



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive
Damian Roberts

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NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.

Contact: Democratic Services
committee.services@tmbc.gov.uk

2 June 2025

To: MEMBERS OF THE LICENSING AND APPEALS COMMITTEE
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Licensing and Appeals Committee to be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 10th June, 2025 commencing at 7.30 pm.

Members of the Committee are required to attend in person. Other Members may attend in person or participate online via MS Teams.

Information on how to observe the meeting will be published on the Council's website.

Yours faithfully

DAMIAN ROBERTS

Chief Executive

AGENDA

1. Guidance on the Conduct of Meetings 5 - 8

PART 1 - PUBLIC

2. Apologies for Absence

3. Declarations of Interest 9 - 10

Members are reminded of their obligation under the Council's Code of Conduct to disclose any Disclosable Pecuniary Interests and Other Significant Interests in any matter(s) to be considered or being considered at the meeting. These are explained in the Code of Conduct on the Council's website at [Code of conduct for members – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tmbc.gov.uk/code-of-conduct-for-members).

Members in any doubt about such declarations are advised to contact Legal or Democratic Services in advance of the meeting.

4. Minutes 11 - 12

To confirm as a correct record the Minutes of the meeting of Licensing and Appeals Committee held on 25 March 2025.

5. Minutes of Panel 13 - 24

To receive the Minutes of the following meetings of the Licensing and Appeals Committee sitting as a Panel:

- 14 March 2025 in respect of a Premises Licence Hearing
- 24 March 2025 in respect of a Premises Licence Hearing
- 28 April 2025 in respect of two taxi hearings

Matters for Decision under Delegated Powers

6. Review of Hackney Carriage Fares 25 - 50

Members are invited to review the current maximum Hackney Carriage fares that may be charged, following a petition received from licensed drivers.

7. Spiking Awareness - 'Ask for Angela' 51 - 58

The report provides details of the 'Ask for Angela' initiative. Members are asked to discuss the important safeguarding issue and to consider a number of recommendations.

Matters for Recommendation to Council

8. Statement of Licensing Policy 2025-2030 Consultation 59 - 98

Members are asked to approve the draft Statement of consultation and recommend the Statement to Full Council for adoption.

Matters submitted for Information

9. Urgent Items 99 - 100

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

Matters for consideration in Private

10. Exclusion of Press and Public 101 - 102

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

PART 2 - PRIVATE

11. Urgent Items 103 - 104

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

MEMBERSHIP

Cllr C J Williams (Chair)
Cllr K S Tunstall (Vice-Chair)

Cllr B Banks
Cllr A G Bennison
Cllr C Brown
Cllr M A Coffin
Cllr A Cope
Cllr D Keers

Cllr D W King
Cllr R W G Oliver
Cllr R V Roud
Cllr M Taylor
Cllr D Thornewell

GUIDANCE ON HOW MEETINGS WILL BE CONDUCTED

- (1) Most of the Borough Council meetings are livestreamed, unless there is exempt or confidential business being discussed, giving residents the opportunity to see decision making in action. These can be watched via our YouTube channel. When it is not possible to livestream meetings they are recorded and uploaded as soon as possible:

<https://www.youtube.com/channel/UCPp-IJISNgoF-ugSzxiAPfw/featured>

- (2) There are no fire drills planned during the time a meeting is being held. For the benefit of those in the meeting room, the fire alarm is a long continuous bell and the exits are via the doors used to enter the room. An officer on site will lead any evacuation.
- (3) Should you need this agenda or any of the reports in a different format, or have any other queries concerning the meeting, please contact Democratic Services on committee.services@tmhc.gov.uk in the first instance.

Attendance:

- Members of the Committee are required to attend in person and be present in the meeting room. Only these Members are able to move/ second or amend motions, and vote.
- Other Members of the Council can join via MS Teams and can take part in any discussion and ask questions, when invited to do so by the Chair, but cannot move/ second or amend motions or vote on any matters. Members participating remotely are reminded that this does not count towards their formal committee attendance.
- Occasionally, Members of the Committee are unable to attend in person and may join via MS Teams in the same way as other Members. However, they are unable to move/ second or amend motions or vote on any matters if they are not present in the meeting room. As with other Members joining via MS Teams, this does not count towards their formal committee attendance.
- Officers can participate in person or online.

- Members of the public addressing an Area Planning Committee should attend in person. However, arrangements to participate online can be considered in certain circumstances. Please contact committee.services@tmhc.gov.uk for further information.

Before formal proceedings start there will be a sound check of Members/Officers in the room. This is done as a roll call and confirms attendance of voting Members.

Ground Rules:

The meeting will operate under the following ground rules:

- Members in the Chamber should indicate to speak in the usual way and use the fixed microphones in front of them. These need to be switched on when speaking or comments will not be heard by those participating online. Please switch off microphones when not speaking.
- If there any technical issues the meeting will be adjourned to try and rectify them. If this is not possible there are a number of options that can be taken to enable the meeting to continue. These will be explained if it becomes necessary.

For those Members participating online:

- please request to speak using the 'chat or hand raised function';
- please turn off cameras and microphones when not speaking;
- please do not use the 'chat function' for other matters as comments can be seen by all;
- Members may wish to blur the background on their camera using the facility on Microsoft teams.
- Please avoid distractions and general chat if not addressing the meeting
- Please remember to turn off or silence mobile phones

Voting:

Voting may be undertaken by way of a roll call and each Member should verbally respond For, Against, Abstain. The vote will be noted and announced by the Democratic Services Officer.

Alternatively, votes may be taken by general affirmation if it seems that there is agreement amongst Members. The Chairman will announce the outcome of the vote for those participating and viewing online.

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

LICENSING AND APPEALS COMMITTEE

MINUTES

Tuesday, 25th March, 2025

Present: Cllr C Brown (Chair), Cllr C J Williams (Vice-Chair), Cllr M A Coffin, Cllr D Keers, Cllr D W King, Cllr R W G Oliver, Cllr R V Roud, Cllr M Taylor and Cllr K S Tunstall

Apologies for absence were received from Councillors B Banks and A Cope.

PART 1 - PUBLIC

LA 25/1 DECLARATIONS OF INTEREST

There were no declarations of interest in accordance with the Code of Conduct.

LA 25/2 MINUTES

RESOLVED: That the Minutes of the meeting of the Licensing and Appeals Committee held on 27 November 2024 be approved as a correct record and signed by the Chairman.

LA 25/3 MINUTES OF PANEL

RESOLVED: That the Minutes of the meetings of the Licensing and Appeals Committee sitting as a Panel held on 26 February 2025 and 28 February 2025 be received and noted.

MATTERS FOR DECISION UNDER DELEGATED POWERS

LA 25/4 STATEMENT OF LICENSING POLICY 2025 - 2030 CONSULTATION

The report of the Director of Central Services and Deputy Chief Executive gave details of the process for the five yearly review of the Council's Statement of Licensing Policy and presented a draft Statement for the period 2025-2030 for public consultation.

RESOLVED: That the draft Statement of Licensing Policy 2025-2030 set out at Annex 1 to the report, be approved for public consultation.

LA 25/5 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 7.36 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

LICENSING AND APPEALS PANEL

Friday, 14th March, 2025

Present: Cllr R V Roud (Chair), Cllr B Banks and Cllr M Taylor.

Together with representatives from the Licensing Authority, the Applicant and other interested parties.

PART 1 - PUBLIC

LAP 25/7 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

DECISIONS TAKEN UNDER DELEGATED POWERS IN ACCORDANCE WITH PARAGRAPH 3, PART 3 OF THE CONSTITUTION

LAP 25/8 APPLICATION FOR A NEW PREMISES LICENCE FOR KANEERA EXPRESS (TONBRIDGE) LTD, 5-6 TOLLGATE BUILDINGS, HADLOW ROAD, TONBRIDGE, KENT TN9 1NX

The Panel gave careful consideration to an application for a premises licence in respect of Kaneera Express (Tonbridge) Ltd, 5 – 6 Tollgate Buildings, Hadlow Road, Kent, TN9 1NX.

Careful consideration was given to the written report of the Director of Central Services and Deputy Chief Executive, which set out details of the application, the reasons for referral to the Panel and the policy considerations that applied to the application.

It was reported that in response to the statutory consultation period, the Borough Council, in its role as the Licensing Authority, had received a number of representations objecting to the application. However, no representations had been received from any of the responsible authorities.

The Panel felt that the objections could be summarised as follows:

- Public nuisance created by the noise being emitted from the premises.
- Dangers posed to public safety by traffic issues created by deliveries at the premises and by people stopping to use the premises.

- The potential for anti-social behaviour, crime and disorder consisting of anti-social behaviour, littering and public order offences in the locality.
- It was also suggested that young people might be drawn to the premises and that they were potentially at risk of harm.

In reaching a decision, the Panel took account of all the five written representations received objecting to the granting of the application and the verbal representations made by Mr P Charlton, Ms E Francis, Mr N Yeo on behalf of Mr M Phipps and Ms J Chalmers, and Mr D Martin at the Hearing. The Panel also took into account the Secretary of State's most recent Guidance issued under s.182 of the Act and its own Statement of Licensing Policy. In addition, the Panel took account of the fact that there were no representations made by any of the responsible authorities.

RESOLVED: That the application for a new premises licence be granted, namely: the supply of alcohol; and for the hours applied for save for Christmas Eve and New Years Eve when the Panel accepted the Applicant's concession of reducing the hours from 02:00 hours to 23:00 hours, so the hours will be 06:00 hours until 23:00 hours seven days per week, subject to the mandatory conditions and the following additional conditions (as set out on the Notice of Determination):

- (1) The applicant will not allow any deliveries from the premises (e.g. Deliveroo, Just Eat etc).
- (2) The applicant will install a minimum of 32 CCTV security cameras, which will cover the inside, front and back of the premises. Content of cameras to be kept for a minimum of 31 days.
- (3) The applicant will put up a Notice asking customers to be quiet on leaving the premises.
- (4) The applicant will keep the front of the premises clear from litter at all times.
- (5) The applicant will notify the Licensing Authority as soon as they have appointed the dedicated Designated Premises Supervisor (DPS) (including name and start date).

on the grounds that:

- (1) It was the Panel's view that the traffic and parking issues that were raised by the objectors were either planning or highway issues and were not relevant to the licensing objectives.

- (2) The suitability of the location of the store was a planning issue and beyond the scope of the Panel.
- (3) Whether or not there was a need for these premises was not a relevant consideration for the Panel. There was no representation from the Planning Authority.
- (4) The Panel was not satisfied by the representations made that the licensing of the premises would lead to a rise in crime or disorder, or in public nuisance or would mean that children could not be protected from harm. There was no concrete evidence to support these suggestions, and the Police had not made any representations, which the Panel felt was significant.

LAP 25/9 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 1.11 pm
having commenced at 10.00am

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TONBRIDGE AND MALLING BOROUGH COUNCIL

LICENSING AND APPEALS PANEL

MINUTES

Monday, 24th March, 2025

Present: Cllr D Keers (Chair), Cllr M A Coffin and Cllr M Taylor

Together with representatives from the Licensing Authority, Kent Police and the Premises Licence Holder.

PART 1 - PUBLIC

LAP 25/10 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

LAP 25/11 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

DECISIONS TAKEN UNDER DELEGATED POWERS IN ACCORDANCE WITH PARAGRAPH 3, PART 3 OF THE CONSTITUTION

LAP 25/12 LICENSING ACT 2023 - CONSIDERATION OF INTERIM STEPS FOLLOWING AN APPLICATION FOR A SUMMARY REVIEW OF PREMISES LICENCE

The Panel gave careful consideration to the report of the Director of Central Services and Deputy Chief Executive and the interim steps following an application for a Summary Review of a Premises Licence received from Kent Police.

The Panel agreed to accept the conditions as drafted by the Licence Holder, Kent Police and Environmental Health in advance of the hearing and added to at the hearing. In reaching its decision, the Panel considered all of the written representations included in the report, the representations made by Kent Police and the Licence Holder at the hearing and took into account the Council's Licensing Policy and the Secretary of State's guidance under s.182 of the Licensing Act 2003.

RESOLVED: That the conditions of the Premises Licence be modified as below:

1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements for the Kent Police Licensing Team.
 - (a) All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.
 - (b) The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and will include the external area immediately outside the premises entrance.
 - (c) All recordings shall be stored for a minimum period of 31 days with date and time stamping.
 - (d) Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.
2. 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 is open. This staff member must be able to provide a Police or authorised council officer with copies of recent CCTV images or data with the absolute minimum of delay when requested.
3. The Premises Licence Holder shall conduct a general risk assessment for the requirement of door staff at the premises within two weeks of the appointment of the new licensee and a copy of the risk assessment shall be sent to the Licensing Authority and Police.
4. An individual risk assessment shall be carried out in respect of any private event.
5. Where SIA registered door supervisors are used at the premises, a record must be kept of their SIA registration number and the dates and times when they are on duty.
6. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
7. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

8. A direct telephone number for the manager at the premises shall be made available to licensing authorities.
9. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photograph identification cards, such as a driving licence, passport, or proof of age card with the PASS Hologram.
10. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open.
11. An incident log shall be kept at the premises and made available on request to an authorised officer of the Council or the Police. It must be completed within 24 hours of the incident and will record the following:
 - a. All crimes reported to the venue
 - b. All ejections of patrons
 - c. Any complaints received concerning crime and disorder
 - d. All seizures of drugs or offensive weapons
 - e. Any faults in the CCTV system.
12. All windows and external doors shall be kept closed after 22:00 hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
13. The back courtyard shall not be used after 22:00 hours by any customers, including smokers (unless there is a need to use it in the event of an emergency).
14. The licensee shall ensure that the outside tables and chairs are rendered unusable at 22:00 hours.

The meeting ended at 12.07 pm
Having commenced at 10.00 am

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TONBRIDGE AND MALLING BOROUGH COUNCIL

LICENSING AND APPEALS PANEL

Monday, 28th April, 2025

Present: Cllr R V Roud (Chair), Cllr K S Tunstall and Cllr C J Williams.

PART 1 - PUBLIC

LAP 25/13 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

LAP 25/14 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

DECISIONS TAKEN UNDER DELEGATED POWERS IN ACCORDANCE WITH PARAGRAPH 3, PART 3 OF THE CONSTITUTION

LAP 25/15 REVIEW OF A PRIVATE HIRE AND HACKNEY CARRIAGE (DUAL) DRIVERS LICENCE - CASE 003/2025

The Licensing and Appeals Committee, sitting as a Panel was asked to consider whether any action was required in respect of a Private Hire and Hackney Carriage (Dual) Driver's licence following a complaint received from Kent County Council School Transport Inspectors.

The driver was issued 12 penalty points for P3 – Failure to ensure the safety of passengers after their vehicle was used for a school run without a valid Hackney Carriage licence.

In its deliberations, the Panel took into account the Council's Taxi and Licensing Enforcement Policy, as well as the Institute of Licensing guidance on determining the suitability of applicants and licensees in the Hackney Carriage and Private Hire trade.

Section 15.1.9 states that:

'Where a driver, proprietor or operator attains more than 12 penalty points, disciplinary options available to the Licensing and Appeals Panel

will include suspension or revocation of the driver's licence, where appropriate'

Section 15.1.10 states that:

'If it is felt that the matter does not warrant suspension or revocation of the licence, the period for which the points are to remain 'live' may be extended or a written warning may be issued to the driver as to their future conduct.'

In reaching its decision, the Panel took into account everything that was said at the hearing, the Council's Licensing Policy and the Institute of Licensing's Guidance.

RESOLVED: That, in respect of Case Number 003/2025:

- (1) a written warning be issued;
- (2) it be recommended that the driver ensures all drivers using their vehicle perform daily checks and be supplied with a form/document to record these checks; and
- (3) the 12 penalty points issued to the driver on 25 March 2025 remain on the driver's record for a period of two years.

The meeting ended at 10.41 am
Having commenced at 10.03 am

TONBRIDGE AND MALLING BOROUGH COUNCIL

LICENSING AND APPEALS PANEL

Monday, 28th April, 2025

Present: Cllr R V Roud (Chair), Cllr K S Tunstall and Cllr C J Williams.

PART 1 - PUBLIC

LAP 25/16 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

LAP 25/17 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

DECISIONS TAKEN UNDER DELEGATED POWERS IN ACCORDANCE WITH PARAGRAPH 3, PART 3 OF THE CONSTITUTION

LAP 25/18 REVIEW OF A PRIVATE HIRE AND HACKNEY CARRIAGE (DUAL) DRIVERS LICENCE - CASE 002/2025

The Licensing and Appeals Committee, sitting as a Panel, considered whether any action was required in respect of a holder of a private hire and hackney carriage (Dual) driver's licence, following a complaint received from Kent County Council School Transport Inspectors.

The driver was issued 12 penalty points for P3 – Failure to ensure the safety of passengers after they used a vehicle for a school run without a valid hackney carriage licence.

In its deliberations, the Panel took into account the Council's Taxi and Licensing Enforcement Policy, as well as the Institute of Licensing guidance on determining the suitability of applicants and licensees in the hackney carriage and private hire trade.

Section 15.1.9 states that:

'Where a driver, proprietor or operator attains more than 12 penalty points, disciplinary options available to the Licensing and Appeals Panel

will include suspension or revocation of the driver's licence, where appropriate.'

15.1.10 states that:

'If it is felt that the matter does not warrant suspension or revocation of the licence, the period for which the points are to remain 'live' may be extended or a written warning may be issued to the driver as to their future conduct.'

The Panel felt that the driver had been honest with them and recognised that the 12 penalty points issued to the driver on 25 March 2025 would remain on their record for a period of two years.

RESOLVED: That, in respect of Case Number 002/2025, no further action be taken.

The meeting ended at 12.25 pm
Having commenced at 11.33 am

Licensing and Appeals Committee

10 June 2025

Part 1 - Public

Delegated



Cabinet Member	Cllr Des Keers, Community Services
Responsible Officer	Adrian Stanfield, Director of Central Services and Deputy Chief Executive
Report Author	Anthony Garnett, Head of Service for Licensing, Community Services and Customer Services

REVIEW OF HACKNEY CARRAGE FARES

1 Summary and Purpose of Report

- 1.1 This report sets out the options for the Licensing and Appeals Committee and invites Members to review the current maximum fares that may be charged, following a petition received from the licensed drivers.
- 1.2 The Council is empowered to set maximum hackney carriage fares
- 1.3 The Private Hire Monthly fare chart tables that are published currently show Tonbridge and Malling Borough Council (TMBC) at £8.40 miles for a two-mile journey (two-mile journey being the national benchmark, which results in TMBC being forty forth in the national league

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 Licensing Services ensure that all licensable activities taking place within the borough are granted the appropriate permissions under the relevant legislation.

3 Recommendations

It is RECOMMENDED that:

- (1) Members consider the feedback from licensed hackney carriage drivers and set the hackney carriage fare level.
- (2) In the event that Members are minded increasing the maximum fares, it is recommended that any change take effect from 1 August 2025 to allow for the statutory public consultation period. If any relevant objections are

received during the period, these objections will be reported to the Committee so that Members may consider whether to proceed with the proposed increase.

4 Introduction and Background

- 4.1 The Council is empowered to set maximum hackney carriage fares. It is important to note that these are the maximum fares that may be charged, and indeed it is an offence to charge more than the fare shown on the meter. No driver is required to charge the maximum fares and indeed many accept a lower rate. These fares do not apply to private hire work (journeys which are pre-booked) or to journeys which extend outside the Borough, although in the latter case an agreement to pay more than the metered fare must be made in advance of the hiring commencing.

5 Consultation with the Trade

- 5.1 Licensing Services received a formal request for a review of the current Fare Chart from sixty-six Tonbridge and Malling licensed drivers on the 28 April 2025.
- 5.2 Licensing Services has written out to all Hackney Carriage Drivers, Dual Drivers and Hackney Carriage Proprietors and asked them to give their views using an on-line feedback survey via Microsoft Teams
- 5.3 A copy of the petition received is shown at **Annex 1**

Result of consultation

- 5.4 The Licensing Team received one hundred and eight replies.

Hackney Carriage Drivers, Dual Drivers, and Hackney Carriage Proprietors Licence holders	replies	%
468	108	23.07%

- 5.5 In answer to the question of whether drivers wanted a fare increase

Reply	replies	%
Yes	78	72.2%
No	4	3.7%
VOID Clicked yes as a private hire licence holder	26	24.1

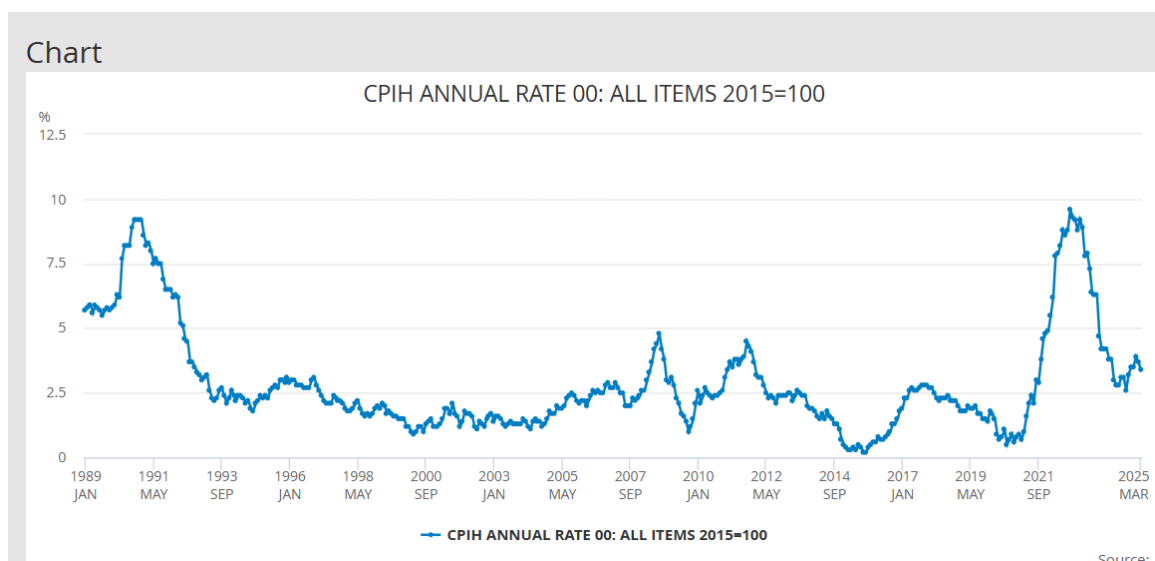
5.6 The consultation feedback is shown at **Annex 2**.

6 Market Indicators



<https://tradingeconomics.com/commodity/gasoline>

Consumer Price Indices



6.1 Current comparison with Kent Authorities

National ranking	Region	2 Miles
114 (2025)	Ashford	£7.60
142 (2022)	Canterbury	£7.40
46 (2025)	Dartford	£8.30
183 (2022)	Dover	£7.10
248 (2022)	Folkstone & Hythe	£6.60
56 (2024)	Gravesham	£8.20
72 (2022)	Maidstone	£8.00
73 (2024)	Medway	£8.00
27 (2022)	Sevenoaks	£8.70 ①
50 (2024)	Swale	£8.30
287 (2022)	Thanet	£6.21
44 (2022)	Tonbridge and Malling	£8.40 ③
32 (2024)	Tunbridge Wells	£8.60 ②

6.2 National league table – top 5 (May 2025)

National ranking	Region	2 Miles
1	London (Heathrow)	£13.60
2	Luton Airport	£12.60
3	TFL	£12.00
4	Epsom & Ewell	£11.00
5	Guildford	£10.00

7 Proposal

- 7.1 That Members consider the feedback from licensed hackney carriage drivers and set the hackney carriage fare level.

	Current	Proposal one
FLAG	£4.00 (up to .50 of a mile / FLAG (880 yards))	£5.00 (up to .66667 of a mile / FLAG (3,520 Feet))
each subsequent 155 yards	£.0.20 (each subsequent 125 yards)	£.0.20 (each subsequent 352 feet)
1 Mile	£5.40	£6.00
2 Mile	£8.40	£9.00
Waiting Time (For each period of 20 seconds or part thereof)	£0.20 for every 30 seconds	£0.20 for every 24 seconds
Extra Charges <ul style="list-style-type: none"> at any time on a bank or public holiday except Christmas Day between 18:00 and 24:00 hours on Christmas Eve between 18:00 and 24:00 hours on New Year's Eve Easter Sunday 	50% of the above rate of fare <ul style="list-style-type: none"> For hiring beginning between 00:00 hours and 06:00 on any day 	50% of the above rate of fare <ul style="list-style-type: none"> For hiring beginning between 00:00 hours and 06:00 on any day
For hiring beginning at any time on Christmas Day	100% of the above rate of fare	100% of the above rate of fare
For hiring's on Saturdays & Sundays per fare beginning between 06:00 hours and 24:00 hours.	£0.50 surcharge on each fare	
For the carriage of more than four passengers up to the maximum capacity of the carriage	50% of the above rate of fare	50% of the above rate of fare
Vehicle spoilage charge	£100.00	£100.00
Congestion charges, tolls, and car parking	Congestion charges, tolls and car parking incurred during hiring Any charges(s) detailed above,	Congestion charges, tolls and car parking incurred during hiring Any charges(s) detailed above,

	Current	Proposal one
	incurred as a result of a passenger's instruction may be added to the fare.	incurred as a result of a passenger's instruction may be added to the fare.

7.2 Where proposal would fit in on national league table

National ranking	Region	2 Miles
15	Cheltenham	£9.00
16	Edinburgh	£9.00
17	Mid Sussex	£9.00
18	Reading	£9.00
19	Tonbridge and Malling	£9.00

8 Financial and Value for Money Considerations

8.1 The Licensing Income budget for 2025 – 2026 is £374,850

9 Risk Assessment

9.1 Approval of a new maximum fare, below the expectation of the hackney carriage trade, may result in dissatisfaction from the trade. Increasing the maximum fare may result in complaints from members of the public.

10 Legal Implications

10.1 Any proposal to vary the table of fares is subject to consultation. Under the Local Government Act 1976 – Section 65, any fares approved by the Council must be advertised via a public notice in a local newspaper. Any relevant objections received would need to be reported back to Members for consideration.

11 Consultation and Communications

11.1 Following the petition received Tonbridge and Malling Licensing Services invited all licensed drivers to participate in a Teams survey to validate current thinking for a Fare Increase.

12 Implementation

12.1 Subject to no objection after fourteen days the new fares will take effect 1 July 2025

13 Cross Cutting Issues

- 13.1 Following corporate guidelines for all of the charges included in this report has ensured a standard approach across different services

14 Climate Change and Biodiversity

- 14.1 None identified.

15 Equalities and Diversity

- 15.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

16 Other If Relevant

- 16.1 None

Background Papers	<ul style="list-style-type: none"> • Petition received from licensed drivers • Hackney Carriage and Private Hire Licensing Policy 2023 – 2028.
Annexes	<p>Annex 1 – Drivers Petition</p> <p>Annex 2 – Feedback from Teams consultation</p>

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Petition for Taxi Meter Fare Increase

To: Tonbridge and Malling Borough Council, Licensing Authority

From: Hackney Carriage Taxi Drivers of Tonbridge and Malling Borough.

Date: 01/02/2025

Subject: Request for Review and Increase of Taxi Meter Fares

We, the undersigned Hackney Carriage taxi drivers of Tonbridge and Malling Borough, respectfully submit this petition to request an urgent review and adjustment of the current taxi meter fare rates.

Reason for Petition:

The cost of operating a taxi has significantly increased due to factors beyond our control, including but not limited to:

- Rising fuel prices
- Increased vehicle purchase prices
- Higher vehicle maintenance costs
- Increased insurance premiums
- Inflation affecting daily living expenses
- Compliance with new regulations and licensing fees

Despite these growing expenses, the current fare structure has remained unchanged since 2022, making it increasingly difficult for taxi drivers to maintain a sustainable livelihood. This situation not only affects our income but also impacts the quality of service we can provide to our passengers.

Our Request:

We kindly request Tonbridge and Malling Borough Council, as the licensing authority, to:

1. Conduct a comprehensive review of the current taxi fare structure.
2. Implement a reasonable increase in meter fares that reflects the rising operational costs.
3. Establish a periodic fare review mechanism to prevent future discrepancies.

#	Name	License type	License number	Comment	Date
1		Hackney	164		2025-02-01
2		Hackney	311		2025-02-01
3		Hackney	164		2025-02-01
4		Hackney	3506		2025-02-01
5		Hackney	300	Rising operating costs	2025-02-01
6		Hackney	890		2025-02-01
7		Hackney	38	I'm signing because has an hackney carriage driver in tonbridge and malling I'm finding it harder to maintain my taxi and earn a livable wage due to the increased cost of living crisis we all face.	2025-02-01

8		Dual Driver	34		2025-02-01
9		Hackney carriage Driver	328		2025-02-01
10		Hackney Carriage	1516		2025-02-01
11		Dual	3001	<p>„Rising costs of taxi business and living.Current policy of TMBC doesn"t protect us against rising number of stakeholders.In that many HC drivers we wait more for a job than work.Our petition to reduce number of HC licences was rejected last year and we struggle.Our cost is to pay the tax and towards holiday as welll but the Council doesn't care about us</p>	2025-02-01

12	[REDACTED]	Dual badge hackney and private hire	284	The cost of living day by day going up the rent Insurance price of the car cost of living in every direction therefore I really appreciate for you to look at the situation for every drivers and pay rise for Taxi Driver thank you very much. We are passing through difficult time as a family. Please put it in consideration raise our money change our metres please thank you.	2025-02-01
13	[REDACTED]	Hackney	602	We need a fare increase due to rise of operating cost and living costs thanks	2025-02-01
14	[REDACTED]	Hackney carriage	20	Request to increase taxi fares	2025-02-01
15	[REDACTED]	Hackney	H148	Cost of living	2025-02-01
16	[REDACTED]	Dual	385		2025-02-01
17	[REDACTED]	Hackney carriage	444		2025-02-01

18		Private hire	676	Soon i willl do hackney	2025-02-01
19		Hackney carriage	104		2025-02-01
20		Hackney	33	Nilesh jasvantrai	2025-02-01
21		Hackney carriage	200		2025-02-01
22		Hackney carriage	1558		2025-02-01
23		Dual	64		2025-02-01
24		Hackney	84		2025-02-01
25		Dual	235		2025-02-01

26		Duel	1790		2025-02-02
27		Hackney	743		2025-02-02
28		Hackney	165		2025-02-02
29		Hackney Carriage	1108		2025-02-03
30		Hackney	3064		2025-02-03
31		Dual	1136		2025-02-03
32		Hackney	364		2025-02-03
33		Hackney	2052		2025-02-03
34		Dual	410	The expense gone up last few years, with current fares drivers are struggling to keep up with the bills.	2025-02-03

35		Hackney	8		2025-02-03
36		Hackney carriage	71	Everything is more expensive.	2025-02-03
37		Hackney	879	I am signing this petition for the increase in fare charge. As you know inflation has risen with time and it is getting hard for us to survive. Please help us in considering an increase in fare price.thanks	2025-02-03
38		Dual driver	3063		2025-02-03
39		Hackney Carriage	489	Cost of living and cost to replace/renew vehicle have made it impossible to continue as it is.	2025-02-03
40		Dual	825		2025-02-03
41		Havkney	367		2025-02-03
42		Hackney carriage	344		2025-02-04
43		Dual Driver	255		2025-02-07

44		Dual drivers	391	Increasing the price	2025-02-07
45		Hackney	48		2025-02-07
46		Hackney	87		2025-02-13
47		Dual	215		2025-02-13
48		Hackney	48	I feel I should	2025-02-13
49		Duel driver	1781		2025-02-14
50		Dual	711		2025-02-14
51		Hackney	809		2025-02-15
52		Dual	564	6EX7	2025-02-17
54		Dual	1725	I feel if an increase in licensing fees is annual then it is only appropriate that a fare tariff increase is due	2025-02-17
55		Dual	2072		2025-02-17

56		Dual	3012	2025-02-17
57		Private Hire	1918	2025-02-17
58		Dual	474	2025-02-17
59		Dual	3013	2025-02-17
60		Hackney Carriage	91	2025-02-17
61		Private Hire	778	2025-02-17
62		Dual	3051	2025-02-17
63		Dual	271	2025-02-17
64		Dual	358	2025-02-17
65		Dual	1846	2025-02-17
66		Dual	1781	2025-02-17

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ID	Do you want an increase?	What increase would you like to propose for consideration by the Licensing and Appeals Committee, and details why you would like an increase?
1	No	
2	No	
3	No	
4	No	
5	Yes	9.40
6	Yes	<ol style="list-style-type: none"> 1. Flag rate to increase from £4.00 to £4.40 for first 0.5 mile. 2. 20p per 117.33 yards which equates to £3.00 per mile. This will give us £8.90 for a 2 mile journey, and place TMBC around 17th in the national league table. 3. Weekend surcharge to increase by 10p to 60p, making the minimum £5.00 4. Waiting time to increase to 20p per 20 seconds instead of every 30 seconds. This will also increase fares in heavy traffic. 5. Soiling charge to increase to £120, but it should be made clear that this is a maximum and common sense should be used in the event of minimal soiling.
7	Yes	Should be over £10.00
8	Yes	£8.80
9	Yes	At least on par with sevenoaks or at the minimum TW, both of which are neighbouring boroughs. We are currently working on a tariff which came into effect before the cost of living went through the roof! EVERYTHING has gone up in 3 years, why should we not get an increase when probably 95% of other peoples salary's have increased?
10	Yes	Flag £4.80 , Sat and Sunday £1.60 fare increase instead of £0.50 as it wasn't rised for many decades (from 80 s when liter of diesel was £0.40 or less).Certain increase on a distance of one mile Now a mile cost £2.80 do it could be up 7-8 % to £3.00
11	Yes	£10 as all our expenses has increased by 40% over the years car price, insurance etc.
12	Yes	I would like the base fare to be £5 , and charge for per mile to be £3 and bring time and half to 11pm at night. Weekend to be 50p weekend charge.
13	Yes	I would like to see the fare increased to £9:00 for a 2 mile trip, the reason for this is our expenses have risen considerably and the lack of work.
14	Yes	
15	Yes	£5 minimum fare £3 extra mile Time and a half from 11pm £1 weekend surcharge
16	Yes	
17	Yes	9

ID	Do you want an increase?	What increase would you like to propose for consideration by the Licensing and Appeals Committee, and details why you would like an increase?
18	Yes	
19	Yes	Base fare £5 £3 per mile Time and half at 11pm Weekend surcharge 50p
20	Yes	Base fare 5, 3 pounds per mile, 50 p weekend charge, 11pm start time and half
21	Yes	due to inflation i think £0.20 increase is not enough
22	Yes	£9.00
23	Yes	Starting from minimum £5 Midnight fare start from 23:00 o clock On weekend .50p extra and £3 per mile
24	Yes	Base Rate=£5 Per Mile =£3 For Weekend =50pence After 11Pm Time and Half. Thank you
25	Yes	£9.60
26	Yes	
27	Yes	Flag £5 then £3.00 per mile thereafter
28	Yes	<p>Proposed Fare Increase and Justification:</p> <p>I would like to propose that the two-mile basic fare be increased to £9.50 for consideration by the Licensing and Appeals Committee.</p> <p>Reason for the proposed increase:</p> <p>The current fare structure of £8.40 for two miles no longer reflects the rising operational costs faced by taxi drivers in Tonbridge and Malling. Over recent years, there have been consistent increases in fuel prices, vehicle maintenance costs, insurance premiums, licensing fees, and the general cost of living — all of which directly impact the viability of providing a reliable taxi service within the borough.</p> <p>The proposed fare of £9.50 for two miles is calculated based on a revised structure of:</p> <ul style="list-style-type: none"> • Flag fare: £5.00 for the first 0.5 miles • £3.00 per subsequent mile <p>Using the existing calculation method provided by the council:</p> <ul style="list-style-type: none"> • 2 miles = 3,520 yards • First 880 yards (0.5 miles) = £5.00 • Remaining 2,640 yards charged at £3.00 per mile equates to £4.50 • Total two-mile fare = £9.50 <p>This modest adjustment ensures fares remain fair and competitive for passengers,</p>

ID	Do you want an increase?	What increase would you like to propose for consideration by the Licensing and Appeals Committee, and details why you would like an increase?
		<p>while also helping drivers maintain a sustainable livelihood in line with increased operational expenses.</p> <p>I believe this revision is reasonable and necessary to continue offering high-quality, safe, and accessible taxi services within the borough.</p>
29	Yes	<p>Start £5 £3 per mile</p> <p>Time and half start at 23.00. Weekend surcharge 50 pence</p>
30	Yes	<p>Start fair £5</p> <p>£3 por mile</p> <p>Start the 11 pm o'clock time and a half</p> <p>Weekend 50p seurcharge</p>
31	Yes	<p>Fare change to</p> <p>Start at £5</p> <p>£3 per mile</p> <p>23.00 to start time and half</p> <p>Weekend surcharge 50p</p>
32	Yes	
33	Yes	<p>Proposed Fare Increase and Justification</p> <p>I would like to propose that the two-mile basic fare be increased to £9.50 for consideration by the Licensing and Appeals Committee.</p> <p>Reason for the proposed increase:</p> <p>The current fare structure of £8.40 for two miles no longer reflects the rising operational costs faced by taxi drivers in Tonbridge and Malling. Over recent years, there have been consistent increases in fuel prices, vehicle maintenance costs, insurance premiums, licensing fees, and the general cost of living — all of which directly impact the viability of providing a reliable taxi service within the borough.</p> <p>The proposed fare of £9.50 for two miles is calculated based on a revised structure of:</p> <ul style="list-style-type: none"> • Flag fare: £5.00 for the first 0.5 miles • £3.00 per subsequent mile <p>Using the existing calculation method provided by the council:</p> <ul style="list-style-type: none"> • 2 miles = 3,520 yards • First 880 yards (0.5 miles) = £5.00 • Remaining 2,640 yards charged at £3.00 per mile equates to £4.50 • Total two-mile fare = £9.50 <p>This modest adjustment ensures fares remain fair and competitive for passengers, while also helping drivers maintain a sustainable livelihood in line with increased operational expenses.</p> <p>I believe this revision is reasonable and necessary to continue offering high-quality, safe, and accessible taxi services within the borough.</p>
34	Yes	<p>Start at £ 5.00.</p> <p>£ 3 a mile thereafter.</p>

ID	Do you want an increase?	What increase would you like to propose for consideration by the Licensing and Appeals Committee, and details why you would like an increase?
		Time and half Start at 23:00. £0.50 surcharge over weekends.
35	Yes	
36	Yes	I do not have the details of the increase I proposed at our meeting at Tonbridge Castle, but I would like to stick with my suggestion from that meeting (that you took a note of)
37	Yes	£5 base fare, £3 per mile 23:00 Fare and a half start
38	Yes	
39	Yes	£5.00 for first 0.5 miles 20p per 117.33 yards (£3.00 per mile) Scrap the +50p weekend rate
40	Yes	
41	Yes	Each subsequent 125 yards = 20p I would request to consider 30p instead, as do not increase the flag price
42	Yes	£5.00 flag
43	Yes	£10,20. Some time it's very bad traffic from Tonbridge station to other side of Tonbridge high street. And specially when we coming back to Taxi rank.
44	Yes	
45	Yes	£5 base fare £3 per mile £0:50 surcharge at weekends 23:00 hrs fare and half to start
46	Yes	
47	Yes	My suggestion is base fare £5 start, £3 permile, 50p for weekend charge, 11pm time and half start.
48	Yes	My suggestion is base fare £5 start, £3 permile, 50p for weekend charge, 11pm time and half start.
49	Yes	Due to increasing cost of living crisis I will like to propose the following: £5 base fare £3 per mile 50p weekend surcharge 23.00 fare and half to start.
50	Yes	9
51	Yes	
52	Yes	9£ should be better for two miles and reason for increase is loving cast is high and everything is getting expensive in this country food household rent bills council tax

ID	Do you want an increase?	What increase would you like to propose for consideration by the Licensing and Appeals Committee, and details why you would like an increase?
		related to car industry parts mot labour work to fix the car service washing so why fare should be increase . As we drivers want to continue our day to day life thanks
53	Yes	£5 flag £3 per mile
54	Yes	
55	Yes	I suggest if is possible please bring tariff 2 from 11:30 to 11:00 o'clock and the pull of starts from £4:50 all week tariff 2 starts from 11:00 cuse must of the others Borough is 11:00 even they're busier then our Borough cuse nights out ain't happening in our just relaying on train but after lockdown public going work only 3 days a week some days 12 hours working just to make £100.00 but costs of living is really high likes everything's
56	Yes	
57	Yes	
58	Yes	10.00
59	Yes	<p>Proposed Fare Increase and Justification</p> <p>I would like to propose that the two-mile basic fare be increased to £9.50 for consideration by the Licensing and Appeals Committee.</p> <p>Reason for the proposed increase:</p> <p>The current fare structure of £8.40 for two miles no longer reflects the rising operational costs faced by taxi drivers in Tonbridge and Malling. Over recent years, there have been consistent increases in fuel prices, vehicle maintenance costs, insurance premiums, licensing fees, and the general cost of living — all of which directly impact the viability of providing a reliable taxi service within the borough.</p> <p>The proposed fare of £9.50 for two miles is calculated based on a revised structure of:</p> <ul style="list-style-type: none"> • Flag fare: £5.00 for the first 0.5 miles • £3.00 per subsequent mile <p>Using the existing calculation method provided by the council:</p> <ul style="list-style-type: none"> • 2 miles = 3,520 yards • First 880 yards (0.5 miles) = £5.00 • Remaining 2,640 yards charged at £3.00 per mile equates to £4.50 • Total two-mile fare = £9.50 <p>This modest adjustment ensures fares remain fair and competitive for passengers, while also helping drivers maintain a sustainable livelihood in line with increased operational expenses.</p> <p>I believe this revision is reasonable and necessary to continue offering high-quality, safe, and accessible taxi services within the borough.</p>
60	Yes	£8.7
61	Yes	
62	Yes	

ID	Do you want an increase?	What increase would you like to propose for consideration by the Licensing and Appeals Committee, and details why you would like an increase?
63	Yes	<p>£5 base fare £3 per mile 50p weekend surcharge 23.00 fare and half to start.</p>
64	Yes	<p>Proposed Fare Increase and Justification</p> <p>I would like to propose that the two-mile basic fare be increased to £9.50 for consideration by the Licensing and Appeals Committee.</p> <p>Reason for the proposed increase:</p> <p>The current fare structure of £8.40 for two miles no longer reflects the rising operational costs faced by taxi drivers in Tonbridge and Malling. Over recent years, there have been consistent increases in fuel prices, vehicle maintenance costs, insurance premiums, licensing fees, and the general cost of living — all of which directly impact the visibility of providing a reliable taxi service within the borough.</p> <p>The proposed fare of £9.50 for two miles is calculated based on a revised structure of:</p> <ul style="list-style-type: none"> • Flag fare: £5.00 for the first 0.5 miles • £3.00 per subsequent mile <p>Using the existing calculation method provided by the council:</p> <ul style="list-style-type: none"> • 2 miles = 3,520 yards • First 880 yards (0.5 miles) = £5.00 • Remaining 2,640 yards charged at £3.00 per mile equates to £4.50 • Total two-mile fare = £9.50 <p>This modest adjustment ensures fares remain fair and competitive for passengers, while also helping drivers maintain a sustainable livelihood in line with increased operational expenses.</p> <p>I believe this revision is reasonable and necessary to continue offering high-quality, safe, and accessible taxi services within the borough.</p>
65	Yes	
66	Yes	<p>I would like to request Base tariff should be increased & starting price with £5 instead of £4 and and second miles start price with £3 instead of £2.80</p>
67	Yes	<p>Base fare £5 £3 per mile Time and half at 11pm 50p weekend surcharge</p>
68	Yes	<p>2 miles £12</p>
69	Yes	<p>I like to propose that two-mile basic fare would be increased to £9.50 for consideration by the Licensing and Appeals Committee.</p> <p>Reason for the proposed increase:</p>

ID	Do you want an increase?	What increase would you like to propose for consideration by the Licensing and Appeals Committee, and details why you would like an increase?
		<p>The current fare structure of £8.40 for two miles no longer reflects the rising operational costs faced by taxi drivers in Tonbridge and Malling. Over recent years, there have been consistent increases in fuel prices, vehicle maintenance costs, insurance premiums, licensing fees, and the general cost of living — all of which directly impact the viability of providing a reliable taxi service within the borough.</p> <p>The proposed fare of £9.50 for two miles is calculated based on a revised structure of:</p> <ul style="list-style-type: none"> • Flag fare: £5.00 for the first 0.5 miles • £3.00 per subsequent mile <p>Using the existing calculation method provided by the council:</p> <ul style="list-style-type: none"> • 2 miles = 3,520 yards • First 880 yards (0.5 miles) = £5.00 • Remaining 2,640 yards charged at £3.00 per mile equates to £4.50 • Total two-mile fare = £9.50 <p>This modest adjustment ensures fares remain fair and competitive for passengers, while also helping drivers maintain a sustainable livelihood in line with increased operational expenses.</p> <p>I believe this revision is reasonable and necessary to continue offering high-quality, safe, and accessible taxi services within the borough.</p>
70	Yes	
71	Yes	
72	Yes	Two mile level £9.00. As fuel cost, car maintenance cost, insurance, cost of living everything is very high.
73	Yes	<p>Cost of living goes up sky high. A tyre price was £35 -£45 and now £95-£120</p> <p>Service was £120-£180</p> <p>And now £350- £450.</p> <p>Gas and electric together was £85 -£95 pcm</p> <p>Now £255pcm.</p> <p>Water was £35 pcm</p> <p>Now £85 pcm.</p> <p>(2009 minimum wage was £5.93</p> <p>We used to earn minimum £12 HR)</p> <p>(2025 minimum wage is £12.50</p> <p>We earn £10 HR)</p> <p>It's absolutely not right.</p>
74	Yes	10%
75	Yes	
76	Yes	<p>£5 base fare</p> <p>£3 a mile</p> <p>50p weekend surcharge</p> <p>11pm for mile and a half to start</p>
77	Yes	<p>£5 base fare</p> <p>£3 per mile</p>

ID	Do you want an increase?	What increase would you like to propose for consideration by the Licensing and Appeals Committee, and details why you would like an increase?
		2300 time and half fare 50p weekend surcharge
78	Yes	£11 for 2 miles minimum, reason is 75% of jobs are 1-2 miles. And by doing small jobs, drivers can't make end meet.
79	Yes	As a new driver, I'm a bit lost at the moment because there is no much earning here in Tonbridge station am bit surprised that I got more than or less than 10 jobs in a day and at the end of the day I earn only £55-£70- for me that's not enough for me as I am taking care of my family. For all the prices should be like below. £5 base fare £3 per mile 50p weekend surcharge 23.00 fare and half to start.
80	Yes	
81	Yes	£5 base fare £3 per mile 23.00 time and half start
82	Yes	9.50

Licensing and Appeals Committee

10 June 2025

Part 1 - Public

Delegated



Cabinet Member	Cllr Des Keers, Community Services
Responsible Officer	Adrian Stanfield, Director of Central Services and Deputy Chief Executive
Report Author	Anthony Garnett, Head of Service for Licensing, Community Services and Customer Services

SPIKING AWARENESS – “ASK FOR ANGELA”

1 Summary and Purpose of Report

- 1.1 Peoples’ safety in the nighttime economy is continually being highlighted in the press and social media. Following a request to discuss this issue at the Licensing and Appeals Committee by Cllr Anna Cope, a Member for Cage Green and Angel Ward, and in conjunction with Cllr Brown, Chair of the Licensing and Appeals Committee, and Cllr Keers, Cabinet Member for Community Services, this paper has been written to aid with a discussion on this very important safeguarding issue.
- 1.2 In this paper the Licensing Team have documented details of the “Ask for Angela” initiative and has proposed some recommendations for consideration by Members.

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 Licensing Services ensure that all licensable activities taking place within the borough are granted the appropriate permissions under the relevant legislation.

3 Recommendations

It is RECOMMENDED that:

- (1) that the draft text, shown at **Annex 1**, be approved to be included in the Statement of Licensing Policy 2025 – 2030
- (2) the Poster shown at **Annex 2** be distributed to holders of premises licences and club premises certificate under the Licensing Act 2023.

4 Introduction and Background

- 4.1 Tonbridge and Malling Borough Council is the Licensing Authority under the Licensing Act 2003. The Licensing Authority is responsible for granting premises licences, club premises certificates, temporary events notices and personal licences within the Authority's area in respect of the sale and/or supply of alcohol, the provision of regulated entertainment and late-night refreshment.
- 4.2 The 2003 Act requires the Licensing Authority to carry out its various licensing functions so as to promote the following four licensing objectives:
- the prevention of crime and disorder.
 - promotion of public safety.
 - the prevention of public nuisance.
 - the protection of children from harm.

Extract from the 2024 Ask for Angela workbook

- 4.3 **Ask For Angela** is the name of a campaign started in 2016 that is used by bars and other venues to keep people safe from vulnerable situations by using a codeword to identify when they are in an uncomfortable situation, feeling unsafe, vulnerable or threatened. When this program is implemented within a premises, a person who needs assistance can ask for Angela, a fictitious member of the staff. This gives staff the prompt to help the person into a safer position.
- 4.4 The program started in Lincolnshire by Inspector Hayley Crawford. "Ask For Angela" is named in remembrance of Angela Crompton, a woman who was abused and killed by her husband in 2012 when an argument about redecorating a house got out of control. Since its launch in 2016, it has been adapted around the UK to help promote safety and wellbeing for anyone who finds themselves vulnerable.
- 4.5 This national initiative used in bars, clubs, and other licensed venues is to help anyone who feels unsafe or vulnerable to seek discreet assistance. By asking for "Angela" individuals signal to staff they need help, and trained personnel will assist them. This could involve reuniting them with a friend, seeing them to a taxi, or contacting security or the police.
- 4.6 It is proposed that Tonbridge and Malling Borough Council require all Licensees should train all staff on the Ask for Angela scheme, ensuring they know what action to take if a customer asks for Angela, being discrete professional in considering what action should be taken when they are alerted to the fact that a person feels unsafe or threatened.

5 Proposal

5.1 The proposed text is shown in **Annex 1** and is being recommended to be included in the Statement of Licensing Policy 2025 – 2030.

5.2 Safety measures

- Premises should train staff about the “Ask Angela Scheme” and drug awareness, including the effects of Psychoactive substances where the chemicals affect brain function.
- Premises staff should encourage customers to ensure their drinks are not left unattended
- Use of publicity material to ensure customers remain vigilant (posters)
- The Council expects that when a trained member of staff hears the code phrase they should understand that the person needs support and will be able to respond in an appropriate, **discreet way**. This could be offering them an alternative way out of the venue, calling them a taxi or in a more serious situation, altering venue security and/or the Police.

6 Financial and Value for Money Considerations

6.1 The Licensing Income budget for 2025 – 2026 is £374,850

7 Risk Assessment

7.1 Should parts of the industry believe the authority’s ‘statement of licensing policy’ is not sound it would be open to them to undertake judicial review proceedings.

8 Legal Implications

8.1 The Statement of Licensing Policy has been prepared in accordance with Section 5 of the Licensing Act 2003 and having regard to the Guidance issued under Section 182 of the Act (as revised).

9 Consultation and Communications

9.1 All licensed premises will be made aware of the updated Statement of Licensing Policy 2025 – 2030 and Tonbridge and Malling Borough Council’s requirements in respect to Ask Angela scheme.

10 Implementation

10.1 Dates for sending information out to all premises will be in July 2025.

11 Cross Cutting Issues

- 11.1 Following corporate guidelines for all of the charges included in this report has ensured a standard approach across different services

12 Climate Change and Biodiversity

- 12.1 None identified

13 Equalities and Diversity

- 13.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

14 Other If Relevant

- 14.1 None

Background Papers	<ul style="list-style-type: none"> Ask for Angela - Home - Ask For Angela 2024 Retail AFA Workbook Downloadable templates - Ask For Angela
Annexes	<p>Annex 1 – Proposed text for inclusion in Tonbridge and Malling Statement of Licensing Policy 2025 – 2030.</p> <p>Annex 2 – Poster for Ask for Angela</p>

Proposed text for inclusion in Tonbridge and Malling Statement of Licensing Policy 2025 – 2030.

SPIKING AWARENESS – “ASK FOR ANGELA”

People’s safety in the nighttime economy is continually highlighted in the press, media and social media coverage

Details of training material can be found at [Home - Ask For Angela](#)

Safety measures to put in place

- Premises should train staff about the “Ask Angela Scheme” and drug awareness, including the effects of Psychoactive substances where the chemicals affect brain function.
- Premises staff should encourage customers to ensure their drinks are not left unattended
- Use of publicity material to ensure customers remain vigilant (posters)
- The Council expects that when a trained member of staff hears the code phrase they should understand that the person needs support and will be able to respond in an appropriate, **discreet way**. This could be offering them an alternative way out of the venue, calling them a taxi or in a more serious situation, altering venue security and/or the Police.

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All of our staff are trained to discreetly help you if you feel unsafe for any reason



Just Ask for **Angela to anyone who works here and they will assist you in any way they can**

Something not right and need some support?



Do you feel like you are in an unsafe situation?



Are you getting unwanted attention and need some help?



For more information please visit askforangela.co.uk or scan the QR code



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Licensing and Appeals Committee

10 June 2025

Part 1 - Public

Recommendation to Council



Cabinet Member

Cllr Des Keers, Community Services

Responsible Officer

Adrian Stanfield, Director of Central Services and
Deputy Chief Executive

Report Author

Anthony Garnett, Head of Service for Licensing,
Community Services and Customer Services

STATEMENT OF LICENSING POLICY 2025 - 2030 CONSULTATION

1 Summary and Purpose of Report

- 1.1 Tonbridge and Malling Borough Council is the Licensing Authority under the Licensing Act 2003. The Licensing Authority is responsible for granting premises licences, club premises certificates, temporary events notices, and personal licences within the Authority's area in respect of the sale and/or supply of alcohol, the provision of regulated entertainment and late-night refreshment. This report gives details of the results of the consultation for the Statement of Licensing Policy 2025 – 2030.

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 Licensing Services ensure that all licensable activities taking place within the borough are granted the appropriate permissions under the relevant legislation.

3 Recommendations

- 3.1 It is RECOMMENDED that the member draft Statement of consultation, attached as **Annex 1**, be approved and recommended to Full Council for adoption.

4 Introduction and Background

- 4.1 Tonbridge and Malling Borough Council is the Licensing Authority under the Licensing Act 2003. The Licensing Authority is responsible for granting premises licences, club premises certificates, temporary events notices, and personal licences within the Authority's area in respect of the sale and/or supply of alcohol, the provision of regulated entertainment and late-night refreshment.

- 4.2 Section 5 of the Licensing Act 2003 requires the Licensing Authority to prepare and publish a Statement of Licensing Policy every five years from January 2014. This is the Licensing Authority's forth statement of licensing policy. It will remain in force for a period of five years from 2025 - 2030. During the five-year period, the policy must be kept under review and the Licensing Authority may make such revisions to it as it considers appropriate.
- 4.3 Tonbridge and Malling Borough Council currently has 399 premises made up of 373 premises licenses and 26 club premises certificates.
- 4.4 This Policy Statement seeks to formulate reasonable controls and appropriate guidance to encourage efforts that are being made by the Council and its partners working together with the licensed trade to help deal with issues that arise from licensable activities.
- 4.5 On the 25 March 2025, the Licensing and Appeals Committee decided to go out on consultation for the Statement of Licensing Policy. The consultation period ran from the 1 April 2025 until 25 May 2025.
- 4.6 A copy of the Statement of Licensing Policy is shown at **Annex 1**
- 4.7 As a result of the Consultation there was one response received from Licensing Services to include details about "Ask Angela" scheme.
- 4.8 A copy of the consultation response is show at **Annex 2**

5 Proposal

- 5.1 The proposed Statement of Licensing Policy is shown at **Annex 1** of this report is approved and recommended to Full Council for adoption.

6 Financial and Value for Money Considerations

- 6.1 The Licensing Income budget for 2024 – 2025 is £368,150

7 Risk Assessment

- 7.1 Should parts of the industry believe the authority's 'statement of licensing policy' is not sound it would be open to them to undertake judicial review proceedings.

8 Legal Implications

- 8.1 The Statement of Licensing Policy has been prepared in accordance with Section 5 of the Licensing Act 2003 and having regard to the Guidance issued under Section 182 of the Act (as revised).

9 Consultation and Communications

9.1 The following process steps enable development of this policy:

Draft consultation agreed at the Licensing Committee	25 March 2025
Public Consultation	01 April 2025 until 25 May 2025
Licensing Committee agrees the policy and recommends to Full Council for adoption	10 June 2025
Full Council adopt policy	8 July 2025
New Policy comes into force	14 July 2025

10 Implementation

10.1 Dates for consultation is set out at 9.1.

11 Cross Cutting Issues

11.1 Following corporate guidelines for all of the charges included in this report has ensured a standard approach across different services

12 Climate Change and Biodiversity

12.1 A moderate source of emissions is likely to be maintained at current levels or increased.

12.2 The Taxi and Private Hire vehicle fleet is continually being renewed as older vehicles cannot be licenced after the age of ten years.

13 Equalities and Diversity

13.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

14 Other If Relevant

14.1 None

Background Papers	Licensing Act 2003 Home Office web site Guidance issued under section 182 of the Licensing Act 2003 (revised) Current Statement of Licensing Policy
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Annex 1	Proposed Statement of Licensing Policy for 2025 - 2030
Annex 2	Feedback from consultation

Statement of Licensing Policy 2025 - 2030

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INTRODUCTION

This is the Statement of Licensing Policy as determined by the Council in respect of its licensing functions, with regard to the Licensing Act 2003. This document sets out the position and view of the Licensing Authority in respect of matters in connection with the discharge of its licensing function.

This Statement of Licensing Policy commences on the 14 July 2025 and continues for a five-year period. During the five-year period the Policy will be kept under review and the Authority will make such revisions to it at such times as it considers appropriate. Further licensing statements will be published every five years thereafter or earlier as necessary.

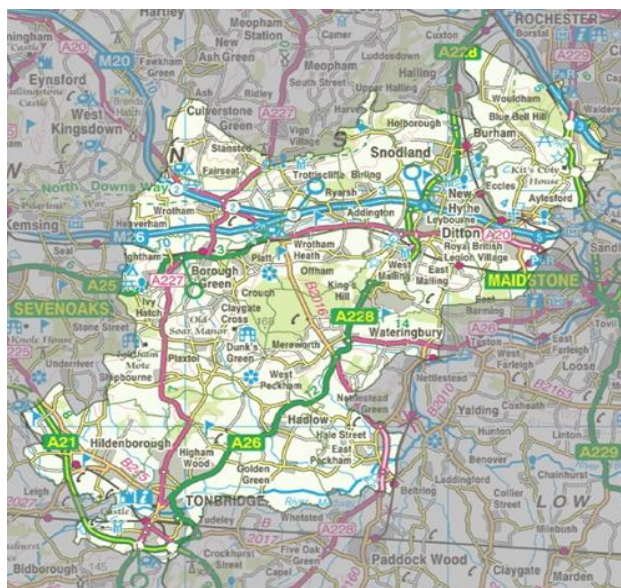
All references to the 'Guidance' refer to the latest version of the Home Office Guidance to Licensing Authorities issued under section 182 of the Licensing Act 2003.

The 2003 Act requires the Licensing Authority to carry out its various licensing functions so as to promote the following four licensing objectives:

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

The aims of this Statement of Licensing Policy, in line with the four licensing objectives, are to:

- minimise nuisance and disturbance to the public through the licensing process.
- help build a fair and prosperous society that properly balances the rights of people and their communities;
- integrate its aims and objectives with other initiatives, policies plus strategies that will:
 - reduce crime and disorder.
 - encourage tourism.
 - encourage an early evening and night time economy which is viable, sustainable and socially responsible.
 - reduce alcohol misuse.



- encourage employment.
- encourage the self-sufficiency of local communities.
- reduce the burden of unnecessary regulation on business.
- encourage and promote live music, dancing and theatre for the wider cultural benefit of communities generally.

The Licensing Authority will endeavour to work with other Local Authorities to ensure that a consistent approach is taken in licensing matters, whilst respecting the differing needs of individual communities throughout the local authority area.

This policy covers a wide variety of premises and activities carried on within them. For this reason, this policy cannot detail all the factors that influence the achievement of the licensing objectives nor can this policy detail all the control measures that may be appropriate. However, there will be zero tolerance of dealing in or using controlled drugs (as defined by the Misuse of Drugs Act 1971) on licensed premises.

1. Consultation

- 1.1 The Statement of Licensing Policy will be kept under review and where any significant amendments are considered necessary these will only be made after consultations have taken place in accordance with Section 5 of the Licensing Act 2003, and the subsequent amendments made to the Act by the Police & Social Responsibility Act 2011 section 122. Amendments required due to a change in legislation that do not impact on the aims and objectives of the Policy, or the promotion of the Licensing Objectives will be made with the approval of the Head of Service for Licensing in order for the policy to remain legislatively current.
- 1.2 Proper weight, in accordance with the Guidance, has been given to the views of all those consulted. Those consulted in the preparation of this Policy included:
 - the Chief Officer of Police for Kent
 - the Kent Fire and Rescue Service
 - one or more persons who appear to the authority to represent the interests of persons carrying on licensed businesses in the council area
 - one or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act
 - any other bodies the Local Authority deemed appropriate
 - members of the public who requested to be consulted and have responded previously.

1.3 In accordance with the guidance the following persons have also been consulted on this revised statement:

- all Council members
- all parish councils
- all TMBC County Councillors
- all bordering local authorities
- Kent Police Licensing Team
- all responsible authorities under the Licensing Act 2003
- British Beer & Pub Association

1.4 **The Statement of Licensing Policy**

1.4.1 The following process steps enabled development of this policy

Draft consultation agreed at the Licensing Committee	25 March 2025
Public Consultation	01 April 2025 until 25 May 2025
Licensing Committee agrees the policy and recommends to Full Council for adoption	10 June 2025
Full Council adopt policy	08 July 2025
New Policy comes into force	14 July 2025

2. Background

- 2.1 When administering licensing matters the Licensing Authority will promote the four Licensing Objectives set out in Part 2, section 4 of the Licensing Act 2003.

The four licensing objectives are:

- Prevention of Crime and Disorder
- Prevention of Public Nuisance
- Promotion of Public Safety
- Protection of Children from Harm

The Licensing Authority gives equal weight to each of these objectives.

- 2.2 The 2003 Act requires Licensing Authorities to publish a 'Statement of Licensing Policy' (the Policy) that sets out the approach the Licensing Authority will take when administering applications and other processes under the Licensing Act 2003 to ensure the promotion of the licensing objectives.
- 2.3 This Statement of Licensing Policy has been prepared in accordance with the provisions of the 2003 Act having regard to the amended guidance issued under section 182 of the Act the Police Reform and Social Responsibility Act 2012, the Live Music Act 2012 and the Deregulation Act 2015.
- 2.4 Tonbridge & Malling Borough Council is the Licensing Authority pursuant to the Licensing Act 2003 (the Act) and is responsible for considering a range of licence applications and variations to licences for a number of activities detailed below. The purpose of licensing is to regulate the licensable activities taking place on licensed premises, at qualifying clubs and under temporary event notices, (TENS). The activities as defined by the Act are:
- Sale by retail of alcohol
 - supply of alcohol (club)
 - The provision of regulated entertainment which includes:
 - the performance of a play
 - an exhibition of a film
 - an indoor sporting event
 - boxing or wrestling entertainment
 - a performance of live music
 - playing of recorded music
 - performance of dance
 - Provision of late-night refreshment

2.5 It should be noted that following the introduction of the Live Music Act 2012, a licence is not required to stage a performance of live music, or the playing of recorded music if:

- it takes place between 8AM and 11PM; and
- it takes place at an alcohol on-licensed premises; and
- the audience is no more than 500 people

You also don't need a licence:

- to put on unamplified live music at any place between the same hours; or
- to put on amplified live music at a workplace between the same hours and provided the audience is no more than 500 people.

2.6 The types of premises likely to be included within the licensing regime include:

- Pubs and night clubs
- Off licences (includes supermarkets/shops selling alcohol)
- Restaurants serving alcohol
- Restaurants/Takeaways serving hot food and drink after 11pm
- Private members clubs/social clubs
- Hotels/guest houses selling alcohol
- Cinemas/theatres
- Community premises and village halls
- Providers of temporary events involving licensable activities

and any other premises at which licensable activities are to be provided.

2.7 The Policy will apply across a range of applications which include the following:

- New Premises Licences and Club Premises Certificates
- Variations to Premises Licences and Club Premises Certificates
- Provisional Statements for proposed premises yet to be built
- Transfer of Premises Licences
- Disapplication of mandatory condition in respect of alcohol sales at village halls and community premises
- Variations of licences to change the Designated Premises Supervisor
- Reviews of Premises Licences and Club Premises Certificates
- Personal Licences
- Temporary Events Notices

2.8 The Licensing Authority also regulates other activities at licensed premises which include sexual entertainment events and gambling.

3. Licensing Authority General Policy Considerations

- 3.1 The Licensing Authority encourages the development of premises which are not alcohol-led and which are aimed at different sectors of the population, including all ages and genders. Premises that promote the arts, offer food, or other cultural activities are particularly encouraged.
- 3.2 Where premises such as pubs are alcohol-based, they are encouraged to consider diversifying their provisions so as to encourage a mixed customer-base and wider attractions, including community uses, soft refreshments, snacks and live entertainment. Diversification is important in the promotion of the licensing objectives as well as ensuring a sustainable economic future for premises.
- 3.3 The Licensing Authority recognises the need to promote and encourage live and recorded music, dancing, theatre and other forms of entertainment for the wider cultural benefit of communities generally. The potential for limited disturbance in neighbourhoods will be carefully balanced with the wider benefits.
- 3.4 Pre application advice is available from licensing officers upon request and where appropriate. The Licensing Authority expects that applicants will have in advance researched and understood the relevant Law in relation to their application and their particular business plans as well as this Policy. It is not for licensing officers to determine the business needs and capabilities of an applicant but advice can be offered in relation to the licensing objectives. In addition guidance notes are available on the licensing pages of Council's website – [Licences – Tonbridge and Malling Borough Council](#)
- 3.5 Licensing officers will also provide advice to other parties on the licensing process where needed in relation to objecting to or supporting applications that may affect them. However, Tonbridge & Malling Borough Council cannot provide legal advice to applicants or other parties.
- 3.6 Supermarkets and other 'off' licensed premises selling alcohol: the Licensing Authority will generally consider licensing shops, stores and supermarkets to sell alcohol for consumption off the premises throughout their opening times. However, where there are reasons for restricting or amending hours, for example, where premises become the focus of disorder and disturbance, such restrictions or amendments will be considered where relevant representations have been made.
- 3.7 All 'off' licensed premises must comply with the Licensing Act 2003 Mandatory Conditions Order in relation to age related sales. The Licensing Authority also expects such premises to consider any appropriate and proportionate additional measures to prevent and deter proxy sales on behalf of under 18's.
- 3.8 Premises licence holders should also carefully consider alcohol sales to customers who have or appear to have alcohol related health issues, and whether those customers already appear under the influence of alcohol when attempting to make purchases.

- 3.9 The Licensing Authority expects adequate checks to be made, and all reasonable steps taken to ensure alcohol delivered by way of online shopping services (as provided by most large supermarket chains) is not delivered to minors to prevent a risk of underage consumption.
- 3.10 Where self-pay till points are made available in stores selling alcohol, provision must be considered for alcohol sales to be identified and approved prior to completion of the purchase.
- 3.11 The Licensing Authority expects the premises licence holder or DPS to provide training to staff in relation to alcohol sales. The DPS will authorise competent employees to sell alcohol on their behalf in writing.
- 3.12 The Licensing Authority expects that a DPS should usually have responsibility for only one licensed premises at a time to ensure good management of the premises and the licensable activities. Where the same person is a nominated DPS on more than one premises licence and representations are made, the Licensing Authority will wish to satisfy itself that the premises in question can properly be managed by that person whilst responsibly promoting the licensing objectives.
- 3.13 Film Exhibitions - The Licensing Authority expects premises licence holders or club premises certificate holders to include in their operating schedules arrangements for restricting children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification or the licensing authority itself.
- 3.14 Live Music - It is acknowledged the implementation of the Live Music Act in 2012 has resulted in a light touch regulation of live music up to 11pm on alcohol licensed premises. This is seen as a positive approach for premises wishing to provide live music. However, the Licensing Authority does not see this as an opportunity for the premises licence holder to provide live music events that cause nuisance and disturbance to local residents or businesses.
- 3.15 The Licensing Authority expects that where unregulated live music is proposed at licensed premises, all due care and consideration is taken to prevent disturbance.
- 3.16 Deregulated Entertainment. Where the further deregulation of schedule 1 of the Licensing Act has reduced the regulatory controls on some regulated entertainment activities, the Licensing Authority will expect premises licence holders to ensure that no nuisance or disturbance is caused to local residents and businesses when providing the deregulated activities.
- 3.17 Late Night Levy (LNL). Whilst it is acknowledged that the provisions for implementing a late night levy arise from the Police Reform and Social Responsibility Act 2011, any levy will potentially have a direct impact on all licensed premises within the Borough. The Licensing Authority has considered the options around the imposition of a LNL and has no plans at the time of drafting this policy to consider an imposition of the levy. Should evidence arise to support implementing

a levy the statutory consultation process will be followed and the authority will use its discretion very carefully in relation to design and impact of a levy.

- 3.18 In advance of any decision to implement a LNL, this authority will enter into discussions with the Police with a view to agreeing the allocation of the Police share of the levy to support the policing of the night time economy within this Borough .
- 3.19 Early Morning Alcohol Restriction Order (EMARO). The Licensing Authority has considered the options around the imposition of an early morning alcohol restriction order and has no plans at the time of developing this policy to consider such an Order. There is currently evidence of low levels of alcohol related crime and disorder, nuisance and anti-social behaviour within the Borough which is decreasing. Should evidence arise to support implementing an EMARO, the statutory consultation process will be followed and the matter referred to the Full Council for determination.
- 3.20 **Licensing and planning permission. The use of a licensed premises or place may be subject to planning controls. This is a separate regulatory regime outside the scope of the Licensing Act 2003. The Licensing Authority recognises that there is no legal basis for refusing a licence application in the absence of any planning permission for the business to which the licence application relates. However, all applicants should be in possession of the necessary planning authorisation.**
- 3.21 Need for licensed premises and Cumulative Impact. ‘Need’ concerns the commercial demand for particular licensed premises such as a pub, club or hotel. This is a ‘market forces’ matter and is not of concern to the Licensing Authority. ‘Cumulative Impact’ means the potential impact on the promotion of the licensing objectives by a significant or excessive number of licensed premises concentrated in one locality. This is a matter for consideration by the Licensing Authority.
- 3.22 The Licensing Authority acknowledges that a concentration of some types of licensed premises in a locality can result in increased footfall, congregation of the public in the streets and potential for increased crime and disorder, litter and anti-social behaviour, as well as noise nuisance to local residents. This would be a result of the presence of the number of premises and not attributable to individual businesses. Licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licensed premises and, therefore, beyond the direct control of the individual, club or business holding the licence, certificate or authorisation
- 3.23 The Licensing Authority, having regard to the evidence available, considers that currently there is no particular part of the Borough where there is a negative cumulative impact of licensed premises on any of the licensing objectives. If residents or a Responsible Authority (in particular the Police) provide relevant evidence through a representation in the future that supports the imposition of a Policy that restricts the number of new and/or later opening premises, this will be considered and consulted on.
- 3.24 The absence of an existing cumulative impact or saturation policy does not, however, prevent any responsible authority or other person making representations on a new application for the grant

of a licence on the grounds that the premises will give rise to a negative cumulative impact on one or more of the licensing objectives. The Licensing Authority will also take into account the effect on resources, including police resources, to cope with any influx of visitors to an area, particularly late at night.

4. Responsible Authorities and Other Persons

- 4.1 **Responsible authorities are public bodies that must be notified of applications by the applicant. Where an application to made online the responsibility will fall on the Licensing Authority to serve the application on the Responsible Authorities. The full list and contact details can be found at Appendix A and are contained on the Tonbridge & Malling Borough Council website [Licences – Tonbridge and Malling Borough Council](#)**
- 4.2 When dealing with applications and variations for licences and reviews of premises licences, the Licensing Authority is obliged to consider representations from two categories of persons, referred to as 'Responsible Authorities' and 'Other Persons'. This allows for a broad range of people to comment both for and against applications for premises licences, club premises certificates and for reviews.
- 4.3 The Licensing Authority may only consider representations that are relevant to the promotion of the licensing objectives.
- 4.4 The Licensing Authority will take care to ensure that concerns raised by Responsible Authorities in relation to their own legislative functions are not considered if they are not relevant to the application for a premises licence under the Act, or the promotion of the licensing objectives. It would expect those authorities to use their powers and duties within their statutory roles to control such matters. Any representation made by a Responsible Authority that relates to the promotion of the licensing objectives will be accepted.
- 4.5 The Licensing Authority must give the appropriate amount of weight to representations made by the Police on crime and disorder matters. The Police are the Licensing Authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective. The Licensing Authority will accept all reasonable and proportionate representations made by the Police unless the authority has evidence that to do so would not be appropriate for the promotion of the licensing objectives.
- 4.6 Where an 'Other Person or Persons' request to be represented when seeking to make a representation, the Licensing Authority will require written evidence from the person/s being represented that they have authorised a third party to speak or write on their behalf.
- 4.7 The Licensing Authority will examine closely all representations to ensure that they are not frivolous, repetitive or vexatious. Matters that this authority will look at are likely to include:
- whether there is a history of making representations that are not relevant or which have been previously considered vexatious or frivolous and are intended to cause aggravation or annoyance

- whether the representation raises a 'relevant' issue
- whether the representation raises issues specifically to do with the premises and/or the licensable activities that are the subject of the application.

- 4.8 The above considerations are not exhaustive, and the Licensing Authority will have regard to anything a person making a representation, or persons representing them, say about his or her status to make representations. Nothing in this Policy should be taken to undermine the right of any person to make a representation on an application or to seek a review of a licence where provision to do so exists.
- 4.9 The Public Health Authority is now included on the list of Responsible Authorities. It is acknowledged that they may be useful in providing evidence of alcohol related crime and disorder or public nuisance etc. that are directly linked to premises or a cluster of premises. It may also be able to provide relevant information on alcohol related admissions that relate to specific licensed premises.
- 4.10 The Licensing Authority as a Responsible Authority. The Licensing Authority has carefully considered its role as a Responsible Authority under the Act. It will achieve a separation of responsibilities through procedures and approved delegations within the authority to ensure procedural fairness and eliminate conflicts of interest. A separation is achieved by allocating distinct functions (i.e. those of Licensing Authority and Responsible Authority) to different officers within the licensing team.
- 4.11 The Licensing Authority does not expect to act as a Responsible Authority on behalf of third parties but accepts that there may be rare circumstances where this approach may be required. An example may be where matters arise at premises of which the licensing authority is aware of the negative impact on the promotion of the licensing objectives and residents, and other third parties have failed to take action by either requesting a review or making representation.

5.Exchange of information

- 5.1 **The Licensing Authority will act in accordance with the provisions of the Licensing Act 2003, General Data Protection Regulation 2018, and the Data Protection Act 1998 in its exchange of information. Where a protocol is established to set out the mechanism for exchange of information with other regulatory bodies, any such protocol will be made publicly available.**

6. Human Rights and Equal Opportunities

- 6.1 The Human Rights Act 1998 makes it unlawful for a local authority to act in a way which is incompatible with the European Convention on Human Rights. In making decisions and determining appropriate action the council will have due regard to the Convention. The Licensing Authority will interpret the Licensing Act 2003 in a manner consistent with the Human Rights Act 1998.
- 6.2 The Licensing Authority will consider the effect upon people's human rights and adopt a principle of proportionality and the need to balance the rights of the individual with the rights of the community as a whole. Action taken by the council which affects another's rights must be no more onerous than is necessary in a democratic society.
- 6.3 The Equality Act 2010 requires public bodies to consider all individuals when carrying out their day-to-day work – in shaping Policy, in delivering services and in relation to their own employees. It requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people when carrying out their activities.
- 6.4 The Equality Duty supports good decision making – it encourages public bodies to understand how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies can be more efficient and effective. The Equality Duty therefore helps public bodies to deliver the Government's overall objectives for public services.

7. Compliance and Enforcement

- 7.1 There are a range of offences detailed under Part 7 of the Licensing Act 2003. The Licensing Authority will liaise with the Responsible Authorities to determine enforcement of specific offences on a case-by-case basis. Offences related to sales of alcohol to minors will be enforced by the Police or Trading Standards Authority unless they form part of a range of offences identified by the Licensing Authority.
- 7.2 The Licensing Authority has an approved Licensing Enforcement Policy which complies with the Regulators' Code and it has also adopted the Kent and Medway Enforcement Protocol.
- 7.3 A risk-based inspection programme is in place, which includes the targeting of high risk premises which require greater attention, whilst operating a lighter touch in respect of low risk and well managed premises. The risk-based approach is based on Home Office Guidance; the activities authorised and premises compliance history.
- 7.4 Annual fees and suspension of licences for non-payment. - The Licensing Authority is required under section 55A of the Licensing Act to suspend premises licenses where the annual fee has not been paid. The Licensing Authority will invoice each premises licence holder when the annual fee is due setting out the fee that is due and the consequences for non-payment. Where the fee has

not been paid or there has been no claim of administrative error by the end of 21 days of the due date, the Licensing Authority will serve the required 7 working day notice to suspend the licence.

- 7.5 Where a licence is suspended no licensable activities will be authorised to take place at the premises until the suspension is lifted on receipt of payment of the overdue fee. Officers will conduct enforcement visits to premises where a licence has been suspended and will take the appropriate action in accordance with the council's enforcement policy.
- 7.6 If an operator does not wish to carry on the activities that require the premises licence or certificate anymore it is important the licence or certificate is surrendered to prevent maintenance fees being accrued.

SPIKING AWARENESS – “ASK FOR ANGELA”

- 7.7 People's safety in the nighttime economy is continually highlighted in the press, media and social media coverage
- 7.8 Details of training material can be found at [Home - Ask For Angela](#)
- 7.9 **Safety measures to put in place**
- Premises should train staff about the “Ask Angela Scheme” and drug awareness, including the effects of Psychoactive substances where the chemicals affect brain function.
 - Premises staff should encourage customers to ensure their drinks are not left unattended
 - Use of publicity material to ensure customers remain vigilant (posters)
 - The Council expects that when a trained member of staff hears the code phrase they should understand that the person needs support and will be able to respond in an appropriate, discreet way. This could be offering them an alternative way out of the venue, calling them a taxi or in a more serious situation, altering venue security and/or the Police.

8. New Premises Licences

- 8.1 In making decisions about applications for licences the Licensing Authority will have regard to:
- the Licensing Act 2003
 - the Statutory Guidance issued under section 182 of the Licensing Act 2003
 - the Statement of Licensing Policy made under section 5 of the Licensing Act

Any decision made that departs from guidance or policy will be set out in the decision notice stating the reasons why the Licensing Authority departed from the guidance or policy.

- 8.2 Where elements of applications are unclear or unspecific, particularly in relation to operating schedules and trading hours, the Licensing Authority will expect the applicants to provide additional information for clarity on a request.
- 8.3 Licensing officers will routinely check that the Public Notices at the premises and the Public Notices in newspapers are displayed in accordance with the regulations as part of the public notice process.
- 8.4 Licensing officers will also notify ward councillors to whose ward the application relates, and the parish council for the relevant parish of receipt of an application via the weekly premises tracker.
- 8.5 Where there are no relevant representations have been received, the licence will be automatically granted after 28 days or at the end of the public notice period. Licensing officers will interpret the detail of the operating schedule and convert it into consistent enforceable licence conditions.
- 8.6 Where relevant representations are received the application will be referred to the Licensing panel and appeals committee for determination at hearing, unless all parties agree that a hearing is not necessary. Where applications result in the need for a hearing the process at section 16 of this policy will apply.

9. Variations to Licences

- 9.1 From time-to-time premises licence holders may wish to change the nature of the business, vary the trading hours or the licensable activities on offer. These can range from minor changes having little or no impact such as minor changes to the premises plan to more significant changes that will affect the promotion of the licensing objectives. These could include for example; the provision of additional activities and longer and later trading hours. However where a variation is so substantial that it significantly changes the nature of the business and layout of the premises it is likely that a new premises licence application will be required rather than a variation.
- 9.2 The relevant parts of this Policy to be applied to significant variation applications is the same as for new premises licence applications at section 8 above.
- 9.3 Where applications are made for minor variations, Licensing Officers will consider whether there is any impact on the promotion of the Licensing Objectives. Where the variation proposed creates a significant impact on the promotion of the Licensing Objectives the application will be rejected and the applicant advised to seek a standard variation.
- 9.4 Where minor impact or no impact is considered Licensing officers will consult with the relevant (if any) responsible authorities.

10. Variations to specify a new designated premises supervisor (dps)

- 10.1 The Licensing Authority expects that usually the nominated DPS on a licence will be involved in and supervising the day-to-day operation of licensed premises that sell alcohol. Where the person nominated as DPS ceases to undertake that role the Licensing Authority would expect the premises licence holder to replace that person as soon as is reasonably practicable to maintain adequate control of the premises.
- 10.2 Where a DPS notifies the Licensing Authority that he or she has resigned, the licensing officers will enter into immediate discussion with the premises licence holder in relation to the mandatory conditions concerning the sale of alcohol and provide appropriate advice to prevent unauthorised alcohol sales.
- 10.3 All applications to specify a new DPS must be made by the licence holder or by a person/body authorised in writing to act on the premises licence holder's behalf.
- 10.4 Where there are no representations the default position is to grant the variation.
- 10.5 The Licensing Authority will give appropriate weight to relevant representations received from the Police about a proposed DPS. Applications that receive relevant representations will be referred for a hearing at which point the Licensing panel and appeals committee may approve or reject the application if it considers it appropriate for the promotion of the crime prevention objective to do so.

11. Transfers of premises licences

- 11.1 Before a licence transfer can be processed, the Licensing Authority usually expects consent to have been obtained from the previous premises licence holder. If this is not possible the applicant will be expected to demonstrate that he or she has taken all reasonable steps to secure consent to transfer the licence.
- 11.2 It is acknowledged that in some cases premises licence holders leave premises and do not provide any forwarding contact details, or there has been a death or incapacity of the licence holder. In such cases where a premises licence holder cannot reasonably be contacted to give approval, a licence will be transferred in accordance with the requirements of the Act.
- 11.3 Where a relevant Police objection to the transfer is received the application will be determined through the hearings process unless it is agreed by the applicant and Police as unnecessary.

12. Provisional statements for premises

- 12.1 A provisional statement may be applied for, by a person interested in a premises, where a proposed licensed premises has yet to be built or altered for the purpose of becoming a licensed premises. This option allows potential applicants advance notice of whether a premises licence is likely to be granted on completion of its construction or conversion.
- 12.2 The process for considering an application for a provisional statement is the same as that for a premises licence application, including a schedule of works. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and other parties may make representations and there are rights of appeal.
- 12.3 The holder of a provisional statement may apply for a premises licence once the premises are constructed, altered or acquired. The Licensing Authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, where the application is for a licence in the same form as the provisional statement and the work described in the schedule of works has been satisfactorily completed. Representations are excluded where:

Where the relevant person could have made the same or substantially the same representations about the provisional statement application but failed to do so without reasonable excuse and there has been no material change in circumstances of the premises or area in the vicinity of the premises since the provisional statement.

13. Club premises certificates

- 13.1 The Licensing Authority acknowledges the importance and history of members clubs and the privileged position held by clubs historically in relation to alcohol licensing.
- 13.2 Members clubs are able to obtain a club premises certificate to authorise licensable activities for their members and their guests. There is no requirement for any members to hold a personal licence under the Licensing Act 2003, and there is no requirement to specify a designated premises supervisor. It is acknowledged that alcohol is supplied by and for the members through their membership of the club.
- 13.3 In order to apply for a club premises certificate the Licensing Authority must be satisfied that the club is a qualifying club and satisfies the legal conditions set out in the Act. Applicants for a club premises certificate will be required to complete a club declaration form setting out how the club will meet the conditions and definitions stated in the Act. Licensing officers will have delegated authority to make additional enquiries where appropriate in order to satisfy that a proposed club meets the criteria laid out in the Act.

- 13.4 The fundamental principles for premises licence applications set out at section 15 of this Policy will apply to applications for club premises certificates subject to exemptions in respect of the DPS and the requirement for evidence of the club's status.
- 13.5 Any qualifying club wishing to offer licensable activities at events to which non-members will attend will be required to authorise such activities by way of a Temporary Event Notice or by ensuring compliance with the club rules to allow the public to enjoy the clubs facilities and activities without jeopardising the validity of the club premises certificate.
- 13.6 The Licensing Authority expects 'public' events on club premises to be authorised by a Temporary Event Notice. It is expected that club committee members will seek advice from the Licensing Authority prior to providing such activities for non-members to prevent any unauthorised activities.
- 13.7 Where the Licensing Authority identifies that a club no longer meets the conditions set out in section 62 of the Licensing Act 2003 or where the Licensing Authority obtains evidence to demonstrate that a club no longer acts in good faith as a qualifying club, it will give the club a notice withdrawing the club premises certificate.
- 13.8 Suspension of Club Premises Certificates may also occur under section 92A of the LA2003, failure to pay annual fee.

14. Review of a premises licence or club premises certificate

- 14.1 The Licensing Authority acknowledges that matters can arise at premises that raise concern as to the continued promotion of the licensing objectives at licensed premises.
- 14.2 The Act allows a licence to be reviewed where such matters arise. It is expected that most reviews will be applied for by Responsible Authorities.
- 14.3 Although this Licensing Authority is also a Responsible Authority and may bring about a review application, it is not expected that it will act as a Responsible Authority on behalf of other parties (for example, local residents, local councillors or community groups).
- 14.4 Such parties can make relevant representations to the Licensing Authority in their own right, and it is reasonable for the Licensing Authority to expect them to make representations themselves where they are reasonably able to do so. However, if these parties have failed to take action and the Licensing Authority is aware of relevant grounds to make a representation, it may consider acting in its capacity as Responsible Authority.

- 14.5 The Licensing Authority will determine whether a review application is relevant and the validity of a review application will be determined by a licensing officer. This will be on the basis of whether the request for the review is relevant to the matters listed below:
- relevant to one or more of the licensing objectives
 - Not frivolous, vexatious or repetitious.
- 14.6 The Licensing Authority would expect grounds for a review to be evidence based but will consider each application on its merits.
- 14.7 Where a review application is accepted the Licensing Authority will encourage the parties to enter into mediation during the consultation period to help resolve or narrow issues arising. The Council would be happy to assist in these meetings being chaired by a member of their team but all parties may choose to have a different third party as a mediation chairperson.
- 14.8 All reviews, save where agreed by all parties as unnecessary, will lead to a hearing before the Licensing panel and appeals committee. This may be a full hearing or a condensed hearing to consider the outcome of mediation. However other parties who have made representation but not been involved in mediation will be permitted to voice their representations at the hearing in accordance with the Hearings Regulations. The Policy applied to hearings can be found in section 16.

15. Application to vary premises licence at community premises to remove the mandatory requirement for a dps.

- 15.1 The Licensing Authority acknowledges the value that local community premises bring to their localities and that most are operated and managed by volunteers. The mandatory requirement for a nominated DPS to be in place at alcohol licensed community premises can be burdensome and difficult for an individual to manage at such premises.
- 15.2 The Act allows management committees at community premises to take over the responsibility of the alcohol sales by applying to the Licensing Authority to remove the requirement to have a nominated DPS at the premises to authorise sales of alcohol. The Licensing Authority will, subject to strong evidence that a community premises is well managed by an experienced committee, support applications to remove the mandatory condition requiring all alcohol sales to be authorised by a personal licence holder.
- 15.3 Before considering an application the Licensing Authority will satisfy itself that a premises meets the definition of a community premises. Enquiries will be made as to the regular use of the premises and whether it is in the main 'community' based. Where there is a regular 'commercial' or 'non-community based' use or a membership requirement to use the premises it is unlikely that such a premises would meet the definition of a community premises and permission to remove the requirement for a DPS is likely to be refused.

- 15.4 In general it is expected that premises that form part of a church hall or chapel hall or are a village, parish or community hall or other similar building would in most cases meet the definition of a community premises, although each will be considered on its individual merits and the evidence provided or obtained.
- 15.5 The Licensing officers will consider, on a case by case basis, all applications to remove the mandatory condition and will ask such questions or seek the necessary evidence to confirm the suitability of the management committee to collectively authorise the supply of alcohol the premises.
- 15.6 Committees that make an application will be expected to have members who are aware of the law relating to the sale of alcohol, contain steps within their operating schedule to prevent offences relating to alcohol sales and also to include appropriate rules in hiring agreements where the premises is hired out to the public for events that will involve the sale of alcohol.

16. Hearings

- 16.1 Any application that has resulted in the submission of relevant representation from any party will be referred to the Licensing Sub-Committee for a hearing and determination in accordance with the 2003 Act and the Licensing Act 2003 (Hearings) Regulations 2005.
- 16.2 A sub-committee will consist of 3 suitably trained members of the Licensing Committee. The sub-committee will be advised on the law by a member of the Council's Legal Services Team. That legal team member will not be involved in the application process to prevent a conflict of interest by ensuring a clear separation of roles.
- 16.3 This Policy will play a key role in achieving consistency in decision making.
- 16.4 Where representations are made only by Responsible Authorities, the Licensing Authority would expect applicants and Responsible Authorities to enter into negotiation or mediation prior to a hearing in an attempt to resolve or narrow issues before attending the licensing hearing and to achieve an outcome satisfactory to all parties.
- 16.5 Parties will be advised of the hearing date and procedure in advance and in accordance with the statutory process. At all hearings the Licensing and appeals committee sitting as a panel will have regard to the Guidance issued under section 182 of the Act. This authority may use its discretion where there are strong and defensible reasons for departing from the Guidance and where it considers it right to do so. In any such case this Licensing Authority will clearly express and explain its reasons for doing so.
- 16.6 The Licensing Authority must give appropriate weight to representations made by the Police on crime and disorder matters. It will give appropriate weight to all representations made by all parties based on the content and relevance to the promotion of all licensing objectives.
- 16.7 All decision notices will be in writing and will include all considerations taken when making the decisions.

17.Licence conditions

- 17.1 A key concept in the Licensing Act is that conditions that are attached to licences or certificates are tailored to suit the individual style and characteristics of the premises and its activities and the impact of those activities. Those conditions must be appropriate and proportionate in order to promote the licensing objectives at that premises.
- 17.2 All licences that authorise the sale of alcohol will be subject to the mandatory conditions set out in the Act and Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 and the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2014)
- 17.3 Applicants will be expected to include appropriate steps to promote the licensing objectives within their operating schedule which may be converted to conditions which are then placed on the premises licence or club premises certificate.
- 17.4 Where applications receive valid representations and are subject to a hearing, the Licensing and appeals committee sitting as a panel will consider the evidence provided within representations, the detail of the application, the nature of the premises and business and only where appropriate and proportionate will attach conditions to a licence to secure the promotion of the licensing objectives in light of the evidence provided.
- 17.5 Decisions on individual licence conditions will be made on a case by case basis, and where there are concerns over the effective promotion of the licensing objectives, the applicant will be given the opportunity to offer suggestions on how the objectives can be met. The Licensing Authority will work closely with all parties and the applicant in establishing workable, enforceable and reasonable conditions for new and variation applications.
- 17.6 In all cases the Licensing Authority will have regard to the Guidance when considering the implementation of licence conditions.
- 17.7 In all cases conditions will promote the licensing objectives, be unambiguous and enforceable, appropriate to the activities and the business, achievable and applicable to the premises and the areas around the premises which is within the premises licence holders control.
- 17.8 The Licensing Authority recognises the need to avoid, so far as possible, duplication with other regulatory systems including Health and Safety at Work, Fire Safety, Food Hygiene and Nuisance Control. However these regulations may not cover the unique circumstances of some activities and entertainment. In these circumstances, the council may therefore, where necessary, attach conditions to premises licenses for the promotion of the licensing objectives.

CONDITIONS TO PROMOTE THE PREVENTION OF CRIME AND DISORDER.

- 17.9 UNDER THE ACT THE LICENSING AUTHORITY HAS A DUTY TO PROMOTE THE LICENSING OBJECTIVES, AND, A FURTHER DUTY UNDER THE CRIME AND DISORDER ACT 1998 TO DO ALL IT REASONABLY CAN TO PREVENT CRIME AND DISORDER IN THE BOROUGH.
- 17.10 The applicant will be expected to detail in their operating schedule how they will prevent crime and disorder on and close to the premises. Such detail should reflect the licensable activities on offer,

location and character of the area, the nature of the premises use and the range of customers likely to use the premises.

These may include, but are not limited to, the following:

- Prevention of disorderly conduct and anti-social behaviour
- Prevention of underage drinking
- Prevention of sales of alcohol to intoxicated customers
- Prevention of drunkenness both on and in the vicinity of the premises
- Prevention of drug use and drug dealing
- Restriction to responsible drinks promotions
- Use of safety glass
- Inclusion of a wind-down time following alcohol sales period
- Adequate seating to discourage “vertical drinking”
- The offer of food and snacks or other entertainment or occupation to discourage persistent drinking

- 17.11 In busier premises the Licensing Authority would usually expect to see a short (e.g.30 mins) ‘wind down’ or ‘drinking up’ period allowed for after the cessation time of entertainment and alcohol sales as this is effective in assisting in a reduction in noise and exuberance of customers before leaving the premises.
- 17.12 The Licensing Authority will give appropriate weight to requests by the Police for premises to be protected by SIA registered door staff subject to the provision of relevant evidence. Where the Licensing Authority determines after consultation with the police that a premises is one that warrants additional security and monitoring it would expect applicants to include the provision of SIA approved door staff at the premises at appropriate times. Relevant premises are usually those used mainly for drinking alcohol, have later opening hours and are situated within the Town Centre night time economy area.
- 17.13 Where appropriate, applicants for licences in the Town Centre areas providing mainly alcohol, music and dancing would be expected to consider inclusion of a provision of safety glasses to prevent a risk of injury on the rare occasion that a glass may be used as a weapon.
- 17.14 The use of CCTV should be considered where appropriate or on the advice and recommendations of the Police and to a quality and standard approved by the Police for evidential purposes. Premises licence holders will be expected to fully comply with the requirements of the Information Commissioners Office, Data Protection Act 1998 and the General Data Protection Regulation 2018, in respect of any surveillance equipment installed at a premises.
- 17.15 Any application resulting in a hearing the Licensing and appeals committee sitting as a panel will consider each application on its individual merits and determine the imposition of conditions that are appropriate to promotion of the licensing objectives.

CONDITIONS TO PROMOTE PUBLIC SAFETY.

- 17.16 The applicant will be expected to show how the physical safety of persons attending the premises will be protected and to offer any appropriate steps in the operating schedule to promote this.

- 17.17 Such steps will not replace the statutory obligation on the applicant to comply with all relevant legislation under the Health and Safety at Work etc. Act 1973 or under the Regulatory Reform (Fire Safety) Order 2004.
- 17.18 Applicants will be expected to have carried out the necessary risk assessments to ensure safe occupancy levels for the premises.

CONDITIONS TO PROMOTE THE PREVENTION OF PUBLIC NUISANCE.

- 17.19 The applicant will be expected to detail any appropriate and proportionate steps to prevent nuisance and disturbance arising from the licensable activities at the premises and from the customers using the premises.
- 17.20 The applicant will be expected to demonstrate that they have considered the following and included steps to prevent public nuisance:
- Proximity of local residents to the premises
 - Licensable activities proposed and customer base
 - Hours and nature of operation
 - Risk and Prevention of noise leakage from the premises from equipment, customers and machinery
 - Prevention of noise from customers leaving the premises and customer pick up points outside premises and from the Car Park.
 - Availability of public transport to and from the premises
 - Delivery and collection times and locations.
 - Impact of external security or general lighting on residents.
 - History of management of and complaints about the premises.
 - Applicant's previous success in preventing Public Nuisance.
 - Outcomes of discussions with the relevant Responsible Authorities.
 - Impact of location, noise and contamination from outside smoking areas on neighbours and other customers
 - Collection of litter arising from the premises

- 17.21 Steps to prevent public nuisance may include a range of options including noise limiting devices, sound insulation, wind down periods, acoustic lobbies, management of smoking areas etc.
- 17.22 Steps will differ depending on the individual premises and activities and it is for the applicant to ensure that reasonable, effective and appropriate steps are included within the operating schedule.

CONDITIONS TO PROMOTE THE PROTECTION OF CHILDREN FROM HARM.

- 17.23 Applicants will be expected to detail any appropriate and proportionate steps to protect children at the premises from any harm. The Licensing Authority recognises the right of premises licence holders (serving alcohol) to allow accompanied children into their premises. The Licensing Authority would not seek to restrict access by children (above that specified in the Act) unless it is necessary for the prevention of physical, moral or psychological harm. 23

17.24 Steps to protect children from harm must be carefully considered for inclusion where:

- There is entertainment or services of an adult nature provided.
- There have been previous convictions for under age sales of alcohol.
- There has been a known association with drug taking or dealing.
- There is a significant element of gambling on the premises.
- There is a presumption that children under 18 should not be permitted entry such as to nightclubs (apart from when specific events are held for under 18's).
- Outcomes of discussions with relevant Responsible Authorities suggest such steps are applicable.

17.25 Nothing in the Licensing Act prevents the premises licence holders from excluding children from a licensed premises and no condition can be added to require the admission of children.

17.26 Where there are no matters that give rise to concern in respect of children at premises the Licensing Authority would expect to see the relevant box on an application form completed to specify NONE.

18. Personal licences

18.1 Any person who wishes to act as a DPS at licensed premises must be in possession of a personal licence issued under the Licensing Act 2003. Any other person may also apply for a personal licence subject to meeting the necessary criteria. The Licensing Authority acknowledges the default grant position for applicants who meet the statutory criteria under the Licensing Act 2003.

18.2 The Police will only be consulted where the applicant declares a previous conviction for a relevant offence. A relevant conviction is one that is listed in Schedule 4 of the Licensing Act 2003.

18.3 Where a representation is received from the Police the Licensing Authority must hold a hearing unless the Police and the authority agree that it is unnecessary. The application must be rejected if it is considered appropriate for the promotion of the crime prevention objective and granted in any other case.

18.4 The Police must give a notice of objection to the Licensing Authority within the statutory 14 day consultation period. The Licensing Authority accepts that there is no discretion to accept a late notification from the Police even if the objection provided evidence that to grant the licence would undermine the crime prevention objective.

18.5 The Licensing Authority requires all personal licence holders to advise if there is a change of their name or address in accordance with the Act. All licence holders are advised of this requirement when a licence is granted. Any changes will be updated and an amended licence will be issued within 20 working days of a notification of change.

18.6 The Licensing Authority anticipates that the Magistrates' and Crown Courts will take appropriate action in relation to a personal licence where licence holders are convicted of relevant offences in

those courts after the grant of a personal licence and notify the Licensing Authority of any action taken in respect of a personal licence.

- 18.7 The Licensing Authority requires personal licence holders to undertake their duty to disclose any convictions for a relevant offence after a personal licence has been granted. The Licensing Authority and/or the Police will take appropriate formal action against the licence holder where subsequent relevant convictions are not declared under that duty.

19. Temporary event notices

- 19.1 The Licensing Act 2003 makes provision for the authorisation of a person (known as a premises user) to provide licensable activities on a temporary basis at unlicensed premises, or to add activities and/or extend the hours of existing activities at a licensed premises. The activities are authorised by the serving of a Temporary Event Notice (TEN) on the Licensing Authority, subject to the notice meeting the proper criteria as detailed under the Act.
- 19.2 Comprehensive planning of events is essential and where there are likely to be impacts on neighbouring residents or businesses as a result of the activities to be authorised by a TEN, the Licensing Authority expects the premises user to have considered any potential impacts and how they may be mitigated.

The number of times a premises user may give a TEN is 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 is limited to 10 times in a calendar year for a personal licence holder and twice for other people. Late TENs count towards the total number of permitted TENs (i.e. the limit of five TENs a year for non-personal licence holders and 50 TENs for personal licence holders). A notice that is given less than ten working days before the event to which it relates, when the premises user has already given the permitted number of late TENs in that calendar year, will be returned as void and the activities described in it will not be authorised and the number of times a TEN may be given for any particular premises is 15 times in a calendar year.

- 19.3 The Licensing Authority welcomes requests for advice from applicants who wish to provide temporary events to ensure they understand the law relating to such events and to reduce the likelihood of objections being made.
- 19.4 There are two types of TEN, Standard and Late. Both are subject to a numerical limit on the number of each type of TEN that can be served by personal licence holders and non-personal licence holders in a calendar year. There are also numerical limitations on the number of TENs that may be served in respect of individual premises or place.
- 19.5 **Standard TEN** - A standard TEN must be served at least 10 working days (Monday to Friday excluding Bank Holidays) before the event commences. The 10 working days excludes the day of service and the day on which the event starts. Copies of the TEN must be served on the Licensing Authority, The Environmental Health (EH) Department, and the Police. If the TEN is submitted online it is the responsibility of the Licensing authority to serve this notice on the responsible authorities. The fee is payable only to the Licensing Authority.
- 19.6 Where numerical limits are exceeded the Licensing Authority will serve a counter notice and the proposed licensable activities will not be authorised.
- 19.7 Where objections are received from the Police and/or EH and not withdrawn, the notice will be referred for a hearing before the Licensing panel and appeals committee. The Licensing panel and appeals committee may approve the TEN as applied for, add appropriate conditions (if the TEN

takes place on a premises with an existing premises licence) or reject a TEN by serving a counter notice A refund of the fee will not be made.

- 19.8 **Late TEN** - A late TEN may be served between 9 and 5 working days before a proposed event commences. The same limitations apply to the day the notice was served and the day of the event. Where numerical limits are exceeded a counter notice will be served and the proposed licensable activities will not be authorised. A refund of the fee will not be made.
- 19.9 If the late TEN is served with fewer than 5 working days' notice it is deemed invalid and will be rejected. The proposed activities would not be authorised. The Licensing Authority has no discretion to accept TENs outside the permitted statutory deadlines.
- 19.10 Where valid representations are received from the Police or EH in respect of a late TEN, the TEN will be rejected and proposed activities will be unauthorised. A refund of the fee will not be made.
- 19.11 The Licensing Authority will take the appropriate action where there is evidence that licensable activities have been provided without the authorisation of a TEN.
- 19.12 It should be noted that if a TEN has been processed and is no longer required the fee will not be refunded as the Licensing Authority has already carried out its obligations.

20. Other relevant matters

- 20.1 Adult entertainment. The Licensing Authority has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and premises offering regular entertainment of a sexual nature must be licensed as a sex establishment under those provisions.
- 20.2 The Licensing Authority acknowledges that exemptions under the above legislation do allow sexual entertainment to be provided at premises licensed under the Licensing Act 2003, as long as it is provided on no more than 11 occasions within 12 months and with at least 1 month between each occasion. Those infrequent events will be regulated by the licence granted under the Licensing Act 2003 where that licence authorises performances of dance and where the original application specified that such adult entertainment was proposed to be provided.
- 20.3 **Gaming machines in licensed premises** - Automatic entitlement. There is provision in the Gambling Act 2005 (GA2005) for premises licensed to sell alcohol for consumption on the premises to automatically have two gaming machines of category C and/or D. The premises licence holder merely needs to notify this Licensing Authority and pay the prescribed fee.
- 20.4 This authority can remove the automatic authorisation in respect of any particular premises if:
- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives (under the GA2005);
 - gaming has taken place on the premises that breaches a condition of section 282 of the GA2005 (for example, the gaming machines have been made available in a way that does not comply with requirements on the location and operation of gaming machines);
 - the premises are mainly used for gaming; or
 - an offence under the GA2005 has been committed on the premises.
- 20.5 Gaming Machine Permit – If a premises wishes to have more than 2 machines of categories C and/or D, then it needs to apply for a permit and this authority will consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission under section 25 of the Act, and such matters as officers consider relevant.

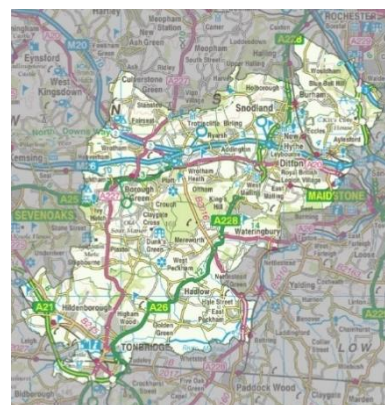
Appendix A

Tonbridge & Malling Borough Council

The Area

The borough of Tonbridge and Malling lies in the heart of Kent and is an area of variety and historical interest. The borough is largely rural with few large settlements; Tonbridge in the south being the largest, the remainder of the borough is dotted with villages and smaller towns. The latest population figures from the 2023 mid-year population estimates show that there are 135,200 people living in the borough. This population size makes Tonbridge & Malling the 6th largest local authority district in the Kent County Council (KCC) area. 70% of the borough's population live in the urban areas, with the remaining 30% living in the surrounding rural area and settlements.

Industry and commerce are concentrated around Tonbridge, Aylesford, Ditton, Larkfield and Snodland. Mineral extraction has been carried out in the area for many years. Paper and packaging mills, distribution, general and light industry and many small businesses make up the industrial scene. The borough is a popular area for office location and high-tech development, particularly at the Kings Hill business and residential community.



Tonbridge & Malling has a younger age profile compared to the county average, with a greater proportion of 5 to 14-year-olds than the average for the KCC area. Tonbridge & Malling also has a higher proportion of middle-aged residents, aged between 40 and 59, compared to the county average.

Over the last 10-years Tonbridge & Malling's population has grown by 9.4% (an additional 11,400 people). This is the 5th highest rate of growth of any Kent district. The population growth in Tonbridge & Malling is set to continue with current forecasts suggesting that between 2021 and 2041 the population of the borough will increase by a further 23.5%. This is the 4th highest rate of growth expected for any Kent district and a growth rate that is higher than the county average of 20.1%. This forecast is based on KCC's assessment of the district authority's future housing targets as at November 2021. Such targets will be subject to changes as district authorities develop their Local development framework.

88.3% of Tonbridge & Malling's population is of white ethnic origin with the remaining 11.7% being classified as of Black Minority Ethnic (BME) origin. The proportion of Tonbridge & Malling's population classified as BME is lower than the county average of 16.8%.

Within the ethnic minority population of Tonbridge & Malling, the largest ethnic group is Other White (accounting for 3.9% of all residents) with the second largest group being residents of Indian ethnic group accounting for 1.2% of all residents.

Appendix B

Contact details for Licensing Services at Tonbridge and Malling Borough Council

Email: Licensing.services@tmbc.gov.uk

Council website: [Licences – Tonbridge and Malling Borough Council](#)

Appendix C - Responsible authorities for Tonbridge & Malling Borough Council

<p>Kent Police Licensing Coordinator Community Safety Unit Tonbridge & Malling Borough Council Gibson Drive Kings Hill West Malling Kent ME19 4LZ west.division.licensing@kent.pnn.police.uk Tel: 01732 379255</p>	<p>Kent Fire & Rescue Service Maidstone Fire Station Loose Road Maidstone Kent ME15 9QB TFS.midgroup@kent.fire-uk.org Tel: 01622 212430</p>
<p>Social Services Kent Safeguarding Children's Board Sessions House County Hall Maidstone Kent ME14 1XQ social.services@kent.gov.uk Tel: 03000 411111</p>	<p>Trading Standards Kent County Council Invicta House County Hall Maidstone Kent ME14 1XX trading.standards@Kent.gov.uk Tel: 03000 412000</p>
<p>Environmental Health Tonbridge & Malling Borough Council Gibson Building Gibson Drive Kings Hill West Malling Kent ME19 4LZ environmental.protection@tmbc.gov.uk foodandsafety@tmbc.gov.uk Tel: 01732 844522</p>	<p>Planning Tonbridge & Malling Borough Council Gibson Building Gibson Drive Kings Hill West Malling Kent ME19 4LZ planning.applications@tmbc.gov.uk Tel: 01732 844522</p>
<p>Alcohol Licensing team (Home Office) Home Office (Immigration Enforcement) IE Licensing Compliance Team (IELCT) 2 Ruskin Square (Floor 6) Dingwall Road Croydon CR0 2WF IE.licensing.applications@homeoffice.gov.uk</p>	<p>Kent Public Health Department Room 3.45, Sessions House, County Hall, County Road Maidstone, Kent ME14 1XQ Tel: 0300 333 6379 Gillian.Montgomery@kent.gov.uk</p>

Appendix D

References to guides of best practice

Revised guidance issued under section 182 of Licensing Act 2003

www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003

Good Practice Guide on the Control of Noise from Pubs and Clubs, produced by Institute of Acoustics

www.ioa.org.uk

Good Practice Guide: Licensing published jointly by the Justices' Clerks' Society and the Magistrates' Association (April 1999)

www.magistrates-association.org.uk

The National Alcohol Harm Reduction Strategy Toolkit

www.alcoholconcern.org.uk

The Point of Sale Promotions published by BBPA

www.beerandpub.com

Public Places Charter

www.ash.org.uk

National Pubwatch

www.nationalpubwatch.org.uk

Appendix E

Contact details and useful addresses

<p>Disclosure and Barring Service (DBS) Customer services PO Box 165 Liverpool L69 3JD</p> <p>Information line: 0870 90 90 811</p> <p>Website: Disclosure and Barring Service - GOV.UK</p>	<p>British Beer & Pub Association Ground Floor Brewers' Hall Aldermanbury Square London EC2V 7HR</p> <p>Tel: 020 7627 9191</p> <p>contact@beerandpub.com</p> <p>Press Office: 020 7627 9199</p>
<p>British Institute of Inn keeping (BII) Wessex House 80 Park Street Camberley Surrey. GU15 3PT</p> <p>Tel: 01276 684 449 www.bii.org</p> <p>Email: reception@bii.org</p>	<p>SIA PO Box 49768 London. WC1 V6WY</p> <p>Website: www.the-sia.org.uk</p> <p>Tel: 0844 892 1025</p>

Appendix F

Recommended delegation of functions as per S182 of the guidance

Matters to be dealt with	Full Committee	Sub Committee	Officers
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
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	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Applications for interim authorities		If a police objection	All other cases
Application to review premises licence/ club premises certificate		All cases	
Decision on whether a complaint is irrelevant frivolous 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 at community premises to include alternative licence condition		If a police objection	All other cases
Decision whether to consult other responsible authorities on minor variation application			All cases
Determination of minor variation application			All cases

Proposed text for inclusion in Tonbridge and Malling Statement of Licensing Policy 2025 – 2030.

SPIKING AWARENESS – “ASK FOR ANGELA”

People’s safety in the nighttime economy is continually highlighted in the press, media and social media coverage

Details of training material can be found at [Home - Ask For Angela](#)

Safety measures to put in place

- Premises should train staff about the “Ask Angela Scheme” and drug awareness, including the effects of Psychoactive substances where the chemicals affect brain function.
- Premises staff should encourage customers to ensure their drinks are not left unattended
- Use of publicity material to ensure customers remain vigilant (posters)
- The Council expects that when a trained member of staff hears the code phrase they should understand that the person needs support and will be able to respond in an appropriate, **discreet way**. This could be offering them an alternative way out of the venue, calling them a taxi or in a more serious situation, altering venue security and/or the Police.

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Agenda Item 9

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

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The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT
INFORMATION**

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Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

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