is a summary administrative review of the policy and the revised policy** is published following a **six week** public consultation **during the Autumn of 2025** and adoption by Full Council on the **10** December 202**5**. It is effective from the 7 January 202**6** for the next five years.

Since the introduction of the Act, licensing authorities have gained extensive experience in the administration and enforcement of the legislation. We understand that the term ‘licensed premises’ can be applied to numerous types of operation from a nightclub to a traditional pub or a community run village shop and that our policy should provide valuable guidance and information to address the differing character and needs of each premises. This policy is also intended to provide advice and guidance to anyone that may be involved in the licensing application process from applicants to responsible authorities and members of the public who wish to make a representation about an application.

The entertainment industry within the District is a major contributor to the economy of East Devon. It attracts tourists and visitors, makes for vibrant towns and communities and is a major employer. We understand however our duty to ensure that the needs of residents are considered and anticipate that this policy will help to balance the sometimes conflicting needs of licensees and residents.

The aim of the policy is to secure the safety and amenity of residential communities whilst facilitating a sustainable entertainment and cultural industry. East Devon District Council, in adopting this Licensing Policy, recognises both the needs of residents for a safe and healthy environment in which to live and work and the importance of well run entertainment premises to the local economy and vibrancy of the District. To achieve this aim the Council is committed to partnership working with police, fire service, and local businesses, licensing trade, residents and others, towards the promotion of the objectives as set out in this policy.

This policy provides information and guidance to licence applicants, interested parties and responsible authorities on the general approach that the licensing authority will take in terms of licensing. Each application will be considered individually and the licensing authority will use the policy to ensure that considerations other than fitness of the applicant and suitability of premises are considered when reaching a decision.



We will apply this policy consistently and fairly so that the licensing objectives as set out in the legislation are promoted.

In the preparation and publication of this policy East Devon District Council as the licensing authority has had regard to the guidance issued by the Home Office under Section 182 of the Licensing Act 2003, last revised in **February 2025**. The revised guidance sets out the Government's view on the licensing objectives and the aims of the legislation which this policy recognises and with regard to wherever it is deemed necessary to promoting the licensing objectives.

Nothing in this policy document should be regarded or interpreted as an indication that any requirement of licensing or other law may be overridden.

A copy of the policy together with other licensing related information may be viewed on the licensing pages of the Council website at [eastdevon.gov.uk/licensing](http://eastdevon.gov.uk/licensing). Alternatively copies of the policy are available by contacting the Licensing Team via email to [licensing@eastdevon.gov.uk](mailto:licensing@eastdevon.gov.uk)

## **East Devon District Council Area**

East Devon is one of eight Devon districts and, in population terms, it is the largest in the County.

The District has a dispersed and mainly rural population. The rural nature of the area is emphasised by the low population density of **185.5** per square km (the England and Wales average is **433.5**). Of our 30 wards 21 of the have a population density below the England average. Areas of Outstanding Natural Beauty and the World Heritage Coast cover a high proportion of the District.

The main settlements comprise the coastal resorts of Exmouth (Devon's largest town – population **35,488**), Budleigh Salterton, Sidmouth and Seaton. In the mainly rural inland area the settlements comprise Honiton, Ottery St Mary, and Axminster. There are numerous villages and hamlets. Cranbrook is the fastest-growing town in the South West with a young population with four times the England average of 0-4 year olds and a high proportion in the 25-39 age group. It is estimated that Cranbrook will house up to 28,000 residents by 2031 with the community infrastructure expanding since the first building works began in 2011. As one of the ten NHS Healthy New Towns, the programme is helping to create an environment that promotes healthy lifestyles using innovative approaches to create a healthy, vibrant, attractive and sustainable town.

The population of East Devon has an older age profile with the average age of its residents being 50.7 years (national average is 40.1 years). East Devon has a highest age profile of all of the districts in Devon with the largest percentage of those aged 65+ at 30.06%, this equates to 42,758 people. The overall population is expected to increase by 14,300 people between 2017 and 2027, a rise of 10%.

## Cultural Activities in East Devon

East Devon has strong artistic, festival traditions with a number of highly regarded outdoor summer events occurring in many locations and towns. There is a vibrant voluntary sector including many groups and societies. East Devon District Council is developing and promoting use of its facilities and land for public recreation and the council has a tradition of promoting a wide range of cultural activity for the benefit of residents and visitors alike.

Commercially promoted events take place in a variety of locations throughout the District and within the area there are many local community groups, associations, church and village halls and community centres for social and fund raising activities. There are a large number of halls and community buildings licensed for regulated entertainment and/or the sale or supply of alcohol along with year on year increases for temporary event notices.

## East Devon District Council's Health and Wellbeing Strategy

East Devon's [Public Health Strategic Plan 2024-2027](#) identifies three overarching aims which highlight differences in life expectancy and healthy life expectancy between communities:

1. **Healthy People:** focuses on health outcomes such as life expectancy, physical health conditions like dementia, cancer and kidney disease, disability, personal wellbeing and mental health.
2. **Healthy Lives:** focuses on health-related behaviours and personal circumstances including obesity, hypertension, drug misuse, smoking and cancer screening.
3. **Health Places:** focuses on the wider social, economic and environmental drivers of health such as crime, unemployment, child poverty, pollution, noise and road traffic.

Whilst public Health is not one of the licensing objectives within the Licensing Act 2003, (unlike in Scotland), the council considers it important that alcohol dependency and alcohol abuse are considered within the context of the existing regulatory regime as alcohol dependency and abuse can lead to crime and disorder and anti-social behaviour and can impact on community wellbeing.

# Statement of Licensing Policy

## 1. Introduction and Scope

- 1.1 This Statement of Licensing Policy is based upon the Licensing Act 2003 ("the Act") and is in line with the Home Office Guidance to local authorities and takes effect from 7 January 2026.
- 1.2 This policy relates to all those licensing activities identified as falling within the provisions of the Act wherever they take place, namely: -
- ❑ Retail sale of alcohol
  - ❑ Supply of alcohol to club members
  - ❑ Provision of 'regulated entertainment' - to the public, to club members or with a view to profit
    - ❑ A performance of a play
    - ❑ An exhibition of a film
    - ❑ An indoor sporting event
    - ❑ Boxing or wrestling entertainment
    - ❑ A performance of live music
    - ❑ Any playing of recorded music
    - ❑ A performance of dance
    - ❑ Entertainment of a similar description to live music, recorded music or performance of dance
  - ❑ The supply of hot food and/or hot drink from any premises including food stalls between 11.00 pm and 5.00 am (Late Night Refreshment).
- 1.3 The Licensing Act 2003, section 5 requires a licensing authority to prepare and publish a Statement of Licensing Policy every five years.
- 1.4 Such a policy must be published before the authority carries out any function in respect of individual applications made under the act.
- 1.5 The purpose of this policy document is to assist the licensing authority in reaching a decision on a particular application, setting out those matters that will normally be taken into account. In addition, the policy document seeks to provide clarity for applicants, residents and other occupiers of property and investors, enabling them to make plans to move to, remain or invest in the District with some measure of certainty.
- 1.6 To achieve the licensing objectives the Council will use its full range of powers and engage all relevant responsibilities including its planning and environmental health controls, crime and disorder policies and powers. The authority will enter appropriate partnership arrangements, working closely with the police, the fire authority, trading standards, local businesses, community representatives and local people in meeting these objectives. Neighbouring authorities and town and parish councils will be consulted where appropriate.

- 1.7 The licensing authority will keep the policy statement under constant review and make such revisions it feels appropriate. Where revisions are made, the licensing authority will publish a statement of revisions or a revised licensing policy statement. Any major changes, unless they are the result of legislation changes will normally be preceded by public consultation.
- 1.8 The Act makes provision for the licensing of individuals for the retail sale of alcohol (personal licences), the licensing of premises for the retail sale of alcohol, provision of regulated entertainment or late night refreshments (premises licence), the supply of alcohol or the provision or regulated entertainment in certain clubs (club premises certificates) and the permitting of certain licensable activities on a temporary basis (temporary event notice).

## **2. Policy Consultation**

- 2.1 Before determining this policy statement the licensing authority has consulted with the following: -
- ☐ the chief officer of police
  - ☐ the fire authority
  - ☐ persons/bodies representative of local premises licence holders
  - ☐ persons/bodies representative of local club premises certificate holders
  - ☐ persons/bodies representative of local personal licences
  - ☐ persons/bodies representative of businesses and residents in the area
- 2.2 Proper weight has been given to the views of all consulted prior to this policy statement taking effect.
- 2.3 Unless changed by future legislation the policy statement will remain in existence for a maximum period of 5 years and will then be subject to review and further consultation.

## **3. Licensing Objectives and Related Legislation**

### **3.1 Licensing Objectives**

- 3.1.1 The licensing authority has a duty under the Act to carry out its licensing functions with a view to promoting the four licensing objectives. These are: -
- ☐ the prevention of crime and disorder
  - ☐ public safety
  - ☐ the prevention of public nuisance and
  - ☐ the protection of children from harm

- 3.1.2 These objectives are the only matters to be taken into account in determining the application and any conditions attached must be appropriate in achieving the licensing objectives. The legislation requires if there are no relevant representations then an application must be granted and will be subject only to mandatory conditions and conditions consistent with the applicant's operating schedule.
- 3.1.3 A Licence will only be granted where the licensing authority is satisfied that these objectives have been met.
- 3.1.4 The licensing authority requires applicants to address the licensing objectives in their operating schedules having regard to the type of premises, the licensable activities to be provided, the operational procedures, and the nature of the location and the needs of the local community.
- 3.1.5 Operating schedules should not consist of lists of statements but specify specific measures that will be put in place to promote the four licensing objectives. Suggested model conditions have been produced and agreed across all of the Devon Licensing Authorities to assist applicants, responsible authorities and other persons when proposing and determining conditions for a premises licence, but all should ensure that the conditions apply specifically to the premises and meet the criteria of clarity, appropriateness and enforceability shown at Appendix C.
- 3.1.6 Suggested model conditions are neither exclusive nor exhaustive. They do not restrict applicants, responsible authorities or other persons in proposing additional or alternative conditions. Nor do they restrict the Licensing Authority, when determining contested applications, from imposing any reasonable condition on a licence that it considers appropriate for the promotion of the licensing objectives under the Licensing Act 2003. The list of model conditions provide examples of what should be considered when formulating operating schedules when preparing an application.
- 3.1.7 It is recognised that the licensing function is only one means of securing the delivery of the above objectives and should not therefore be seen as a "cure all" for solving all problems within the community. The Licensing Act is part of a wider Government strategy to tackle crime, disorder and anti-social behaviour and reduce alcohol harm. The licensing authority will therefore continue to work in partnership with its neighbouring authorities, the police, the fire authority, the Council's Environmental Health teams, local businesses and local people towards the promotion of the objectives as outlined.

## **3.2 Related Legislation**

- 3.2.1 When making licensing decisions, the licensing authority is bound to apply: -
- 3.2.2 Legislation

- ❑ Section 17 Crime and Disorder Act 1998
- ❑ The European Convention on Human Rights, which is applied by the Human Rights Act 1998
- ❑ The Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000
- ❑ Policing and Crime Act 2009, further powers for local authorities regarding the regulation of lap-dancing and other sexual entertainment venues that is covered in legislation with separate policy in place to address the provisions.
- ❑ Equality Act 2010
- ❑ Police Reform and Social Responsibility Act 2011 and the Live Music Act 2012, which both brought in legislative changes to the Licensing Act 2003
- ❑ Deregulation Act 2015 removed the requirement to renew a 10 year Personal Alcohol Licence providing indefinite licence periods and increased number of Temporary Events from 12 to 15 per calendar year
- ❑ Immigration Act 2016 added licensing authority 'Right to Work' checks and the Home Office Immigration Service as a further Responsible Authority
- ❑ Police and Crime Act 2017 proved powers to suspend Personal Licences upon being convicted of a relevant offence
- ❑ [Section 182 of the Licensing Act 2003](#) (as revised).

3.2.3 The licensing authority will also have regard to all relevant, up to date legislation, strategies, policies and guidance in its decision making. This may include legislation that is time limited or that is specific to national issues at that relevant time. In preparing this licensing policy the council has had regard to, and sought to integrate the licensing policy with the Council's Plan and the Local Plan and Development Framework.

3.2.4 The aim of the licensing process is to regulate licensable activities so as to promote the licensing objectives. It is the licensing authority's wish to facilitate well run and managed premises with licence holders displaying sensitivity to the impact of the premises on local residents.

3.2.5 The licensing authority recognises that the provision of entertainment is a major contributor to the economy of the District, attracts tourists and visitors and is a major employer. Commercial occupiers of premises have a legitimate expectation of an environment that is attractive and sustainable for their businesses.

3.2.6 The licensing authority's Licensing Committee will keep itself informed and consider wider issues which may need to be given due consideration when making licensing decisions. These issues may include:-

- ❑ needs of the local tourist economy
- ❑ cultural strategy for the area
- ❑ employment situation in the area and the need for new investment and employment where appropriate

- 3.2.7 The licensing authority will also have regard to wider considerations affecting the residential population and the amenity of any area.
- 3.2.8 The licensing authority recognises that licensing applications should not be seen as a repeat of the planning application process and that there is no legal basis to refuse a licence application because it does not have planning permission. Applicants are recommended, however, to ensure that appropriate planning permissions are obtained before an application for a premises licence or club premises certificate is made.
- 3.2.9 For businesses applying for a licence under the 2003 Act, having also applied for planning permission, officers will have regard to Section 182 guidance (**as revised**) and will consider engaging with their planning counterparts with the aim of agreeing mutually acceptable operating hours and scheme designs.
- 3.2.10 In determining a licence application the overriding principle adopted by the licensing authority is that each application will be determined on its merits in the context of the four licensing objectives, and that unless relevant representations are received from Responsible Authorities or Interested Parties, there is no provision for the authority to impose conditions on a licence other than mandatory conditions or those proposed within an application.

The Council, when making decisions, has a duty to do all that it reasonably can to prevent crime and disorder, under Section 17 of the Crime and Disorder Act 1998. The Council is under a duty to protect the rights of residents to privacy and family life under Article 8 of the European Convention on Human Rights. At the same time, the Council must recognise the right of legitimate business to operate their premises without unnecessary restraint. Public authorities have a legal obligation to have due regard to the need to eliminate unlawful discrimination and to promote equality of opportunity and good relations between persons of different racial groups.

### **3.3 Gambling Act 2005**

The provision of gaming machines and certain forms of low-stakes gambling (for example poker, bingo) are permitted in alcohol-licensed premises and qualifying clubs under the Gambling Act 2005. The type of gambling allowed and stakes and prizes are specified in regulations and are set at levels which are designed to keep this form of gaming a low-risk, sociable activity. Generally, such gaming should be ancillary to the primary use of the premises. The authority may take action against premises where it believes that gaming is becoming the dominant activity or is having a detrimental effect on the licensing objectives.

### 3.4 Health Act 2006

The introduction of the Health Act 2006 which prohibited smoking in enclosed or substantially enclosed spaces in England has had a significant impact on alcohol-licensed premises and qualifying clubs. In many premises, customers wishing to smoke must do so in beer gardens, outdoor patio areas or in the street. This can result in noise, nuisance and anti-social behaviour for nearby residents, businesses and passers-by, especially late at night when background noise levels are low. The authority will expect applicants and licence holders to have particular regard to the management of customers in the immediate vicinity of their premises to ensure that their behaviour does not cause offence or undermine the licensing objectives.

### 3.5 Sexual Entertainment Venues

Performances of dance which are “relevant entertainment” within the meaning of the Local Government (Miscellaneous Provisions) Act 1982 (“the 1982 Act”) are not affected by the Licensing Act 2003 (Descriptions of Entertainment) (Amendment) Order 2013, regardless of the size of the audience or the time of day. “Relevant entertainment” is defined in the 1982 Act as a live performance or live display of nudity that, ignoring financial gain, can be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience.

In almost all cases where a performance of dance is potentially licensable as both the provision of *relevant* entertainment (under the 1982 Act) and *regulated* entertainment (under the 2003 Act), the 1982 Act disapplies the entertainment licensing regime in the 2003 Act in favour of its stricter regime for the control of sex establishments.

However, the Licensing Act 2003 will permit the holder of a premises licence to carry out relevant entertainment where the premises are not licensed as a sex entertainment venue under the 1982 Act if:

- The relevant entertainment has only been provided at those premises on no more than 11 occasions in any 12 month period, with none of those occasions lasting longer than 24 hours or taking place within a month of any other such occasion.

The Council has adopted a Sex Establishment Licensing Policy which stands separate from this Licensing Policy.

## 4. The Licensing Function

- 4.1 The central purpose of the licensing function is to promote the licensing objectives through the effective regulation of licensed premises, qualifying



clubs and temporary events. The authority is keen to foster a safe and vibrant leisure economy and will work with applicants and licence holders to encourage and sustain well managed premises which make a positive contribution to the community. The authority expects applicants and licence holders to demonstrate that they have given thought to and have in place adequate measures to ensure that the operation of their premises will not have an adverse effect on the quality of life of persons living and/or working in the vicinity of the premises.

## 4.2 Delegation of Functions

4.2.1 The powers of the licensing authority under the Act may be carried out by the authority's Licensing Committee, by a Sub-Committee or by one or more officers acting under delegated authority. The Licensing and Enforcement Committee will consist of between 10 and 15 elected members of the Council and will establish sub committees consisting of 3 members of the committee. The Council's delegation of functions follow the Home Office Guidance issued under Section 182 of the Licensing Act.

4.2.2 Many of the licensing procedures will be largely administrative and un-contentious. In the interests of efficiency and effectiveness officers will generally carry these out.

4.2.3 A list of delegations is available below:

Matter to be dealt with	By Full Committee	By Sub-Committee	By Officers
Application for personal licence		If a police objection made	If no police objection made
Suspend/revoke personal licence		If on relevant conviction	
Application for premises licence / club premises certificate		If a relevant representation made	If no relevant representation made
Application for premises licence / club premises certificate		If a relevant representation made and not withdrawn	If a relevant representation is made and subsequently withdrawn in writing
Application for 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 is made
Application for minor variation of premises licence / club premises certificate			All cases

Application to vary designated premises supervisor		If a police objection made	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection made	All other cases
Applications for interim authorities		If a police objection made	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant frivolous vexatious etc			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application			All cases
Determination of an objection to a temporary event notice		All cases	
Determination of application to vary premises licence for community premises to include alternative licence condition		If a police objection made	All other cases
Decision whether to consult other responsible authorities on minor variation application			All cases
Suspension of premises licence/club premises certificate for non-payment of annual fee			All cases
Review of Statement of Licensing Policy	All cases (Full Council)		
Implementation of a Late Night Levy	All cases (Full Council)		
Creation of an Early Morning Restriction Order	All cases (Full Council)		
<b>Film Classification</b>			<b>All cases (two officers)</b>

- 4.2.4 If representations have been received against an application for the grant or variation of a premises licence or club premises certificate and this is followed by successful mediation an 'agreed position' will have been reached between the objectors and the applicant. Any amendments or extra conditions that are agreed through mediation in writing will not need to be presented to the licensing sub-committee for approval and only those that remain as contested will do so.

### **4.3 The Licensing Authority as Responsible Authority**

- 4.3.1 Section 103 of the Police Reform and Social Responsibility Act 2011 amended the Act by making the licensing authority a 'Responsible Authority'. This enables the authority to make representations about an application for a premises licence or club premises certificate or to apply for a review of a premises licence or a club premises certificate.
- 4.3.2 In cases where the authority is acting in its capacity as a responsible authority, it has established a clear separation of responsibilities within the authority's licensing team in order to ensure procedural fairness and to avoid potential conflict of interest.

### **4.4 Review of a Premises Licence or Club Premises Certificate**

- 4.4.1 A Responsible Authority and any other person can, at any time following the grant of a premises licence or club premises certificate, apply to the licensing authority to review the licence/certificate because of concerns arising at the premises which may have an adverse impact on any of the licensing objectives. The authority regards this as a valuable protection for residents and businesses. Applications for a review must be made in writing and will be considered by a Licensing Sub Committee at a hearing.
- 4.4.2 Any application for a review should be treated seriously. Responsible authorities will aim to give licensees early warning of any concerns identified at a premises, and talk to the licence or certificate holder to establish whether there are any steps they may be willing to take to rectify the situation. Similarly those seeking a review and are not a responsible authority are encouraged to take initial steps. For example:
- ☐ asking the licensing authority to talk to the licence holder on their behalf
  - ☐ asking their local MP or Councillor to speak to the licence holder on their behalf
  - ☐ talking to the relevant responsible authority (for example Environmental Health in relation to noise nuisance or the police in relation to crime and disorder) to establish whether there is other action that can be taken to resolve the problem.

- 4.4.3 The review process is not intended as a means of challenging the grant of a licence following the failure of representations to persuade the licensing authority on an earlier occasion. No more than one review from a person other than a Responsible Authority will be entertained in relation to a particular premises within a period of twelve months on similar grounds, save in compelling circumstances (for example where new problems have arisen) or where it arises following a closure order made under s.160 or s.161 of the Act.
- 4.4.4 When considering a review of a premises licence or club premises certificate, the authority will expect the applicants for the review to provide evidence of infringements of licensing regulations, failure to comply with licence conditions and/or of failure to promote the licensing objectives. Further guidance on the review procedure is available from the Home Office ([www.gov.uk](http://www.gov.uk)) and our website [eastdevon.gov.uk/licensing](http://eastdevon.gov.uk/licensing).
- 4.4.5 Following a review, the authority will focus any remedial action directly on the concerns identified in the representations. In all cases, action will be appropriate, reasonable and proportionate to the nature of the problems giving rise to the review. Options available to the authority are:
- ☐ to modify the conditions of licence
  - ☐ to exclude a licensable activity from the scope of the licence
  - ☐ to remove the designated premises supervisor
  - ☐ to suspend the licence for a period of not more than three months
  - ☐ to revoke the licence
- 4.4.6 In cases where the crime and disorder objective has been undermined or where it can be demonstrated that a premises has a history of persistent offending, suspension or revocation of a licence, even in the first instance, may be seriously considered as a form of deterrence.
- 4.4.7 Any person aggrieved by the decision of the authority has the right of appeal to the Magistrates' Court. An appeal must be made within 21 days of the licensing authority's decision.

## **4.5 Enforcement**

- 4.5.1 The licensing authority has established protocols with Devon & Cornwall Police and other enforcing authorities. These protocols will provide for the targeting of agreed problem and high-risk premises, but with a lighter touch being applied to those premises which are shown to be well managed and maintained.
- 4.5.2 In general, action will only be taken in accordance with agreed enforcement principles and in line with this council's enforcement policy. To this end the key principles of consistency, transparency and proportionality will be maintained.

## 5. The Licensing Process

### 5.1 Applications

- 5.1.1 Application forms are available to complete online. Applicants can contact the licensing team prior to formal submission. Officers cannot provide guidance and may refer applicants to the Pool of Conditions and applicants should seek independent advice from a licensing consultant or solicitor at their own cost where necessary.
- 5.1.2 The Act requires that applications for the grant or variation of a premise licence or club premises certificate are advertised in accordance with regulations. The authority will need to be satisfied that the applicant has complied fully with these regulations and will check the premises for the site notices and request copies of notices and advertisements to verify that the application has been properly made. If an application has not been correctly advertised, the authority will reject the application. Further guidance on advertising applications and a template notice is available on our Licensing webpages.

### 5.2. Representations

- 5.2.1 When an application is made for the grant or the variation of a premises licence or club premises certificate a responsible authority under the Act or any other person may make a representation about the application.
- 5.2.2 Representations must be made to the authority in writing within the 28 day consultation period. ~~For this purpose, a representation can be made using the form available on our website, by letter or e-mail and use of the available web form is recommended for reasons of timelines during the consultation period.~~ Representations can be received by post or by email to [licensing@eastdevon.gov.uk](mailto:licensing@eastdevon.gov.uk)
- 5.2.3 Section 18(6) of the Licensing Act 2003 defines what constitutes a 'relevant' representation. To be relevant, a representation must relate to the likely effect of the grant of a licence on the promotion of one or more of the licensing objectives. There is nothing in the Act to say that a representation must be of a negative nature. The Act specifically refers to 'representations' rather than 'objections' recognising that representations may express positive support for an application. The authority will consider both positive and negative representations provided they are relevant.
- 5.2.4 Where no relevant representations are received, the application will be granted on the terms applied for. Where relevant representations are received, the application will be considered by a Licensing Sub Committee at a hearing as will any application for review of a licence. The authority has established its own hearing procedure as provided for by regulations made under the Act and in accordance with measures to permit remote hearings. This is included at Appendix B.

- 5.2.5 Any party to a hearing may expand on their representation but may not introduce new or different representations.
- 5.2.6 Representations which are deemed by the authority to be repetitious, frivolous, vexatious may be disregarded.
- 5.2.7 Where a notice of a hearing is given to an applicant, the licensing authority is required by regulations to provide the applicant with copies of the relevant representations that have been made which will include names and address of any person who has made a representation. In exceptional circumstances, a person wishing to make a representation may be reluctant to do so because of fears of intimidation or harassment if their personal details are disclosed to the applicant. Where the authority considers that the person has a genuine and well-founded fear of intimidation and may be deterred from making a representation, the authority may consider alternative approaches. For example, the authority may advise the individual to provide the relevant responsible authority with details of how they consider that the licensing objectives are being undermined so that the responsible authority can make representations if appropriate and justified. Alternatively, the authority may advise the individual to request their local councillor to make a representation on their behalf. Where appropriate, the authority may decide to withhold some or all of the person's details from the applicant. The authority will only withhold such details where the circumstances justify such action. Persons making representations should be aware that their personal details will normally be disclosed during the hearing process.
- 5.2.8 Where relevant representations have been made against an application the licensing authority may consider use of mediation after the expiry of the 28 day notice period, between the applicant and any objectors. Due to reasons of timeliness, mediation may occur through the most appropriate form of contact and may include emailing, telephoning and remote contact with relevant parties. Mediation allows each party to express their concerns or views in an attempt to come to an agreed position which is cost effective. Agreed positions negate need for contested hearings before a licensing subcommittee.

### **5.3 Determining Applications**

- 5.3.1 When determining a licence application, the overriding principle adopted by this authority will be that each application will be determined on its merits. The authority will have regard to any guidance issued by the Home Office, this Statement of Licensing Policy and any measures it deems necessary to promote the licensing objectives. The authority may depart from the guidelines in this Policy if it has justifiable and compelling reasons to do so. The authority will give reasons for any such departure from policy.
- 5.3.2 The authority will expect applicants to demonstrate in their applications active steps for the promotion the licensing objectives. When determining an application, a key consideration for the authority will be the adequacy of

measures proposed in the Operating Schedule to promote the licensing objectives having regard to the type of premises, the licensable activities to be provided, the nature of the location and the needs of the local community. It might be that the applicant has considered all of this and decides that no measures will be appropriate to cover promotion of one or more of the licensing objectives but that consideration will need to be made by the applicant.

- 5.3.3 The authority will also have regard to wider considerations affecting the residential population, businesses and the amenity of an area. These include alcohol-related violence and disorder, antisocial behaviour, littering and noise, particularly late at night and in the early morning.
- 5.3.4 Since the introduction of the Act, the authority's experience is that the vast majority of complaints about licensed premises are caused by public nuisance, in particular excessive noise from live and recorded music and disturbance caused by customers congregating outside licensed premises. The authority will expect applicants to have particular regard to these issues and, if considered appropriate, to include in their Operating Schedules adequate and effective steps to control noise and disturbance from their premises.
- 5.3.5 When determining an application, the authority will consider all relevant evidence, both oral and written, provided by parties to a hearing. Evidence which is irrelevant will be disregarded. The authority encourages applicants and persons making representations to attend hearings so that they can give evidence. Where an individual fails to attend the hearing, the authority will consider their application or representation but may attach less weight to it.
- 5.3.6 It should be noted that, when determining an application, the authority is making a judgment about risk. A key purpose of the licensing function is not to respond to crime and disorder, nuisance or public harm once it has happened but to make an informed assessment of the risk of such things occurring if a licence is granted and to take such steps as it considers appropriate to prevent or minimise such risks.
- 5.3.7 The authority will generally give its decision on an application at the end of a hearing and will give clear reasons for its decision. In all other cases, the authority will make its determination within five working days.
- 5.3.8 Any party to a hearing who is dissatisfied with the authority's decision may appeal to the Magistrates' Court. An appeal must be made within 21 days of formal notification of the decision.
- 5.3.9 Other statutory requirements may apply to the provision of any regulated activities at a premises and the responsibility for compliance lies with the licence holder.
- 5.3.10 In reaching a decision on whether or not to grant a licence, the licensing authority, if relevant representations are made, may take account of any non-compliance with other statutory requirements brought to its attention, if these undermine the licensing objectives. This is because any 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.

- 5.3.11 The grant of a licence does not imply the approval of other legislative requirements.

## **5.4. Vessels**

- 5.4.1 The licensing authority will give particular weight to the views of the Maritime and Coastguard Agency when considering applications for premises licences in respect of vessels. Where, in the opinion of the licensing authority, any of the four objectives are undermined and this cannot be resolved through the imposition of conditions, the application will be refused.

## **5.5 Large Scale Public Events – Safety Advisory Groups**

- 5.5.1 The promotion and the organisation of live musical and similar entertainment in the open air or in temporary structures can provide opportunities for community involvement, civic pride and can attract visitors to East Devon. However, the success of such events depends upon the quality, levels of safety and consideration for the rights of people who live or work in the vicinity and the standard of provision of facilities for those coming to enjoy the event
- 5.5.2 In recognition of the relevant and special factors, particularly with respect to major open air events such as a concerts or festivals, the council has established a multi-agency Safety Advisory Group (SAG) to assist organisers co-ordinating such events. This includes council departments who have an interest in, or legislative role relevant to, such events, together with representatives of the emergency services.
- 5.5.3 Members of the SAG are notified about all proposals to hold such events and where necessary a special meeting will be organised in order to consider any issues that will require to be addressed and to open up lines of communication with organisers. The Health and Safety Executive provide specialist guidance on event safety through their website at [www.hse.gov.uk](http://www.hse.gov.uk). and it is important that substantial notice is given so that proper preparations and planning can be put in place for the event.
- 5.5.4 The Council recommends that organisers of large scale public events should contact the Safety Advisory Group co-ordinator at least six month before any event being considered under a 'time limited' premises licence.



- 5.5.5 This is important as it will assist with measures that organisers need to put in place to plan the event, which licences to apply for, and will give an idea of how long the application may take, depending on the size and type of event.
- 5.5.6 The application may involve the preparation of a substantial operating schedule which may take some time to complete so applicants should ensure that they approach the licensing authority well in advance of any such event. The event organiser must produce an event plan and incorporate an operating schedule, risk assessments and address any safety issues before the council will allow use of its land for large scale events.
- 5.5.7 For large scale events that are occasional in nature and where the maximum number of attendees exceeds 499 people, the licensing authority will require an application for a full time-limited premises licence. A separate application will be required for each individual event regardless of whether the event occurs annually or on more than one occasion in any year. This will allow the Responsible Authorities and members of the public the opportunity to consider each application in light of previous events held. Responsible Authorities and Interested Parties should be have the opportunity to make representations relevant to the nature of the event which is planned. Large scale events have significant potential to undermine the promotion of the licensing objectives, due to their size, complexity and the potential implications for planning such events. Risks can be adequately mitigated by the submission of an up to date, relevant, detailed and complete operating schedule specific to the proposed event on each separate occasion.
- 5.5.8 Applicants may contact the council's Safety Advisory Group co-ordinator by emailing [SafetyAdvisor.group@eastdevon.gov.uk](mailto:SafetyAdvisor.group@eastdevon.gov.uk)

## 5.6 Environmental Factors

- 5.6.1 The [Council Plan for 2024 to 2028](#) highlights key priorities, principles and values including working towards ~~reducing our carbon footprint and enhancing our environment,~~ **carbon neutrality** and enhancing our environment, along with supporting initiatives that promote the health and well-being of our residents. The Licensing Authority works in support of the Council Plan noting the potential impact to the environment from time limited, outdoor licensed events. The Licensing Authority will expect applicants to be familiar with initiatives that reduce and mitigate the impact upon the environment, for example the relevance of avoiding of single use plastic drink containers, avoidance of materials that have a detrimental effect to the environment and similar initiatives.
- 5.6.2 Any operating schedule submitted in respect of time limited premises licences should include proposed times of operating and details of how the applicant intends to comply with the licensing objectives and in particular, how outside areas will be managed to prevent noise, smell, or obstruction nuisance to residents and the public.

- 5.6.3 East Devon's exceptional coastline forms part of a World Heritage Site (WHS) ~~and circular 07/2009 on the protection of WHS advises that appropriate policies for the protection and sustainable use of WHSs including enhancement where appropriate.~~ The East Devon part of the site (for nearly all of its length) also lies in the East Devon Area of Outstanding Natural Beauty. AONB's enjoy, with National Parks, the highest level of landscape protection in Britain being therefore, a national asset. It should be noted that a very small part of the Dorset AONB also falls in East Devon.
- 5.6.4 Experience over many years denotes that trading and licensable events have been eagerly sought along beaches and seafronts and would be significantly over prescribed if permitted to take place with consent of the land owner. Therefore continued preservation and protection of coastal, seafront areas locations will be an ongoing consideration under this policy.

## **5.7 Exemptions and de-regulation relating to regulated entertainment**

- 5.7.1 Since the introduction of the Act, the Government has de-regulated various types of regulated entertainment. There are also some exemptions under the Act and applicants are advised to consult our licensing web pages at [eastdevon.gov.uk/licensing](http://eastdevon.gov.uk/licensing) where full details of the exemptions/de-regulations are explained.
- 5.7.2 When considering whether an activity constitutes 'the provision of regulated entertainment' each case will be treated on its own merits. There will inevitably be a degree of judgement as to whether a performance constitutes regulated entertainment or not. If in doubt, organisers of events should check with the licensing authority.

## **5.8 Mobile, Remote, Internet and Other Delivery Sales**

- 5.8.1 The licensing authority shall have due regard to sales of alcohol which are made remotely, by mobile methods, internet or by other delivery sales.
- 5.8.2 The expectation of the licensing authority is that conditions suggested by way of operating schedules for these types of activities should be extremely robust with our Pool of Conditions (Appendix C). If new applications are made or existing premises are looking to extend into this area they should seek advice from the police as it might be appropriate for provisions in the operating schedule for age verification and restriction of delivery times/quantities.
- 5.8.3 An applicant seeking a licence that will 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 the person they are selling and delivering alcohol to is over the age of 18. A clear document trail of the order process from order, despatch from the licensed premises and delivery to a

specified address should be maintained (with times and signatures) and available for inspection by an authorised officer. In addition, the time that alcohol is sold on the website/over the phone and the time the alcohol is delivered at the receiving property should be within hours stated on the licence for the sale of alcohol.

## **6. Conditions**

- 6.1 Licensing relates to the control of licensed premises and other events within the terms of the Act and any conditions, which may be attached to licences, and the various other permissions, which will focus on matters falling within the control of individual licence holders.
- 6.2 These conditions will relate to the premises and other places being used for licensable activities and the impact of those activities in the vicinity. In this regard the licensing authority will primarily focus on the direct impact of any activities taking place on those living, working or otherwise engaged in the area concerned.
- 6.3 Generally it is recognised that the licensing function is not to be seen as a mechanism for the general control of anti-social behaviour by individuals/groups once they are beyond the direct control of the licence holder of any premises concerned. But the licensing authority's discretion may be engaged if relevant representations are made and there is an evidential link between the disturbance and the licensed venue.
- 6.4 The licensing authority will avoid imposing disproportionate and over burdensome conditions on premises. The licensing authority does not propose to implement standard conditions on licences across the board but instead, if its discretion is engaged, will attach conditions as appropriate given the circumstances of each individual case.
- 6.5 Conditions will cover the licensing objectives: -
  - ❑ crime and disorder
  - ❑ public safety
  - ❑ public nuisance
  - ❑ protection of children from harm.
- 6.6 Following relevant representations the licensing authority may impose conditions where existing legislation does not provide adequately for the promotion of the four licensing objectives.
- 6.7 Applicants are encouraged to volunteer their own conditions by way of an operating schedule. The terms of a premises licence and any conditions attached should be clear, not just clear to those having specialised knowledge of licensing, such as the licensing authority or the manager of the premises but also to the independent bystander such as neighbours, who may have no knowledge of licensing at all. The licensing authority's experience has shown that many conditions that have been volunteered have been vague, uncertain,

imprecise and unenforceable. As an aid to applicants or their representatives to ensure that the operating schedules that are offered are spelt out in clear terms the licensing authority has formulated a pool of conditions which applicants are invited to use when formulating their operating schedules

Further conditions are available in Annexe D to the Guidance issued under Section 182 of the Licensing Act 2003 available on the GOV.UK website.

- 6.8 Where a responsible authority or interested party considers the conditions volunteered by an applicant to be inadequate and makes representation to the licensing authority then the authority may, following a hearing, attach further conditions or amend volunteered conditions if it is considered appropriate to promote the licensing objectives which may be through means of an 'agreed position' in writing (see 5.2.8)

Licensing conditions may only relate to the promotion of the licensing objectives, and to matters which the licence holder can be reasonably expected to control in relation to the carrying on of licensable activities, and these are likely to relate to the premises themselves and the immediate vicinity of those premises.

Conditions will only be attached that are practical, achievable and appropriate for the promotion of the licensing objectives and if already provided for in other legislation, they will not be considered appropriate in the context of the licensing law.

The Act enables the authority to impose such conditions as are appropriate upon premises which have the potential to cause danger to visitors, disturbance to neighbours, crime or harm to children. However, many premises operate without such risks and the authority will reflect this by adopting a lighter touch to the imposition of conditions.

## **7. Authorisation to Sell Alcohol**

- 7.1 A Designated Premises Supervisor (DPS) who will be named on the Licence will be responsible for the day to day running of any premises licensed to sell alcohol and the main purpose of the DPS is to ensure that there is always one specified individual who can be readily identified for the premises where a premises licence is in force. The licensing authority will normally expect the DPS to have an active role in the day to day operation of the licensed premises, in particular the sale and supply of alcohol. A DPS does not have to be on site all the time, but should authorise individuals to supervise the day to day management of the premises in his absence.
- 7.2 A DPS should have sufficient experience and knowledge appropriate for the operation under their control. A DPS should be able to control the activities on site and respond quickly and efficiently to any problems.

The licensing authority will expect the DPS when authorising another person to sell alcohol to ensure that:

- (a) the person is authorised in writing by the DPS on whose behalf the person is selling or supplying alcohol;
- (b) the authorisation should specify the acts that may be carried out by the authorised person;
- (c) the person should be clearly identifiable;
- (d) there is in place sensible arrangements on a reasonably regular basis for the DPS to monitor the activities that they have authorised.

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

- 8.1 The Licensing Act 2003 makes provision for regulating temporary events involving the supply of alcohol, the provision of regulated entertainment or the provision of late night refreshment at a premises which are not authorised by a premises licence or club premises certificate. This provision can also be used by holders of premises licences and club premises certificates to authorise extensions to their permitted hours.
- 8.2 The system of temporary activities is intended as a light touch process and, as such, the carrying on of licensable activities does not have to be authorised by way of an application. Instead, a person wishing to hold an event at which it is proposed to carry out such activities is required to notify the licensing authority by way of a Temporary Event Notice (TEN). The person giving the Notice must also serve a copy on the Police and Environmental Health Service unless they make an online application in which case the authority will serve a copy on the relevant
- 8.3 A number of limitations are imposed on the use of TENs by the Act. The limitations apply to:
  - ☐ the number of times a premises user may give a TEN (50 times in a calendar year for a personal licence holder and five times in a calendar year for other people)
  - ☐ the number of times a premises user may give a late TEN (10 times in a calendar year for a personal licence holder and two times in a calendar year for others)
  - ☐ the number of times a TEN may be given for any particular premises (12 times in a calendar year)
  - ☐ the maximum duration of an event authorised by a TEN is 168 hours (7 consecutive days)
  - ☐ an individual premises can have a maximum total of 21 days covered by TENs in any calendar year

- ❑ no more than 499 people (including all staff and performers) at any one time for each event
  - ❑ there must be a minimum of 24 hours between each temporary event notice given by an event organiser at any premises
- 8.4 A TEN can be used for any 'premises'. This could be a building, a room in a building, a vehicle, a marquee, an open field etc. A TEN may only be given by an individual (aged over 18) and not by an organisation or club or business.
- 8.5 There are two types of TEN; a standard TEN and a late TEN. A standard TEN must be given no later than ten working days before the event to which it relates. A late TEN must be given not before nine and no later than five working days before the event. (NB. Notice periods do not include the day the Notice is given to the licensing authority or the day of the event). In practice 10 working days is unlikely to be sufficient to allow any concerns to be resolved and organisers are advised to serve notice giving as much notice as possible.
- 8.6 If the minimum period of notice is not given, the licensing authority must reject the Notice and the licensable activities can not legally take place.
- 8.7 If a TEN is correctly completed and submitted within the required time limits the licensing authority must accept the Notice.
- 8.8 However, the Police and East Devon District Council's Environmental Health Service may object to a TEN. No other person or body may object.
- 8.9 If the authority receives an objection notice from a relevant person that is not withdrawn, it must (in the case of a standard TEN only) hold a hearing to consider the objection unless all parties agree that this is unnecessary. The authority must consider any objection on the basis of the licensing objectives and decide whether the event should go ahead, or whether the Notice should be refused. If the Notice is refused a Counter Notice will be served on the notice giver in effect refusing to accept the notice. The authority may also allow the event to go ahead but with conditions imposed on the notice. Conditions can only be imposed on a Notice where the venue at which the event is to be held holds an existing premises licence or club premises certificate with those same conditions attached.
- 8.10 The Police or the Council's Environmental Health Service may also intervene by agreeing a modification of the proposed arrangements directly with the person giving the TEN (in the case of a standard TEN only).
- 8.11 If a Counter Notice is given the notice giver may make an appeal against the decision to the magistrates' court within 21 days. However it is unlikely that there will be sufficient time for any appeal to be heard by the Magistrates Court unless substantially more than the ten working days notice of the event has been given.

- 8.12 In the case of objections received against a late TEN there is no provision for a hearing and the event cannot legally go ahead. The law does not permit an appeal against refusal of a late TEN.
- 8.13 When giving a TEN, the premises user should consider the promotion of the four licensing objectives. Organisers are strongly advised to contact the Police and Environmental Health Service for advice at the earliest opportunity when planning events. Planning at an early stage may well minimise or avoid potential objections. The council's web pages concerning temporary event notices have other information on TENs including the option to make an online application and further guidance.
- 8.14 Where the TEN includes the supply of alcohol, the responsibility for the supply rests with the person giving the Notice (the 'premises user'). The premises user does not have to be on the premises for the entire duration of the event but will be liable for any offences committed.
- 8.15 Organisers are strongly advised to ensure that adequate safety measures (including the recorded findings of a Fire Risk Assessment) are in place in relation to any Temporary Event. Any event held under a TEN may be subject to inspection by officers from the Responsible Authorities.

## **9. Cumulative Impact**

- 9.1 The cumulative impact of licensed premises on the promotion of the licensing objectives is a matter which the licensing authority can take into account. This should not however, be equated with 'need' which relates more to the commercial demand for a particular type of premises. The issue of 'need' is a matter for planning consideration or for the market to decide and does not form part of this licensing policy statement.
- 9.2 The licensing authority may receive representations from either a responsible authority or an interested party (see glossary), that the cumulative impact of new licences is leading to an area becoming saturated with premises of a particular type, making it a focal point and thereby creating exceptional problems of disorder and nuisance over and above the impact from the individual premises themselves. In such cases the issue of cumulative impact can be taken into account when considering the individual merits of any application. The onus is on any person or organisation making such representations to prove any assertion that the addition of the premises concerned would cause the cumulative impact claimed.
- 9.3 The licensing authority will not operate a quota of any kind, which would pre-determine any application, nor will it seek to impose general limitations on trading hours in particular areas. Regard will be given to the individual characteristics of the premises concerned within a given area. It is recognised

that pubs, nightclubs, restaurants, hotels, theatres, and other clubs all sell alcohol, serve food and provide entertainment, but with contrasting styles and characteristics. Proper regard will be made to those differences and the impact they are likely to have on the local community. This may result in the amenity of local residents being placed under severe pressure; it will not always be possible to attribute a particular problem to customers of particular premises. This means that whilst enforcement action to ensure conditions are complied with is taken, this may not resolve all problems.

- 9.4 In determining whether to adopt a 'saturation' policy for a particular area the licensing authority may, among other things: -
- ❑ gather evidence or identification of serious and chronic concern from a responsible authority or local residents about nuisance and disorder
  - ❑ identify the area from which problems are arising and the boundaries of that area
  - ❑ make an assessment of the causes
  - ❑ adopt a policy about future applications for premises within that area.
- 9.5 If a 'saturation' policy is adopted it will be reviewed regularly to assess if it is needed any longer or should be expanded.
- 9.6 Where there is evidence that a particular area of the District is already suffering adverse effects arising from the concentration of late night premises, or that residential areas are under stress, this will be taken into account in determining any further applications for premises within the area identified.
- As such the licensing authority may take into account matters such as: -
- ❑ The character of the surrounding area
  - ❑ The impact of the licence on the surrounding area, both individually and cumulatively with existing licences
  - ❑ The nature and character of the proposed operation.
- 9.7 The licensing authority recognises that as well as the licensing function there are a number of mechanisms for addressing issues of unruly behaviour that occurs away from licensed premises. These include: -
- ❑ planning controls
  - ❑ ongoing measures to provide a safer and cleaner environment in partnership with local businesses and others
  - ❑ powers to designate parts of the District as places where alcohol may not be consumed publicly
  - ❑ confiscation of alcohol in designated areas
  - ❑ police enforcement of the law with regard to disorder and anti-social behaviour
  - ❑ police powers to close some premises for up to 24 hours in extreme cases of disorder or excessive noise



- ❑ the power of police, local businesses or residents to demand a review of the licence
- ❑ enforcement action against those selling alcohol to people who are already drunk.

9.8 The licensing authority may address a number of these issues through the Community Safety Partnership in line with the strategic objectives for crime and disorder reduction within the District.

Where the number, type and density of licensed premises are unusually high, serious problems of nuisance and disorder have sometimes arisen or have begun to arise outside or some distance from the licensed premises. This has been described as the cumulative impact of the increasing capacity of all premises taken together. It is possible that the impact on surrounding areas of the behaviour of the customers of all premises taken together is greater in these cases than the usual impact from customers of individual premises. In these circumstances, a licensing authority may receive representations from a responsible authority or interested party that an area is becoming saturated with certain premises making it a focal point for large groups of people to gather and circulate away from the licensed premises themselves. Such representation would need to be based on evidence.

This might be creating exceptional problems of disorder and nuisance over and above the impact from any individual premises. If this is the case it might lead the licensing authority to consider, through consultation, if adopting a special policy not to grant further licences would be one solution in helping to control the problem. Licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from licensed premises and beyond the control of the licence holder but is still a key aspect of such control and will be part of a holistic approach to the management of the evening economy in towns and city centres

## **10. Licensing Hours**

10.1 The licensing authority will deal with the issue of licensing hours on the individual merits of each application. When the authority's discretion is engaged consideration will be given to the individual merits of an application but the presumption will be to grant the hours requested unless there are objections to those hours raised by Responsible Authorities or Interested Parties on the basis of the licensing objectives. However, when issuing a licence with hours beyond midnight higher standards of control will generally need to be included in operating schedules to promote the licensing objectives especially for premises which are situated near residential areas.

10.2 There is no presumption within the Act for longer opening hours over objections from local residents and businesses located in the vicinity of licensed premises

but the licensing authority will consider licensing hours in the interests of avoiding a concentration of disturbance while ensuring that nuisance is minimised to local residents. Shops and public houses will generally be permitted to sell alcohol during the hours they intend to open. Entertainment providers will be encouraged to provide and promote a range of entertainment during their operating hours including live music, dancing and theatre for the wider cultural benefit of the community. It will be a matter for individual applicants to address the licensing objectives in their operational schedule within the context of the nature of the location, type of premises, entertainment to be provided, operational procedures and the needs of the local community.

- 10.3 In considering relevant representations, the licensing authority will consider the adequacy of measures proposed to deal with the potential for nuisance and/or public disorder having regard to all the circumstances of the case.
- 10.4 The terminal hours will normally be approved where the applicant can show that the proposal would not adversely affect the licensing objectives unless, after hearing relevant representation the licensing authority believe it necessary, proportionate and reasonable to restrict the hours required.
- 10.5 The licensing authority does not seek to adopt fixed terminal hours in designated areas (known as “Zoning”), as this can lead to the significant movement of people across boundaries in search of premises opening later.
- 10.6 Shops, stores and supermarkets will generally be permitted to sell alcohol for consumption off the premises during the normal hours they intend to open for shopping purposes unless there are exceptional reasons relating to the licensing objectives, in particular the prevention of crime and disorder and public nuisance.

Fixed and artificially early closing times promote, in the case of sales of alcohol, rapid binge drinking close to closing times and are considered a key cause of disorder and disturbance when large numbers of customers are required to leave premises simultaneously. This creates excessive pressures at places where fast food is sold or public or private transport is provided. This in turn can produce friction, particularly between young people, and gives rise to disorder and peaks of noise and other nuisance.

## **11. Children and Licensed Premises**

- 11.1 The licensing authority recognises the great variety of premises for which licences may be sought. These will include theatres, cinemas, restaurants, pubs, nightclubs, cafes, takeaways, community halls and schools. Access by children to all types of premises will not be limited unless it is considered

necessary to do so in order to protect them from physical, moral or psychological harm.

- 11.2 When deciding whether or not to limit access to children the licensing authority will judge each application on its own individual merits. Examples which may give rise to concern in respect of children include premises: -
- ❑ where entertainment of an adult or sexual nature is provided
  - ❑ where there is a strong element of gambling taking place
  - ❑ with a known association with drug taking or dealing
  - ❑ where there have been convictions of the current management for serving alcohol to minors or with a reputation for allowing underage drinking
  - ❑ where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises
- 11.3 In such circumstances as listed above the licensing authority would expect for the applicant to suggest restrictions in relation to access for children. If such restrictions are not contained within the operating schedule, then if relevant representation are made the licensing authority will consider making such restrictions as are deemed necessary to meet the licensing objectives.
- 11.4 Conditions may be imposed, if not covered in other legislation, on licences for premises where children will be present at places of regulated entertainment to the effect that sufficient adult staff must be present to control the access and egress of children and to ensure their safety. Where children may be present at an event as entertainers there may be a requirement for there to be a nominated adult responsible for such child performers at such performances.
- 11.5 The options available for limiting access by children would include: -
- ❑ a limit on the hours when children may be present
  - ❑ a limitation or exclusion when certain activities are taking place
  - ❑ the requirement to be accompanied by an adult
  - ❑ access may be limited to parts of the premises but not the whole
  - ❑ an age limitation (for under 18s).
- 11.6 The licensing 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 discretion of the individual licence holder or club.
- 11.7 The licensing authority will take strong measures to protect children where any licence holder is convicted of serving alcohol to minors, premises have a known association with drug taking or dealing, gambling takes place on the premises or where entertainment of an adult or sexual nature is commonly provided. In such circumstances it may sometimes be necessary to impose a complete ban, or require limitations on the hours when children may be present, age limitations or conditions requiring an accompanying adult, exclusions during certain activities of persons under 18.

- 11.8 In relation to exhibition of films, a mandatory condition will apply, requiring access to be restricted to those who meet the required age limit in accordance with any certificate granted by the British Board of Film Classification.
- 11.9 In relation to specialist Film Festivals where it is desired to show films not classified by the BBFC, the Licensing Authority will classify the films concerned. Adequate notice will need to be given by the Festival organiser if Licensing Authority classification is required. To achieve consistency and the protection of children, the Licensing Authority will use the guidelines published by the BBFC in policy at Appendix B. In addition, the Licensing Authority will use its other statutory functions to ensure the protection of children from harm with particular emphasis on the sale of alcohol to underage persons.
- 11.10 In relation to theatrical entertainment, it may be necessary to impose a condition to restrict the admission of children to theatres which are incorporating adult entertainment in their productions. It may also be necessary where entertainment is provided specifically for children, to consider whether a condition should be attached requiring the presence of a sufficient number of adult staff to ensure the wellbeing of children during an emergency.
- 11.11 The Council, in accordance with its obligations in regard to safeguarding and its Safeguarding Policy, would expect licence holders, not only to ensure that their premises are suitable for children (where licence holders propose to admit children), but to ensure the children are adequately protected and any concerns regarding the safety of children are properly reported to the appropriate authorities.

## **12. Drugs**

- 12.1 The licensing authority recognises that drug use is not something that is relevant to all licensed premises. However, if relevant representations are made special conditions may need to be imposed for certain types of venues to reduce the sale and consumption of drugs and to create a safer environment for those who may have taken them. Where these conditions are to be imposed, if appropriate, advice will be taken from the local Police.
- 12.2 Recent surveys indicate a general increase in the use of illegal and “legal high” drugs, involving a wider range of substances and is particularly true of what are often referred to as ‘recreational drugs’. Misuse of such drugs holds grave dangers and has led to fatalities. Other factors may have contributed to these deaths, such as a lack of drinking water, excessive drinking of water, an overly hot environment with inadequate ventilation, or a lack of adequate information about drugs.
- 12.3 The Licensing Authority expects designated premises supervisors to take all reasonable steps to prevent the entry of drugs into premises under their control, to take appropriate steps to prevent drugs changing hands within the premises

and to take practical measures to prevent drug misuse by way of management and design of the premises.

- 12.4 The Licensing Authority will expect designated premises supervisors to be familiar with the contents of Chapter 4 (drug awareness) of the BIIAB Level 2 National Certificate and to be following the recommendations of that handbook.

## **13. CCTV Standards Policy**

- 13.1 When considering a premises licence or club certificate application the licensing sub-committee will have regard to the [Surveillance Camera Code of Guidance – November 2021](#).
- 13.2 The sub-committee will in particular have regard to guiding principle one of this code which states:
- “Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need”
- 13.3 Therefore we will not impose a blanket requirement to attach CCTV conditions as part of the conditions attached to a licence or certificate.
- 13.4 Applications in relation to licensed premises will be considered on the individual circumstances surrounding the application and whether a requirement to have a CCTV system is appropriate in that particular case. In circumstances where a licence or certificate is granted subject to CCTV conditions, the consideration of all other guiding principles in this code is a matter for the Premises Licence Holder as the system operator.
- 13.5 Where the provision of CCTV system is a requirement of the conditions of either a Premises licence or a Club Premises Certificate, whether these are placed on the licence/certificate as offered by the applicant's Operating Schedule, as part of an agreed position reached following a representation or imposed following a Sub Committee hearing, the system must comply with at least the licensing authority's CCTV minimum standard. This has been set in consultation with the police to ensure that the systems provide a tool to prevent criminal and anti-social behaviour and to ensure that the images provided by the systems meet the recognition and identification standards necessary for the detection and prevention of crime and disorder.

## **14. Door Supervisors**

- 14.1 Whenever any persons are employed at licensed premises to carry out any security activity, all such persons must comply with the Private Security Industry Act 2001 and the Violent Crime Reduction Act 2006 and any successive legislation.

- 14.2 The licensing authority having regard to advice from relevant responsible authorities may consider that certain premises require strict supervision for exceptional reasons relating to the licensing objectives to prevent crime and disorder and public nuisance. In such cases, if relevant representations are made the licensing authority may impose a condition that licensed door supervisors must be employed at the premises either at all times or at such times as certain licensable activities are being carried out.

## **15. Control of Consumers**

- 15.1 The District Council has adopted the relevant powers to designate parts of the District as places where alcohol may not be consumed publicly. The locations of these areas can be found on our website or by contacting the licensing authority.
- 15.2 'Pub Watch' schemes or Licensee Associations will be promoted by the licensing authority. This is intended to promote and encourage public safety and the reduction of crime. Licensing Officers will attend meetings whenever possible. The licensing authority will encourage licence holders to attend their nearest Licensee Associations meetings as the licensing authority feel this is an excellent forum for exchange of ideas and local information.
- 15.3 The licensing authority will continue to liaise with the police licensing section to inspect licensed premises. This joint partnership approach is intended to maximise the potential for controlling crime, disorder and hazards at premises and to ensure compliance with relevant conditions as appropriate.

## **16. Nuisance**

- 16.1 To promote the licensing objectives, applicants for licences for licensable activities will be required to demonstrate the measures they have in place for the prevention of public nuisance. The impact of the licensable activities on people living in the vicinity should not be disproportionate or unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter. The prevention of public nuisance can include low-level nuisance affecting a few people living locally as well as a major disturbance affecting the whole community. It may also include the prevention of the reduction of the living and working amenity and environment of interested parties.

The Licensing Act does not exempt licence holders from their statutory obligations under the Environmental Protection Act 1990. But in certain circumstances where existing legislation does not provide adequately for the prevention of public nuisance, consideration might be given to imposing conditions. The Licensing Authority can only attach conditions if there have been relevant representations and only then if such conditions are deemed appropriate, proportionate and reasonable and are not already contained within the applicant's operating schedule.

## **17. Capacity**

- 17.1 Where it is considered necessary to control the maximum numbers of persons attending premises for the purpose of preventing crime and disorder or for public safety the licensing authority will expect this to be addressed in the operating schedule. The licensing authority, if relevant representations are made and only then if such conditions are deemed necessary proportionate and reasonable, may impose a condition stipulating a maximum number of persons permitted to attend premises where it considers it necessary to prevent crime and disorder or for public safety purposes.

## **18. Late Night Levy**

- 18.1 The Late Night Levy is a power conferred on Licensing Authorities by Chapter 2 of Part 2 of the Police Reform and Social Responsibility Act 2011. This provision came into force on 31 October 2012 and enables a licensing authority to charge a levy on premises in the authority's area which are licensed to sell alcohol late at night as a means of raising a financial contribution towards the costs of policing the late-night economy. The levy if adopted by the council would apply to the whole of the licensing authority's area.
- 18.2 The levy would be payable by the holder of any premises licence or club premises certificate in the authority's area which authorises the sale or supply of alcohol on any days during the 'late night supply period'. This is a period beginning at or after midnight and ending on or before 6am.
- 18.3 The decision to introduce the levy is for the licensing authority to make. Before making any such decision, the licensing authority must consult the Chief Officer of Police, the Police and Crime Commissioner and the holders of relevant late night licences or certificates. Local residents can use existing channels and forums to put forward views and call for the implementation of the levy in their area if they wish to do so.
- 18.4 The licensing authority must pay at least 70% of the net levy revenue to the police. A licensing authority can deduct the costs it incurs in connection with the introduction, administration, collection, variation and enforcement of the levy prior to the levy revenue being apportioned between the police and licensing authority. The licensing authority has discretion to exempt certain premises - prescribed by regulations - from the levy and to reduce the amount of the levy by 30% for premises which participate in business-led best practice schemes.
- 18.5 This authority has taken no decision and has no plans to implement the Late Night Levy but is aware that it is a power which it may use if it considers it appropriate for the promotion of the licensing objectives.

- 18.6 The authority may consider the introduction of a Late Night Levy at any time if circumstances change and evidence supports this course of action.

## **19. Early Morning Restriction Orders (EMROs)**

- 19.1 Early Morning Restriction Orders (EMROs) are a new licensing power conferred on Licensing Authorities by s.119 of the Police Reform and Social Responsibility Act and came into force on 31 October 2012. This power enables a licensing authority to prohibit the sale of alcohol for a specified time period between the hours of midnight and 6 a.m. in the whole or part of its area if it is satisfied that this would be appropriate for the promotion of the licensing objectives.
- 19.2 EMROs are designed to address recurring problems such as high levels of alcohol-related crime and disorder in specific areas at specific times, serious public nuisance and other instances of alcohol-related anti-social behaviour which are not directly attributable to specific premises. Unlike the Late Night Levy there are no powers to charge a fee in connection with making an EMRO.
- 19.3 The decision to implement an EMRO must be evidence based. Evidence will be considered from partners including Responsible Authorities and the East and Mid Devon Community Safety Partnership alongside the authority's own evidence to determine whether an EMRO is appropriate for the promotion of the licensing objectives.
- 19.4 Measures that may be considered in advance of making an EMRO include:
- ☐ introducing a Cumulative Impact Policy
  - ☐ reviewing licences of specific problem premises
  - ☐ encouraging the creation of business-led practice schemes in the area and
  - ☐ the other mechanisms designed for controlling cumulative impact
  - ☐ encouraging licence or certificate holders to make variations with respect of hours for licensable activities.
- 19.5 The only exemptions relating to EMROs are premises which are authorised to sell alcohol between midnight and 6.00 am on New Year's Eve and the provision of alcohol to residents in premises with overnight accommodation by means of mini bars and room service.
- 19.6 This authority has taken no decision to introduce an EMRO but is aware that it is a power which it can use if it considers it appropriate for the promotion of the licensing objectives.
- 19.7 The authority may consider the introduction of an EMRO at any time if circumstances change and evidence supports this course of action.



## Definitions

**Club Premises Certificate** – authorises the use of premises by a qualifying club for one or more licensable activity

**Designated Premises Supervisor** means the person (who must be a Personal Licence holder), in the case of premises selling alcohol, who will normally have been given the day to day responsibility for running the premises by the holder of the Premises Licence or will be the Premises Licence holder himself (who must also be a Personal Licence holder).

**Regulatory Compliance Code** – Is a code to promote efficient and effective approaches to regulatory inspections and enforcement.

**The Hampton Principles** – These are the principles that outline the way that regulation and enforcement should be planned and implemented by the regulatory authorities.

**An Interested Party** – a responsible authority or any other person making a representation about an application.

**Late Night Refreshment** - the provision of hot food or hot drink between the hours of 11pm and 5am for consumption on or off the premises either to members of the public or from premises to which the public have access

### **Licensable Activities and Qualifying Club Activities –**

- the sale by retail of alcohol
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- the provision of regulated entertainment
- the provision of late night refreshment

**Operating Schedule** means a document containing a statement including the following matters: -

- the relevant Licensable Activities
- the times at which the Licensable Activities are to take place and any other times when premises are open to the public
- information regarding the person who will be specified in the Premises Licence as the Premises Supervisor
- where the Licensable Activities involve the supply of alcohol, whether it is for the supply on and/or off the premises
- the steps being taken to promote the Licensing Objectives

**Personal Licence** – authorises an individual to supply or authorise the supply of alcohol in accordance with a premises licence

**Premises Licence** – authorises the premises to be used for one or more licensable activity

**Regulated Entertainment -**

- (a) A performance of a play
- (b) An exhibition of film
- (c) An indoor sporting event
- (d) A boxing or wrestling entertainment
- (e) A performance of live music
- (f) Any playing of recorded music
- (g) A performance of dance
- (h) Entertainment of a similar description to live music, recorded music or performance of dance

**Relevant Representation** - is only relevant if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. A representation that fails to do so is 'irrelevant' for the purposes of the Act.

**Residential Area** - An area whose character is residential at the material time of day. Where there is doubt, the licensing authority will consider the number of residential units in the area and the proportion of such units to units used for other purposes.

**Responsible Authorities (who are they for East Devon)**

1. The Licensing Authority itself
2. Devon and Cornwall Police
3. Devon & Somerset Fire and Rescue Service
4. Planning and countryside service
5. Environmental Health and equalities teams (or HSE)
6. Devon Trading Standards
7. Public Health Devon
8. Devon Area Child Protection
9. Home Office (Immigration Enforcement)

The list of Responsible Authorities and their contact details may change where additional responsible authorities are designated by regulations from the Secretary of State or existing Responsible Authorities change their address. An up to date list is available on the council's website as a [Guide to Responsible Authorities](#)

**Temporary Event** - the use of premises for one or more of the licensable activities during a period not exceeding 168 hours, usually where a premises licence covering the licensable activity is not in place.

**Temporary Event Notice** means a Permitted Temporary Activity involving one or more licensable activities subject to the following various conditions and limitations: -

- duration – they are limited to events lasting for up to 168 hours;
- scale – they cannot involve the presence of more than 499 people at any one time;
- use of the same premises – the same premises cannot be used on more than 15 occasions in a calendar year, but are subject to the overall aggregate of 21 days irrespective of the number of occasions on which they have been used, and
- the number of notices given by an individual within a given period of time – a Personal Licence holder is limited to 50 notices in one year (a maximum of 10 LATE notices are permitted), and any other person to five notices (a maximum of 2 LATE notices) in a similar period.

(in any other circumstances, a full Premises Licence or Club Premises Certificate will be required for the period of the event involved)

**Terminal Hour** refers to the time at which authorised licensable activities should cease and the ‘opening hours’ when premises are open to the public is not necessarily the same. The authorisation of a licence relates to the sale or supply of alcohol and not to the consumption. ‘Drinking up time’ no longer applies but applicants would be expected to address this issue when preparing their operating schedules.

## **Responsible Authority Contacts**

Current addresses, telephone numbers and email addresses for all relevant responsible authorities can be found in our online [\*\*guide to responsible authorities.\*\*](#)

**INFORMATION FOR PARTIES****PROCEDURE FOR DEALING WITH HEARINGS UNDER THE LICENSING ACT 2003 AND THE LICENSING ACT 2003 (HEARINGS) REGULATIONS 2005****1. RIGHT TO DISPENSE WITH HEARING UNDER THE ACT**

- 1.1 The Act specifies various situations when a licensing authority must hold a hearing to consider either relevant representations or police objections to an application. This procedure applies to all such applications. The Regulations authorise the licensing authority to dispense with holding a hearing if all persons required by the Act ('relevant persons') agree a hearing is unnecessary and have notified the authority that they consider a hearing unnecessary. If the licensing authority agrees that no hearing is necessary it must forthwith give notice to all parties that the hearing has been dispensed with.

**2. TIMING OF HEARING UNDER THE ACT**

- 2.1 In relation to applications received under the Act, the authority shall arrange for hearings to be held within the periods of time specified by the Regulations.

**3. NOTICE OF HEARING**

- 3.1 The authority shall give due notice of any hearing held under the Act to those persons specified under the Regulations together with any documents required.
- 3.2 In the case of all other licensing hearings, the parties will be sent a notice of hearing at least 10 days before the day of the hearing.
- 3.3 In all cases the notice of hearing sent to the parties will include the following information:
- ☐ the date, time and place of the hearing;
  - ☐ the right of the party to be represented at the hearing by another person, whether that person is legally qualified or not; subject to the power of the licensing authority to exclude him or her from any part of the hearing in the public interest (Regulation 14) or for disruptive behaviour (Regulation 25);
  - ☐ the right of the party at the hearing to give further information where the authority has given notice to a party that it will want clarification of any point under Regulation 7 (1) (d), representations or notice (as applicable);

- ☐ if given permission by the authority, to question any other party;
- ☐ to address the authority, subject to any maximum time limit imposed by the sub-committee
- ☐ the consequences if the party fails to attend or is not represented at the hearing;
- ☐ the procedure to be followed at the hearing
- ☐ any particular points on which the authority considers that it will want clarification from a party at the hearing;
- ☐ any information the licensing authority has received in support or opposition of the application (or a summary thereof, if appropriate).

3.4 In the notice of hearing the applicant will be asked if they have any special needs or requirements at the hearing and requested to notify the licensing authority of any difficulty in attending.

#### **4. PARTY'S RESPONSE TO NOTICE OF HEARING**

4.1 Following receipt of the notice of hearing a party must give to the authority within the period of time required by it a notice:

- ☐ Stating whether he intends to attend or be represented at the hearing;
- ☐ Stating whether he considers a hearing to be unnecessary;
- ☐ Stating whether he wishes to make a request for any other person to appear at the hearing (e.g. a witness on an issue relevant to the licensing objectives which is in dispute.)
- ☐ Enclosing any documents on which he seeks to rely to support the representations already made the application or the notice as the case may be. A summary of key points on which the party seeks to rely should be included

4.2 Where the time for a party to give his or her response to the Notice of Hearing is not stated in the Regulations it must be given no later than 5 working days before the first day of the hearing

4.3 A party must include with their notice requesting permission for another person to appear at the hearing details of the name of that person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request.

4.4 Parties who do not comply with the requirements of this paragraph 4 have no right to be heard at the hearing.

## **5. RIGHT TO DISPENSE WITH HEARING IF ALL PARTIES AGREE**

- 5.1 The authority may dispense with a hearing if all persons required by the Act agree that a hearing is unnecessary, other than the authority itself, have given notice to the authority that they consider a hearing to be unnecessary.
- 5.2 If all the persons required to agree that a hearing is unnecessary have done so in accordance with paragraph 5.1, then if the authority agrees a hearing is unnecessary it will give notice forthwith to the parties that the hearing has been dispensed with.

## **6. WITHDRAWAL OF REPRESENTATIONS**

- 6.1 Representations may be withdrawn either by giving written notice to the authority no later than 24 hours before the day of the hearing, or orally at the hearing.

## **7. POWER TO EXTEND TIME OR ADJOURN HEARING**

- 7.1 The licensing authority may extend time limits specified in the Regulations for a specified period where it considers this necessary in the public interest. Notice of the period of any extension must be given to the parties forthwith stating the reasons.
- 7.2 The licensing authority may adjourn a hearing to a specified date, or arrange for it to be held on specified additional dates, where it considers this necessary for its consideration of any representations or notice made by a party. Notice of the date, time and place to which the hearing has been adjourned, or specified an additional date, time and place at which the hearing is to be held, must be given to the parties forthwith.
- 7.3 Matters may be adjourned to enable the sub-committee's time to be used efficiently. This means that the parties to all hearings should not expect that their case will necessarily be heard in full on the first date it is listed, particularly if it appears complex or likely to take up more time than is available on that day. Adjournments may also be useful in cases where the parties need time to discuss their respective positions with a view to resolving objections.

## **8. PUBLIC ACCESS TO HEARINGS**

- 8.1 Subject to 8.2, the licensing authority shall hear all matters in public except: -
  - 8.1.1 where it considers the public interest in excluding the public outweighs the public interest in the hearing (or part of it) taking place in public

- 8.1.2 that it may require any person attending the hearing who in its opinion is behaving in a disruptive manner to leave the hearing and may:
- ☐ refuse to permit that person to return;
  - ☐ permit them to return only on such conditions as the authority may specify;
  - ☐ but such a person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.
- 8.2 The sub-committee will normally exclude the public from the part of the hearing when they make their determination (decision) in the case.

## **9. PROCEDURE AT HEARING**

- 9.1 This procedure will apply to the Licensing Act 2003 hearings by the Licensing and Enforcement Committee and its sub-committees. The Chairman shall have the power to determine procedural matters to the extent they are not already governed by the Regulations. The sub-committee will appoint its Chairman at the beginning of the meeting.
- 9.2 The Chairman will open the sub-committee and will remind members of their obligation to declare any personal and prejudicial interests. Ward members are not prevented by the legislation from hearing matters in their ward but will need to consider carefully whether they have any connection with a particular matter which would lead an objective bystander to believe that the sub-committee might be biased as a result.
- 9.3 The Chairman will identify the Legal Advisor and the Democratic Services Officer for the benefit of those attending the hearing. The Chairman will explain that the Democratic Services Officer's role is to record the key points of the hearing and the Legal Advisor's role is to provide legal advice to Members of the sub-committee.
- 9.4 The Chairman will then explain to the parties present that the hearing is the subject of this procedure, copies of which will have been distributed to the parties with the notice of hearing. He will enquire of the parties whether there are any questions of clarification concerning its contents.
- 9.5 Each matter to be dealt with by the sub-committee will be called in turn, usually in the order listed on the sub-committee agenda. However, the Chairman may change the order at his/her discretion.
- 9.6 As each matter is called, the Chairman will ask the applicants and any other parties in the case to identify themselves and then consider any requests made by Parties for another person to appear at the hearing (e.g. a witness) provided he has already made such a request in writing in accordance with paragraph 4.3. Such permission shall not be unreasonably withheld.

- 9.7 If a party has informed the authority that he will not be attending or be represented at the hearing, it may proceed in his absence. If a party has informed the authority that he will attend or be represented and does not do so, Members will decide if it is in the public interest that the hearing of the matter should be adjourned, in which case the authority must notify the parties of the date, time and place to which the hearing has been adjourned.
- 9.8 Where the authority holds the hearing in the absence of a party who had indicated he would attend, the authority shall consider the application together with any representations made or notice given by that party. The sub-committee must give full reasons for proceeding in his/her absence. The Democratic Services Officer will record these reasons and the applicant will be informed of the decision.
- 9.9 Any documentary evidence or written representations lodged with the authority in response to the authority's notice of hearing (see paragraph 4.1) within the time periods specified in Annex 1 to this procedure will be made available to the sub-committee.
- 9.10 Where a party seeks to raise a new issue not raised in his response to the notice of hearing, it will be in the discretion of the Chairman whether to allow that matter to be introduced, and/or adjourn the hearing to another date.
- 9.11 The Chairman will ask the Licensing Officer who is presenting the case summary to identify him/herself. If the case is being held in private, or partly in public and partly in private, the Chairman will explain the hearing process to be adopted to all parties, which will be a modified form of this procedure but will give each party the opportunity to be heard.
- 9.12 The hearing shall take the form of a discussion led by the Chairman and assisted by the Legal Advisor as appropriate and cross-examination shall not be permitted unless the authority considers that cross-examination is required for it to consider the representations, application or notice as the case may require.
- 9.13 The Chairman may indicate at the outset any particular issues relating to the licensing objectives he will be seeking to explore in the course of the hearing. He may also seek to clarify the main outstanding areas of objection to the application before each party addresses the Committee. He may also seek to establish whether the applicant proposes further conditions in the light of relevant representations received.
- 9.14 The Licensing Officer will open the hearing with a summary of the relevant facts and issues.



- 9.15 The Chairman will ask each party to make their representations, including any documentary evidence they wish to rely on which was submitted in advance in accordance with paragraph 4.1, and call any witnesses in support of their application the Chairman has agreed may appear under paragraph 9.6.
- 9.16 The order of representations will normally be the applicant, the responsible authorities, and then the interested parties at the discretion of the Chairman.
- 9.17 The normal maximum time limit for each party to make their case and call any witnesses will be ten minutes, since all parties will have had the opportunity to make written representations and those received within the statutory time-limits will be circulated to the committee (summarised if lengthy). This time limit may be varied at the discretion of the Chairman, but the time limit will always be equal for all parties.
- 9.18 The Members of the Committee may ask questions of any party or other person at the hearing at any point in the hearing that the Chairman considers appropriate, through the Chairman if he so decides. Questions will normally be after the party has made their representations.
- 9.19 The Chairman will ask the Licensing Officer and any party whether they have any questions following each party's representations, after the sub-committee members have asked theirs. The Chairman will use his discretion to decide whether to permit direct questioning by each party of other parties, or whether the questions will be put by the Chairman himself. The Chairman has the right to curtail questioning at any time.
- 9.20 The content of any representations and/or documentary or other information on which a party seeks to rely should have been disclosed by that party to all parties prior to the hearing within the period of time specified in the Notice of Hearing. Additional representations and/or evidence, which have not been submitted to the authority before the hearing, may only be made or submitted at the hearing with the consent of all the other parties.
- 9.21 The sub-committee shall disregard any information given or evidence produced by a party which is not relevant to:-
- (a) their application, representations or notice (as applicable), and
  - (b) the promotion of the Licensing Objectives (prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm), or in relation to a hearing to consider a notice given by a chief officer of police, the crime prevention objective.

- 9.22 The Chairman may remind parties where necessary that their representations should be relevant to the licensing objectives. If in his opinion irrelevant representations are being made he may advise a party of the need for relevance, and if necessary curtail his representations on an irrelevant point.

## **10. EVIDENCE**

- 10.1 The strict legal rules of evidence will not apply and evidence shall not be given on oath.

## **11. LEGAL ADVICE**

- 11.1 The role of the sub-committee's Legal Advisor is to provide the Members with advice on: -

- ☐ questions of law;
- ☐ matters of practice and procedure;
- ☐ the options available to the sub-committee in making their decision;
- ☐ whether information or evidence is relevant to the licensing objectives;
- ☐ any relevant decisions of "superior courts" or other guidelines (e.g. – Government Guidance on the 2003 Act and the Council's Statement of Licensing Policy);
- ☐ other issues relevant to the matter before them (e.g. any consultation currently in progress through Council etc);
- ☐ where appropriate to assist the sub-committee in formulating the reasons for its decision.

- 11.2 The Legal Advisor may ask questions of parties and witnesses in order to clarify the evidence and any issues in the case.

- 11.3 The Legal Advisor has a duty to ensure that every case is conducted fairly.

## **12. DETERMINATION OF APPLICATIONS**

- 12.1 When all the representations have been heard, the Members may choose to withdraw while they make their deliberations in private. The Legal Advisor will only remain with the sub-committee if requested to give legal or procedural advice but not otherwise and will then return to the committee room while the Members make their decision. The Legal Advisor will explain to applicants/parties the reason for his being called to where the Members were deliberating (e.g. to advise on a point of law etc).

- 12.2 In the event that the sub-committee is unable to agree on its decision, the Chairman shall have a casting vote.
- 12.3 If the sub-committee needs to ask any further questions of either the applicant or any other party, all parties will be asked to return before the sub-committee.
- 12.4 In the case of hearings held under the following sections of the Act, the sub-committee must make its determination at the conclusion of the hearing:
- ☐ hearing to consider counter notice following police or environmental health objection to temporary event notice [s.105(2)(a)];
  - ☐ hearing to consider review of premises licence following closure order [s.167(5)(a)];
- 12.5 In any other case the authority must make its determination within the period of 5 working days beginning with the day (or the last day) on which the hearing was held.
- 12.6 Once the sub-committee has reached its decision the Democratic Services Officer and the Legal Advisor may withdraw to assist the Members in writing up their decision. Again the Legal Advisor will explain to applicants/parties the reason for his being called to where the Committee were.
- 12.7 Where a hearing has been dispensed with under paragraph 5 above, the authority must make its decision within the period of 10 working days beginning with the day on which it gives notice to the parties.

### **13. NOTIFICATION OF DETERMINATION**

- 13.1 The authority will send a notification of determination to a party forthwith upon making it, or where there is a particular period for notification specified in the Licensing Act, within that period.
- 13.2 Notification of determination will give reasons for the decision. If the licensing authority has departed from the statutory Guidance or from the Council's Licensing Policy, reasons should also be given for that departure.
- 13.2 Where the Act requires the Chief Officer of Police to receive notification of determination, and that Chief Officer has not been a party to the hearing, the authority shall send him that determination forthwith.
- 13.3 Notification of determination shall be accompanied by information concerning the right of a party to appeal.

- 13.4 Decisions shall be that of the licensing authority (i.e. not individual members).

#### **14. QUORUM**

- 14.1 The quorum for any hearing of a licensing sub-committee shall be two Members.

#### **15. RECORD OF PROCEEDINGS**

- 15.1 The authority shall provide for a record to be taken of the hearing in a permanent and intelligible form and kept for six years from the date of the decision or, where an appeal is brought against the decision of the authority, the disposal of that appeal. This shall be the responsibility of the Strategic Lead – Legal, Licensing and Democratic Services.

#### **16. IRREGULARITIES**

- 16.1 Any irregularity resulting from any failure to comply with any provision of the Regulations before the authority has made a decision shall not of itself render the proceedings void.
- 16.2 In the case of any such irregularity, where it considers that any person may have been prejudiced as a result, the authority shall take such steps, as it thinks fit to remedy the irregularity before reaching its decision.
- 16.3 The authority may correct clerical mistakes in any document recording a decision of the authority or errors arising in such a document from an accidental slip or omission.

#### **17. FORM OF NOTICES**

- 17.1 Any notices required to be given under this procedure must be given in writing.
- 17.2 The requirement that any notice must be given in writing is satisfied where: -
- (a) the text of the notice
    - (i) is transmitted by electronic means;
    - (ii) is capable of being accessed by the recipient;

- (iii) is received in legible form, and;
- (iv) is capable of being reproduced in written form and used for subsequent reference.
- (b) the person to whom the notice is to be given has agreed that such a notice may be given to them by those electronic means, and
- (c) forthwith on sending the text of the notice by electronic means the notice is given to the recipient in writing.

17.3 Where the text of the notice is transmitted by electronic means, the giving of the notice shall be effected at the time the text of the notice is received by the recipient in accordance with paragraph 17.2(a).

## **18. Costs**

Neither the Licensing and Enforcement Committee nor its sub-committees have the legal power to make any order as to the costs incurred by a party in connection with a hearing under the Licensing Act. If a party has a lawyer or any other person to represent them it will be at their own expense.

## **19. Licensing Act 2003 (Hearings) Regulations 2005 (as amended)**

The interpretation provisions of the Regulations will apply to any term used in this procedure defined in the Regulations. In the event of any conflict between this Procedure and the regulations, the requirements of the Regulations will prevail. The legal advisor will advise the committee should such an issue arise and the chairman's ruling on procedure will be final.

### Film Classification Procedures

#### POLICY FOR DETERMINING FILM CLASSIFICATIONS

##### 1. Introduction

- 1.1 The public exhibition of all films on licensed premises must either be classified by the British Board of Film Classification (BBFC) or authorised by the Licensing Authority under the powers of the Licensing Act 2003.
- 1.2 Section 20 of the Licensing Act 2003 (the Act) provides that where a Premises Licence or Club Premises Certificate authorises the exhibition of a film(s), the licence must include a condition requiring the admission of children to films to be restricted in accordance with recommendations given either by the British Board of Film Classification (the BBFC) or by the Licensing Authority itself
- 1.3 The purpose of this Policy is to set out the formal procedure for the Licensing Authority to determine the classification of previously unclassified films, appeals by distributors against the British Board of Film Classification's decisions or requests to reclassify films.
- 1.4 Where a premises seeks or intends to exhibit film(s), that venue must be covered by a Premises Licence, Club Premises Certificate or Temporary Event Notice under the Licensing Act 2003.

##### 2. Definitions

- 2.1 Children - any person under the age of 18 years.
- 2.2 Exhibition of a film - the exhibition of moving pictures.

##### 3. Circumstances the Licensing authority may classify a film

- 3.1 The Licensing Authority may be required to classify a film that has not been classified by the BBFC. A typical example of this would be a locally made film to be shown at a film festival within the district. Therefore, the Licensing Authority must have a formal procedure in place to determine this classification.
- 3.2 A distributor of a film or other party may appeal to the Licensing Authority against a decision of the BBFC requesting that the Licensing Authority reclassifies the film for local screening.

- 3.3 In addition to classifying films the Licensing Authority can issue a classification waiver which permits the exhibition of the film or films within the local area without a classification but subject to certain conditions and restrictions.

#### **4. Submission of film**

- 4.1 Applications for authorisation of films shall be referred to and determined by the Licensing department on behalf of the Licensing Authority.
- 4.2 Applications should be submitted to the Licensing Authority with a minimum of 28 days before the proposed screening **and accompanied by the appropriate fee. Further details on how to apply can be found on our web pages.**
- 4.3 An application for authorisation should include the following information:
- a) The name of the film maker;
  - b) A brief synopsis of the film
  - c) Any recommendation as may have been made by the film maker upon age limit for the intended audience for exhibition of the film;
  - d) Any existing classification issued by an existing classification body, whether within or outside the UK;
  - e) Information identifying the material within the film considered by the exhibitor to be likely to have a bearing on the age limit for the audience for exhibition of the film.
  - f) The language spoken in the film and whether there are subtitles in English.
  - g) Details of how any age restrictions will be enforced.
- 4.5 All requests shall be accompanied by the film(s) where possible in DVD format to avoid delays, the cost to be borne by the applicant. If DVD format is not possible then arrangements will be made for a suitable venue to view the film.
- 4.6 If the film contains dialogue in a language other than English an interpreter will be required for the classification. East Devon District Council will arrange for a suitable interpreter and the applicant will be responsible for the cost of this.
- 4.7 All requests must be accompanied by detailed reasons for the request.
- 4.8 Applicants must ensure that all material that is the subject of the application complies with the current interpretation of the Obscene Publications Act 1959, the Copyright Design and Patents Act 1988 or any other relevant legislation and has not been created through the commission of a criminal offence.

## 5. Process

- 5.1 Requests will be dealt with as expeditiously as possible as it is appreciated that films are generally only shown in cinemas for a relatively short period.
- 5.2 An application fee and or an hourly rate will be required with the application, before any films are viewed.**
- 5.3 Two officers from the licensing department will view the entire film and assess it against the BBFC guidelines and National Guidance.
- 5.4 If the decision is unanimous in relation to the classification that classification will be applied. Should the officers be unable to reach consensus then the classification for that film will be referred to the Licensing Sub Committee
- 5.5 When required the Sub Committee will view the entire film and assess it against the BBFC guidelines. The Chairman of the sub committee will have the final decision on the classification to be applied to the film.
- 5.6 The Licensing Department/Sub Committee (as appropriate) shall issue a Notice of Determination of the authorisation within 5 working days from the date of viewing.
- 5.7 The Licensing Authority will formally advise the applicant and the licence holder of any recommendation(s) restricting the admission of children to the film(s).
- 5.8 Where the Licensing Authority has determined to refuse authorisation of a film clear and concise reasons shall be given.

## 6. Classification

- 6.1 The BBFC classifies films in accordance with published Guidelines, which are based on extensive research into public opinion and professional advice.
- 6.2 The National Guidance under Section 182 of the LA2003 recommends that:  
  
Licensing Authorities should not duplicate the BBFC's work by choosing to classify films themselves. The classifications recommended by the BBFC should be those normally applied unless there are very good local reasons for a Licensing Authority to adopt this role. Licensing Authorities should note that the provisions of the 2003 Act enable them to specify the Board in the licence or certificate and, in relation to individual films, to notify the holder or club that it will make a recommendation for that particular film
- 6.3 The Licensing Authority considers the classification system used by the BBFC to be nationally understood and accepted. It will therefore use this system and any amendments thereto, as a reference point for determining its



recommendation(s) on the restriction of access of children to the film(s). It should be noted however that the Licensing Authority is not obliged to follow these guidelines.

- 6.4 Where a licensed premises seeks to exhibit a film that has not been classified by the BBFC then it will be the responsibility of the Licensing Authority to authorise that film although this may be referred to the BBFC to consider.
- 6.5 The Licensing Authority recognises the principle within the Human Rights Act 1998 that adults should be free to choose their own entertainment. However material should not be in breach of the criminal law, including material judged to be obscene under the current interpretation of the Obscene Publications Act 1959 or has been created through the commission of a criminal offence.
- 6.6 In accordance with paragraph 10.17 of the [Section 182 Guidance](#), the Licensing Authority shall concern itself primarily with the protection of children from harm. It will not use its powers to censor films save where there is clear cause to believe that this is required to promote the licensing objectives.

## **7. Protecting children from harm**

- 7.1 In terms of film exhibitions and festivals, the most relevant licensing objective is the Protection of Children from Harm.
- 7.2 Paragraph 2.41 of the National Guidance states:

The protection of children from harm includes the protection of children from moral, psychological and physical harm and this would include the protection of children from too early an exposure to strong language and sexual expletives, for example, in the context of film exhibitions or where adult entertainment is provided.
- 7.3 In line with the National Guidance, where a film is recommended by the Licensing Authority as falling into an age restrictive category, no person under the age specified shall be admitted.
- 7.4 Where a film(s) is recommended by the Licensing Authority as falling into a category requiring any persons under a specified age to be accompanied by an adult, no person under the age specified shall be admitted unless accompanied by an adult.
- 7.5 In these circumstances, the licence holder will be required to display in a conspicuous position a notice clearly stating the relevant age restrictions and requirements. With regard to the wording of such Notices, the Licensing Authority shall have regard to National Guidance, e.g.:
  - Persons Under the Age Of [insert appropriate age] Cannot Be Admitted To Any Part of The Programme

- Persons Under the Age Of [insert appropriate age] Can Only Be Admitted To The Programme If Accompanied By An Adult.

## **8. Classification Waiver**

- 8.1 Any authorisations for the exhibition of film without classification issued by the Licensing Authority shall only apply when the film is exhibited within East Devon and does not affect the authorisation or recommendations in any other district or council area.
- 8.2 Once the classification has been waived by the Licensing Authority a film will be authorised for a particular showing or festival only. This will be subject to the recommendations imposed by the Licensing Authority (unless further application for re-classification is made). Details of the waiver including any recommendations shall be available from the Council's Licensing Services.
- 8.3 The issue of any waiver by East Devon District Council is strictly limited to the authorisation within the district and it is assumed that all relevant third party consents and licences in respect of any and all copyright, confidential information and all other intellectual property rights have been obtained.
- 8.4 Where the Licensing Authority authorises unclassified material to be shown the Licensing Authority will require an undertaking from the applicant that he has satisfied himself after proper enquiry that no material to be exhibited contravenes the current interpretation of the Obscene Publications Act 1959, the Copyright Design and Patents Act 1988 or any other relevant legislation and has not been created through the commission of a criminal offence.
- 8.5 The Licensing Authority shall also not be liable for any material that has been created through the commission of a criminal offence. It is the responsibility of the applicant to ensure that no film or trailer contravenes the law

## **9. Exemptions**

- 9.1 The provision of the exhibition of a film is exempt from regulation by the Licensing Act 2003 (LA03) if:  
  
It consists of or forms part of an exhibit put on show for any purposes of a museum or art gallery (the LA03 does not define a museum or art gallery so the ordinary meaning of the term is taken) Or its sole or main purpose is to:

- demonstrate any product,
- advertise any goods or services (excluding the advertising of films), or
- provide information, education or instruction

## POOL OF LICENSING CONDITIONS

### Licensing Act 2003

## APPENDIX C

When preparing a new or variation application for a premises licence or club premises certificate applicants are required to describe the steps they intend to take to promote the following four licensing objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm.

East Devon District Council has produced this pool of licensing conditions to assist applicants in completing this section of their application and to promote a consistent approach in the wording of conditions. It is intended to provide a broad range of conditions that should cover most eventualities, however those persons wishing to host large one off events e.g. festivals are alternatively recommended to contact the Council's Safety Advisory Group [safetyadvisor.group@eastdevon.gov.uk](mailto:safetyadvisor.group@eastdevon.gov.uk)

All premises licences and club premises certificates will be subject of [mandatory conditions](#) prescribed by the Licensing Act 2003. All further conditions imposed should be tailored to the particular circumstances of an individual premises and determined on a case-by-case basis. They should reflect how applicants will promote these licensing objectives having regard to the nature and type of venue, proposed licensable activities, location, operating times, anticipated clientele etc. For example, if an application relates to a restaurant, the measures or controls expected to implemented will be less than a nightclub or music festival.

Conditions which are appropriate to promote the licensing objectives should initially emerge from a prospective licence holder's risk assessment and then be translated to form part of the operating schedule for the premises. Any conditions, controls or restrictions that are offered by applicants in their operating schedule will be added to a licence or certificate and as such will govern the way in which licensed premises are managed. In the circumstances where words or phrases used in an operating schedule are confusing, unenforceable etc., rather than reproducing those terms, minor amendments may be made by the Licensing Authority. Furthermore the Licensing Authority will not impose conditions which it believes are duplicated in other legislation.

This pool of conditions is not intended to form an exclusive or exhaustive list of conditions which should be included on a licence or certificate. Applicants should consider offering conditions that are appropriate, necessary and proportionate in the circumstances of their particular application. Moreover, the pool does not restrict any applicant, responsible authority, or other person from proposing any alternative conditions, nor does it restrict the Council's Licensing Sub-Committee from imposing any reasonable condition on a licence it considers appropriate for the promotion of the licensing objectives (after representations have been received to an application and by way of a hearing).

Guidance states that conditions are important in setting the parameters under which premises can lawfully operate. As such applicants should consider whether conditions can be met and be mindful as to whether what they have offered is practical, realistic and enforceable. A breach of condition constitutes an offence for which those found guilty may face an unlimited fine and/or six months imprisonment.

Before an application is submitted we recommend that applicants contact any relevant responsible authorities ([eastdevon.gov.uk/guide to responsible authorities](http://eastdevon.gov.uk/guide-to-responsible-authorities) for contact details) to discuss their application. They may suggest conditions that should be considered prior to submission, which may reduce the likelihood of a responsible authority or member of the public submitting a representation (objection). Responsible authorities may contact you after the submission of your application to suggest amendments to your operating schedule, particularly if you have not contacted them previously.

Additional information on conditions can be found in the [guidance issued by the Home Office under Section 182 of the Licensing Act 2003 \(as revised\)](#). Comments on the content and use of the pool of conditions are welcomed. The Licensing Team can be contacted by emailing [licensing@eastdevon.gov.uk](mailto:licensing@eastdevon.gov.uk)

<b>CONTENTS</b>		
		<b>Page</b>
<b>CONDITIONS RELATING TO THE PREVENTION OF CRIME AND DISORDER</b>		
1	Training	3
2	Incident Log	3
3	Alcohol Consumption	3
4	Management Controls	4
5	Nature of Alcohol Sales	4
6	Door Supervisors	4
7	Substance Misuse	5
8	Restrictions on Use of Premises	5
9	CCTV	6
<b>CONDITIONS RELATING TO THE PREVENTION OF PUBLIC NUISANCE</b>		
10	Restrictions on Live Music	8
11	Dispersal	8
12	Speakers	8
13	Equipment and Deliveries	8
14	Noise Levels	8
15	Point of Contact	9
16	Noise Limiting Devices	9
17	Doors, Windows, & Lobbies	10
18	Noise Monitoring	10
19	Smoking Areas	10
20	Restrictions on Outside Areas	11
21	Taxi Provision	11
22	Deliveries & Handling of Equipment	11
23	Reports & Schemes	12
24	Litter & Waste	12
25	Lighting	12
26	Fumes, Steam & Odours	13
<b>CONDITIONS RELATING TO PUBLIC SAFETY</b>		
27	Occupancy/Capacity Limits	13
28	Sanitary Facilities	13
29	Lighting	13
30	Air Conditioning	13
31	Queues	13
32	Glassware and Bottles	13
<b>CONDITIONS RELATING TO THE PROTECTION OF CHILDREN FROM HARM</b>		
33	Proof of Age Scheme	14
34	Refusals Register	14
35	Unaccompanied children	15
36	Till Prompt System	15
37	Films	15
38	Nudity and Sexual Entertainment	15
<b>CONDITIONS RELATING TO ONLINE SALES OF ALCOHOL</b>		
39	Ordering	15
40	Delivery	15

41	General	16
<b>GENERAL CONDITIONS</b>		
42	Duplicate licences	17
43	Seasonal timings	17
44	Night time hatches	17

CONDITIONS RELATING TO THE PREVENTION OF CRIME AND DISORDER		
1.Training	D1	<p>All staff engaged in licensable activity at the premises will receive training and information in relation to the following <i>(select from the following)</i>:</p> <ul style="list-style-type: none"> <li>i. The <i>Challenge 21/25*</i> <i>(delete as appropriate)</i> scheme in operation at the premises, including the forms of identification that are acceptable.</li> <li>ii. The hours and activities permitted by <i>the premises licence / club premises certificate*</i> <i>(delete as appropriate)</i> issued under the Licensing Act 2003 and conditions attached to the <i>licence/certificate*</i><i>(delete as appropriate)</i>.</li> <li>iii. How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol).</li> <li>iv. Recognising the signs of drunkenness.</li> <li>v. The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase.</li> <li>vi. Action to be taken in the event of an emergency, including reporting an incident to the emergency services.</li> </ul> <p>Training shall be recorded in documentary form and shall be regularly refreshed at no greater than <i>(insert)</i> intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority.</p> <p>Training records will be retained for at least 12 months.</p>
		<p>2.Incident log</p> <p>D2</p> <p>An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details <i>(select from the following)</i>:</p> <ul style="list-style-type: none"> <li>i. Any incidents of disorder or of a violent or anti social nature</li> <li>ii. All crimes reported to the venue, or by the venue to the police</li> <li>iii. All ejections of patrons</li> <li>iv. Any complaints received</li> <li>v. Seizures of drugs or offensive weapons</li> <li>vi. Any faults in the CCTV system</li> <li>vii. Any visits by a responsible authority (under the Licensing Act 2003) or emergency service.</li> </ul> <p>Records must be completed within 24 hours of any incident, and will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.</p> <p>The logs shall be kept for at least 12 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority.</p>
3.Alcohol Consumption	D3	With the exception of residents and their bona fide guests, no alcohol shall be consumed more than <i>(insert)</i> minutes after the permitted terminal hour for the supply of alcohol.
	D4	The consumption of alcohol on the premises shall cease at <i>(insert hour)</i> .
	D5	Open containers of alcohol shall not be removed from the premises, except for consumption in any delineated external area as shown on the plan attached to the licence.
	D6	The sale and supply of alcohol for consumption in any <i>outdoor area of the premises/off the premises*</i> <i>(delete as appropriate)</i> shall be restricted to alcohol consumed at the outside

		tables and chairs shown on the licence plan, shall be by waiter or waitress service, served only to a person taking a substantial table meal there and be for consumption by such a person as ancillary to their meal.
	<b>D7</b>	There shall be no consumption of beverages purchased from the premises in the designated smoking area.
	<b>D8</b>	There shall be no consumption of beverages purchased from the premises outside the premises.
	<b>D9</b>	There shall be no consumption of beverages outside the premises after <i>(insert)</i> hours.
	<b>D10</b>	After <i>(insert)</i> hours no drinks are to be taken to the outside area and no consumption of drinks will occur after <i>(insert)</i> hours.
	<b>D11</b>	Clear and legible signage must be prominently displayed in the outside area specifying that no drinks are to be taken into this area after <i>(insert)</i> hours.
	<b>D12</b>	Customers will not be permitted to remove from the premises any drinks supplied by the premises (alcoholic or otherwise) in open containers.
<b>4.Management Controls</b>	<b>D13</b>	There shall be no admissions or re-admission to the premises after <i>(insert)</i> hours.
	<b>D14</b>	There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.
	<b>D15</b>	Outside of the hours authorised for the retail sale of alcohol and whilst the premises are open to the public, all alcohol within the premises (including alcohol behind the counter) must be secured in a locked store room or behind locked grilles, locked screens or locked cabinet doors so as to prevent access to the alcohol by both customers and staff.
	<b>D16</b>	All alcohol on display will be in such a position so as not to be obscured from the constant view of the cashier / staff.
	<b>D17</b>	An attendant shall be on duty in the cloakroom the whole time that it is in use.
<b>5.Nature of Alcohol Sales</b>	<b>D18</b>	No super-strength beer, lagers, ciders or spirit mixtures of 5.5% ABV (alcohol by volume) or above shall be sold at the premises, except for premium beers and ciders supplied in glass bottles.
	<b>D19</b>	There shall be no self service of alcohol on the premises.
	<b>D20</b>	There shall be no self service of spirits on the premises, save for spirit mixtures less than 5.5% ABV (alcohol by volume).
	<b>D21</b>	No single cans or bottles of beer or cider or spirit mixtures shall be sold at the premises.
	<b>D22</b>	No miniature bottles of spirits of 20cl or less shall be sold from the premises.
	<b>D23</b>	Retail sale of alcohol shall only take place from a fixed bar, no mobile dispense sales will take place.
<b>6.Door Supervisors</b>	<b>D24</b>	The number of SIA licensed door supervisors employed shall be in accordance with the following ratio: A minimum of (2) door supervisors will be employed for the first (150) customers and one door supervisor for every (75) thereafter.
	<b>D25</b>	A minimum of (2) SIA licensed door supervisors shall be on duty at the premises at all times whilst it is open for business.
	<b>D26</b>	A minimum of <i>(insert number)</i> SIA licensed door supervisors shall be positioned at the exit(s) from the premises at closing time.
	<b>D27</b>	A minimum of <i>(insert number)</i> SIA licensed door supervisors shall be on duty at the entrance of the premises at all times until the premises have closed and all customers have left.
	<b>D28</b>	All SIA licensed door supervisors shall wear distinctive clothing or insignia to clearly identify them as door supervisors. Door supervisors on duty at the entrance(s) shall wear 'high visibility' clothing (such as a jacket or waistcoat).
	<b>D29</b>	All persons entering or re-entering the premises shall be searched by a SIA licensed door supervisor.
	<b>D30</b>	SIA licensed door supervisors engaged in searching persons shall be fully trained in the use of their powers to do so.



	<b>D31</b>	Where searches of persons are undertaken SIA licensed door supervisors of both sexes will be on duty.
	<b>D32</b>	<p>The following details for each door supervisor will be contemporaneously entered into a register kept for that purpose:</p> <p>(i) Full name  (ii) SIA licence/badge number, and registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation)  (iii) The date and time they began their duty  (iv) The date and time they completed their duty  (v) The full details of any agency through which they have been allocated to work at the premises if appropriate</p> <p>The register shall be available for inspection and copying at all reasonable times by an authorised officer of a responsible authority.</p> <p>The register shall be kept at the premises at all times and be so maintained as to enable an authorised officer to establish the particulars of all door supervisors engaged at the premises during the period of not less than 12 months prior to the request.</p>
	<b>D33</b>	All SIA licensed door supervisors will be provided with working radios to enable them to contact each other and the duty manager at the premises at all times whilst on duty.
	<b>D34</b>	SIA licensed door supervisors will be responsible for ensuring the safe, quiet and orderly dispersal of customers from the premises and the immediate vicinity of the premises.
	<b>D35</b>	Any queue to enter the premises which forms outside the premises must be supervised by SIA licensed door supervisors so as to ensure that it is orderly, there is no associated public nuisance, or obstruction to the public highway/footpath.
<b>7.Substance Misuse</b>	<b>D36</b>	A written drugs policy shall be in place and operated at the premises. It must detail the actions taken to minimise the opportunity to use or supply illegal substances within the premises. The policy must be made available for inspection and copying upon request by an authorised officer of a responsible authority.
	<b>D37</b>	Where door supervisors are used to search patrons as a condition of entry, a written drugs policy formulated in consultation with the Police will be in place. The policy will include an agreed procedure for the handling and retention of any article seized.
	<b>D38</b>	<p>A structured training programme surrounding substance misuse will be in place. Training will be undertaken at <i>(regular intervals/annually/_ monthly intervals*) delete as appropriate</i> for all staff that deal with persons who are in the possession of/or incapacitated through the use of drugs or the combined effect of drugs and alcohol.</p> <p>Records will be maintained detailing the time and date of substance misuse training, the people who received the training, and the name of the person delivering the training.</p> <p>Records will be available for inspection by an authorised officer of a responsible authority at all reasonable times. The records will be retained for at least 12 months.</p>
	<b>D39</b>	A senior member of the management team at the premises must hold a National Certificate of Drugs Awareness qualification, run by the British Institute of Inn keeping or similar accredited body.
	<b>D40</b>	There must be at the premises a lockable drugs safe to which no member of staff, save the DPS or <i>(insert)</i> shall have access. All controlled drugs (or items suspected to be or to contain controlled drugs) found at the premises must be placed in this safe as soon as

		practicable. Whenever this box is emptied, all of its contents must be given to the police for appropriate disposal.
	<b>D41</b>	Where a drug safe is available on the premises to deposit finds there will be in place a clear policy for the handling and packaging of seized items. <i>Note: For premises with a suitable 'Drug Safe' the items secured within that safe are not considered as being in their possession</i>
	<b>D42</b>	A clear and legible notice must be prominently displayed at all entrances to the premises advising those attending, that the Police will be informed if anyone is found in possession of controlled substances or weapons.
	<b>D43</b>	Appropriate security arrangements will be in place including toilet areas and other similar areas being regularly checked for evidence of drugs. The date and times of all checks will be recorded in a register kept for that purpose and be available for inspection and copying on request of an authorised officer of a responsible authority. Signage shall also be prominently displayed in the toilet areas advising patrons that checks are conducted regularly.
<b>8.Restrictions on Use of Premises</b>	<b>D44</b>	The licensable activities authorised by this ( <i>licence/certificate*</i> ) and provided at the premises shall be ancillary to the main function of the premises as ( <i>offices / delicatessen / museum / theatre / hairdressers / etc.*</i> ) ( <i>Delete as appropriate</i> )
	<b>D45</b>	The premises shall only operate as a restaurant ( <i>select from the following</i> ):  (i) in which customers are shown to their table (ii) where the supply of alcohol is by waiter or waitress service only (iii) which provides food in the form of substantial table meals that are prepared on the premises and are served and consumed at the table using non disposable crockery (iv) which does not provide any take away service of food or drink for immediate consumption (v) where alcohol is not be sold or supplied, otherwise than for consumption by persons taking substantial table meals there, and provided always that the consumption of alcohol by such persons is ancillary to taking such meals.  Notwithstanding this condition customers are permitted to take from the premises part consumed and resealed bottles of wine supplied ancillary to their meal.
	<b>D46</b>	Consumption of alcohol in the bar area is restricted to customers waiting to be escorted to a table.
	<b>D47</b>	Numbers of patrons drinking in the bar area (not awaiting tables) shall not exceed ( <i>insert</i> ) persons.
<b>9.CCTV</b>	<p><b>NOTE FROM LICENSING AUTHORITY ON IMPOSITION OF CONDITIONS SURROUNDING CCTV:</b></p> <p>When considering the use of surveillance camera systems as part of the conditions attached to a licence or certificate, applicants and responsible authorities should have particular regard to guidance issued by the Home Office under <b>Guiding Principle One in the <u>Surveillance Camera Code of Practice (November 2021)</u></b></p> <p><b><u>The guidance is available online at the GOV.UK website and searching: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/204775/Surveillance_Camera_Code_of_Practice_WEB.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/204775/Surveillance_Camera_Code_of_Practice_WEB.pdf</a></u></b></p> <p>A blanket attachment of surveillance camera conditions are likely to give rise to concerns about the proportionality of such an approach and will require an appropriately strong justification and be kept under regular review. Applications in relation to licensed premises must take into account whether a requirement to have a surveillance camera system is appropriate in the particular circumstances of the</p>	

case. For example, it is unlikely that a trouble-free community pub would present a pressing need such that a surveillance camera condition would be justified.

**Guiding Principle One is shown below for information:**

*Surveillance camera systems operating in public places must always have a clearly defined purpose or purposes in pursuit of a legitimate aim and be necessary to address a pressing need (or needs). Such a legitimate aim and pressing need might include national security, public safety, the economic well-being of the country, the prevention of disorder or crime, the protection of health or morals, or the protection of the rights and freedoms of others. That purpose (or purposes) should be capable of translation into clearly articulated objectives against which the on-going requirement for operation or use of the systems and any images or other information obtained can be assessed.*

*In assessing whether a system will meet its objectives, and in designing the appropriate technological solution to do so, a system operator should always consider the requirements of the end user of the images, particularly where the objective can be characterised as the prevention, detection and investigation of crime and the end user is likely to be the police and the criminal justice system.*

*A surveillance camera system should only be used in a public place for the specific purpose or purposes it was established to address. It should not be used for other purposes that would not have justified its establishment in the first place. Any proposed extension to the purposes for which a system was established and images and information are collected should be subject to consultation before any decision is taken.*

<b>D48</b>	<p>The premises shall install operate and maintain a comprehensive digital colour CCTV system to the satisfaction of the Police and local authority</p> <p>All public areas of the licensed premises including entry and exit points will be covered, including any outside areas under the control of the premises licence holder.</p> <p>The system must record clear images permitting the identification of individuals, and in particular enable facial recognition images (a clear head and shoulder image) of every person entering and leaving in any light condition.</p> <p>The CCTV system will continually record whilst the premises are open for licensable activities and during all times when customers remain on the premises.</p> <p>All equipment must have a constant and accurate time and date generation.</p> <p>All recordings will be stored for a minimum period of 14 days with date and time stamping. (Offers on applications in excess of 14 days are acceptable).</p> <p>Viewable copies of recordings will be provided on request to the Police and local authority officers as soon as is reasonably practicable and in accordance with the Data Protection Act 2018 (or any replacement legislation) OR a staff member from the premises who is conversant with the operation of the CCTV system, shall be on the premises at all times when the premises are open. This staff member must be able to provide an authorised officer of a responsible authority, copies of recent CCTV images or data with absolute minimum of delay when requested in accordance with the Data Protection Act 2018 (or any replacement legislation).</p>
------------	---

		<p>The applicable condition will be based on the size/location and business operation of the premises, assessed on an individual basis.</p> <p>The CCTV system will be capable of downloading images to a recognisable viewable format.</p> <p>There will be security measures in place to ensure the integrity of the system to prevent the tampering with, and deletion of, images.</p>
	<b>D49</b>	The CCTV system will be fully compliant with the guidance contained in the Information Commissioner's Office (ICO) guidance document <a href="http://www.ico.org.uk">www.ico.org.uk</a> (or any renewed equivalent guidance which is subsequently issued) regarding installation of CCTV is provided at the premises.
	<b>D50</b>	If the CCTV equipment (including any mobile units in use at the premises) breaks down the Licensing Authority and the Police must be informed as soon as is reasonably practicable. This information shall be contemporaneously recorded in an incident report register and shall include the time, date and means this was done and to whom the information was reported. Immediate steps must be taken to put the equipment back into action. The Licensing Authority and the Police shall be informed when faults are rectified.
	<b>D51</b>	A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide an authorised officer of a responsible authority copies of recent CCTV images or data with the absolute minimum of delay when requested (in accordance with the Data Protection Act 1998 or any replacement legislation).

CONDITIONS RELATING TO THE PREVENTION OF PUBLIC NUISANCE		
<b>10. Restrictions on Live Music</b>	<b>N1</b>	The performance of live entertainment will be limited to a maximum duration of <i>(insert)</i> hours inclusive of any breaks.
	<b>N2</b>	The performance of live entertainment will be limited to <i>(one/two)</i> evenings per week.
<b>11. Dispersal</b>	<b>N3</b>	A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.
	<b>N4</b>	Clear and legible notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and to leave the vicinity as quickly and quietly as possible.
	<b>N5</b>	When issues are identified approaches will be made to patrons, who will be asked not to stand around talking in the street outside the premises or any car park; and asked to leave the vicinity as quickly and quietly as possible.
	<b>N6</b>	Clear and legible notices shall be prominently displayed at the entrances to the premises advising that of patrons cause any disturbance or disorder admission will be refused as a result.
	<b>N7</b>	During the final hour of trading appropriate announcements will be made or images projected to remind patrons of the need to leave the premises quietly without causing annoyance, nuisance or disturbance to local residents and to advise patrons of any taxi free-phone or collection arrangements available upon the premises.
<b>12. Speakers</b>	<b>N8</b>	No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises.
	<b>N9</b>	The location and orientation of loudspeakers must be as specified on the attached premises plan.
	<b>N10</b>	Speakers will not be located in the entrance lobby or <i>(specify another location if appropriate)</i> or outside the premises.
	<b>N11</b>	No music or speech shall be relayed via external speakers other than for events where the prior approval of the Licensing Authority has been obtained.
	<b>N12</b>	All internal speakers shall be attached to independent wall linings and not to the ceiling.
	<b>N13</b>	All speakers shall be mounted on speaker brackets that incorporate isolating rubber mounts.
<b>13. Equipment &amp; Deliveries</b>	<b>N14</b>	Pneumatic tyres (or equivalent) will be fitted to any moving work equipment to be used outside (e.g. bins, trolleys, roll cages etc.).
	<b>N15</b>	Any moveable furniture will be fitted with rubber (or equivalent) feet.
	<b>N16</b>	Regular maintenance will be carried out on all plant and machinery to ensure that noise disturbance from such sources is kept to a minimum.
	<b>N17</b>	Any generator will be positioned away from residential premises and in the case of a mobile van positioned so that the vehicle acts as a screen.
	<b>N18</b>	Where plant and machinery is likely to cause a noise problem it will be positioned in such a way that the building structure provides as much screening as possible for nearby noise-sensitive properties. <i>Alternatively, or additionally, control measures such as acoustic enclosures, acoustic louvers, silencers, or additional acoustic screening will be considered by applicants.</i>
	<b>N19</b>	The handling of kegs, bottles cleaning equipment, bottle disposal and similar items shall not take place before <i>(insert)</i> hours or after <i>(insert)</i> hours.
	<b>N20</b>	No deliveries (in relation to licensable activities) to the premises shall take place between <i>(insert)</i> hours and <i>(insert)</i> hours.
<b>14. Noise Levels</b>	<b>NOTE FROM LICENSING AUTHORITY ON IMPOSITION OF CONDITIONS SURROUNDING NOISE CONTROLS</b>	

	<p><i>"Inaudibility" conditions have been popular in the past but have faced sufficient criticism in the courts to be quashed as invalid for lack of precision. Noise conditions are notoriously difficult to pre-empt and should be applied only where professional advice has been obtained from <b>East</b> Devon Council's Environmental Protection Team. Such conditions will be strictly tailored to the premises in question and the concerns to hand in relation to noise attenuation and resultant nuisance. An example of the type of inclusion that may be appropriate follows:</i></p>	
	<b>N21</b>	Between (specify hours/ days), the noise climate of the surrounding area must be protected such that the A- weighted equivalent continuous noise level (LAeq) emanating from the application site, as measured (specified distance (usually in metres, between the noise source and the receiver location(s)) from any facade of any noise sensitive premises over any [specify no. of minutes] period with entertainment taking place, must not increase by more than [specify dB tolerance (e.g. +3 dB, +5 dB, etc.)] as compared to the same measure, from the same position, and over a comparable period, with no entertainment taking place; and the un-weighted (i.e. linear) equivalent noise level (LZeq) in the 63Hz 1/1-Octave band, measured using the "fast" time constant, inside any noise sensitive premises, with the windows open or closed, over any (specify no. of minutes) period with entertainment taking place, should show no increase as compared to the same measure, from the same location(s), and over a comparable period, with no entertainment taking place.
<b>15. Point of Contact</b>	<b>N22</b>	A telephone number shall be made available and displayed in a prominent location where it can conveniently be read from the exterior of the premises by the public for local residents to contact in the case of noise-nuisance or anti-social behaviour by persons or activities associated with the premises. The telephone number will be a direct number to the management who are in control during opening hours. A record will be kept by management of all calls received, including the time, date and information of the caller, including action taken following the call. Records will be made available for inspection and copying by an authorised officer of a responsible authority throughout the trading hours of the premises.
	<b>N23</b>	The Premises Licence Holder or Designated Premises Supervisor shall be available at all times during regulated entertainment and be responsible for cooperating and liaising with any responsible authority.
<b>16. Noise Limiting Devices</b>	<b>N24</b>	A noise limiting device (the specification and design to be agreed with <b>East</b> Devon Council's Environmental Protection Team) shall be fitted so that all live and recorded music is channeled through the device(s). The maximum noise levels will be set by agreement with <b>East</b> Devon Council's Environmental Protection Team and will be reviewed from time to time as appropriate.
	<b>N25</b>	The noise limiting device must be fully functional and in proper working order at all times during performances of live and recorded music.
	<b>N26</b>	If the noise limiting device breaks <b>East</b> Devon Council's Environmental Protection Team will be informed as soon as reasonably practicable. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay.
	<b>N27</b>	No performances of live and recorded music will proceed without the noise limiting device in proper working order.
	<b>N28</b>	All amplified sound sources (including live performances) from the premises will go through a noise limiting device.
	<b>N29</b>	The Premises Licence Holder or nominated person shall control the sound levels of the music/entertainment.
	<b>N30</b>	The Premises Licence Holder or nominated person shall ensure that the noise limiting device is sealed after commissioning, so that sound operators cannot override the system during the performance of live and recorded music.
	<b>N31</b>	A noise limiting device shall be used in relation to all sound amplification equipment used in line with the following:

		<p>(i) The noise limiting device shall be kept at the settings approved by the Council through an authorised officer of the Council's Environmental Protection Team on <i>(Date)</i></p> <p>(ii) The noise limiting device shall be properly secured so that it cannot be tampered with</p> <p>(iii) The noise limiting device shall only be reset with the authority of EDDC through an authorised officer of EDDC Environmental Health Team</p> <p>(iv) If deemed necessary, the noise limiting device shall be reset to a level approved by the Council through an authorised officer of the EDDC Environmental Health Team within <i>(insert)</i> days of notification.</p>
--	--	---

<b>17. Doors, Windows, &amp; Lobbies</b>	<b>N32</b>	All external doors and windows shall be kept shut at all times when the premises are open/during regulated entertainment. Doors may be opened for normal entrance and egress of people but must be shut immediately after.
	<b>N33</b>	All external emergency exit doors shall be fitted with sensor alarms and visible indicators to alert staff when doors have been opened.
	<b>N34</b>	Customers shall not enter or leave the premises from/by <i>(insert specific entrances or exits)</i> except in the event of an emergency/
	<b>N35</b>	An <i>(acoustic lobby / acoustic door / acoustic curtains/ acoustic door seals / automatic door closer)</i> must be installed <i>(specify the location / define on plan)</i> .
	<b>N36</b>	All external doors and windows shall be maintained in good order.
	<b>N37</b>	All external doors and windows shall be acoustically glazed or suitably insulated to minimise noise breakout from the premises. <i>(Details of any such works will be specified to EDDC Environmental Health Team.)</i>
	<b>N38</b>	Staff shall check prior to the commencement of regulated entertainment, and periodically during regulated entertainment that all external windows and doors are shut.
	<b>N39</b>	The entrance/exit door(s) shall be fitted with a suitably constructed lobby and doors with automatic door-closers that are maintained in good working order to minimise noise break out from the premises.
	<b>N40</b>	Staff shall check that self-closing doors are not wedged open during regulated entertainment.
<b>18. Noise Monitoring</b>	<b>N41</b>	<p>While live or recorded music takes place regular monitoring of noise levels at the nearest noise-sensitive locations shall take place. A record shall be kept of any monitoring, including:</p> <ul style="list-style-type: none"> <li>-the date, time and location of the monitoring</li> <li>-the name of the person monitoring</li> <li>-any action taken</li> </ul> <p>Records shall be kept for at least 6 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority.</p>
	<b>N42</b>	<p>Observations in the vicinity of the properties at <i>(insert location)</i>, on at least <i>(insert time period e.g. hourly)</i> intervals between <i>(insert)</i> and <i>(insert)</i> whilst live music, karaoke or DJ's playing recorded music is taking place will be undertaken to establish whether there is a noise breakout from the premises.</p> <p>(i) If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then the volume of music shall be reduced to a level that does not cause disturbance.</p> <p>(ii) A record of such observations shall be kept in a log for that purpose, the log shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise break out and any action taken to reduce noise breakout.</p> <p>(iii) Such records must be made available for inspection and copying at all times upon request to an authorised officer of a responsible authority.</p>
	<b>N43</b>	After <i>(insert)</i> hours noise levels in outside areas will be monitored and controlled to minimise any potential impact on local residents. Customers will be advised of the need to respect local residents where appropriate. Any patrons continuing to cause any disturbance or disorder will be asked to leave the premises.
<b>19. Smoking Areas</b>	<b>N44</b>	A designated and de-lineated smoking area will be allocated outside the premises.
	<b>N45</b>	Suitable receptacles will be provided for cigarette litter within the designated smoking area.



	<b>N46</b>	The smoking area shall be regularly cleaned to ensure that all discarded smoking litter is removed and properly disposed.
	<b>N47</b>	The designated smoking area shall be for 'smoking only' and reasonable steps will be taken to prevent the consumption of any drinks in this area.
	<b>N48</b>	Steps shall be taken ensure that any patrons drinking and/or smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of the public highway.
	<b>N49</b>	Clear and legible notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
	<b>N50</b>	Customers permitted to temporarily leave and then re-enter the premises to smoke must be restricted to a designated smoking area defined as ( <i>specify location / mark on plan</i> ). No more than ( <i>insert number</i> ) of customers will be permitted to remain in the designated smoking area at any one time.
	<b>N51</b>	<p>The following conditions apply to the management of smoking areas within curtilage of the premises (<i>select from the following</i>):</p> <p>(i) The area must be adequately monitored by SIA licensed door supervisors and CCTV to ensure that patrons do not cause a nuisance, patrons do not obstruct access to adjoining premises and risk of crime and disorder in this area is controlled.</p> <p>(ii) Patrons must not be allowed to take drinks into the smoking area.</p> <p>(iii) The area must be provided with an adequate number of suitable ashtrays/bins, the use of which must be monitored by door staff.</p> <p>(iv) The area must be regularly swept to remove cigarette ends.</p> <p>(v) Arrangements must be made to prevent overcrowding or disorder on the (<i>insert location</i>), particularly if patrons exiting towards the smoking area whilst others are queuing for entrance in/on the (<i>insert location</i>).</p> <p>(vi) A safety netting, mesh or screen (of a gauge that satisfies the enclosed space requirements as specified within the smoking legislation), shall be fitted and maintained in order to prevent objects being passed from the outside into the smoking area.</p> <p>(vii) Any bottle or bin stores located near an external smoking facility shall be enclosed and secured.</p> <p>(viii) There shall be no furniture in the outside areas, with the exception of the appropriate wall mounted receptacles for tobacco waste materials.</p> <p>(ix) The smoking area shall be thoroughly cleaned, provided with adequate lighting and painted so as to clearly designate this area as the smoking area.</p> <p>(x) Staff shall be instructed to clean the smoking area and adjacent pavements of smoking-related litter before and after each period of use.</p>
<b>20. Restrictions on Outside Areas</b>	<b>N52</b>	The smoking area shall be permanently monitored by SIA licensed door supervisors during opening hours. The amount of patrons in this area will not exceed ( <i>insert occupancy number</i> ) persons; and shall be monitored with ( <i>insert method of monitoring occupancy number</i> ) from a position ( <i>insert positions from which monitoring is to take place</i> ).
	<b>N53</b>	Any outdoor areas to ( <i>the front/rear of</i> ) the premises must not be used by customers or staff after ( <i>insert</i> ) hours.
	<b>N54</b>	Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall be limited to ( <i>insert number</i> ) persons at any one time.
	<b>N55</b>	The ( <i>insert name of area i.e. beer garden, upper patio, etc.</i> ) shall only be open to customers ( <i>insert days</i> ) from ( <i>insert commencement time</i> ) until ( <i>insert end time</i> ). Clear and legible notices shall be prominently displayed in appropriate locations to ensure that this information is brought to the attention of patrons.

	<b>N56</b>	All outside areas must be closed and cleared of customers by <i>(insert)</i> hours. Adequate notices shall be displayed to inform patrons of this requirement.
	<b>N57</b>	After <i>(insert)</i> hours a SIA licensed door supervisor will be permanently placed in the <i>(insert)</i> area to monitor customers and prevent noise disturbance.
	<b>N58</b>	After <i>(insert)</i> hours the capacity in the outside rear area is limited to <i>(insert)</i> persons.
<b>21. Taxi Provision</b>	<b>N59</b>	Where a specific taxi operator has been nominated for customers use the company's telephone number will be advertised to customers. The operator will be advised that drivers should arrive and depart as quietly as possible, should not sound vehicle horns as a signal of their arrival or leave engines idling unnecessarily.
<b>22. Deliveries &amp; Handling of equipment</b>	<b>N60</b>	The handling of kegs, bottles, cleaning equipment, <i>(specify other)</i> shall not take place before <i>(insert)</i> hours or after <i>(insert)</i> hours.
	<b>N61</b>	No deliveries (in relation to licensable activities) to the premises shall take place between <i>(insert)</i> hours and <i>(insert)</i> hours.

<b>23. Reports &amp; Schemes</b>	<b>N62</b>	A detailed scheme of sound insulation works shall be submitted to and approved in writing by EDDC Environmental Health Team. The approved details shall be implemented in full prior to the commencement of the premises licence/club premises certificate* <i>(delete as appropriate)</i> .
	<b>N63</b>	A report shall be submitted detailing and recommending a scheme of sound insulation works for the separating structure between the licensed premises and the <i>(adjacent)</i> residential use <i>(above)</i> . The report shall consider: the potential for noise breakout from the building and the volume and nature of the music likely to be desired by the premises. The report shall be approved in writing by EDDC Environmental Health Team All recommended works shall be completed prior to the commencement of the premises licence/club premises certificate* <i>(delete as appropriate)</i> .
	<b>N64</b>	A report shall be submitted detailing the potential for noise from <i>specify: (amplified music) (refrigeration) (heating) (ventilation) (air conditioning plant) (other)* delete as appropriate</i> at the premises from affecting neighbouring noise sensitive properties at <i>(insert address)</i> . If the assessment indicates that noise from the premises is likely to affect neighbouring noise sensitive properties then the report shall include a detailed scheme of noise mitigation measures. The report shall be approved in writing by EDDC Environmental Health Team All recommended works shall be completed prior to the commencement of the premises licence/club premises certificate* <i>(delete as appropriate)</i> .
<b>24. Litter &amp; Waste</b>	<b>N65</b>	All the rubbish produced by the premises shall be stored securely in a designated area or in a bin with a tight fitting and lockable lid.
	<b>N64</b>	No advertisements of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services shall be inscribed or affixed upon the surface of the highway or street furniture, or upon any building, structure, works, tree etc. not in the ownership or control of the Premises Licence Holder, or be distributed to the public.
	<b>N67</b>	All waste shall be properly presented and placed out for collection. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between <i>(insert)</i> hours and <i>(insert)</i> hours on the following day.
	<b>N 68</b>	During the hours of operation of the premises, sufficient measures will be taken to remove and prevent litter and waste arising or accumulating from customers in the area immediately outside the premises <i>(from building to edge of kerb *adjust as appropriate)</i> . This area shall be swept and/or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.
	<b>N 69</b>	No collections of waste or recycling materials (including bottles) from the premises shall take place between <i>(insert)</i> hours and <i>(insert)</i> hours on the following day.
	<b>N 70</b>	Sufficient measures must be in place to remove litter or waste arising from customers and to prevent such litter/waste accumulating in the immediate vicinity of their premises. Where necessary adequate measures must be in place to provide customers with sufficient receptacles for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter etc.
	<b>N 71</b>	A sufficient number of suitable receptacles must be located in appropriate locations for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter, etc. by customers.
	<b>N 72</b>	All packaging provided with takeaway food must be marked in some way as to show its point of origin.

	<b>N 73</b>	Where a mobile unit is regularly removed from site, steps must be taken to ensure that site is properly cleaned and that any accumulations, surface grease etc. is properly cleansed and removed from the site.
<b>25. Lighting</b>	<b>N 74</b>	The use of lighting in ( <i>specify area</i> ) shall cease at ( <i>insert</i> ) hours except for health and safety or security reasons.
	<b>N 75</b>	The windows and other glazed areas shall be fitted with heavy duty curtains or similar to prevent light breakout from strobe or other flashing lights equipment.

<b>26. Fumes, Steam &amp; Odours</b>	<b>N 76</b>	No fumes, steam or odours shall be emitted from the licensed premises so as to cause a nuisance to any persons living or carrying on business in the area where the premises are situated.
	<b>N 77</b>	Ventilation equipment will be regularly cleaned and maintained to control the levels of odour generated by the premises.
<b>CONDITIONS RELATING TO PUBLIC SAFETY</b>		
<b>27. Occupancy/ Capacity Limits</b>	<b>S1</b>	No licensable activities shall take at the premises until the capacity of the premises has been determined by the Premises Licence Holder and the Licensing Authority has replaced this condition on the licence with a condition detailing the capacity so determined.
	<b>S2</b>	The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed ( <i>number</i> ).
	<b>S3</b>	The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed ( <i>number</i> ), subject to the following maximum occupancies: <i>For example</i> [First Floor] [ <i>number</i> ] persons [Ground Floor] [ <i>number</i> ] persons [Basement] [ <i>number</i> ] persons
	<b>S4</b>	Seating for no less than ( <i>insert number</i> ) persons shall be provided in the premises at all times the premises are in operation.
	<b>S5</b>	Seating for no less than ( <i>insert</i> ) % of the maximum occupancy shall be provided in the premises at all times the premises are in operation.
	<b>S6</b>	The Premises Licence Holder or nominated person shall ensure that the accommodation limit(s) specified on the licence is/are not exceeded and shall be aware of the number of the people on the premises at all reasonable times. This information shall be immediately available on the request of an authorised officer of a responsible authority.
	<b>S7</b>	A suitable system must be in place to accurately indicate the number of customers (including staff, entertainers etc.) on the premises at any time.
	<b>S8</b>	Adequate procedures must be implemented to ensure overcrowding (such as that which may cause injury through crushing) does not occur in any part of the premises.
	<b>S9</b>	Manual and automatic electronic number control systems shall be installed, used and maintained at the premises at all times the premises is open to the public. The number of persons permitted in the premises at any one time (including staff) shall not exceed ( <i>X</i> ) persons.
<b>28. Sanitary Facilities</b>	<b>S10</b>	In respect of temporary sanitary facilities the servicing of sanitary accommodation must take place on a continuous basis throughout the event to ensure the sanitary accommodation is kept in a usable condition at all times when the public require it to be available.
	<b>S11</b>	In respect of temporary sanitary facilities the removal of sewage must take place hygienically and appropriately at the conclusion of the event or as required.
<b>29. Lighting</b>	<b>S12</b>	In the absence of adequate daylight, artificial lighting in any area accessible to the public shall be fully operational whilst the public are present.
<b>30. Air Conditioning</b>	<b>S13</b>	A suitable and sufficient air circulation and management system must be installed within the premises which will be used during regulated entertainment. (The purpose of this condition is to maintain a reasonable internal air temperature so as to avoid patrons or staff opening windows and doors to ventilate the premises. Additional conditions are in place to prevent the opening of windows and doors to minimise noise breakout).

<b>31. Queuing</b>	<b>S14</b>	Barriers /guards will be available where queues for entry can be envisaged. These must be arranged so as to control patrons, keep the pavements clear, and ensure that queues do not impact on means of escape in case of fire.
	<b>S15</b>	Queuing outside the premises shall be restricted to a designated area located at ( <i>specify location</i> ).
	<b>S16</b>	Door supervisors will be properly briefed and trained to manage queues in a safe and efficient manner.
<b>32. Glassware &amp; Bottles</b>	<b>S17</b>	All drinks shall be served in plastic/paper/toughened glass or polycarbonate containers.
	<b>S18</b>	All drinks shall be served in plastic/paper/toughened glass or polycarbonate containers from the ( <i>specify areas</i> ).
	<b>S19</b>	All drinks shall be served in plastic/paper/toughened glass or polycarbonate containers during the following events or occasions ( <i>enter specified events</i> ).
	<b>S20</b>	Except for the sale of a bottle of wine for consumption with a meal in the ( <i>designate area of the premises</i> ), no bottles containing beverages of any kind, whether open or sealed, shall be given to customers on the premises whether at the bar or by staff service away from the bar.
	<b>S21</b>	No drinking vessel, glass or bottle may be taken from the premises.
	<b>S22</b>	No customers carrying open or sealed bottles cans or other receptacles containing alcoholic liquor shall be admitted to the premises at any time that the premises are open to the public.
	<b>S23</b>	The collection of glasses and bottles shall be undertaken at regular intervals to ensure there is no build-up of empties in and around the premises.
	<b>S24</b>	Bottle bins shall be provided at the exit doors and staff shall take steps to prevent bottles and glasses being taken from the premises.
	<b>S25</b>	Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.
<b>CONDITIONS RELATING TO THE PROTECTION OF CHILDREN FROM HARM</b>		
<b>33. Proof of Age Scheme</b>	<b>C1</b>	All bar staff, supervisors and managers must be trained in the legality and procedure of alcohol sales, using the SWERCOTS on-line training pack (or equivalent), prior to undertaking the sale of alcohol and then at least every ( <i>insert</i> ) months. Training shall be signed and documented. Training records must be kept on the premises and be made available for inspection and copying to an authorised officer of a responsible authority on request. The documentation relating to training should extend back to a period of three years and should specify the time, date and details of the persons both providing the training and receiving the training.
	<b>C2</b>	<p>There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a <i>Challenge 21 / 25*</i> (<i>delete as appropriate</i>) proof of age requirement. This means that staff working at the premises must ask individuals who appear to be under (21/25)* years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:</p> <ul style="list-style-type: none"> <li>- A photo driving licence</li> <li>- A passport</li> <li>- An identification card carrying the PASS hologram</li> </ul> <p>Unless such identification is produced the sale of alcohol must be refused.</p> <p>This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.</p>

	<b>C3</b>	The premises shall display prominent signage indicating <i>(at any point of sale/ at the entrance to the premises/ in all areas where alcohol is located)* (delete as appropriate)</i> that a Challenge (21/25) scheme is in operation.
<b>34. Refusals Register</b>	<b>C4</b>	<p>An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include:</p> <ul style="list-style-type: none"> <li>i. the date and time of refusal</li> <li>ii. the reason for refusal</li> <li>iii. details of the person refusing the sale</li> <li>iv. description of the customer</li> <li>v. any other relevant observations.</li> </ul> <p>The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority.</p> <p>All entries must be made within 24 hours of the refusal.</p>

<b>35. Unaccompanied Children</b>	<b>C5</b>	Unaccompanied children (under <i>insert age</i> ) will not be allowed upon the premises at any time.
	<b>C6</b>	Accompanied children (under <i>insert age</i> ) will only be allowed to remain on the premises between ( <i>insert</i> ) hours and ( <i>insert</i> ) hours.
	<b>C7</b>	No person under the age of ( <i>insert age</i> ) years of age is permitted to enter or remain on the licensed premises when alcohol is being sold or supplied
<b>36. Till Prompt System</b>	<b>C8</b>	All tills shall automatically prompt staff to ask for age verification identification when presented with an alcohol sale.
<b>37. Films</b>	<b>C9</b>	Notwithstanding the mandatory condition imposed by Section 20 of the Licensing Act 2003 (above) the exhibition of films pursuant to this <i>licence/certificate* delete as appropriate</i> will be restricted to films that have been classified as Universal (U) or Parental Guidance (PG) by the designated film classification body.
<b>38. Nudity and Sexual Entertainment</b>	<b>C10</b>	(Other than in hotel bedrooms) there shall be no striptease or nudity, and all persons shall be decently attired at all times, except when the premises are operating under the authority of a Sexual Entertainment Venue licence.
	<b>C11</b>	<p>No person under the age of 18 will be permitted to enter or remain on the premises when any “specified activity “is taking place. Specified activities are:</p> <ul style="list-style-type: none"> <li>• Any live performance; or</li> <li>• Any live display of nudity;</li> <li>• Which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose or sexually stimulating any member of the audience (whether by verbal or other means).</li> </ul> <p>Display of nudity means:</p> <ul style="list-style-type: none"> <li>• In the case of a women, exposure to her nipples, pubic area, genitals or anus; and</li> <li>• In the case of a man, exposure to his pubic area, genitals or anus.</li> </ul>
	<b>C12</b>	When any specified activity (as defined in condition C11) is taking place, all windows and doors of the premises which would allow those outside to see inside where the activity is to take place, must be blocked out.
<b>CONDITIONS RELATING TO ONLINE SALES OF ALCOHOL</b>		
<b>39. Ordering</b>	<b>O1</b>	Alcohol can only be ordered for delivery to a residential or business address and not to a public place.
	<b>O2</b>	Alcohol can only be ordered for delivery to the person placing the order.
	<b>O3</b>	Full address details, including postcode, must be given when placing an online order for alcohol.
	<b>O4</b>	At the time an online order for alcohol is placed a declaration will be required from the person placing the order that the person is over 18 years of age.
	<b>O5</b>	Customers will be reminded that it is a criminal offence for a person under 18 to purchase or attempt to purchase alcohol and that it is also an offence to purchase alcohol on behalf of a person under 18.
	<b>O6</b>	All licence conditions pertaining to the online sale of alcohol must be part of the ‘Terms and Conditions’ which must be displayed on the website or any other promotional material and expressly brought to the attention of the buyer at the time of ordering in particular the right and obligation of the driver to refuse delivery in specified circumstances.
<b>40. Delivery</b>	<b>O7</b>	Delivery times for delivery of online orders of alcohol will be restricted between the following hours ( <i>insert hours</i> ).



	<b>O8</b>	Drivers will not deliver alcohol to any person anywhere other than at the residential address given when the order was placed.
	<b>O9</b>	Alcohol will only be delivered to the person who placed the order and whose name appears on the credit/debit card (if used).
	<b>O10</b>	Alcohol delivery will be refused if the driver considers the person receiving the delivery to be under the influence of alcohol or drugs.
	<b>O11</b>	If a delivery driver considers the recipient of alcohol to appear under 25, recognised photographic identification (refer to mandatory conditions) will be requested and must be provided evidencing the recipient to be at least 18 years of age before any alcohol is handed over.
	<b>O12</b>	Alcohol delivery will be refused if the delivery driver believes that the alcohol was purchased on behalf of another person who is not 18 years or older.
	<b>O13</b>	When executing a delivery of alcohol only pre-ordered alcohol may be carried by the delivery vehicle.
<b>41. General</b>	<b>O14</b>	All alcohol delivery drivers will be 18 years or over.
	<b>O15</b>	<p>All alcohol deliveries must be recorded contemporaneously by the driver in a legible log (kept at the premises for 12 months and available for inspection and copying on request of an authorised officer of a responsible authority) to contain:</p> <ul style="list-style-type: none"> <li>i. Name and address of person placing an order for alcohol</li> <li>ii. Full delivery address</li> <li>iii. Time and date alcohol delivered</li> <li>iv. Signature of the person taking delivery of alcohol</li> <li>v. Form of proof of age (where applicable)</li> <li>vi. If delivery refused, basis for refusal</li> <li>vii. Delivery person's name and signature</li> </ul>
	<b>O16</b>	A refusal/incident/accident book(s) must be kept at the licensed premises and in each delivery vehicle.
	<b>O17</b>	<p>Training surrounding the procedures for online alcohol orders and alcohol deliveries will be undertaken.</p> <p>Training shall be recorded in documentary form and shall be regularly refreshed at no greater than <i>(insert)</i> intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority.</p> <p>Training records will be retained for at least 12 months.</p>
	<b>O18</b>	Drivers of alcohol delivery vehicles must be instructed on noise minimisation.
	<b>O19</b>	The number of vehicles utilised for delivery of online orders of alcohol will be restricted to a maximum number of <i>(insert)</i> .
	<b>O20</b>	<p>No cash sales for alcohol purchased by an online method will be made.</p> <p>OR</p> <ul style="list-style-type: none"> <li>i. Cash orders for alcohol ordered by an online method will be limited to a maximum of £50 per order.</li> <li>ii. Alcohol delivery drivers will make only one delivery per trip. Having made a delivery the driver will return to <i>(insert location)</i>. This will ensure that the driver never has more than £50 cash at any time.</li> <li>iii. Cash will be put into the glove/fixed security box of the delivery vehicle which will be locked by a key.</li> </ul>

		iv. A photo will be taken by the driver of the customer's photo ID on all cash transactions. A record of the photos will be kept on a computer database. Terms and conditions will state that a picture will be taken of the ID provided on cash payments only and that there will be full compliance with the Data Protection Act (or subsequent relevant legislation).
--	--	--

GENERAL CONDITIONS		
<b>42. Duplicate licences</b>	<b>G1</b>	No licensable activities shall take place at the premises until <i>premises licence/club premises certificate*</i> (delete as appropriate and insert number) has been surrendered (and is incapable of resurrection).
<b>43. Seasonal Timings</b>	<b>G2</b>	The premises may remain open for the sale of alcohol and the provision of late night refreshment from the terminal hour for those activities on New Year's Eve through to the commencement time for those activities on New Year's Day.
	<b>G3</b>	On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of any activities and to the closing time for the premises where the existing terminal hour for the activities and/or closing hour for the premises ends after 01.00hrs.
<b>44. Night time hatches</b>	<b>G1</b>	<ol style="list-style-type: none"> <li>1. The sale and supply of alcohol between 2300 hrs and 0600 hrs shall be restricted to service by staff through the night pay window.</li> <li>2. The entrance door to the premises will be closed and customers prevented access to the premises between 2300 hrs and 0600 hrs.</li> <li>3. The main door to the premises will be fitted with an electronic locking device to be operated by staff when required between 2300 hrs and 0600 hrs, when the premises is open for licensable activities.</li> <li>4. In addition, it is to be noted that there will always be a minimum of two members of staff on duty between the hours of 2300 and 0600 hours.</li> <li>5. There will be no display of self-service alcohol within 2 metres of the store entrance.</li> </ol>

Date: 26<sup>th</sup> September 2025  
 Direct phone: 01404 515616  
 Direct email: [licensing@eastdevon.gov.uk](mailto:licensing@eastdevon.gov.uk)



Addressee

Dear Sir/Madam

### **Statement of Licensing Policy 2021 – 2026**

East Devon District Council has prepared a draft Statement of Licensing Policy under the Licensing Act 2003 and we are now making the draft Licensing Act 2003 policy available to view. We invite your comments to make sure we have considered a wide range of views which will help shape the final policy.

East Devon District Council's current Licensing Act 2003 Statement of Licensing Policy was written in 2021. There is a legal requirement to review such policy statements every five years, and as such we are currently commencing a consultation on a draft Statement of Licensing policy covering the period January 2026 to January 2031.

Under the Licensing Act 2003, it is the responsibility of the local authority to develop and publish a Statement of Licensing Policy. The published policy provides the framework for all decisions on applications made under the Licensing Act 2003, and the way in which the local authority carries out their functions in relation to the legislation.

By way of background to the draft Statement of Licensing Policy, there have been no legislative changes to the Licensing Act 2003 since the publication of the existing policy, apart from changes made in 2020 by way of the Business and Planning Act 2020, which provided temporary (now lapsed), measures to support the hospitality trade during the Covid Pandemic.

**INVESTORS IN PEOPLE®**  
 We invest in people Gold

Blackdown House, Border Road,  
 Heathpark Industrial Estate,  
 Honiton, EX14 1EJ  
 DX 48808 Honiton

01404 515616  
[eastdevon.gov.uk](http://eastdevon.gov.uk)  
 eastdevon

Download the free East Devon App  
 to access council services at  
[eastdevon.gov.uk/app](http://eastdevon.gov.uk/app)

In terms of updates to national guidance, the Guidance issued under Section 182 of the Licensing Act 2003 was last updated in February 2025, and the draft policy reflects this most recently published guidance.

Given the lack of changes to legislation, and modest changes to national guidance since the last policy was published, only a relatively small number of amendments have been proposed to the existing policy. We would however, still welcome your views on the proposed changes.

You can access the policy online by going to [www.eastdevon.gov.uk/licensing](http://www.eastdevon.gov.uk/licensing) then clicking on the link to 'Licensing Information'. From there click on "Licensing Act 2003 Consultation: Draft Statement of Licensing Policy 2026-2031". The full weblink is:

<https://eastdevon.gov.uk/licensing/licensing-information/licensing-act-2003-consultation-draft-statement-of-licensing-policy-2026-2031/>

If you have any comments on the proposed draft policy, then please contact the Licensing Team by email at [licensing@eastdevon.gov.uk](mailto:licensing@eastdevon.gov.uk) or by post to East Devon District Council, The Licensing Manager, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ by **5<sup>th</sup> November 2025**.

Yours sincerely

Phillippa Norsworthy  
Licensing Manager

Report to: Licensing and Enforcement Committee

Date of Meeting 19<sup>th</sup> November 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Review of the Street Trading Policy

### Report summary:

To seek approval to conduct a public consultation on a proposed revised policy following a review of the street trading policy.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

That the Licensing and Enforcement Committee approve moving to a public consultation on the draft revised policy.

That the draft Policy document be returned to the Licensing and Enforcement Committee for further consideration following the public consultation.

### Reason for recommendation:

The draft Policy document put forward today would be the 6<sup>th</sup> version of this policy to be proposed. The current version of the Policy (Version 5) came into effect on 1<sup>st</sup> May 2023. There is no statutory requirement to review a street trading policy, but Officers are of the opinion that numerous areas for amendment have become apparent since the last policy came into effect. The draft amended policy therefore fully updates the policy and gives additional information in areas where officers have noted that further information would be worthwhile.

No changes whatsoever are proposed to the designation of streets listed in the policy. The proposed amendments to the policy are therefore limited to the content of the policy only, as opposed to any proposal to change the designation of streets for the purpose of street trading at this time.

Officer: Officer: Lee Staples, Licensing Officer, Housing & Health, [lee.staples@eastdevon.gov.uk](mailto:lee.staples@eastdevon.gov.uk)

### Portfolio(s) (check which apply):

- ☐ Assets and Economy
- ☐ Communications and Democracy
- ☐ Council, Corporate and External Engagement
- ☐ Culture, Leisure, Sport and Tourism
- ☐ Environment - Nature and Climate

- ☒ Environment - Operational
- ☐ Finance
- ☐ Place, Infrastructure and Strategic Planning
- ☐ Sustainable Homes and Communities

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information** N/A

**Link to [Council Plan](#)**

Priorities (check which apply)

- ☐ A supported and engaged community
  - ☐ Carbon neutrality and ecological recovery
  - ☒ Resilient economy that supports local business
  - ☐ Financially secure and improving quality of services
- 

## **Report in full**

### **1. Background**

- 1.1 Street Trading is defined by legislation as “the selling or exposing or offering for sale of any article (including any living thing) in a street”. “Street” is defined as “including:
- (a) any road, footway, beach or other area to which the public have access without payment; and
  - (b) a service area as defined in section 329 of the Highways Act 1980, and also includes any part of a street”.
- 1.2 Legislation (section 3 and schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982) permits local authorities to adopt provisions to control street trading. This is by way of a regime that permits streets to be designated as Prohibited, Licensed or Consent streets. Streets designated as ‘Prohibited’ are not permitted to have any street trading occurring on them at any time, even under a road closure or other measures. ‘Consent’ streets are permitted to have trading occurring on them provided the District Council’s Consent is obtained first AND providing each location is suitable. Controls in respect of the trading activity can be imposed on any consent by way of imposition of conditions.
- 1.3 East Devon District Council adopted these provisions with effect from 1 December 1982 (by virtue of the decision of the Policy Committee of 6th October 1982) and has since designated a number of streets in the District as either ‘Prohibited’ or ‘Consent’ streets. As provisions were only adopted by the District Council, it is the licensing authority that operates as the Council’s regulatory body and determines each street trading application for grant or refusal. The Licensing and Enforcement Committee is the Council committee with responsibility for Street Trading across the district having first adopted the Council’s Street Trading policy in 2017.
- 1.4 Town and Parish Councils and local Ward councillors are consultees. When an application for new street trading consent is received in their area, relevant responses will be invited. It remains solely for the licensing authority to determine (grant or refuse). The police, highways authority and Environmental health teams may submit regulatory objections

during consultation periods and Devon County Council can refuse the right to use any highway.

- 1.5 Honiton and Axminster town markets have long established historic Charter rights that allow them to hold certain markets. This means that these markets do not need a street trading consent under that legal exemption.
- 1.6 It is a criminal offence under legislation to trade from a Prohibited street or from a Consent street without a consent. Arranging a road closure in a Prohibited location does not overcome the Prohibited designation to make trading possible and consent still cannot be granted.
- 1.7 Councils are permitted under the legislation to change any designations of streets (to prohibited, consent, or licenced), at any time through a statutory process, including publication of notices inviting comments prior to any changes being made. The process of changing the designation has the legal requirement for public newspaper notices for each designated change which extends timescales to achieve this. **No such proposed changes to street designation are put forward in conjunction with this proposed policy amendment and as such the statutory process will not be engaged on this occasion.**
- 1.8 It is now timely to review the Street Trading policy as Officers have noted numerous areas of the policy which would benefit from being updated and expanded upon to give greater clarity on the expectations of the Policy to both Officers and applicants. A copy of the proposed amended Street Trading policy with proposed changes highlighted is attached at APPENDIX A.
- 1.9 The current Street Trading policy and fee structure came into effect in May 2023 following extensive public consultation.

## **2 Proposed changes to the Street Trading Policy**

- 2.1 The popularity of street vendors has grown considerably in recent years, with many more outdoor markets and summer food and drink events than previously. Indeed, it is estimated that numbers of street food vendors in particular have grown nationally from around 2000 in 2018 to over 7000 today (source: Nationwide Caterers Association). This is due in part to start up costs for street food often being lower than property based businesses. The need to continue managing the proximity of Street Trading units in relation to premises based businesses is a factor within existing policy. The operating costs and overheads for premises are higher than those of street based vendors.
- 2.2 The intention today is to seek approval to begin public consultation on the updated Street Trading policy.
- 2.3 Officers working knowledge has grown considerably since the first Policy was published in 2017, and proposed changes to the policy have been identified through need, experience and good practice in other authorities. Checks and procedures that are in place for each application can identify risks and issues of suitability on each occasion. Control of the regime is already being managed, but the proposed amendments are considered necessary to maintain appropriate control whilst enhancing trading opportunities in locations where it is considered suitable and safe.
- 2.4 Ultimately, the aim is to retain a street trading environment which complements premises based trading, is sensitive to the needs of residents, provides diversity of consumer choice,

and seeks to enhance the character and ambience of local environments and provide overall economic benefits.

2.5 This version of the Policy is in draft and further changes may be required. The recommended changes to the Street Trading Policy aim to enhance current standards with the amendments including:

- Expansion of the information contained in the 'Exemption from Street Trading' section of the policy;
- Increased information within the section on 'Privately owned and Enclosed Land' to assist in clarifying in which circumstances a street trading consent may be required on land of that nature;
- Changes to the application requirements;
- Amendment to the section on Street Trading within Cranbrook;
- Alterations to the standard conditions applied to each street trading consent;
- An increase in street trading consent application fees and the introduction of a trading fee once the application has been granted;

2.6 The draft Policy does not propose any amendment to the current list of designation of streets listed in the policy. The majority of streets within East Devon would therefore remain consent streets, with a number of streets designated as prohibited from street trading listed within the policy (no proposed changes to these).

### **3 Proposed Next Steps**

3.1 The consultation (if approved), will be widely undertaken to include all Town and Parish Councils within the district, the Highways Authority and agencies, along with seeking responses from traders, businesses and the public. A copy of the draft consultation document is attached at APPENDIX B.

3.2 All responses will be collated and reported back to this Committee at its next meeting for further consideration.

3.3 The proposed consultation length is 10-weeks, with a proposed start date of 24<sup>th</sup> November.

---

#### **Financial implications:**

Costs incurred in delivering the public consultation will be covered by existing street trading consent fee income.

#### **Legal implications:**

The legislative framework is set out within the report and requires no further comment.





# **EAST DEVON DISTRICT COUNCIL**

## **Street Trading Policy**

**(Version 6)**

East Devon District Council  
Licensing Team  
Blackdown House  
Border Road  
Heathpark Industrial Estate  
Honiton  
EX14 1EJ

# 1 OVERVIEW

- 1.1 East Devon District Council (“the Council”) has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 with regards to street trading within its area. The Council can properly regulate those traders who sell articles without the use of ordinary business premises and those traders who move from place to place.
- 1.2 In 2017 the Council designated all of its administrative area as a Consent Street for street trading purposes, although street trading has remained prohibited in a small part of Sidmouth. This means that in the consent streets anyone wanting to street trade must obtain consent from the Council first.
- 1.3 The purpose of this policy is to provide a framework for applicants looking to gain consent to trade within the district. The requirement to obtain a consent for any street trading is wide-ranging and would include, for example, all hot and cold food vendors selling burgers, kebabs, doughnuts, ice cream, drinks etc., and all vendors of non-food products from any vehicle, stall, barrow, trailer, bike or any other moveable or static structure (except those covered by exemptions as set out below). It sets out the standards for determination of applications and the enforcement of street trading activities to ensure a consistent approach.
- 1.4 Each application will be considered on its merits. Public Health and safety will be a key consideration with each application as well as the prevention of crime, disorder, and nuisance.
- 1.5 This policy supports a street trading experience that is diverse, vibrant and adds to the social and cultural fabric of East Devon that maintains, protects and enhances our environment. The policy aims to ensure that it meets the needs of traders, residents, businesses and visitors to East Devon

# 2 WHAT IS STREET TRADING

Within this document the following definitions apply:

<b>Street Trading</b>	Means the selling or exposing or offering for sale of any article (including a living thing) in any street. From this definition, any person offering purely a service e.g. a shoeshine (where there are no tangible goods such as a picture or sketch) will not be subject to the street trading legislation.
<b>Street</b>	Includes: <ol style="list-style-type: none"><li>a) Any road, footway, beach or other area to which the public have access without payment.</li><li>b) A service area as defined in section 329 of the Highways Act 1980,</li></ol>

and also includes any part of a street.

<b><i>Consent Street</i></b>	Means a street in which street trading is prohibited without the consent of East Devon District Council.
<b><i>Consent</i></b>	Means a consent to trade on a street by East Devon District Council.
<b><i>Consent Holder</i></b>	Means the person or company to whom the consent to trade on a street has been granted by East Devon District Council.
<b><i>Authorised Officer</i></b>	Means an officer employed by East Devon District Council and authorised by the Council to act in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1982

## EXEMPTIONS (Statutory and Local)

The following are legally exempt from the need to obtain street trading consent;

- (a) Shops and petrol filling stations (including selling in the street adjoining such premises provided it is part of the business of the premises).
- (b) Operating properly as a Pedlar (see our [Guidance for pedlars selling on the streets of East Devon - East Devon](#)),
- (c) Markets or fairs where the right is granted through any enactment or order,
- (d) Trading in a trunk road picnic area,
- (e) News vendors (unless the stall exceeds the **following size criteria: more than 1m length/ width, 2m high** ~~certain size~~) and
- (f) Roundsmen, for the purposes of exemption, being defined as a person who regularly travels a set route making deliveries of **pre-ordered goods** to regular customers. The legal precedent in case law (Kempin t/a British Bulldog Ice Cream V Brighton and Hove Council), ruled that a roundsman was someone who delivered pre-ordered goods within a locality. **Travelling around a regular route and stopping to sell goods which are not pre-ordered would therefore not be considered a Roundsmen and as such not benefit from any exemption from the requirement to obtain a street trading consent;**

The following are exempt from the need to obtain a street trading consent as a matter of policy choice;

- (a) School, church or village fetes or fetes organized by town or parish Councils (or similar such events) where the event is not in close proximity to a commercial area.
- (b) Funfairs or circuses where the primary purpose is the funfair or circus and the street trading activity is ancillary to the purpose, related to and in close proximity to the funfair or circus.
- (c) Non-commercial car boot sales (where the event organiser whether an individual or company does not profit).
- (d) Residential properties selling items which are surplus to domestic requirements (e.g. home grown / produced jams, fruit, vegetables, eggs etc.) provided the sale is within the curtilage of the property or immediately adjacent to it and it is not a commercial concern.
- (e) Those activities that are so minor in nature that in the opinion of the Strategic Lead (Governance and Licensing) or Licensing Manager a street trading consent is not justified.

The following activities do not fall within the requirement for a street trading consent;

- (a) Educational / information / charity stands not selling any articles **or selling items so minor in nature that in the opinion of the Strategic Lead (Governance and Licensing) or Licensing Manager a street trading consent is not justified.**
- (b) Charitable street collections (there is a separate policy for this) including those with one or two tables selling items which solely benefit a registered charity.

# LOCATIONS, PERMISSIONS

## East Devon District Council Owned Land

When deciding where to trade, you must consider which permissions you may need

- (a) Any trading from any parks, car parks, open spaces, beaches or other land owned by East Devon District Council will require prior consent to hire the land and to conduct the activity before trading can be approved. The Council aims to ensure that only one fee is charged for use of land, although other chargeable contracts, permits or licenses may be required.
- (b) Consent for trading on the Councils land should be sought and initial confirmation received from Events/Property & Estates before any consideration to receiving a street trading application. The licensing team reserve the right to decline the commencement of Stage 3 consultation for street trading that does not have the initial approval to use the land.
- (c) Officers cannot contact other departments on your behalf. All permissions should be in place before you submit your street trading application or an enquiry submitted to the events team for permission in principle.
- (d) Public Liability Insurance which will not be provided by the Council. The responsibility for reviewing and confirming all necessary insurance cover, including trading will be required by the Events team ensuring sufficient insurance cover exists for any events occurring on EDDC land.

## Privately Owned and Enclosed Land

If you wish to trade on **private land**, written approval from the land-owner must be obtained prior to making an application. Trading on privately owned land that abuts joins or **is less than 5 meters from** any highway will usually **still** require a **street trading** consent and persons wishing to trade from such areas should contact the licensing team prior to submitting an application or commencing trading. Trading on **other** privately owned land may also **still** require Street Trading Consent **and each application will be considered on a case by case basis.**

Street trading consent may not be required for privately owned land where access is restricted to the public as a result of;

- (a) The public being required to make payment for entering. **In order to benefit from this exemption payment for entry would usually be in relation to an event as opposed to simply paying a fee to enter the area where a single street trader is operating;** or
- (b) Permanent, raised structural boundaries surrounding the trading location (walls, fencing and gates), or where access is gained by entering a building or premises. **Raised structural boundaries should clearly identify the area as being a separate area distinct from the public highway. A simple chain/ rope boundary, or low picket fence would not usually be sufficient to be considered a permanent raised structural boundary which will likely require a fixed/ permanent structure of at least 1m in height. Such cases will be considered on a case by case basis** or
- (c) On land within the approved plan of any premises being licensed for sale of alcohol, for example public house gardens and other licensed outdoor areas. Licensing reserve the right to review areas of land sought for trading that are outside the defined plan (for example beside, nearby and otherwise not part of a currently licensed area).

- (d) Caravan and camping sites where the public do not have free or unobstructed access will be reviewed on a case by case basis. Where public access is restricted and where trading is not conducted on to a public area, trading consent will not be required.
- (e) Where existing businesses seek to allow trading or traders directly outside that premises selling products of the same nature or by providing access to their staff **a Consent will not usually be required. This does not negate the need to comply with other legislation such as the requirement to obtain a Pavement Licence if applicable. circumstances will be reviewed to consider inviting an application as commercial trader outside the premises.**
- (f) Consent for trading from privately owned land and all land other than EDDC land should be confirmed in writing to the licensing team. Licensing may decline commencement of street trading consultation for trading that does not have the written approval to use the land.
- (g) Where trading is conducted directly onto any road or highway from an unrestricted location, street trading consent will be required. It is the responsibility of each applicant, in the first instance, to identify the location(s) they wish to consider trading from as there is no designated list of street trading 'pitches' provided by the licensing team.

## Consents

In the case of mobile street traders where there is a genuine need to ply trade in many locations, being those who move from street to street in residential areas/housing estates in a way that involves continuously moving around, but trade for less than 15 minutes at any one point and who don't return to a similar trading position within 24 hours (e.g. an ice-cream van).

Mobile street traders must adhere to relevant traffic legislation and conduct business in a safe manner. Conflict with an existing business in the immediate vicinity will not support trading under these circumstances.

Consents may be granted on a daily, weekly, monthly, seasonal or yearly basis. No consent shall be longer than 12 months. All consents will expire on the expiry date and further trading will require a new application to be made and granted. **Applicants are advised to submit a new application or a renewal application for an annual or occasional consent at least six weeks before the date they wish to start trading. This is to enable the Council to consult with partner agencies. Failure to do so may result in a delay in being able to trade. Existing consent holders will be reminded that their consent is due to expire at least eight weeks before the expiry date. This is done to assist the trader, the Council accepts no liability if the trader does not receive the reminder. It is the trader's responsibility to ensure that they submit their application in good time prior to the expiry of their consent and to update the Council should their contact details change. It is advised that a new application is applied for sufficiently in advance of the expiry date.**

## SUITABILITY OF APPLICANTS

When determining an application for the grant or renewal of a street trading consent, or a block booking consent the Council will consider all relevant information relating to the suitability of the applicant to hold such a consent. Street Traders are subject to minimum levels of supervision, they interact closely with members of the public and it is important that the public, especially vulnerable people are protected from harm, and from those who may harm them, wherever possible.

The Council will determine whether the applicant is a suitable person to carry on business as a street trader and may not issue a consent unless satisfied that the applicant is suitable. In determining this, the Council may have regard to any information, which it considers relevant including:

- (a) Relevant responses received during applications or consultations
- (b) Whether the applicant has been convicted of a relevant offence outlined in the policy appendix
- (c) Refusal or neglect in paying fees due to the Council for a street trading consent, or for any other charges due for other services rendered by the Council to the applicant as the holder of a street trading consent;
- (d) Any previous enforcement action;
- (e) Any previous refusal of an application for the grant or renewal of a Street Trading Consent;
- (f) Any previous revocation of a Street Trading Consent
- (g) Any abusive, offensive, aggressive or insulting language or behaviour towards reception or licensing staff will not be tolerated. It will lead to contact ceasing instantly and the licensing process stopped.

## APPLICATION PROCEDURE

The council will only accept and validate applications in the prescribed format. Contact can be made with the Council's Licensing Team by emailing [licensing@eastdevon.gov.uk](mailto:licensing@eastdevon.gov.uk). Licensing officers cannot provide landowner permission to trade for Council owned land (applicants are advised to contact the Estates ([property@eastdevon.gov.uk](mailto:property@eastdevon.gov.uk)) or Events Team ([events@eastdevon.gov.uk](mailto:events@eastdevon.gov.uk)) regarding this), and are not able to assist with identifying the owners of private land.

The application and approval procedure comprises certain stages, detailed below. Applications must be submitted no earlier than one calendar year before the proposed trading date. The Licensing team reserves the right to consult closer to the date requested. Applicants are advised to apply no later than 6 weeks prior to the proposed trading date.

There is no statutory requirement to consult before determining street trading consent, however, to ensure openness and transparency the Council has chosen to carry out consultation in relation to applications that meet the criteria for consideration. An application will be treated as being received only when the relevant application and all the necessary supporting evidence has been received and the relevant non-refundable application fee has been paid.

## STAGE 1 - SUBMISSION OF THE APPLICATION

In addition to a completed and signed street trading application applicants will need to submit a fully completed application and the following documents (payable at the applicants own expense):

- (a) 1 copy of a map of the trading site. The map should clearly identify the proposed site position by marking the site boundary with a red line. The map should include the nearest residential and commercial properties to the trading site. Applications for mobile trading consents (e.g. fish and chip vans) must provide specific routes and the locations they wish to trade from.
- (b) For food traders: Confirmation of registration as a food business with the Local Authority where the van/ unit is stored overnight (the home authority), and confirmation of food hygiene rating at last inspection. Food traders must have achieved a 'Food Hygiene Rating Scheme (FHRS) score of 3 or above at their last local authority food hygiene inspection as a minimum. If a rating has not been given by your home local authority at the time of the application a rating of 3 or above must be achieved within one month of trading commencing. Should you be given a food hygiene rating of less than 3 during the consent period you will be in breach of the terms and conditions of your consent which could result in the consent being withdrawn. ~~Evidence of a current Food Hygiene Rating Scheme score of at least 3 from the relevant home Authority (to include which authority) where there is the sale of food or drink.~~
- (c) For food traders: Copies of relevant food hygiene training certificates for all members of staff who will handle food in relation to the business. All consent holders and any permitted employees must have received formal food hygiene training to a minimum of level two Award in Food Hygiene in catering within the past 3 years.
- (d) A copy of the certificate of insurance that covers the street trading activity for third party and public liability risks with an appropriate level of cover (minimum cover level of £5,000,000) shall be provided within 5 working days of the Consent being issued. Failure to provide evidence of suitable insurance cover within 5 working days of the consent being issued, or within 5 working days upon request by an authorised Officer, will be considered a breach of your Consent which could result in the Consent being withdrawn.
- (e) Consent holder to provide photographic ID and evidence of right to work in the UK (not being relevant to applications under block bookings below)
- (f) A Basic Disclosure with your application form being no older than 3 calendar months from date of issue, which can be obtained from the Disclosure and Barring Service <https://www.gov.uk/government/publications/basic-checks> (not being relevant to applications under block bookings below). An update will be necessary after 3 years from obtaining or if circumstances change, when the Licensing team should be notified.
- (g) Any assistant staff working alone at a consent location must be a minimum of 17 years old and have a sound understanding of the conditions outlined on the consent document. You will need to complete their details on the application form and supply a Basic DBS check (no more than three months old). In addition, Consent holders shall provide evidence of right to work in the UK for all assistant staff who work alone at a consent location.



- (h) A colour photograph showing the stall, vehicle or barrow which is to be used from the front back and sides. It is not necessary to show what is being sold (being a discretionary requirement to applications under block bookings below).
- (i) ~~Traders gaining consent for at least one location for the period of one year, may provide notification to Licensing to allow consent for trading at other temporary events if trading will be for less than 24 hours and the number of the trading days are less than 7 each year.~~
- (j) Written approval from the land owner must be obtained prior to making an application

## BLOCK BOOKING APPLICATIONS

An event organiser may apply for a single block consent for a short term event where there is to be a number of traders (e.g. farmers markets) using the application form. The event organiser will need to obtain confirmation from all stall holders carrying out a street trading activity that they comply with the requirements of 6.4 (b) and 6.4 (c) above, along with the details of what is being sold. A traders list will need to be provided to the Council as part of the application at least 10 working days prior to the event commencing. Event organiser(s) in receipt of a block consent will be expected to take reasonable responsibility for trading activities by ensuring compliance with the block consent conditions.

Compliance with laws and legislation (Food Hygiene, Health and Safety, waste disposal and so on) will be the responsibility of each trader and failure to comply may result in the trader consent being revoked, subsequent applications being refused and enforcement action occurring.

## FEES

The **application and trading** fees set by the District Council for the grant, variation or renewal of a street trading consent must be paid to validate and process the application. Council services may set different fees relating to nature of each contract, concession, licence or consent upon application. Market forces may be taken into consideration to a certain extent in determining the different fee levels for concessions.

Application **and trading** fees will be reviewed annually on a cost recovery basis and any variation will be approved by Council. Details of the current fees can be found on the Council's website via this link [Street trading policy and application guidance - Street Trading application fees - East Devon](#).

**The licence 'Application Fee' must be received before your application can be processed. Payment should be made by debit or credit card.**

**Please note, refunds of application fees will only be considered where an application has been rejected prior to being formally accepted. Once an application has been formally accepted and has proceeded to public consultation no refund will be issued.**  
~~an application is formally refused (by officers under delegated authority or the Street Trading Sub Committee) the application fee will be refunded.~~

**If the application is approved, additional 'Trading Fees' are payable depending on number**

~~of days and months trading takes place. Application fees must accompany the application for grant or renewal of the consent. If an application does not proceed to commencing Stage 3 Consultation, a refund will be repaid by the Council to the applicant. Failure to make payment may result in the consent not being renewed.~~

If an Applicant does surrender their consent or the consent is revoked, the Council shall not refund the application fee being paid for work undertaken to consult, determine, grant or renew the consent.

It is not possible to process incomplete or unpaid applications or applications not received via the online portal.

## STAGE 2 – SITE ASSESSMENT

Officers will assess the suitability of the site for the street trading activity to occur.

Street trading consents from static locations will generally **not** be granted where;

- A significant effect on road safety would arise either from the siting of the trading activity itself, or from customers visiting or leaving the site, or
- There are concerns over the recorded level of personal injury accidents in the locality where the street trading activity will be sited, or
- There is a conflict with Traffic Orders such as waiting restrictions, or
- The site or pitch obstructs either pedestrian or vehicular access, or traffic flows, or places pedestrians in danger when in use for street trading purposes, or
- The trading unit obstructs the safe passage of users of the footway or carriageway through the existence of any trading vehicle on a road or highway increasing risks to road users, or
- The pitch interferes with sight lines for any road users such as at road junctions, or pedestrian crossing facilities, or
- The site does not allow the consent holder, staff and customers to park in a safe manner, or
- The street trading activity is carried out after dusk and the site is not adequately lit to allow safe access and egress from the site for both customers and staff.
- The siting and operation of any stall, barrow etc. operated by a consent holder or people employed by them causes problems of highway safety, obstruction to users of the highway, or conflict with the requirement of emergency vehicles
- Street trading requests for certain areas of Exmouth Seafront may not be considered suitable, due to health and safety and highway issues. Each application will be considered on its own merit.
- The impact of proposed trading within an area managed under [Public Spaces Protection Orders - East Devon](#) will be considered on its own merits at the application stage. Where trading consent is subject of anti-social behavior and/or breaches of a PSPO, the council reserves the right to revoke trading consent and to refuse future

trading consents.

- Street trading requests for locations in Cranbrook will be considered on their merits. Emergence of issues including the growth of the town and transport identified that most roads are unsuitable for the purposes of street trading. Cranbrook is a designated healthy New Town (HNT) and that status is recognized by Licensing when receiving applications in the town. East Devon District Council and Cranbrook Town Council have prepared guidelines when considering new applications (see document Policy Guidelines – Cranbrook).

In certain circumstances and for larger events or markets, it may be necessary for a road closure order to be obtained by the event organiser to mitigate risks to safety. **Officers may request evidence of this.**

## STAGE 3 – CONSULTATIONS

Before a street trading consent is granted, the council will carry out a consultation process with:

- The Highways Authority (Devon County Council) / Highways England
- Devon and Cornwall Police
- Devon and Somerset Fire & Rescue Service (DSFR) where appropriate
- The Council's Environmental Health (Commercial and Environment Protection) Teams
- The relevant Ward Members (unless they are the applicant)
- The appropriate Parish or Town Council (unless they are the applicant)
- Other appropriate organisations or businesses that may have a relevant need to be consulted being considered on a case by case basis.

Where practicable, 28 days will be given for representations to be received, where appropriate consultation may conclude sooner. Tacit consent does not apply. Trading cannot begin without consent as it is in the public interest that applications are processed before they can be granted.

Consultation for street trading applications will be separate to those consultations by other council services (for example for use or hire of council owned land).

## SAFETY ADVISORY GROUP

The popularity and increase of live musical and similar entertainment in the open with associated trading can provide opportunities for community involvement, civic pride and attracts visitors to East Devon. The success of such events depends upon the quality, levels of safety and consideration for the rights of people who live or work in the vicinity and the standard of provision of facilities for those coming to enjoy the event. The council has established a multi-agency Safety Advisory Group (SAG) to assist organisers coordinating events comprising of agencies having an interest in, or legislative role relevant to, such events together with representatives of the emergency services.

Where necessary a SAG meeting will consider any issues that will require to be addressed

and to open up lines of communication with organisers. This is important as it will assist with measures that organisers need to put in place to plan the event. Risks can be adequately mitigated by the submission of an up to date, relevant, detailed and complete Event Management Plan specific to the proposed event on each separate occasion. It is a requirement when planning events on EDDC land.

The Council recommends that organisers of public trading events should contact the Safety Advisory Group coordinator at least six month before any event being considered emailing [SafetyAdvisor.group@eastdevon.gov.uk](mailto:SafetyAdvisor.group@eastdevon.gov.uk)

Stage 2 consultations may be delayed or not progressed in circumstances where an event organizer has not consulted or attended the SAG in advance of submitting an application.

## STAGE 4 – INSPECTION OF STREET TRADING UNIT

The vehicle, van, trailer, stall or other device to be used for the proposed street trading activity may be inspected by an Authorised Officer of the Council, prior to the determination of any street trading consent. The unit to be used for the street trading activity shall comply in all respects to the legal requirements relating to the type of street trading activity proposed. In particular the proposed business shall comply with the following legislation;

- Food Hygiene (England) Regulations 2013
- Food Safety Act 1990 and any Regulations made under this act
- Health and Safety at Work etc. Act 1974 and any Regulations made under this Act.
- Environmental Protection Act 1990.
- Control of Pollution Act 1974
- Anti-social Behaviour, Crime and Policing Act 2014
- The Modern Slavery Act 2015
- Immigration Act 2016

Further advice on any of the above requirements can be obtained from Environmental Health Teams by emailing [environmentalhealth@eastdevon.gov.uk](mailto:environmentalhealth@eastdevon.gov.uk).

Evidence of compliance with any legal requirement may be requested by the Council at any time.

## STAGE 5 – CONSIDERATION OF APPLICATIONS

Any comments received from the consultation process which are relevant will be taken into account as part of the consideration of the application at this stage.

The criteria listed below will be used to consider whether or not an application should be approved. All the criteria should normally be satisfied, and equal weight will be applied to the criteria listed. Each case though will be assessed on its merits and individual circumstances, where appropriate, may be taken into consideration;

### Site safety

The location of the proposed street trading activity should not present additional risks to the public in terms of road safety, obstruction and fire hazard. The term “public” refers to both customers frequenting the street trading activity, and other members of the public using the location. In particular reference will be made to the guidelines set

out in Stage 3 on site safety assessment criteria and observations made by the Highways Authority. Trading consent should not be granted where there is insufficient space, undue interference to pedestrians/road users, where the existence of trading will cause heightened risk or where it would be prejudicial to highway safety.

#### Public Order

The street trading activity should not present a risk to public order in the locality in which it is situated. Observations from the Devon and Cornwall Police will be taken into consideration under this heading. Traders will conduct themselves in a professional manner, having respect for, and treating other traders, council staff and the public fairly and courteously.

#### Avoidance of Annoyance

The street trading activity should not cause annoyance from noise, smells, fumes or litter to households, businesses and public land in the vicinity of the proposed street trading site. Observations from Council's Environmental Health Teams shall be taken into consideration under this heading.

Generators may be used or permitted at some locations. Where use of a generator is sought at a trading site the application will require details of the noise rating, the fuel type and the storage arrangements and conditions may be imposed to control their use.

#### Conflict with other like trading outlets and school premises

The presence of other like trading outlets and proximity of schools shall be taken into consideration as follows:

- The Council will not normally permit a new consent for the sale of goods or services which conflicts with those provided by nearby traders (whether street trading or in business premises).
- Factors include the articles for sale and the geographical location of the proposed site. Each application will be considered on its own merits and on a case by case process.
- Mobile food vendors will not normally be permitted to trade within 500m of a school during the school opening hours.
- On lay-bys there shall only be one street trading consent granted.

#### Compliance with Legal and Environmental requirements

The proposed street trading activity should be carried out from a trading unit that complies with the relevant legislation. Observations made on the compliance with the requirements of Food Safety and Hygiene, Health and Safety, Environmental Protection and fire safety legislation shall be taken into consideration.

The impact of the proposed street trading activity on the local environment including street surfaces, power supply, coastal and inland waters, carbon footprint, supply chain, packaging, waste minimisation, waste disposal and waste generated by customers. Provision of adequate measures to minimise the environmental impact of the proposed operation.

The Council Plan for 2024 to 2028 highlights key priorities, principles and values including working towards reducing our carbon footprint and enhancing our environment, along

with supporting initiatives that promote the health and well-being of our residents. The Licensing team works in support of the Council Plan noting the potential impact to the environment from time limited, outdoor licensed events and will expect applicants to be familiar with initiatives that reduce and mitigate the impact upon the environment. For example the relevance of avoiding of single use plastic drink containers, avoidance of materials that have a detrimental effect to the environment and similar initiatives. The use of biodegradable materials and packaging wherever possible not relying on single use plastics in support a reduction in plastic waste.

#### Permitted Trading Hours

All street trading consents will normally be limited to daily trading hours between 8.00 am and 10.00 pm. However, in the case of hot food takeaways and fresh produce sellers trading hours will be determined on a case by case basis on their own merits. Any trading between 2300 – 0500 hours must be subject to a separate application under the Licensing Act 2003 where hot food and drink is proposed to be sold.

The Council retains the right to specify permitted hours of trading that are less than those applied for if local circumstances require it.

#### Compatibility of the proposed street trading operation

The proposed trading operation should complement the trading area in which it is situated and/or be compatible with the character of the event to which the consent is related. In assessing this criterion consideration should be given to the type and nature of locality, the type of street trading that will be carried out and the visual appearance of the trading operation being proposed (including any associated equipment or structures). Consents should not be granted when there already exists sufficient retail outlets in the area.

The stall or vehicle must be maintained in good condition, smart appearance and meet criteria, including size, laid down in the standard Consent conditions. Photographs including dimensions, must be provided with all new applications and requests for approval of changes to or replacement of a stall or vehicle. The general appearance of the vehicle or stall will also be considered in order to determine that the unit will not detract from the appearance of the surrounding area. A trading or towing vehicle must be compliant with DVSA MOT standards being maintained in a roadworthy condition to include tax and insurance.

#### Avoidance of duplication

Street Trading has the potential for the overlapping of trading activities covered by different regulatory regimes and services within the Council, for example food charitable collections, sale of alcohol or late night refreshment. In addition, street trading activities may require Planning, Highways or landowner permissions depending on the nature of the trading location. So far as is reasonably practicable the Council will avoid duplication with other regulatory regimes that already place obligations. Street traders are required to ensure all relevant provisions are satisfied with the relevant responsible authority in these respects.

Pavement licences require a separate application, approval and fee procedure. **Further information on pavement licensing requirements can be found on our webpage at the following link:** [Pavement licensing - East Devon](#)

## General

Refusal or withdrawal of street trading consents will be normal in the following circumstances where:

- (a) There are not enough suitable street trading locations available in the street for the applicant to engage in the trading without causing undue interference or inconvenience to persons using the street.
- (b) There are already enough consent holders or **shops and businesses selling the same or similar** goods to which the applicant proposes to trade (**goods or services which conflict with those provided by nearby traders**).
- (c) A consent holder or people employed by them have failed to comply with the conditions attached to any consent.
- (d) The street trading may damage the structure or surface of the street.
- (e) Adverse comments are received from the statutory organisations which cannot be **sufficiently mitigated**.
- (f) The imposition of conditions is not adequate to control potential problems.
- (g) Extreme weather conditions when street trading may present a risk to the applicant, their staff or other people.
- (h) There has been the selling of psychoactive substances.

## Varying a consent

The Act gives the council the power to vary the conditions attached to a consent at any time. Should the holder of a consent wish to change any of the conditions on their consent, they can, at any time, submit a written request to vary the consent. **A variation application would also** be required where the consent holder wishes to change the operating days and/or times or from a different location **within the close vicinity of their existing consent location**. A fee will apply to the variation.

The Council will determine a request to vary a condition **(s), or trading times/ locations** in the same way it would consider a new application by carrying a consultation and making a decision based on the criteria listed in this policy.

There is no provision for transferring a street trading consent in the Act.

## STAGE 6 – DETERMINATION OF APPLICATION

Applications will be determined by officers under delegated authority, although officers have the absolute discretion to refer any application to the Licensing and Enforcement Sub-Committee.

Where there are relevant objections then officers will be permitted to try and overcome the objections through negotiations with the relevant parties and the applicant.

Where the decision of the officers is to refuse an application or grant it in terms substantially different than applied for (in this regard a change to the hours will not normally be viewed as substantial), the applicant will have the right to request a review of that decision by a more senior officer by making a written request within 10 working days. The review will be completed and the applicant notified of the outcome within 10 working days of the request.

The applicant and anybody objecting to the application will be notified of a referral to the Sub-Committee, the date when the application will be considered and the procedure to be



followed. The appropriate Ward Member will also be notified. Unless special circumstances apply the Sub-Committee meetings are open to the public.

### Outcome

The reasons for refusal (whether a decision made by officers or the Sub-Committee) will be conveyed to the applicant. There is no right of appeal to the Magistrates' Court against the Council's refusal to issue a consent.

In respect of any application which is approved the Standard Conditions will be attached to the consent, together with any other conditions deemed to be necessary. Conditions will require the street trading operation to be carried out as detailed in the application (e.g. the nature of the goods to be sold, trading hours / days and the unit from which they are to be sold).

Conditions attached to the consent form part of the approval to carry out street trading in East Devon. They MUST be complied with at all times and failure to do so could lead to the consent being either revoked or any subsequent application not granted. It is the responsibility of the applicant / consent holder to familiarise themselves with the conditions relevant to their consent and to abide by them.

### Enforcement

The Council has a duty to carry out enforcement where it becomes aware of or receives allegations which concern unauthorised trading (trading in a street without first obtaining a consent) or non-compliance with street trading consents that have been granted.

The Council will actively enforce the provisions of this Policy and street trading within its area in a fair and consistent manner. In doing so all enforcement activities will comply with the Council's Regulatory Enforcement and Prosecution Policy - Principles of Enforcement - Policy - East Devon The Council may at any time revoke a consent or vary the conditions of an existing consent where there are reasonable grounds for so doing.

Consent holders should allow access to authorised officers of the Council and Police Officers at all reasonable times. Council officers will carry with them and produce on request official identity cards issued by East Devon District Council. If you have any doubts about a person claiming to be from East Devon District Council ask to see their official identification card. If you remain uncertain please contact the Council on 01404 515616 to confirm the identity of an employee.

East Devon District Council has an agreed Complaints procedure for dealing with complaints about the services it delivers.

### Cranbrook

Further to the last policy revision a number of development works have been completed in respect of Cranbrook town centre which have removed the availability of suitable locations to street trade on the highway in central Cranbrook. In addition, the Main Local Route is not



considered suitable as a location for street trading, and residential streets in Cranbrook are generally narrow and therefore also unsuitable as locations for street trading. Equally, street trading in residential parcels is likely to lead to impacts on residential amenity. As a result it is unlikely that any application for street trading on a public highway within Cranbrook will be granted. Applications for street trading consents where the proposed trading location is not located on the public highway, for example those on private property within Cranbrook, will be considered on each applications individual merits in-line with the procedure outlined above (Stage 5 Consideration of applications). ~~East Devon District Council is the licensing authority for street trading and Cranbrook Town Council will be consulted when applications for new licences or renewals come forward.~~

~~7.35— East Devon District Council's policy statement is to create a street trading environment which complements premises based trading, is sensitive to the needs and amenities of residents, provides diversity of consumer choice and seeks to enhance the character and ambience of local environments.~~

~~7.36— Town Council experience to date has identified that there are a number of issues which have emerged in connection with previous consultations. These include the fact that the Main Local Route (MLR), now experiences increased vehicle movements including more buses per hour, is unsuitable as a street trading location and that no applications on the MLR could be supported and the fact that residential (in parcel) streets are generally narrow and are unsuitable as locations for street trading. Equally, street trading in residential parcels is likely to lead to impacts on residential amenity. These factors were confirmed by East Devon District Council and the Town Council in December 2019.~~

~~7.37— Cranbrook is a designated Healthy New Town (HNT) and one of ten NHS pilots. The basic aim of the HNT project was to reduce the impact on the NHS by encouraging lifestyle changes leading to a healthier population. Whilst it is an argument that people should have a choice about what they purchase and consume, the reality is that the pressures on the NHS created by unhealthy lifestyles is unsustainable. Cranbrook Town Council therefore takes the view that health and lifestyle considerations are material in this context.~~

~~7.38— In considering the balance of established shops and street traders, it is noted that the number of take-away premises in existing shops is limited by planning condition to no more than two. The Town Council therefore takes the view that the number of street trading permissions should be commensurate with this restriction.~~

## Guidelines

~~6.59 Both the District and Town Council will consider each individual application on its merits. The Street Trading Policy adopted by the District Council includes criteria listed under 'Stage— 5 Consideration of Applications' that allow licensing officers to accept relevant factors received from the consultation process. The current criteria includes:~~

- ~~•—— Site Safety~~
- ~~•—— Public Order~~
- ~~•—— Avoidance of Annoyance~~
- ~~•—— Conflict with other like trading outlets and school premises~~
- ~~•—— Compliance with legal and Environmental requirements~~

- ~~Permitted Trading Hours~~
- ~~Compatibility of the proposed street trading operation~~

## General Factors

~~7.39—Emergence of the issues identified in this report may add further weight to the Stage 5 criteria already listed in the Street Trading policy providing further grounds to refuse approval of an application. Where any of the following factors sit outside the Stage 5 criteria, due consideration will still be given by licensing officers. The following factors will be taken into consideration:~~

### ~~7.40—Location~~

- ~~Is there enough space for the applicant to trade in the manner proposed without causing undue interference or inconvenience to persons using the street?~~
- ~~How many traders are already trading in the vicinity (from shops or other stalls) in the type of goods in which the applicant desires to trade?~~
- ~~Is there undue concentration of traders trading in the street in which the applicant desires to trade?~~

### ~~7.41—Residential Amenity~~

- ~~Will the consent, if granted, result in nuisance to members of the public, residents and local businesses due to the likely noise, smell, litter, disturbance or other problems which will be caused by granting the consent?~~

### ~~7.42—Highway Safety~~

- ~~Is the proposed location on a main local route and likely to result in highway obstruction?~~
- ~~Is the proposed location likely to result in highway obstruction caused by parking of customers' vehicles?~~
- ~~Is the size, nature or appearance of the proposal (and any associated signage or equipment) appropriate for the proposed location in terms of amenity or public or highway safety?~~

### ~~7.43—Economic considerations~~

- ~~Are the proposed trading hours outside the usual business hours of shops in the vicinity?~~
- ~~How close is the proposed location to established shops trading similar goods?~~
- ~~Would the proposal lead to the number of traders exceeding the number of permitted established shops trading in similar goods?~~

#### ~~7.44 Health Considerations~~

- ~~• Is proposal consistent with the aspiration of Cranbrook as a Healthy New Town?~~

#### ~~7.45 Operating History~~

- ~~• Is there a history of complaints or any other issues which might impact on a decision to grant or refuse an application?~~

#### ~~7.46 Potential acceptable sites~~

- ~~• Town Council may wish to work with the Licensing Authority in identifying potential sites which may be acceptable as venues for street trading. In doing so, it is proposed that this be based on the provision of services to those parts of the town which are not as well served because they are located remotely from established services, are sufficiently removed from existing established providers to mitigate unfair competition and are situated away from locations which might give rise to highway or amenity issues. For example, until the town centre comes forward there may well be locations in that part of the town which are acceptable in all respects and meet the needs of residents. Such potential locations may have a lifespan and require revision as the town builds out.~~

## **Street Trading Application Fees East Devon District Council**

**Street trading application and trading fees can be found on our webpage: [Street trading policy and application guidance - Street Trading application fees - East Devon](#)**

**Additional Notes:**

- a) Fees are payable where trading in any location where the public can access freely.
- b) Fees will be reviewed annually and any variation will be approved by Council
- c) \*This fee will be charged by Street Scene for land hire (owned by EDDC).
- d) Fees are none refundable once the consultation processes has been started.

## Relevant Convictions

### **Determining suitability of an applicant for street trading consent**

Where relevant offences are disclosed the application will be referred to the Licensing Sub-Committee for determination. Each case will be decided on its own merits. Although an applicant may have convictions that would fall under the guidelines in this policy, the Council will always consider the full facts of the case and any mitigating or other circumstances before reaching a decision. The overriding consideration is the safety of the public.

### **Dishonesty**

A street trading consent will not be granted unless 4 years have lapsed since a conviction for an offence that involves dishonesty, for example theft or fraud, or completion of any sentence imposed whichever is the later.

### **Violence**

If an applicant has been convicted for an offence for violence which involves loss of life, a street trading consent will not be granted. In other cases a street trading consent will not be granted unless 10 years have lapsed since a conviction for an offence relating to violence or completion of any sentence imposed whichever is the later.

### **Drugs Offences**

A street trading consent will not be granted unless 10 years have lapsed since a conviction relating to the supply or importation of controlled drugs or completion of any sentence imposed whichever is the later. A Street trading consent will not be granted unless 5 years have lapsed since a conviction for an offence relating to the possession of drugs or completion of any sentence imposed whichever is the later.

### **Sexual and Indecency Offences**

A street trading consent will not be granted where there are convictions for rape, indecent assault, any sexual offence involving children and any conviction for an offence under the Sexual Offences Act 2003, or for indecent exposure.

### **Exploitation**

A street trading consent will not be granted if there are convictions relation to exploitation of another individual. This will include slavery, child sexual exploitation and grooming.

### **Motoring Convictions**

In most cases, motoring offences are unlikely to be relevant when considering a street trading consent application. However, there may be instances where the offences are of a very serious nature or may be relevant to the type of street trading activity. In those cases a street trading consent will not be granted unless 5 years have lapsed since any such convictions or completion of any sentence imposed whichever is the later.

### **Street Trading Legislation**

The Council takes a serious view on applicants who have been convicted of street trading offences under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. In particular, a street trading consent will not be granted unless 2 years have lapsed since any offence under the 1982 Act or if there is more than one conviction unless 5 years have lapsed.

### **Formal Cautions and Fixed Penalty Notices**

For the purposes of these guidelines, the Council will treat Formal Cautions issued in accordance with Home Office guidance and fixed penalty notices as though they were a conviction before the courts.

### **Existing Consent Holders Convicted of an Offence**

The Council may consider revoking the consent if the consent holder is convicted of an offence and in particular there will be concern if the offence falls into one of the categories detailed above.

# STREET TRADING CONSENT

## STANDARD CONDITIONS & TERMS



### STANDARD CONDITIONS

1. A copy of this consent shall be displayed by the consent holder in a conspicuous position that is visible to members of the public and shall be produced for inspection if requested by an authorised officer of the Council or the Police.
2. In the case of a block consent where the application did not contain all of the required information for all stalls, it is the responsibility of the consent holder to ensure that the Council has given its written approval to all stalls prior to the event commencing.
3. ~~The consent holder shall comply with all relevant legislation applicable to the street trading activity and ensure that where applicable the consent holder has and maintains a current Food Hygiene Rating Scheme score of at least 3 and gas safety inspection certificate.~~ The consent holder shall ensure full compliance with relevant food safety and health and safety legislation. Compliance with food safety legislation will be indicated by a food hygiene rating of 3, 4 or 5 as issued by Environmental Health.
4. The consent holder must ensure that staff who prepare open high risk foods, or handle food and have a supervisory role, have training to the level equivalent to the Chartered Institute of Environmental Health (CIEH) Level 2 Award in Food Safety in Catering within 3-months of the consent being issued or relevant staff commencing work.
5. The consent holder must notify the Licensing Manager within a period of 48 hours disclose to the Council in writing details of any arrest and release, charge or conviction, receipt of any fixed penalty, or anti-social behaviour order imposed on him during the period of the consent.
6. The consent holder shall not assign his interest in this consent or any part thereof nor allow any person or trading unit, other than a person employed to assist the holder, to rely on it.
7. The consent holder shall observe and comply with any directions in relation to the consented activity or use of the street / public place by a duly authorised officer of the Council or the Police.
8. The consent holder shall for the duration of the consent maintain a valid Third Party Public Liability Insurance Policy for a minimum of £5,000,000 to the satisfaction of the Council and shall produce a valid certificate of such insurance at any time upon request by an authorised officer of the Council.

9. This consent does not imply or grant exclusive rights to the holder for use of the location specified in the permission. If at any time at the permitted trading location other statutory bodies or organisations require access and use of the location to carry out emergency or other remedial works, they shall be afforded such access for such time as is necessary.
10. The consent holder shall not carry out any street trading activities other than those permitted by the consent and is expressly prohibited from;
  - (i) selling Psychoactive Substances,
  - (ii) holding an Auction Sale
  - (iii) selling, displaying or wearing any article which is or is intended to be offensive either in writing or pictures.
11. The consent holder shall not trade outside of the permitted location / route and the permitted times and days.
12. The consent holder shall not trade in such a way that is likely to cause;
  - (i) undue obstruction to any part of any street or public place, or
  - (ii) injury to any person using the street or public place, or
  - (iii) damage to any property in the street or public place, or
  - (iv) annoyance to persons using the street or public place, or occupiers of premises in the vicinity.
13. The consent holder shall at all times conduct their business in a clean, honest, civil and businesslike manner so as not to interfere with the business of other traders and consent holders.
14. Music may be played subject to having appropriate PRS and PPL licenses provided that the music shall not be audible outside the vehicle or beyond the boundary of the consented area without prior consent in writing from the Council.
15. The consent holder shall ensure that trading is conducted in a manner which avoids any nuisance or annoyance to the occupiers of neighbouring premises. In particular the holder shall ensure that any power driven equipment (including generators) are sited to minimise noise and attenuated where necessary.
16. The consent holder shall comply with the reasonable requests of a duly authorised officer of the Council or a police officer to take such action as is considered necessary to abate any nuisance or obstruction.
17. The consent holder shall, where applicable, at all times when trading comply with all "Codes of Practice" relating to noise in particular the "Codes of Practice on Noise from Ice Cream Vans Chimes Etc. in England 2013".
18. The consent holder shall not place on the street or in a public place any furniture or equipment other than as permitted by the Council and he must maintain the same in a clean and tidy condition and not place them so as to obstruct the entrance or exit from any premises. The Consent holder must ensure that the street surfaces are kept clean at all times and should have particular regard to the removal of grease, fat deposits and similar to ensure that the surface does not present a hazard to users.
19. Outside of the consented area the consent holder shall not place on or in any street or public place, or affix to any equipment placed on the street or public place, any advertising of any description whatsoever except with the prior consent in writing from the Council
20. At the conclusion of trading, all stalls, vehicles or other equipment associated with the street trading activity must be removed within 30 minutes of the expiry of the trading hours.
21. The consent holder when operating on a static site shall have access to suitable and sufficient sanitary accommodation for anyone carrying out the street trading activity.
22. With respect to litter and waste the consent holder shall;



- (i) provide and maintain refuse receptacles for litter and shall remove waste arisings from the site on a daily basis and dispose of them in an approved manner,
  - (ii) keep their trading position and the area within 25m of the pitch **free from litter emanating from the street trading operation** during the permitted hours, and also leave the same in a litter free condition at the end of each daily period permitted by this consent,
  - (iii) make such provision as is necessary to prevent the deposit in any street or public place of solid or liquid refuse and shall not discharge any water or effluent from the street trading activity to street surface drainage or other watercourse.
23. Consent holders must notify the Licensing team of any variation to trading times or frequency, including absence in excess of 4 weeks. The reasons for any absence will be treated according to the individual circumstances provided.
24. ~~The Council reserves the right to withdraw consent at any time should the land be required by the land owner. The requirement of the landowner approval is specific to this consent being in place.~~
25. ~~The Council reserves the right to withdraw consent at any time should new development surrounding the trading location impact on the suitability of the location.~~
26. Should a gazebo or marquee be permitted by the Street Trading Consent and used by the Consent holder the following conditions apply:
- i. Heavy ballast weights must be used at each leg to withstand uplift forces from wind. Calculations from the manufacturer, supplier or installers to show the weight requirements for each leg must be obtained and complied with.
  - ii. Anchorage should also prevent lateral movement of the structure. Ropes to anchorage points must not obstruct movement around or within the structure
  - iii. The Consent holder should be aware of the design wind load of the structure, and have a procedure for monitoring weather forecasts, and making safe by removal of covers any structure likely to be put at risk by high winds
  - iv. The structure must be British fire-rated BS 5438 and/or BS 7837 (or any replacement standard) and marked accordingly, the Licensee must carry out a fire risk assessment of the structure.
  - v. Domestic garden gazebos and old style market gazebos cannot be accepted as they are not structurally safe for use in public areas.
  - vi. Gazebos/stall coverings/marquees must be kept visually appealing and compliment the character of the area
27. All drinks served for shall be served in reusable Plastic/Polycarbonate or similar containers, no glasses or bottles are to be permitted.
28. ~~The Consent holder must ensure that the area where the street trading activity takes place is kept clean and clear of refuse and litter throughout the operating times. Refuse and litter deposited on the highway in the vicinity of the street trading unit/s and other objects must be removed at the Consent holder's expense under the Environmental Protection Act 1990.~~
29. It is a condition of this Consent that clear routes of access around the street trading unit and the highway must be maintained, taking into account the needs of disabled people, and the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in Section 3.1 of <https://www.gov.uk/government/publications/inclusive-mobility>. The Licensee must

comply with the Guidance of the Secretary of State with regard to the needs of disabled people and the recommended distances required for access by disabled people, such guidance being shown at the following address or such other updated guidance as may be issued

<https://www.gov.uk/government/publications/pavement-licences-draft-guidance/draft-guidance-pavement-licences-outdoor-seating-proposal>

## **VARIATION OF CONDITIONS**

The Council may vary any of the conditions attached to a consent or add new conditions at any time, subject to reasonable notice being given to the consent holder.

## **REVOCATION OR SURRENDER OF CONSENT**

This consent may at any time be revoked by the Council or surrendered by the consent holder.

The holder shall return this consent to the Council within **5-working days** on revocation or surrender of the consent. The Council shall not in any circumstances whatsoever be liable to pay any compensation to the holder in respect of such revocation.

**The Council reserves the right to withdraw consent at any time should landowner withdraw permission to use the land.**

**The Council also reserves the right to withdraw consent at any time should new development surrounding the trading location impact on the suitability of the location.**

## **LEGAL PROVISIONS**

Nothing contained in these conditions shall relieve the consent holder or his employees or agents from any legal duty or liability and the consent holder in carrying out the consented activity agrees to indemnify the Council in respect of all claims, actions, demands or costs arising from this consent.

## Currently designated as Prohibited Streets - List of designated streets in Sidmouth at 2 October 2017

**The following are designated as prohibited streets where street trading is at all times forbidden by law;**

- ❑ All Saints Road
- ❑ Bedford Square and including the un-named street leading from Bedford Square to the Esplanade
- ❑ Blackmore View
- ❑ Chapel Road
- ❑ Chapel Street
- ❑ Church Street
- ❑ Coburg Road - between Coburg Terrace and Church Street
- ❑ Dove Lane - and the lane between Dove Lane & New Street
- ❑ Fore Street
- ❑ Fortfield Place
- ❑ Fortfield Terrace
- ❑ Glen Road - south of Manor Road
- ❑ Ham Lane and East Street - from the Esplanade to Fore Street
- ❑ High Street
- ❑ King Street
- ❑ Manor Road
- ❑ Market Place
- ❑ Mill Street, - west of its junction with Russell Street
- ❑ Millford Road, - north of the ford
- ❑ New Street
- ❑ Old Fore Street
- ❑ Peak Hill Road – east from its junction with Cotmaton Road.
- ❑ Prospect Place
- ❑ Radway, - south of the Post Office
- ❑ Salcombe Road
- ❑ Sid Road, - south of Redwood Road
- ❑ Station Road - between Knowle Drive and The Esplanade
- ❑ Streets adjoining the Three Cornered Plot (Known as The Triangle)
- ❑ The Beach – from the mouth of the River Sid westwards to a point opposite Clifton Cottage.
- ❑ The un-named street between Elizabeth Hotel and Marlborough Hotel (now Dukes)
- ❑ Vicarage Road, - south of Connaught Road
- ❑ York Street
- ❑ Vicarage Road, - south of Connaught Road

The following is a Consent Street but as a matter of policy consents shall only be granted during Sidmouth Folk Week;

Esplanade & Promenade

# APPENDIX B

## Street Trading Policy- Public Consultation

Draft wording for public consultation document:

### **Cover/ front page (About the Project):**

#### **Street Trading Policy**

East Devon District Council is consulting on a draft amended Street Trading Policy.

The draft Policy document being consulted on would be the 6<sup>th</sup> version of this policy to be proposed. The current version of the Policy (Version 5) came into effect on 1<sup>st</sup> May 2023, and although there is no legal requirement to review a street trading policy, the Council is of the opinion that numerous areas for amendment have become apparent since the last policy came into effect. The draft amended policy therefore fully updates the policy and gives additional information in areas where it has been noticed that further information would be worthwhile.

Legislation permits local authorities to adopt provisions to control street trading. This is by way of a regime that permits streets to be designated as Prohibited, Licensed or Consent streets. No changes whatsoever are proposed to the designation of streets listed in the policy on this occasion. The proposed amendments to the policy are therefore limited to the content of the policy only, as opposed to any proposal to change the designation of streets for the purpose of street trading at this time.

The popularity of street vendors has grown considerably in recent years, with many more outdoor markets and summer food and drink events than previously. Indeed, it is estimated that numbers of street food vendors have grown nationally from around 2000 in 2018 to over 7000 today (source: Nationwide Caterers Association). This is due in part to start-up costs for street food often being lower than for property based businesses.

Officers working knowledge has also grown considerably since the first Policy was published in 2017, and the proposed changes to the policy have been identified through need, experience, and by reviewing good practice in other authorities. Control of the regime is already being managed, but the proposed amendments are considered necessary to improve appropriate controls, whilst enhancing trading opportunities in locations where it is considered suitable and safe.

Ultimately, the aim is to retain a street trading environment which complements premises based trading, is sensitive to the needs of residents, provides diversity of consumer choice, and seeks to protect the character and ambience of local environments and provide overall economic benefits.

This version of the Policy is in draft, and we welcome your feedback on the proposed changes. The recommended changes to the Street Trading Policy aim to enhance current standards with the amendments including:

- Expansion of the information contained in the 'Exemption from Street Trading' section of the policy;
- Increased information within the section on 'Privately owned and Enclosed Land' to assist in clarifying in which circumstances a street trading consent may be required on land of that nature;
- Changes to the application requirements to aid clarification and understanding for applicants;
- Update to the section on Street Trading within Cranbrook;
- Alterations to the standard conditions applied to each street trading consent;

This Policy if adopted, will ensure that the Council continues to carry out its street trading regulation responsibilities in a fair, equitable and consistent manner.

**Consultation closes 2<sup>nd</sup> February 2026 3pm. Scroll down to answer.**

1. *Locations and permissions- Privately owned and Enclosed land*

Trading on privately owned land that abuts or joins the public highway usually requires a street trading consent, but there are certain circumstances where a street trading consent may not be required.

The amended policy qualifies that trading on private land will usually require a street trading consent where the proposed location is within 5 meters of the public highway.

The amended policy also expands on the criteria for where a street trading consent may not be required as follows (see text in red for proposed amendments):

- (a) The public being required to make payment for entering. *In order to benefit from this exemption payment for entry would usually be in relation to entry to an event as opposed to simply paying a fee to enter the area where a single street trader is operating; or*
- (b) Permanent, raised structural boundaries surrounding the trading location (walls, fencing and gates), or where access is gained by entering a building or premises. *Raised structural boundaries should clearly identify the area as being a separate area distinct from the public highway. A simple chain/ rope boundary, or low picket fence would not usually be sufficient to be considered a permanent raised structural boundary which will likely require a fixed/ permanent structure of at least 1m in height. Such cases will be considered on a case by case basis or*
- (c) On land within the approved plan of any premises being licensed for sale of alcohol, for example public house gardens and other licensed outdoor areas. Licensing reserve the right to review areas of land sought for trading that are outside the defined plan (for

- example beside, nearby and otherwise not part of a currently licensed area).
- (d) Caravan and camping sites where the public do not have free or unobstructed access will be reviewed on a case by case basis. Where public access is restricted and where trading is not conducted on to a public area, trading consent will not be required.
  - (e) Where existing businesses seek to allow trading or traders directly outside that premises selling products of the same nature or by providing access to their staff **a Consent will not usually be required. This does not negate the need to comply with other legislation such as the requirement to obtain a Pavement Licence if applicable.**

Do you agree with the proposed amendments above to the *Privately owned and Enclosed land* section of the policy?

YES NO Comment.

Do you agree that trading within 5 meters of the public highway should mean that a street trading consent is required?

YES NO Comment

## 2. *Applications Procedure: Submission of the application*

Officers found that there were several elements of the current application documentation requirements that occasionally caused difficulty for applicants.

For example, the current policy requires evidence of a food hygiene rating of at least 3 or above for food vendors, but in some cases the applicant was unable to commence trading and hence get a food hygiene rating prior to obtaining the street trading consent. The proposed amended policy therefore requires applicants to provide evidence of *registration* with Environmental Health and then allows for submission of the food hygiene rating within 1-month of commencing trading.

Likewise, occasionally applicants reported difficulty in obtaining public liability insurance prior to obtaining the street trading consent as their insurer asked to see this before issuing an insurance cover note. The proposed amended policy therefore reverts to a requirement to produce proof of public liability insurance within 5- working days of the consent being issued.

The following additional application requirements are also proposed:

For food traders: Copies of relevant food hygiene training certificates for all members of staff who will handle food in relation to the business. All consent holders and any permitted employees must have received formal food hygiene training to a minimum of level two Award in Food Hygiene in catering within the past 3 years.

AND

Provision of evidence of right to work in the UK for all assistant staff who work alone at a consent location.

Do you agree with the proposed amendments above to the *Submission of the application* section of the policy?

YES NO Comment.

### 3. *Cranbrook*

The previous policy version gave extensive guidance on the situation with respect to possible street trading sites in Cranbrook. The proposed amended policy wording updates and consolidates this guidance to bring the policy up to date with subsequent development within Cranbrook since the last policy version was published.

The amended Cranbrook section of the policy is as follows:

Further to the last policy revision a number of development works have been completed in respect of Cranbrook town centre which have removed the availability of suitable locations to street trade on the highway in central Cranbrook. In addition, the Main Local Route is not considered suitable as a location for street trading, and residential streets in Cranbrook are generally narrow and therefore also unsuitable as locations for street trading. Equally, street trading in residential parcels is likely to lead to impacts on residential amenity. As a result it is unlikely that any application for street trading on a public highway within Cranbrook will be granted. Applications for street trading consents where the proposed trading location is not located on the public highway, for example those on private property within Cranbrook, will be considered on each applications individual merits in-line with the procedure outlined above (Stage 5 Consideration of applications).

Do you agree with the proposed amendments above to the *Cranbrook* section of the policy?

YES NO Comment.

### 4. *Standard Conditions and Terms*

Proposed updates to the standard conditions and terms include the following:

Condition 5: The consent holder must ~~notify the Licensing Manager~~ within a period of 48 hours disclose to the Licensing Manager in writing details of any arrest and release, charge or conviction, receipt of any fixed penalty, or anti-social behaviour order imposed on him during the period of the consent. ~~immediately of any convictions or proceedings arising out of the consented activity.~~

Condition 15: The consent holder shall ensure that trading is conducted in a manner which avoids any nuisance or annoyance to the occupiers of neighbouring premises. In particular the holder shall ensure that any power driven equipment (including generators) are sited to minimise noise and attenuated where necessary.

Condition 16: The consent holder shall comply with the reasonable requests of a duly authorised officer of the Council or a police officer to take such action as is considered necessary to abate any nuisance or obstruction.

Condition 17: The consent holder shall, where applicable, at all times when trading comply with all "Codes of Practice" relating to noise in particular the "Codes of Practice on Noise from Ice Cream Vans Chimes Etc. in England 2013".

Do you agree with the proposed amendments above to the *Standard Conditions and Terms* section of the policy?

YES NO Comment.



Report to: Licensing and Enforcement Committee

Date of Meeting 19 November 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## **Government open call for evidence: Reforming the Licensing System**

### **Report summary:**

#### **Government Consultation: Reforming the Licensing System**

On 7 October 2025 the Government launched a call for evidence on reforming the licensing system. The link to the consultation is in the link to background information below. The call for evidence focuses on the 'on trade' in relation to alcohol sales, for example pubs, restaurants and nightclubs, and on all entertainment licensed under the Licensing Act 2003.

Due to the consultation having a closing date of 6 November 2025, the Chair of the Licensing & Enforcement Committee agreed to hold an online meeting for Committee members to consider and agree a response which would then be brought to the next meeting of the Committee for ratification. This approach enabled a detailed response to be submitted within the short timescale set by the Government.

#### **Response of the Licensing & Enforcement Committee**

A Teams meeting was held on 22 October 2025 and was attended by six members of the Committee, the Licensing Manager and Democratic Services Officer.

The consultation responses were discussed and agreed by the members of the Committee present. Subsequent to the Teams meeting, the Chair of the Committee circulated the responses to all Committee members for further comment.

The final response was submitted before the closing date of 6 November 2025 and is attached at Appendix 1 for ratification by the Committee at its meeting on 19 November 2025.

### **Recommendation:**

That the Licensing & Enforcement Committee ratifies the response, set out at Appendix 1, to the Government call for evidence to inform the development of a modern, proportionate and enabling licensing system.

### **Reason for recommendation:**

The Committee's response had to be submitted before the closing date of 6 November 2025, which was prior to the next meeting of the Committee on 19 November 2025.

**Links to background information** Government call for evidence [Reforming the licensing system - GOV.UK](#)

Officer: Sarah Jenkins, Democratic Services Officer, [sarah.jenkins@eastdevon.gov.uk](mailto:sarah.jenkins@eastdevon.gov.uk)

### **Response of the Licensing & Enforcement Committee to the Government call for evidence on Reforming the Licensing System**

[Note: questions 1 – 6 refer to the type and demographic information of the respondent]

**7. Do you agree or disagree with the overarching objective of a consistent, transparent licensing system which empowers local authorities while promoting economic growth, cultural development, public safety and community wellbeing?**

We do not agree with all of the aims stated here.  
Economic growth is not and never has been part of the licensing principles.

**8. Do you agree or disagree that promoting economic growth should be a statutory licensing objective alongside the existing public safety objectives? A statutory objective is one that is defined in law and that licensing authorities are required to consider.**

We do not agree that economic growth should be a licensing objective.  
Licensing is first and foremost there to keep people safe and well.  
Licensing is not compatible with such an objective as decision on whether to grant a license cannot be diluted by considering how much potential growth a new premises will bring. If it's not safe to grant a license, for whatever reason, the promise of growth is irrelevant.  
A business will succeed or fail by how well it is run and how it meets market need. We are not arbiters of that judgement - customers are.

**9. Do you think that the licensing regime should treat on-trade and off-trade premises differently in any respects in order to allow the differing challenges and opportunities they pose to be addressed?**

Our authority treats applications from either off or on sales in the same rigorous manner - this works so while we do agree that they should be treated as equal, no major changes are required to achieve this.

**10. What priority themes should be included in a National Licensing Policy Framework?**

Pub safety  
Health

We have had applications in the past where there was a strong call from the public for us to refuse a license on the fact that there was no protection for the environment from. For example, noise and light. However the committee felt that even so, the licensing objectives as they stand should remain the focus of the act.

**11. How could the government assess whether national guidance is working effectively? Please suggest ways we could measure if national guidance is making a positive difference.**

Lower crime  
Lower alcohol related harm

**12. Do you agree or disagree that there should be an amnesty for licensing conditions as described above?**

Don't know.

**13. What would you see as the main benefits of an amnesty? [Tick all that apply]**

No response.

**14. What challenges do you associate with an amnesty? [Tick all that apply]**

License holders will be loathe to take part in any legacy condition amnesty if, as is currently the case, it costs £89 to do so. Equally, licensing authorities will need extra financial help to cover costs if they're expected to do it for less of a fee.

**15. It will be important to understand what counts as a minor variation when deciding what types of licence condition changes an amnesty could address. Can you provide your views? What do you think would be characteristic of a minor variation? You may give examples.**

Slight plan alterations and removal of outdated conditions granted a grandfather rights in 2003.

**16. Do you foresee any risks or benefits from removing the requirement to advertise alcohol licence notices in print local newspapers?**

Removal of the requirement to advertise in local newspapers carries several risks, some of which we are responsible for, some of which we are not. On the forest of those, this will adversely affect the financial viability of the local printed press, as it is a major revenue stream. Local democratic reporting is important in that sense that not all residents are able or willing to use electronic means of communication. To remove adverts from papers would contribute to the downfall of an important source of information for those people - though the committee stressed that this cannot be our overriding concern.

The licence duty seeks to maintain efficient communication which reaches as many people as possible, and in that sense newspaper adverts reach those not reached online. It has also been suggested though that maybe having to have 10 days in print is a barrier to applicants, given if they miss a print deadline, they may have to restart the process, causing delay and cost.

**17. What evidence do you have on the costs to business of publishing alcohol licence notices in local printed newspapers in your local area?**

We believe that the cost to an applicant may be up to £350, significantly more than the application fee.

**18. Do you consider the costs associated with publishing statutory notices in local media are sufficiently transparent?**

No

It is not our job to publish newspaper advert fees, however.

**19. In place of publication in print local newspapers, what alternative methods of publicising this information do you consider would be most effective in ensuring effective scrutiny, transparency and public awareness of licencing activities?**

All

To keep applications in print, could councils do as they have to with planning, where all apps are listed in a council orchestrated advert?

[Note: questions 20 – 28 refer to businesses which operate with pavement licences]

**29. Do you agree or disagree with increasing the annual maximum number of TENs to 20 events over 26 days (the same limit that applied during Covid)?**

Don't know.

**30. What benefits or risks, if any, do you foresee if the maximum number of TENs is increased? (Please provide examples or evidence where possible.)**

Residents are unable to object to TENS, and as such, 20 a year may present issues of public nuisance to which they have no direct recourse, other than through retrospective complaints to Environmental Health.

**31. Do you agree or disagree with retaining the 24 hour gap between temporary events at licensed premises?**

Don't know.

**32. What, if any, additional safeguards or changes would be needed if the TENs entitlement were increased?**

Clear information needs to be provided to residents about those means of recourse they do have - even though these are retrospective to the event, such as to the licensing department or to Environmental Health.

**33. Do you agree or disagree that conditions placed on premises licences should automatically transfer to TENs granted to those premises? Conditions placed on premises licences currently do not automatically apply to TENs. This question asks whether you think they should in future.**

Yes

[Note: question 34 – 36 refer to businesses and their view of the possible introduction of blanket policies/core licensing hours]

**37. The Proximity Test. Paragraph 8.13 of the section 182 guidance states that any individual or business entitled to make representations may do so “regardless of their geographic proximity to the premises”. Should there be a requirement for individuals and businesses who make representations in favour or against a licence application to be in geographic proximity to the premises?**

No

**38. Objections. Paragraphs 9.4 to 9.10 of the s.182 guidance seek to prevent irrelevant, vexatious or frivolous representations. Does this mechanism successfully eliminate such representations?**

Yes.

All objections are subject to scrutiny against the licensing objectives which removes such objections as a matter of established process.

**39. Improve Evidential Standards. Should there be a requirement that representations opposing a licence present the case and evidence for harms to one or more of the licensing objectives? In other words, only representations stating that there is an objection concerning the licensing objectives would count.**

Yes

**40. Necessary and Proportionate Test. Should there be a test applied to examine whether licensing conditions are necessary and proportionate?**

Yes

**41. Do you agree or disagree that the decisions of a licensing officer should carry greater weight with the licensing committee? This question asks whether a licensing officer should have the status of an 'independent arbiter' whose decisions carry greater weight than those of other parties.**

Don't know

**42. How should informal mediation and resolution be encouraged at the start of the process of making representations?**

We already have officers who encourage and facilitate mediation, and these services are documented on our web pages.

**43. Do you support enabling longer-term or perpetual licences for recurring festivals and events?**

Yes

**44. Would evidence of a safe and successful event held in previous years be sufficient evidence in most cases for granting licence extensions for repeat events?**

Yes

**45. What else could be done to help promote long term investment in, and planning of, events?**

More arts and culture funding.

**46. Should the licensing regime give greater weight to the Agent of Change principle?**

Yes.

**47. Can you provide examples of where existing businesses have faced complaints or licensing restrictions due to new residential development nearby?**

Local residents complaining about events at Westpoint, a large venue holding music events - noise management plans were amended.

**48. What practical steps or tools would help licensing authorities apply the Agent of Change principle effectively (e.g. guidance, training, data sharing)?**

Greater statutory links between planning and building regulations designed to ensure that new builds, for example, take into account the licences in place already, such as soundproofing needing to be part of any successful planning application.

[Note: questions 49 – 53 consider the possible introduction of designated zones for hospitality, leisure and culture]

**54. Which, if any, of the Licensing Taskforce recommendations do you expect to place the most significant burden on licensing authorities' capacity and ability to fulfil their usual function?**

National Licensing Policy Framework  
Licensing Condition Amnesty  
Increase TENs Entitlement

**55. In your view what impact will the proposals for reform included in this Call for Evidence have on public safety or crime?**

Negative

**56. Which, if any, of the reforms described in this Call for Evidence, in your view, pose public safety or crime concerns?**

NLPP

**57. In your view what impact will the proposals for reform included in this Call for Evidence have on public health?**

Negative

**58. Which, if any, of the reforms described in this Call for Evidence, in your view, pose public health concerns.**

NLPP

**59. In reforming the licensing system to promote economic benefits, what measures can be taken to promote public health?**

By using the licensing framework to encourage economic growth, you dilute the effect of the existing, public safety focussed objectives. The key question any decision needs to consider is 'What price public safety?'

**60. Does this call for evidence raise any equalities concerns such as disproportionate impacts on particular demographic groups?**

No

[End]