



Licensing Act 2003
Statement of Licensing Policy
2026 - 2031

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1. Introduction

This Statement of Licensing Policy (hereafter referred to as “the Licensing Policy”) is published by Cardiff Council, acting as the licensing authority, under Section 5 of the Licensing Act 2003.

It sets out how the Council regulates licensable activities within Cardiff in order to promote the four statutory licensing objectives:

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

Licensing under the Act is concerned with regulating the activities authorised by premises licences, club premises certificates, and temporary event notices to ensure they are carried out lawfully and with due regard to these objectives.

1.1 Scope of the Policy

This Licensing Policy applies to all applications, notices, representations, and other requests made under the Licensing Act 2003. It provides guidance to:

- **Applicants**, who should have regard to the policies when preparing their applications
- **Residents and businesses**, particularly when considering applications in their area
- **Responsible Authorities**, who should use this policy, together with their expertise and available evidence, to assess whether an application is likely to impact the licensing objectives and complies with the policy requirements
- **Other interested parties**, who may wish to understand how the Council makes decisions regarding licensed premises and events.

However, it cannot cover all potential scenarios and should be read in conjunction with the Licensing Act 2003 and associated statutory guidance issued under section 182 of the Act.

1.2 Purpose and Use

This Licensing Policy will apply when the Licensing Authority considers:

- Applications for new licences or club premises certificates
- Variations to existing licences
- Reviews of licences
- Temporary event notices

These relate to licensable activities as defined by the Licensing Act 2003, including:

- Retail sale of alcohol
- Supply of alcohol to club members
- Provision of entertainment to the public or club members, or with a view to making a profit, including raising money for charity, where the entertainment involves:
 - Theatrical performance
 - Film exhibition
 - Indoor sporting event
 - Boxing or wrestling entertainment
 - Live music performance

- Playing or recorded music
 - Dance performance
- Supply of hot food or drink from premises between 23:00 and 05:00 hours (late night refreshment)

The policy also sets out the Council's expectations of licence holders and operators in promoting the licensing objectives and maintaining good operational standards across Cardiff's licensed premises.

While the Licensing Authority will have regard to the principles and policies set out in this document when assessing applications, each application will be determined on its own merits and in accordance with the Licensing Act 2003 and associated statutory guidance.

1.3 Policy Development and Review

Cardiff Council first adopted a Licensing Policy in 2005. At that time, the law required revision every three years. Since 2012, licensing authorities must review their policies at least every five years.

This edition represents the sixth Statement of Licensing Policy produced by Cardiff Council. It has been prepared in accordance with the Licensing Act 2003, the latest Home Office Guidance issued under Section 182 of the Act, and the National Licensing Policy Framework published by the UK Government.

The preparation of this Licensing Policy has included consultation with statutory and local partners, the hospitality industry, community representatives, and residents of Cardiff. A full list of consultees is provided at Appendix A.

1.4 Wider Regulatory Context

The Licensing Authority recognises that the regulation of licensed premises is situated within a broader context of public safety and the management of the night-time economy. While this policy relates specifically to the Licensing Act 2003, it is acknowledged that other regulatory regimes - such as Taxi and Private Hire Licensing, Planning, and Environmental Health - also contribute to these objectives.

These functions operate under distinct legal frameworks and separate remits. While the Licensing Authority and other council services may collaborate on matters, each remains responsible for exercising its own independent statutory duties.

Alcohol and Public Health

The Licensing Authority recognise that alcohol consumption is linked to a range of health harms and contributes to health inequalities within Cardiff. Evidence on alcohol-related harm, including patterns seen in hospital admissions and consumption trends, can help identify issues relevant to the existing licensing objectives. While public health is not a licensing objective under the Licensing Act 2003, such evidence can appropriately inform representations and decision-making within the current statutory framework and highlights licensing's complementary role in supporting harm prevention through partnership working.

1.5 Consultation

The development of this Policy involved consultation with a range of partners and stakeholders, whose views have informed its content. The consultation partners included:

- South Wales Police
- South Wales Fire and Rescue Service
- British Institute of Innkeeping
- Cardiff Licensees Forum
- Independent Licensees
- Licensed industry businesses
- The Club and Institute Union (CIU)
- Licensed Premises Supervisors
- Cardiff Trading Standards
- Cardiff Children's Services
- Cardiff Environmental Health Pollution Control
- Cardiff Health and Safety Team
- Cardiff Development Control Team
- Cardiff residents
- Cardiff and Vale University Health Board
- Cardiff Economic Development
- Cardiff Local Access Forum
- Licensing Solicitors

2. Profile of Cardiff

Cardiff is the capital city of Wales and one of the fastest-growing cities in the UK. It is the largest local authority in Wales with a resident population of approximately 384,000 people. This population significantly increases daily due to commuters, students, and visitors, with an estimated additional 70,000 people in the city on an average day. Approximately 20% of Cardiff's residents are students, reflecting the city's status as a major higher education centre.



Cardiff is home to three major universities: Cardiff University, Cardiff Metropolitan University, and the University of South Wales, collectively enrolling over 65,000 students. Additionally, Cardiff hosts the Royal Welsh College of Music & Drama, Wales' National Conservatoire, located in Cathays Park near Bute Park. This institution trains over nine hundred emerging actors, musicians, designers, technicians, and arts managers, contributing greatly to the city's vibrant cultural and creative scene.

Cardiff serves as the political, cultural, commercial, and administrative centre of Wales. The city boasts one of the most vibrant centres in the UK, with daily footfall averaging around 70,000 people. This number frequently exceeds 150,000 during major international sporting or cultural events held at the Principality Stadium.

As a major UK destination, Cardiff attracts visitors for shopping, culture, entertainment, and sport. Cardiff Bay, the Principality Stadium, the Wales Millennium Centre, St David's Hall, the National Museum of Wales, the International Sports Village, and a wide range of theatres, arenas, and sporting venues establish the city as an international centre for events and tourism.

There are around 1,400 licensed premises in Cardiff, with roughly a quarter located in the city centre. The Cathays ward, which encompasses the city centre and the Bute Park area near the Royal Welsh College of Music & Drama, contains the highest number of licensed premises. Plasnewydd ward, covering City Road, Albany Road, and Wellfield Road, has the second highest concentration, followed by Butetown ward, which includes Mermaid Quay and parts of Cardiff

Bay. Both Cathays and Plasnewydd are characterised by large student populations, a key factor in their high density of licensed premises.

Cardiff's night-time economy is vibrant and diverse, serving as a major driver of the city's cultural, social, and economic life. The city centre contains the highest number of licensed premises per square metre of any location in the UK, with three hundred restaurants, pubs, bars, and nightclubs, alongside numerous convenience stores, takeaways, theatres, and sports clubs. This breadth of entertainment and hospitality ensures a wide variety of options for both residents and visitors and supports a strong programme of cultural activity, including events featuring Welsh and international musicians.

In 2025, Cardiff's reputation as a leading music city was underscored by signature events such as the Cardiff Music City Festival and the Blackweir Live concert series. Running for two weeks in October, the Cardiff Music City Festival showcased an innovative blend of gigs, talks, installations, and pop-ups across city centre venues, featuring established and emerging Welsh and international musicians alongside immersive tech experiences. Supported by Cardiff Council and Welsh Government, the festival reflects the city's wider commitment to nurturing music innovation, creative collaboration, and a vibrant bilingual cultural scene, also exemplified by major Welsh-language events such as Tafwyl and the National Eisteddfod, which rely on licensed activities and play a key role in Cardiff's cultural offer. The introduction of Blackweir Live at Blackweir Fields brought a new outdoor summer concert experience to Cardiff, featuring internationally renowned artists such as Noah Kahan, Alanis Morissette, and Stevie Wonder. Positioned near Cardiff Castle and the bustling city centre hospitality scene, Blackweir Live helped drive significant footfall and economic activity during the summer months.

Cardiff continues to maintain a safe, inclusive, and well-managed night-time environment, demonstrated by its ongoing Purple Flag accreditation. This recognition highlights effective partnership working among businesses, emergency services, transport providers, and the city council to ensure a welcoming atmosphere for all.

Major events and live music festivals held in iconic venues like the Principality Stadium and Cardiff Castle complement the city's dynamic night-time economy. Together, these contribute cultural vibrancy and substantial economic benefits, supporting hospitality jobs, retail activity, and tourism.

The licensing framework in Cardiff will continue to support this vibrant sector by promoting high standards of safety, diversity of offer, and community wellbeing, ensuring the city's night-time economy thrives sustainably into the future.

The licensed trade makes a significant contribution to the city's economy and its attractiveness as a leisure and tourism destination. Successful partnership work between the Council, the police, public health agencies, and the trade continues to improve standards. The diversification of Cardiff's licensed economy has helped move away from negative perceptions of the night-time economy that were more prevalent in the past.

The majority of Cardiff's licensed premises operate responsibly and work to uphold the four licensing objectives. This Policy supports the maintenance of those standards while providing a framework for addressing issues where they arise, ensuring Cardiff's licensed economy continues to thrive sustainably.

3. General Principles

3.1 What this Policy Aims to Encourage

The Council recognises that Cardiff's licensed economy plays a vital role in the city's growth and success. Licensing decisions should contribute positively to economic resilience, social wellbeing, and the city's reputation by encouraging a balanced range of premises that serve diverse audiences and operate responsibly.

Supporting Cardiff's Vision

The Council welcomes applications for new or varied licences that clearly support this vision. Proposals demonstrating a positive and sustainable contribution to the licensed economy will be looked upon favourably. Examples of such venues include those that:

- Provide diverse entertainment or hospitality offerings that appeal to varied audiences and reduce the focus on high alcohol consumption
- Create family-friendly environments that welcome both children and adults, particularly during daytime and early evening hours
- Operate primarily as restaurants, cafés, or similar establishments where alcohol service is secondary to food and social interaction
- Support community cohesion by offering seated, low-impact premises located outside the city centre, helping local neighbourhoods remain vibrant

Considerations for High-Risk Premises

Applications for large, primarily vertical-drinking venues – where patrons mainly stand and alcohol supply is the central feature – are generally less consistent with the city's strategic objectives. These types of premises have historically been associated with increased levels of alcohol-related crime, disorder, and public nuisance.

Where such applications are submitted, the Licensing Authority will expect applicants to:

- Present strong and proportionate measures to address and reduce these risks
- Clearly demonstrate how the operation will make a positive contribution to the local environment and promote the licensing objectives

A Balanced Approach

This balanced approach enables Cardiff's licensed economy to grow in ways that are both economically beneficial and socially responsible. By encouraging quality, safety, and diversity across the city's leisure and hospitality sector, Cardiff can maintain its reputation as a destination valued for welcoming and varied experiences.

3.2 Delegated Powers

Where no representations are received, the Licensing Authority must grant the application subject to mandatory conditions and any conditions arising from the applicant's operating schedule.

Many licensing decisions and functions are administrative in nature. For reasons of efficiency, speed, and cost-effectiveness, these matters are delegated to Licensing Officers. Full details of the delegation of functions are set out in Appendix B.

3.3 Licensing Hearings

Hearings triggered by relevant representations will be conducted by a three-member sub-committee drawn from the Licensing Committee. Hearings are scheduled in accordance with the Licensing Act 2003 and its associated regulations. Where permitted by law, the Licensing Authority may extend timescales when this is considered to be in the public interest.

Decision-Making Framework

Under Section 182 Guidance, the Licensing Authority must have regard to the public interest when determining appropriate actions to promote the licensing objectives. This may result in granting a licence, granting a licence with conditions, or refusing the application. The evaluation considers both existing problems – such as crime or nuisance – and the potential for future issues that may undermine the licensing objectives. While the authority can consider potential future issues, such consideration must be grounded in evidence rather than speculation.

Approach to Evidence

The Licensing Authority will not introduce new issues or evidence that have not been raised in submissions unless this is necessary to fulfil its duty to promote the licensing objectives. Where evidence is unclear, misleading, or incomplete, the Licensing Sub-Committee may question any party under Regulation 17 of the Hearings Regulations 2005. The Sub-Committee will act on any material deemed relevant and capable of influencing its judgment. The High Court has confirmed that the only limit on this inquisitive power is relevance and materiality (*R (Murco Petroleum Limited) v Bristol City Council* EWHC 1992 (Admin)).

3.4 Each Case Determined on Its Merits

The likely impact of an application on the licensing objectives will vary depending on individual circumstances and the level of stakeholder participation. Each case will be considered on its own merits, and decisions must be evidenced, transparent, and logical, though often requiring nuanced judgment.

The Court of Appeal has established that licensing decisions require evaluative judgment rather than simple yes/no determinations. Whether a proposal is acceptable in a given location is a matter of judgment, not pure fact (*R (on application of Hope and Glory Public House Ltd) v City of Westminster Magistrates' Court and Others* EWCA Civ 31).

Standard of Proof

The Licensing Sub-Committee makes its decisions on the balance of probabilities, meaning it may conclude that an event is more likely than not to occur. This does not require proof beyond reasonable doubt. The Sub-Committee will assess evidence logically and transparently to establish clear links between the premises and any alleged impacts.

3.5 Need and Commercial Demand

The question of need or commercial demand for licensed premises is not a relevant consideration under the Licensing Act 2003. The Authority can only consider matters that impact on the licensing objectives.

3.6 Evidence

The Licensing Sub-Committee operates with flexibility in evaluating evidence and is not constrained by strict rules of evidence. However, all key facts and assertions should be supported by relevant evidence wherever possible, including photographs, videos, social media posts, or press articles.

Relevant evidence is material that tends to make a fact more or less probable. Claims that are less likely require stronger supporting evidence to be persuasive.

Evidence may relate to either the characteristics of the locality or the conduct of the operator. For new applications, demonstrating potential impact typically requires presenting local evidence that directly relates to the specific case. Where submissions rely on underlying data – such as police or council statistics on alcohol-related crime, or records of community disturbance complaints – this material should either be made available or clearly referenced. This allows opposing parties to respond meaningfully and ensures transparency in the decision-making process. The same principle applies to claims based on research findings or statistical data.

Community members may provide observations or opinions based on their local knowledge and experience without needing to provide expert analysis or statistical support.

All submissions will be shared with the applicant and included in any committee report prepared for determining the application.

3.7 Evidence v. Speculation

While decisions must be grounded in evidence, the courts have clarified that this includes the authority's reasonable assessment of future risk based on available information. In *Daniel Thwaites plc v Wirral Borough Magistrates' Court* [2008] EWHC 838 (Admin), the High Court emphasised that licensing sub-committees should not impose conditions based on mere speculation, but it did not prohibit consideration of prospective harm altogether. Instead, the decision underscored that future risk assessments must be rational, proportionate, and supported by factual context, such as local crime patterns, proximity to residential areas, or the nature of proposed licensable activities. Licensing Authorities may therefore refuse an application or impose conditions if there is "good reason to suppose" that disorder or other harms may occur, even if no current issues exist.

3.8 Opening Hours

The licensing authority aims to support a vibrant and diverse mix of venues offering a wide range of entertainment options that are inclusive, accessible, multi-generational, and contribute to a safe public environment.

City Centre and Locality Considerations

Later opening hours will generally be more suitable within Cardiff city centre than in other parts of the city. The city centre benefits from developed infrastructure that supports a night-time economy, including a comprehensive and integrated CCTV network, extended public transport services, cleansing operations, and a visible enforcement presence. However, many parts of the city centre are also residential areas, and residents have the right to enjoy their homes without undue disturbance.

Applicants should ensure that proposed hours are appropriate for the specific locality. Where relevant representations are made, the Licensing Sub-Committee will determine whether they agree with the characterisation of the area, drawing on both the information presented and their own local knowledge.

Application Approach

Hours will not be reduced purely as a bargaining tool to reach compromise, and applicants are encouraged to request the hours they genuinely intend to operate. Avoiding unnecessary applications for late hours may reduce the likelihood of objections. The existence of neighbouring premises with similar hours will not, on its own, be considered sufficient justification for approving equivalent or extended hours.

Managing Risk

While venue quality and responsible operation are important considerations, a licensee cannot always control customer behaviour after patrons leave the premises. Later terminal hours can increase risks such as public intoxication and disturbance. Licensed hours may therefore be reduced to prevent:

- The likelihood of nuisance
- Peaks in dispersal that could overwhelm public services

The authority will also consider the risks associated with staggered closing times and the potential for migratory drinking, where patrons move from closed venues to premises that remain open.

3.9 Conditions

Where a relevant representation is made, the authority has discretion to take appropriate steps to promote the licensing objectives.

Conditions that merely reflect good management practices should not normally be added to licences unless there is a strong justification. The focus should be on whether the premises can operate in a given locality without undermining the licensing objectives.

While the use of a Plan of Management to demonstrate company policies and procedures is encouraged, it cannot replace licence conditions, as licences can be transferred to new holders.

Relevant conditions are not limited to measures described in this policy. The authority will consider any evidence supporting the need for conditions that promote the licensing objectives.

The Authority will avoid imposing excessive conditions that micro-manage businesses. However, a limited number of well-chosen, clear requirements can help operators understand their obligations and assist with compliance monitoring.

Condition Requirements

When imposing conditions, the following principles will apply. Conditions must be:

- Tailored to the individual premises and licensed activities
- Appropriate, necessary, and proportionate
- Precise, clear, and unambiguous

- Practical, realistic, and enforceable
- Non-duplicative of statutory requirements or offences
- Self-contained, meaning they can be understood without external references
- Modern and fit for purpose

What Conditions Will Not Do

Conditions will not:

- Be applied as standard regardless of circumstances
- Repeat existing offences in the Licensing Act 2003 or other legislation
- Duplicate other statutory duties or responsibilities
- Seek to regulate customer behaviour beyond the direct control of the licence holder and staff
- Require the admission of children to any premises

Model Conditions

The Council may publish and periodically review a set of model conditions. These serve as guidance for applicants when completing their operating schedule and for the Licensing Authority when considering applications. They help identify conditions that may be appropriate for the individual circumstances of each case.

It is important to note that model conditions should not be applied universally or treated as standard conditions regardless of circumstances. Each application must be assessed on its own merits, with conditions tailored to address the specific risks and characteristics of the individual premises and operation.

Child Protection Measures

The licensing authority will not impose child access restrictions unless relevant representations are made and it is considered appropriate for promoting the licensing objectives. In such circumstances, conditions may be attached – for example, preventing children from remaining on licensed premises after a specified time.

In addition to the mandatory age verification condition, child protection measures may include:

- Restrictions on the hours children may be present
- Age-based exclusions during certain activities
- Limitations on areas children can access
- Age restrictions below 18
- Activity-related exclusions
- Requirements for accompanying adults
- Complete exclusion of under-18s when licensable activities are taking place

Conditions requiring the admission of children cannot be attached to a licence. Where no licensing restriction applies, decisions on child access remain at the discretion of the licence holder, club, or premises user.

3.10 Major Event Days

Certain licensed premises, predominantly those located within the city centre, are subject to additional conditions which take effect only when South Wales Police declare a Major Event

Day. These declarations are made where the Police consider that an event - including, but not limited to, international sporting fixtures or large-scale music concerts - is likely to attract substantial numbers of visitors to the city, with an associated potential for increased pressure on the licensing objectives.

Any Major Event Day conditions are specific to the individual licence, but examples of such conditions include the use of non-glass drinking vessels and an increase in the number of door supervisors.

Due to the varied nature and timing of these events, it is not possible to provide specific 'blanket' start and end times for these conditions. Therefore, where a Major Event Day is declared by South Wales Police, they will specify the specific timeframes they consider appropriate for the conditions to be in effect. This will be communicated to the Licensing Authority and relevant premises holders in advance of the event.

3.11 Refusal

If, following relevant representations and a hearing, the Licensing Authority is not satisfied that conditions are sufficient to promote the licensing objectives, it may restrict licensed activities and operating hours, or decline to approve the proposed Designated Premises Supervisor.

Where such measures are still considered inadequate, the Authority's policy is to refuse the application. Applications will also normally be refused where the applicant cannot demonstrate, through evidence of their competence, training, policies, procedures, or track record, that they are capable of promoting the licensing objectives.

3.12 Notification of Decision

Once a determination is made on an application, the authority will notify the applicant and any party required to be notified under the Licensing Act 2003.

At a hearing, the authority may, at its discretion, inform attendees verbally of the decision before issuing the formal written notice. However, the authority reserves the right to issue its decision within five working days of the hearing, except in Summary Review cases where different timescales apply.

4. Types of Licence, Applications, and Licensing Procedures

This section explains the different types of authorisations available under the Licensing Act 2003 and sets out how the Licensing Authority will deal with applications, notices, variations, reviews, and related procedures. While it aims to provide a clear overview for applicants, licence holders, responsible authorities, and members of the public, it cannot cover every possible scenario or detail. For comprehensive and authoritative information, users should also refer to the Licensing Act 2003 itself and the accompanying [statutory guidance](#).

Licences may be required for a wide range of premises and activities, including pubs, bars, restaurants, nightclubs, theatres, cinemas, supermarkets, late-opening cafés and takeaways, and community or village halls. For detailed guidance on the licensing process, applicants are encouraged to refer to the Home Office document *Revised Guidance issued under section 182 of the Licensing Act 2003*, available on the GOV.UK website.

4.1 Premises Licences

A premises licence authorises the use of a premises for one or more licensable activities as defined by the Licensing Act 2003. These include the sale or supply of alcohol, the provision of regulated entertainment, and the provision of late-night refreshment (the sale of hot food and drink between 23:00 – 05:00). Any individual, company, or partnership may apply for the grant or variation of a premises licence.

Applications must be submitted to the Licensing Authority with the prescribed fee, an operating schedule (see below), a plan of the premises, and any relevant consents where applicable.

Once a valid application is received, it will be subject to a 28-day consultation period during which responsible authorities and members of the public may make representations. If no representations are received, the licence will be granted as applied for. Where relevant representations are received during the consultation period, the application will be determined by the Licensing Sub-Committee.

4.2 Club Premises Certificates

A club premises certificate authorises qualifying clubs to supply alcohol and provide regulated entertainment to members and their guests without the need for a designated premises supervisor or personal licence holder. This type of authorisation is intended for long-established, member-based organisations such as social clubs, sports clubs, and political clubs that operate for the benefit of their members rather than the general public.

The application process for a club premises certificate is broadly similar to that for a premises licence, including the requirement to submit an operating schedule, a plan of the premises, and the prescribed fee. However, applicants must also demonstrate that the organisation meets the statutory definition of a “qualifying club” under the Licensing Act 2003. This includes:

- Membership being genuine rather than open to the general public
- Alcohol only being supplied by or on behalf of the club
- No personal profit being derived from the supply of alcohol to members or guests
- Membership having been established for a minimum of two days before use of the premises

Applications are subject to the same 28-day consultation period as premises licence applications, during which responsible authorities and interested parties may make

representations. If relevant representations are received, the application will be determined by the Licensing Sub-Committee.

Holders of club premises certificates must ensure that club rules and membership arrangements clearly reflect the qualifying club criteria and that activities are carried out in a way that upholds the licensing objectives.

4.3 Operating Schedules

The Operating Schedule within the application should be used to set out how the proposed premises will operate or what the variation to the licence will do to the current operation of the premises. Applicants should include as much detail as possible in their operating schedule to enable responsible authorities and other parties to understand the operation of the venue. The information provided within the operating schedule should consider the policy requirements contained within this statement. The applicant should demonstrate how the applicant and the operation of the premises will promote the licensing objectives. Similar information should be provided by Applicants for reviews and other types of permissions.

Residents, businesses, and Responsible Authorities will have regard to the information contained within the operating schedule and therefore it is important to provide as much information upon application as possible. Applicants that do not provide enough information are more likely to receive representations from residents, businesses, or Responsibly Authorities.

Applicants should also take into account reasons for specific policies (such as the Cumulative Impact Assessment) and the unique characteristics surrounding the area in which the venue is located to draft an operating schedule that would address the concerns of responsible authorities and other parties. Applicants may also wish to provide supporting documents to the operating schedule. If additional documentation is to be provided, then it should be submitted when the application is made.

Applicants should engage with the local community as much as possible on the proposed application before submitting it to the Licensing Authority. In some cases, pre engagement with local residents, businesses and responsible authorities can significantly reduce representations to the application and therefore could prevent the need for the application to be determined at a public hearing of the Licensing Authority.

If an application does receive representations the applicant is encouraged to engage with those opposing the application to understand in more detail their concerns and to offer mitigation where possible. Engaging with responsible authorities or other parties as soon as possible after being notified of the representation can enable meaningful discussions that can lead to agreement between both parties.

4.4 Objections to Applications

If, at the conclusion of the statutory 28-day consultation period, no relevant representations are received from responsible authorities or members of the public, the Licensing Authority will grant the application as it was originally submitted.

Where relevant representations are received during the consultation period, the application will be referred to the Licensing Sub-Committee for consideration at a hearing, at which all parties will have the opportunity to present their views.

4.5 Minor Variations

The Licensing Act 2003 allows for a simplified process known as a minor variation to make small changes to an existing premises licence or club premises certificate. This process is designed for variations that will not impact the licensing objectives or alter the overall nature of the licence. Minor variations may include:

- Small changes to the layout or structure of the premises.
- Minor adjustments to licensing hours (not alcohol sales).
- The addition of certain licensable activities that are low-risk in nature.
- Removal of obsolete or redundant conditions.

Applications for a minor variation must be submitted to the Licensing Authority with the prescribed fee and any relevant plans or supporting documents. Unlike a full variation, there is no requirement to advertise the application in a newspaper or copy it to responsible authorities; however, the Licensing Authority will consult any bodies it considers appropriate.

A notice must be displayed at or on the premises for a period of 10 working days, allowing local residents the opportunity to make representations. The Licensing Authority must determine the application within 15 working days of receipt. If the Authority fails to determine the application within this timeframe, the fee will be refunded.

If the proposed changes are likely to affect the licensing objectives, the Licensing Authority will refuse the application, and the applicant will need to submit a full variation instead.

4.6 Licence Reviews

The Licensing Act 2003 provides a mechanism for reviewing a premises licence or club premises certificate where concerns arise about the way licensed premises are being operated. A review enables the Licensing Authority to reconsider the terms of a licence or certificate and, where necessary, take appropriate action to promote the licensing objectives.

A review may be sought by any responsible authority – such as the Police or Environmental Health – or by any other person, including local residents or businesses, who can demonstrate that the operation of the premises is undermining one or more of the licensing objectives. The four licensing objectives are:

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

Applications for a review must be made in writing to the Licensing Authority and must clearly set out the grounds on which the review is sought. Copies must also be served on the premises licence holder or club secretary and all responsible authorities. Upon receipt of a valid review application, the Licensing Authority will commence a statutory 28-day consultation period during which further representations can be made.

Following consultation, the review will be determined at a hearing before the Licensing Sub-Committee. The Sub-Committee may take one or more of the following actions if it considers them appropriate for the promotion of the licensing objectives:

- Modify the conditions of the licence or certificate.

- Exclude a licensable activity from the scope of the licence.
- Remove the designated premises supervisor (for premises licences).
- Suspend the licence or certificate for a period not exceeding three months.
- Revoke the licence or certificate entirely.

Where reviews are instigated following enforcement action, evidence of ongoing issues – such as repeated incidents of disorder, public nuisance, underage sales, or non-compliance with licence conditions – will be key considerations for the Sub-Committee.

Licence holders are strongly encouraged to work constructively with responsible authorities to resolve any issues at an early stage and avoid the need for formal review proceedings.

4.7 Designated Premises Supervisors (DPS)

In accordance with the Section 182 Guidance, the Designated Premises Supervisor (DPS) is responsible for the day-to-day management of activities at premises authorised to sell alcohol. Where a DPS cannot satisfactorily demonstrate their ability to fulfil this role, the Premises Licence holder may be expected to appoint an appropriate alternative person.

After the appointment of a Designated Premises Supervisor, if problems arise relating to their performance, the police can at any stage seek a review of a Premises Licence on any grounds relating to the licensing objectives.

The licensing authority will not normally impose conditions related to the management competency of Designated Premises Supervisors, except where it is considered appropriate that in the circumstances associated with particular premises, poor management competency could give rise to issues of crime and disorder, public safety and public nuisance.

4.8 Personal Licence

A personal licence authorises an individual to sell or authorise the sale of alcohol at premises licensed for that purpose. It is designed to ensure that those responsible for the sale of alcohol are properly trained and qualified to uphold the licensing objectives.

Applicants for a personal licence must:

- Be aged 18 or over
- Hold a qualification accredited by the Secretary of State to demonstrate knowledge of licensing law and the social responsibilities associated with alcohol sales
- Not have forfeited a personal licence within the previous five years
- Not have relevant unspent convictions that would undermine the licensing objectives

Applicants are required to provide two passport-style photographs, a criminal conviction certificate or basic DBS check issued within the previous month, the relevant qualification certificate, and the prescribed fee.

Personal licences are issued for an unlimited duration and are portable, meaning they can be used anywhere in England and Wales. The designated premises supervisor (DPS) named on any premises licence that permits the sale of alcohol must hold a valid personal licence.

4.9 Temporary Event Notices (TENs)

The Licensing Act 2003 permits small-scale events involving licensable activities to be held without the need for a premises licence, provided that the event will accommodate no more

than 499 people at any one time and will last for no longer than 168 hours (seven consecutive days). Advance notification must be given to the Licensing Authority, Environmental Health, and the Police through the submission of a Temporary Event Notice (TEN).

There are two categories of TENs:

- Standard TEN – must be submitted at least 10 clear working days before the event.
- Late TEN – can be submitted between 5 and 9 working days before the event, but cannot be given more than once the standard notice period has expired.

Under the Act, the limits on the use of TENs are:

- Personal licence holders may give up to 50 TENs per calendar year.
- Non-personal licence holders may give up to 5 TENs per calendar year.
- Each premises may be used under a TEN no more than 15 times per calendar year, covering a maximum of 21 days in total.
- The maximum duration of any single event authorised by a TEN is 168 hours.
- A minimum of 24 hours must elapse between events held at the same premises by the same premises user.

While statutory notice periods allow for standard or late TENs as described above, the Council strongly encourages organisers to give at least one month's notice. This provides sufficient time to check compliance with legislative limits and to arrange a Licensing Sub-Committee hearing if objections are made by the Police or Environmental Health. Such objections must be submitted within three working days of receiving the notice and must relate to one or more of the licensing objectives.

4.10 Shadow Licences

A Shadow Licence is commonly understood to refer to a Premises Licence granted on the same (or similar) terms to a pre-existing licence, typically held as a contingency measure by the property owner to preserve the licensing position in the event of action being taken against the original licence or its lapsing.

Where an application for a Shadow Licence is made, the licensing authority will expect there to be a clear distinction made regarding the circumstances in which that licence will function instead of the original.

Similarly, the licensing authority would expect any application for a review of a premises where there is a Shadow Licence to be accompanied by a concurrent application for review of the Shadow Licence to avoid the review process being undermined.

4.11 Large Scale Events

Events with a capacity of more than 499 people where licensable activities are to take place will require a premises licence under the Licensing Act 2003. These events, whether one-off or recurring, generally demand a high level of forward planning, coordination, and consultation with responsible authorities and partner agencies to ensure public safety and compliance with statutory requirements.

Organisers are encouraged to engage with relevant bodies at the earliest possible stage in the planning process. Cardiff Council operates an Events Liaison Panel, which brings together

representatives from various Council services, South Wales Police, South Wales Fire and Rescue Service, the Ambulance Service, and other relevant agencies.

The Panel provides advice and guidance to event organisers to help ensure that events are managed safely, responsibly, and in accordance with all relevant legislation.

Early contact with Licensing and Health and Safety Services is strongly recommended to discuss proposals and determine whether the event is suitable for consideration by the Events Liaison Panel. This collaborative approach helps identify potential issues, ensure appropriate risk management, and promote safe and enjoyable events for attendees and local communities.

For further information or to discuss a proposed event, contact Shared Regulatory Services on 0300 123 6696.

4.12 Licensing Fees

All applications and notifications under the Licensing Act 2003 are subject to prescribed fees set in legislation. No refund will be provided for applications or notices that are withdrawn or refused.

Cardiff Council will use its powers under the Act to suspend premises licences or club premises certificates where the annual fee is not paid. Suspension will remain in force until the outstanding fee has been received in full. Licence holders are responsible for ensuring that payment is made on time to avoid disruption to licensable activities.

5. Making Representations

Any person, body, or business may make a representation about an application for a premises licence, club premises certificate, provisional statement, or variation under the Licensing Act 2003. Representations are a critical part of the licensing process, allowing local residents, businesses, responsible authorities, and others to raise relevant concerns or support relating to an application.

5.1 What is a Representation?

A representation is a formal written statement setting out reasons why an application should be granted (with or without conditions) or refused. Representations can be made either in support of, or in opposition to, an application, but must relate to one or more of the four licensing objectives:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

5.2 Who Can Make a Representation?

Representations can be made by:

- Responsible authorities, including the Police, Environmental Health, the fire authority, local health board, Trading Standards, and Children's Services.
- Any other person, such as local residents, businesses, or community groups directly affected by the application.
Physical proximity to the premises is not required, but the representation must demonstrate a direct link to at least one of the licensing objectives.

5.3 What Makes a Representation Relevant?

Only *relevant representations* will be considered by the Licensing Authority. A representation is relevant if:

- It addresses one or more of the licensing objectives.
- It is not frivolous, vexatious, or repetitive.
- It is submitted within the statutory 28-day consultation period from the date the application is advertised.

Representations that do not relate to the licensing objectives, or those that are repetitive, frivolous, or vexatious, will be rejected. Representations must also relate directly to the application being considered. For example, where a variation application is submitted, the representation must focus on the part of the licence that is proposed to change. Matters such as the need for another premises, property values, or general traffic issues are not relevant and cannot be taken into account.

Evidence submitted in support of a representation may be deemed irrelevant if it cannot be positively linked to the particular premises or the concerns raised.

Where a representation suggests conditions to be attached to a licence, those proposed conditions should be specific, proportionate, and directly relevant to addressing the particular

issues identified in the objection. Generic or disproportionate conditions that do not clearly relate to the licensing objectives will not normally be considered appropriate.

5.4 How to Submit a Representation

Representations must be made in writing and clearly state:

- Your name, address, and contact details.
- The application to which you are referring.
- The licensing objectives you believe are at risk and the reasons for your view.
- Any supporting evidence.

Representations can be sent by post, or email to licensing@cardiff.gov.uk. Anonymous representations cannot be accepted, although names and addresses may be withheld from public reports at the discretion of the Licensing Authority where there is a genuine risk to the individual.

6. Licensing Sub-Committee Hearing (Guide for Attendees)

The Licensing Sub-Committee hearing is a formal meeting where three councillors (the Sub-Committee) consider representations about licensing applications or licence reviews. If someone has made a representation, this section explains in clear terms what to expect and how the hearing is conducted in Cardiff.

6.1 What is the Hearing?

The hearing provides an opportunity for the applicant, responsible authorities, and members of the public who have made representations to present their views directly to the Sub-Committee. The Sub-Committee will decide whether to grant, modify, or reject the licence application, guided by the licensing objectives and Cardiff Council's Statement of Licensing Policy.

6.2 Who Will Be Present?

- Three councillors forming the Licensing Sub-Committee, including the Chair
- The applicant or their representative(s)
- Persons who have made relevant representations (objectors/supporters)
- Licensing officers who support the meeting
- A legal adviser to ensure correct procedure
- Democratic services staff to take notes and assist

6.3 Before the Hearing

All parties will be given notice of the hearing date, time, and location, usually at least five working days beforehand, along with copies of all relevant documents. If you wish, you may bring someone to support or represent you, such as a friend, legal representative, or an advocacy group. Additional evidence should be submitted before a specified deadline, typically five working days before the hearing.

6.4 Hearing Procedure

Applicant outlines their application

The applicant or their representative will first outline their application and respond to any points raised in representations. This is the opportunity for them to explain the application fully and address relevant issues.

Questions to the applicant

Members of the Sub-Committee and those who have made representations may ask questions to the applicant about their application or any related matter. This is to clarify issues and gain a better understanding.

Representations by objectors or supporters

Those who have made representations are then invited to present their representation. They explain their reasons for supporting or opposing the application based on the licensing objectives.

Questions to objectors

The Sub-Committee and the applicant may ask questions to the objectors seeking clarification on their representations or information they have provided.

Objectors' summing up

Once questions have concluded, the objectors have the opportunity to make a final summary statement. This summing up allows them to address any points that were raised during the hearing, reinforcing their position.

Applicant's summing up

The applicant has the final opportunity to sum up the case. This is their chance to respond to issues raised by objectors and highlight key points before the Sub-Committee retires to make a decision.

6.5 Decision Making

After the hearing, the Sub-Committee will deliberate in private. They will make a decision based on the evidence and representations presented, ensuring that it aligns with the licensing objectives and Council policy. The decision will normally be announced at the hearing or communicated in writing within five working days.

6.6 If You Cannot Attend

If a party cannot or chooses not to attend, the hearing may proceed in their absence using written representations. The Sub-Committee may adjourn the hearing if more information or time is needed to ensure fairness.

6.7 Tips for Attending

- Prepare your comments focusing on how the application impacts the licensing objectives: prevention of crime and disorder, the prevention of public nuisance, public safety, and the protection of children from harm.
- Be clear and concise. Avoid repeating points already made by others unless adding new information.
- Use the question phase only to ask questions for clarification – this is not the time to make your representation. You will be given a specific opportunity to present your representation separately.
- Address comments to the Chair to maintain proper order.
- Be courteous and respectful throughout.
- Seek advice from the licensing officer if uncertain about the process.

7. Promotion of the Licensing Objectives

When carrying out its functions and exercising its powers, the Licensing Authority will always seek to promote the licensing objectives. Through this, the Authority aims to encourage a safe and crime-free environment in which everyone can enjoy the full range of leisure and entertainment activities available in Cardiff.

The licensing objectives are:

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

These objectives form the central focus for the Licensing Sub-Committee when determining applications and considering the need for conditions.

In furthering these objectives, the Authority will also draw on its powers under the Licensing Act 2003 alongside a wider range of measures, including planning and transport controls, crime and disorder policies, and pollution control.

Where an application could adversely affect one or more of the licensing objectives, members of the public and businesses have the right to make representations against it. Such representations are vital to ensuring that applications and notices receive thorough consideration. All relevant representations will be taken into account, but those deemed frivolous, vexatious, or repetitious will not be considered.

In addition to making representations, this Policy does not prevent affected parties from using their legal rights to request a Review of an existing licence or certificate if necessary.

The Licensing Authority works in partnership with the Police, Fire Authority, and other responsible authorities to further promote the licensing objectives through the representation and review system established by the Licensing Act 2003.

7.1 Prevention of Crime and Disorder

Under the Crime and Disorder Act 1998, the Council must exercise its functions with regard to the likely impact on crime and disorder within its area and take all reasonable steps to prevent such issues.

The Licensing Authority will therefore promote the objective of preventing crime and disorder wherever appropriate, supporting local crime reduction strategies and initiatives designed to improve public safety.

The Authority will usually look to South Wales Police as the primary source of advice on crime prevention. Applicants are strongly advised to consult the Police on appropriate measures to include in their Operating Schedules to help prevent crime and disorder.

Licence holders should maintain clear, documented policies and procedures identifying all crime and disorder risks relevant to their premises, along with the measures in place to prevent, manage, and respond to those risks. When preparing these plans, the following factors may be relevant:

- Provision and maintenance of CCTV systems compliant with data protection legislation (see www.ico.org.uk)
- Staff training in crime prevention and conflict management
- Use of security radios
- Employment of door staff licensed by the Security Industry Authority
- Measures to verify customers' ages
- Use of external lighting, taking care to avoid light nuisance to neighbours
- Membership of a recognised Pubwatch scheme
- Restricting alcohol sales to accompany food service
- Measures to prevent the use or supply of illegal drugs and new psychoactive substances
- Frequent staff briefings
- Effective door policies, including search, capacity management, queuing, and ejection/refusal procedures
- Use of plastic or polycarbonate glasses instead of glass during major events in Cardiff
- Clearly displayed admission policies, including age restrictions and dress codes
- Dispersal policies for managing patrons leaving the premises

These examples are provided to guide applicants when drafting their operating schedules. The list is not exhaustive, and the Licensing Authority will not use it to impose standard conditions. Each application will be considered on its individual merits.

Off-Sales of Alcohol

Applications for licences permitting off-sales of alcohol will be carefully considered in areas where evidence shows problems of street drinking or disorder. Where relevant representations are received, the Sub-Committee must be satisfied that granting the licence would not undermine any of the licensing objectives.

Applicants should pay particular attention to the hours applied for and the types of alcohol products proposed. Premises licensed to sell alcohol at times earlier or later than neighbouring premises may attract individuals who are alcohol dependent.

The Licensing Authority recognises that off-sales within the city centre present unique challenges, particularly where high footfall in public spaces makes it difficult to attribute street drinking or associated anti-social behaviour to any specific premises. In addressing these challenges, the Authority acknowledges the Revised Guidance issued under Section 182 of the Licensing Act 2003 (Paragraph 2.28), which states:

"Licence conditions cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave."

Consistent with the spirit of this Guidance, the Authority accepts that a licensee's primary responsibility is the management of their premises and its immediate vicinity. Licensed premises – including supermarkets and off-licences – are not expected to be held accountable for broad, cumulative social issues in the city centre that fall beyond their reasonable control. Consequently, any request for a business to curtail or significantly alter its legal trading activities should be supported by clear evidence linking the operation of that specific premises to identified disorder or nuisance.

The Licensing Authority expects licence holders to focus their efforts on areas within their direct control. This includes robust internal management, such as the strict application of Challenge 25 and the refusal of sales to intoxicated customers. Furthermore, licensees should implement effective "immediate vicinity" measures, such as the active management of patrons directly outside the shopfront, the use of clear signage to promote quiet dispersal, and regular litter collection.

Drinking Vessels

In the City Centre or near large sporting venues, licensees may need to restrict the types of drinking containers used in order to promote the licensing objectives. Any such restrictions should be included in the Operating Schedule. However, restrictions should not conflict with trading standards requirements.

As glass bottles and glasses can be used as weapons during disorder, licensees should consider using non-glass alternatives, especially during major event days when city attendance is high. South Wales Police publish details of Cardiff's major event days on www.ourbobby.com.

Appropriate conditions can reduce harm and disorder and prevent licence reviews. The Government supports a risk-based approach – rather than a blanket ban – when requiring licensed premises to use safer alternatives to glass.

Discounting and Sales Promotions

Irresponsible discounting and alcohol sales promotions can lead to drunkenness and disorder. Applicants and licence holders are encouraged to adopt local or voluntary industry codes of practice to prevent problems arising from such promotions.

It is a mandatory condition that no irresponsible drinks promotions are carried out for the purpose of encouraging alcohol sales on the premises.

Traffic Light System

South Wales Police's 'Traffic Light System' is a management tool for addressing alcohol-related crime and disorder in licensed premises. It is based on data shared by the Police and health services, categorising venues according to evidence about incidents.

The system – developed in agreement with the Cardiff Licensees Forum – uses data from the Safer Capital Partnership and the University Hospital of Wales/NHS Trust. It draws on details about the time, place, and type of incidents linked to alcohol-related crime and disorder.

Pubs and clubs in Cardiff City Centre are categorised by size (small, medium, or large) and location. Monthly analyses of the preceding six months of data are used to allocate points, which determine the venue's category:

- **Red:** Immediate action required
- **Amber:** Monitor closely
- **Green:** No current concerns

Premises falling into the **Red Zone** are assigned a dedicated licensing officer who works with management to develop a SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) action plan for improvement. Progress is monitored through both the points system and compliance with the plan. If there is no demonstrable improvement, enforcement action may be taken against the Designated Premises Supervisor.

Where problems persist and the licensing objectives continue not to be upheld, the premises may be referred to the Licensing Sub-Committee for a Review.

7.2 Public Safety

Applicants should consider the layout and intended use of their premises and set out, within their Operating Schedule, how they will ensure safe use of the premises and uphold the public safety licensing objective.

Applicants are legally required to comply with a range of public safety legislation, including the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005. Under these laws, they must carry out suitable and sufficient risk assessments of their activities. Since the Regulatory Reform (Fire Safety) Order 2005 came into force in 2006, any licensing conditions relating to fire safety requirements or prohibitions that could be made under the Order automatically cease to have effect.

Failure to comply with the Fire Safety Order or other Health and Safety legislation can undermine the public safety objective and may result in representations from relevant responsible authorities. Applicants are therefore advised to seek professional guidance on public safety matters before opening their premises or making variations to their licence.

When considering public safety, relevant factors may include:

- Emergency access
- Facilities for disabled people, particularly in emergency situations
- Adequate provision of general and emergency lighting
- Regular equipment checks at specified intervals
- Use and ratio of door staff
- Measures to manage risks associated with glass, such as provision of bins, use of safer drinking vessels, and glass collectors
- Steps to prevent overcrowding, including recording customer numbers
- Appropriate seating arrangements (e.g. specified numbers or floor area for seating)
- Sufficient internal and external lighting, especially on stairways and entry/exit routes
- Comprehensive staff training in areas such as first aid, fire safety procedures, evacuation procedures, managing security threats, and preventing overcrowding
- Any other measures deemed necessary to promote public safety

These examples are provided for guidance to assist applicants when preparing their Operating Schedules. The list is not exhaustive and will not be used by the Licensing Authority to impose standard conditions. Each application will be assessed on its individual merits.

The Licensing Authority may also consider it appropriate, in the interests of public safety and the prevention of disorder, to impose a maximum capacity condition on premises where relevant representations have been received and no such limit has been applied under other legislation.

7.3 Prevention of Public Nuisance

Applicants should consider the proximity of their premises to residential properties and other businesses, and must explain within their Operating Schedule how they will promote the licensing objective of preventing public nuisance.

Cardiff has very few purely commercial areas. Outside the City Centre, residential dwellings are often situated above or adjacent to licensed premises. Even premises in main shopping areas or mixed-use neighbourhoods may therefore require particular attention to the potential for noise and other disturbances.

Leisure and entertainment venues make a valuable contribution to the city's economy and social vibrancy. However, the late-night element of the industry can also be associated with anti-social behaviour and negative impacts on the amenity and wellbeing of local residents. The Licensing Authority must therefore balance the benefits of licensed premises against the need to prevent disturbance and nuisance.

The Authority generally considers that late-night bars, nightclubs, and premises primarily used for vertical drinking are unsuitable in predominantly residential areas due to the likelihood of noise and disturbance, particularly during later hours of operation.

When assessing applications, the Licensing Authority will take into account not only specific licensable activities (such as the playing of music), but also associated issues such as noise from customers leaving, vehicle movements, or refuse disposal. Bottle disposal, deliveries, and waste collection should not ordinarily take place during sensitive hours, particularly late at night or early in the morning.

Operators should take particular care to manage customers in external drinking, smoking, or queuing areas to prevent disturbance to nearby residents. As a guide, the terminal hour for external areas that are in close proximity to residential properties does not exceed 21:00 hours. Smoking areas should be located as far away as practicable from residential premises, with suitable receptacles provided for cigarette ends. Pavements should remain clear so that pedestrians are not forced into the road.

Where off-sales of alcohol or takeaway food are permitted, licence holders remain responsible for managing litter associated with their operation, ensuring that discarded packaging, bottles, or cups are regularly collected and that suitable waste bins are provided.

Applications seeking extended hours for alcohol or entertainment are likely to be most appropriate in the City Centre or Mermaid Quay. Elsewhere, the acceptability of proposals will depend on local context and the proximity of residential accommodation. Applicants can reduce the risk of representations by including robust and specific nuisance control measures within their Operating Schedules.

Licence holders should maintain written procedures identifying potential sources of public nuisance and detailing how these will be prevented, monitored, and addressed. Regular engagement with local residents and neighbouring businesses is encouraged to promote positive relationships and rapid resolution of any concerns.

Relevant considerations when preparing Operating Schedules include:

- Installation and maintenance of soundproofing and acoustic control measures (e.g. double glazing, acoustic lobbies, doors kept closed, automatic closers, or approved noise limiters)
- Limiting entertainment in external areas or at sensitive times
- Displaying clear signage requesting customers to respect neighbours and leave quietly

- Managing external and smoking areas to prevent disturbance and limit capacity or hours of use
- Providing staff supervision or noise monitoring during entertainment periods
- Implementing a Noise Management and Dispersal Plan, including procedures for addressing noise complaints and staff training
- Restricting waste and bottle disposal to appropriate hours
- Using suitable external lighting and positioning speakers or plant to minimise noise impact
- Maintaining graffiti-free frontages and litter-free surroundings
- Recording and responding promptly to any noise complaints

These examples are indicative and provided to assist applicants in developing proportionate and effective control measures. They are not intended as standard conditions, and each application will be assessed on its individual merits.

Outdoor Events

Cardiff hosts numerous outdoor events each year, including concerts, community festivals, and sports fixtures that bring people together and support local trade. It is important that these events maximise community and economic benefits while minimising nuisance to nearby residents.

Event organisers should consult the Council's Pollution Control Team and the South Wales Police Licensing team at an early stage. Larger events may also be reviewed by the Council's Events Liaison Panel to ensure that appropriate safety, noise, and nuisance mitigation measures are in place.

When planning outdoor events, organisers should consider:

- The positioning, orientation, and control of speakers and sound systems relative to residential properties
- Event operating hours, including times for sound checks, set-up, and dismantling
- Compliance with the Code of Practice on Environmental Noise Control at Concerts
- Whether specialist acoustic advice is required to determine suitable noise limits and monitoring requirements
- On-site noise monitoring arrangements and actions to be taken if limits are exceeded
- Location and acoustic treatment of generators and plant
- Waste management and recycling arrangements
- Placement of lighting and other equipment to avoid residential intrusion
- Advance notification to local residents and the provision of contact details for the duration of the event
- Limiting the frequency and number of outdoor events where appropriate

By incorporating these considerations into their event management and licensing applications, organisers and operators can help ensure that activities are well-managed, socially responsible, and compatible with community expectations.

7.4 Protection of Children from Harm

In fulfilling its duty to protect children from harm, the Licensing Authority has identified Cardiff Council's Children's Services as the responsible authority for matters relating to child protection.

The Licensing Authority considers that the admission of children to licensed premises should generally be a matter for the discretion of the licence holder. The Authority will not impose conditions requiring the admission of children, but will encourage licensed premises to adopt family-friendly policies and provide appropriate facilities where possible, in line with the Licensing Act 2003.

Access by children to licensed premises will not normally be restricted unless necessary to prevent their harm, abuse, neglect and exploitation. This can include, physical, sexual, emotional or psychological, neglect and financial, abuse.

The Licensing Authority may expect additional measures, or impose conditions, to protect children where:

- A current member of staff has been convicted of serving alcohol to minors
- The premises has a known association with drug use and/or supply
- Gambling (other than amusement with prize machines) forms a prominent part of the premises' activities
- Entertainment of an adult or sexual nature is commonly provided
- The supply of alcohol for on-site consumption is the exclusive or primary purpose of the premises

In such cases, partial restrictions are more likely than a complete ban. These may include limiting the hours during which children may be present, imposing age restrictions, requiring children to be accompanied by an adult, or excluding under-18s from specific areas or activities within the premises.

Where regulated entertainment is provided primarily for unaccompanied children (for example, under-18 events in nightclubs), competent adult supervision is mandatory. This includes having a sufficient number of attendants to manage the safe access and exit of children and to ensure their wellbeing. If children perform as entertainers, a responsible adult must also be present.

Where regulated entertainment is provided primarily for unaccompanied children (for example, under-18 events in nightclubs), competent adult supervision is mandatory. This includes having a sufficient number of attendants to manage the safe access and exit of children and to ensure their wellbeing.

Attendants who provide care for or supervision of children at such events on more than 3 days in a 30-day period, or overnight between 2am and 6am with the opportunity for face-to-face contact with children, are likely to be engaged in regulated activity with children as defined by the Safeguarding Vulnerable Groups Act 2006. Such individuals must hold an Enhanced DBS certificate with a check of the Children's Barred List, in accordance with the [Disclosure and Barring Service Guide to Child Workforce Roles](#) (page 3, point 2). Licence holders must ensure appropriate safeguarding checks are completed before deploying staff in these roles.

For the purposes of this Policy, an "attendant" refers to any competent adult engaged by the licensee (either directly or through an agency) to assist children entering and leaving the

premises, to maintain good order, and to ensure decent behaviour both inside and around the premises. Attendants who are not registered with the Security Industry Authority (SIA) may only be used with the written permission of the Licensing Authority.

There is an expectation that licence holders will put in place robust and effective measures to ensure age restrictions are properly enforced. Relevant measures include:

- Details of acceptable forms of identification
- Use of till prompts to verify age at point of sale
- Maintenance and regular review of refusal logs

All such measures should be supported by comprehensive and documented staff training.

The Licensing Authority endorses the Code of Practice operated by the Portman Group on the Naming, Packaging and Promotion of Alcoholic Drinks. The Code ensures that alcoholic products are marketed responsibly and only to those aged 18 and over. The Authority commends this Code to all applicants and licence holders.

Operation Makesafe

South Wales Police lead a dedicated partnership initiative called Operation Makesafe. This operation is designed to raise awareness of child sexual exploitation (CSE) within the business community, including licensed premises and the hospitality sector.

The initiative focuses on upskilling staff to identify "indicators of exploitation" such as grooming behaviours or young people in the company of significantly older individuals and ensures they understand how to respond appropriately.

The Licensing Authority supports this initiative as an example of proactive multi-agency activity. Licence holders can access Operation Makesafe resources, including training materials and guidance, to support their staff in safeguarding children and promoting the licensing objectives.

Exhibition of Films

Where a Premises Licence authorises the exhibition of films, it must include a condition requiring that the admission of children is restricted in accordance with either:

- The classification issued by the British Board of Film Classification (BBFC), or
- Where the film is not classified by the BBFC, any recommendations made by the Licensing Authority.

In accordance with guidance issued under Section 182 of the Licensing Act 2003, the Licensing Authority's primary concern when classifying films will be the protection of children from harm. It will not use its powers to censor films unless there is clear cause to believe such action is necessary to promote the licensing objectives.

The BBFC's classification system is nationally recognised and widely understood. The Licensing Authority will use this system as a reference point when determining its own recommendations on restricting children's access to films. However, the Authority is not required to follow the BBFC guidelines and may apply its own judgement where appropriate.

Requests for certification by the Licensing Authority should be submitted to the Licensing Unit at least 28 days before the proposed screening date. Requests must include:

- A physical copy of the film, or a link to an online viewable copy
- Details of any existing classification issued by a recognised classification body, within or outside the UK
- A synopsis highlighting any content likely to influence the age rating
- Any age recommendation provided by the filmmaker for the film's intended audience
- The applicant's proposed age certification for the film

7.5 Alcohol Deliveries

The Licensing Authority recognises that particular risks exist in connection with delivery services for alcohol, as these transactions often occur without the direct supervision of a Personal Licence Holder at the point of handover and the person making the delivery may feel pressured to hand over the alcohol without properly checking that the person receiving the alcohol is not intoxicated and at least 18 years of age, particularly if the alcohol has already been paid for and the delivery person is not directly employed by the licensed premises. Deliveries may also be requested to locations other than fixed addresses such as public parks or other 'open-air' venues, which poses a high-risk.

In considering applications for delivery services, in addition to other relevant elements of the policy, the licensing authority will consider how the applicant will ensure that this service is not likely to adversely impact on the licensing objectives. Relevant considerations may include:

- Alignment with the Retail of Alcohol Standards Group (RASG) Best Practice for Rapid Delivery Services.
- Clarification on whether delivery services are carried out by third parties or in-house employees.
- The nature of the vehicles used and the likely local areas of delivery.
- How vehicles and delivery couriers will service the venue, including parking and waiting areas.
- Any contractual arrangements with delivery services, including specific disciplinary procedures.
- History of compliance and any proposed restrictions on service.
- Robust arrangements for age verification and recording Challenge 25 checks.
- Maintenance of a comprehensive refusal log for alcohol deliveries, recording all instances where service was denied due to intoxication or lack of ID.
- Prohibitions on delivering alcohol to open spaces, parks, or landmarks.
- Mitigation of noise nuisance at residential delivery points and during the collection process.
- Measures to ensure delivery riders do not contravene highway regulations, such as illegal parking or pavement cycling.
- Where alcohol is served by a delivery, the items have already been paid for before the courier arrives at the delivery location. Typically, couriers will wish to finish the job as soon as possible and it is questionable whether it can be reasonably expected that a courier, eager for the next job, would robustly carry out the necessary checks, e.g. wait for a customer to produce ID documents or to show that the recipient is the same person who placed the original order associated with refusing the sale of alcohol and then having to deal with the added workload of returning the goods.
- Ensuring alcohol is only left with the named purchaser at a fixed physical address.

- Strategies to prevent delivery to individuals who are already intoxicated, especially during early morning hours.

8. Responsible Authorities

Responsible Authorities are public bodies that must be notified of applications made under the Licensing Act 2003. They are entitled to make representations on applications for the grant, variation, or review of licences.

Responsible Authorities include:

- The relevant Licensing Authority, and any other Licensing Authority in whose area part of the premises is situated.
- The Chief Officer of Police.
- The local Fire and Rescue Authority.
- The relevant enforcing authority under the Health and Safety at Work etc. Act 1974.
- The local authority with responsibility for Environmental Health.
- The local Planning Authority.
- A recognised body representing those responsible for the protection of children from harm.
- The Director of Public Health in England / the Local Health Board in Wales (in Cardiff this is Cardiff and Vale University Health Board).
- The local Weights and Measures Authority (Trading Standards).
- Home Office Immigration Enforcement (on behalf of the Secretary of State).

8.1 The Licensing Authority as a Responsible Authority

The Licensing Authority may act as a Responsible Authority in its own right. This means the Licensing Authority can make representations on applications but will do so only where appropriate, considering the particular circumstances and its duties under Section 4 of the Licensing Act 2003.

The Licensing Authority will not normally make representations on behalf of other persons (such as residents or councillors) because they can make representations in their own right.

Other Responsible Authorities are expected to represent issues within their own remit (e.g. South Wales Police on crime and disorder).

Examples where the Licensing Authority may make representations include:

- Where there is evidence of non-compliance with an existing Premises Licence (in the case of variation or review applications).
- Where a premises is located within a Cumulative Impact Policy area and it is not satisfied that the applicant can demonstrate no adverse effect on the licensing objectives.

Conditions proposed or interpreted by the Licensing Authority will be expected to be proportionate, realistic, specific, measurable, and achievable.

To maintain transparency, a clear distinction will be made between officers acting on behalf of the Licensing Authority as a Responsible Authority (usually officers in the Enforcement Team), and those administering the application and preparing Licensing Sub-Committee reports (usually officers in the Technical Team).

8.2 Local Health Board

Since April 2012, Local Health Boards in Wales have been included as Responsible Authorities. In Cardiff, this role is fulfilled by the Cardiff and Vale University Health Board (UHB). Although public health is not a licensing objective, the UHB provides valuable evidence relevant to the existing objectives, for example linking hospital admissions to alcohol-related crime and disorder or public safety issues.

The UHB monitors:

- Emergency Unit attendances.
- Hospital admissions.
- “Last Drink” data

This evidence helps identify trends and issues in alcohol consumption and harm.

The UHB will use its data and intelligence, alongside sources such as the Alcohol Treatment Centre and Emergency Department, to support representations where appropriate.

8.3 Home Office (Immigration Enforcement)

Since April 2017, Home Office Immigration Enforcement has been a Responsible Authority under the Licensing Act 2003. Its primary concern is preventing illegal working and wider immigration offences. Accordingly, the Home Office may make representations linked to the crime and disorder licensing objective.

8.4 Other Persons

The Licensing Act 2003 allows any “other person” to make representations on licence applications if they are relevant to at least one of the licensing objectives.

“Other person” includes any individual, body, or business likely to be affected by the operation of licensed premises, regardless of geographical proximity.

Local councillors may make representations in their own right or on behalf of a named resident or business, when specifically requested to do so.

9. Partnership Working and Coordinated Enforcement

9.1 Enforcement and Agency Integration

Cardiff Council, as the Licensing Authority, works in close partnership with a wide range of agencies to address issues arising under the licensing regime. Where appropriate, it will also make use of measures outside the licensing framework. These include collaboration with local businesses, transport operators, and other Council departments to help create a safe, clean, and well-managed city centre environment.

A key partnership exists with South Wales Police to identify, monitor, and take action against premises that present a high risk to achieving the licensing objectives. The Licensing Authority will take all reasonable steps to enforce laws relating to disorder and anti-social behaviour. This may include:

- Issuing fixed penalty notices where the law permits
- Prosecuting any Personal Licence holder or member of staff who sells alcohol to a person who is drunk
- Confiscating alcohol from children and from adults in designated areas

The Police also have statutory powers to close licensed premises or temporary events immediately – up to a maximum of 24 hours – if there is disorder, a risk of disorder, or if the venue is causing excessive noise.

Since April 2017, the Home Office Immigration Enforcement has been a responsible authority under the Licensing Act 2003. Individuals applying for a personal licence or premises licence must be able to demonstrate their legal right to work in the UK. The Licensing Authority works closely with Immigration Enforcement Officers to ensure compliance with the law on preventing illegal working, in support of the licensing objectives.

Where anti-social behaviour linked to licensed premises causes nuisance, the Police, other responsible authorities, local residents, or businesses may request a formal review of the licence or certificate. Any review application must be supported by clear evidence on which the Licensing Authority's decision will be based. Before making an application, parties will be encouraged to discuss the matter with a view to reaching a satisfactory resolution wherever possible.

Any enforcement action taken will follow the principles set out in the Shared Regulatory Services' Enforcement Policy, which is publicly available via the Shared Regulatory Services website. The frequency and depth of inspections will be determined by a risk assessment for each premises, based on their compliance with the licensing objectives.

Formal enforcement protocols are in place between the Licensing Authority and other partners, including:

- South Wales Police
- Local Authority Pollution Control
- Health and Safety Services
- Trading Standards
- South Wales Fire and Rescue Service

These protocols ensure coordinated inspections and enforcement, targeting agreed problem or high-risk premises, while adopting a “lighter touch” approach to low-risk businesses. They also help to avoid duplication between Council services and support a joined-up local approach.

The Licensing Authority recognises the Cardiff NIGHT Forum (formerly the Licensees’ Forum) and its role in fostering collaboration among licensees, Cardiff Council, and South Wales Police. The Authority welcomes the Forum’s ongoing contributions to consultation and its informal support, acknowledging it as an additional resource for businesses seeking to enhance their alignment with the licensing objectives.

9.2 Other Relevant Legislation and Strategies

When carrying out its functions, the Licensing Authority will meet all statutory responsibilities under relevant legislation. For example, under the Equality Act 2010, public authorities have a legal duty to:

- Eliminate unlawful discrimination, harassment, and victimisation
- Advance equality of opportunity
- Foster good relations between people who share different protected characteristics

The protected characteristics under the Act are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Cardiff Council recognises and values the diversity of the city’s communities. It is committed to ensuring that neither this Statement of Licensing Policy nor the day-to-day work of the Licensing Authority discriminates against any group.

In addition to the Licensing Policy, a number of Council and Government strategies and policies complement and support this approach, including:

- Shared Regulatory Services’ Enforcement Policy
- The Regulators’ Code
- Crime and Disorder Reduction Strategy
- Cardiff Without Violence 2025–2028
- Drugs and alcohol strategies
- Planning policies and supplementary guidance
- Arts, cultural and tourism strategies
- Objectives of the Security Industry Authority (SIA)
- Equality – Making the Difference in Cardiff (Cardiff Strategic Equality Plan)
- Social Services and Well-being (Wales) Act 2014
- Wales Safeguarding Procedures
- Cardiff Council’s Modern Slavery Statement
- Welsh Government guidance for Preventing Modern Slavery for Businesses

The Social Services and Well-being (Wales) Act 2014 alongside the Wales Safeguarding Procedures impose statutory duties to safeguard children and adults at risk from abuse or neglect. Where attendants or any licensees work with or in proximity to children and adults at risk, adherence to these legal frameworks and safeguarding procedures is essential to protect wellbeing and ensure compliance with statutory responsibilities.

Priority 4 of the Cardiff Without Violence Strategy is:

To work in partnership to prevent violence occurring in the night-time economy by identifying potential risks and vulnerabilities, ensuring that everyone is safe in the city after dark.

To contribute to this priority, the Authority will:

- Deliver and raise awareness of various support services and safe spaces that are available to users of the night-time economy when they are vulnerable or feel unsafe.
- Develop a harm reduction approach to reduce the risk of harm from alcohol and other substances. Building this approach with key partners such as licenced premises, police, health, colleges, and universities.
- Support all organisations that operate in the night-time economy with their workforce's knowledge of issues such as, but not limited to, sexual violence, drink spiking, and exploitation, by providing them with opportunities to access Vulnerability Awareness Training.

9.3 Planning

Planning and licensing operate under separate legal frameworks. Decisions made by the Licensing Committee are not bound by those of the Planning Committee, and vice versa. Licensing decisions are based on the four licensing objectives, while planning decisions are determined by different considerations.

However, the Licensing Authority will keep the Planning Authority informed of relevant actions. Applicants are strongly advised to secure appropriate planning permission before or alongside licensing applications to avoid delays.

The Licensing Authority and the Planning Authority each enforce the conditions attached to their respective licences and consents. Where a planning consent specifies terminal hours for premises that differ from those set out in a premises licence, the earlier closing time must be observed to comply with the law.

10. Safeguarding and the Night-Time Economy

10.1 Introduction

The Licensing Authority recognises that safeguarding is a core element of promoting the licensing objectives, particularly the prevention of crime and disorder, public safety, and the protection of children from harm. Safeguarding within licensed premises extends beyond children to include adults at risk, people at risk of exploitation, and individuals affected by crime such as sexual harassment and sexual violence, stalking, peer on peer violence, cyber-crime, drink spiking, or domestic abuse.

Cardiff Council acknowledges that licensed premises play a significant role in the city's night-time economy and is committed to developing a vibrant, diverse, and safe night-time environment that supports the city's cultural and economic vitality whilst prioritising resident and visitor safety. The Licensing Authority will expect applicants and licence holders to take proactive steps to ensure that their premises operate in a way that prioritises the welfare and safety of all customers and staff.

10.2 Best Practice Schemes and Initiatives

The Licensing Authority encourages all licensed premises to participate in recognised best practice schemes and voluntary initiatives that promote safeguarding and responsible operation. Such schemes demonstrate a commitment to staff and customer welfare, and the promotion of the licensing objectives.

Examples of best practice schemes and initiatives that licensed premises are encouraged to adopt include:

- **Ask for Angela** – a nationally recognised scheme enabling customers to discreetly seek help from staff if they feel unsafe or threatened
- **Operation Makesafe** – developed to empower businesses and organisations to tackle child exploitation through increased awareness and training
- **WAVE (Welfare and Vulnerability Engagement) training** – equipping staff to identify and support vulnerable people
- **Safeguarding Awareness Training** – to ensure staff can recognise and respond to signs of abuse, neglect, and exploitation
- **Group 1 Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) training**
- **Best Bar None** and other accreditation schemes that recognise responsible licensing practices and promote high standards of safety and management
- **Lead the Change** – Free Welsh Government supported bystander training, to help empower people to speak up, offer help, and decrease the likelihood of violence occurring.
- Local campaigns on preventing drink spiking, harassment, and hate crime reporting

Participation in these schemes provides opportunities for licensed premises to demonstrate their commitment to safeguarding, continuous staff development, and responsible operation.

The Licensing Authority will look favourably upon applicants and licence holders who actively engage with such initiatives and can evidence their implementation through written policies, staff training records, and operational procedures.

10.3 Multi-Agency Partnership Working and Contextual Safeguarding

Cardiff Council adopts a contextual safeguarding approach, recognising that young people and adults at risk can experience harm and exploitation not only within their homes but also in extra-familial contexts including licensed premises, public spaces, peer networks, and online environments. Contextual safeguarding requires practitioners to assess risks and develop interventions that focus on the contexts and locations where exploitation occurs, rather than solely focusing on individual vulnerability.

Licensed premises can be relevant contexts where various forms of abuse and exploitation take place, including child sexual exploitation (CSE), child criminal exploitation (CCE) including county lines drug supply, modern slavery and human trafficking, sexual exploitation of adults, labour exploitation, radicalisation, terrorism, and other forms of abuse and exploitation.

The Licensing Authority recognises that addressing exploitation of children and adults at risk requires a multi-agency response that goes beyond individual safeguarding interventions to address the contexts and locations where harm occurs. Effective collaboration between partners, particularly through lawful sharing of intelligence and information, is essential to protecting vulnerable persons and stopping offenders. Licensed premises are expected to work proactively with Police and statutory safeguarding partners to share relevant intelligence, including concerns about emerging risks in hotspot areas, in accordance with data protection legislation and agreed information sharing protocols.

Multi-Agency Licensing Enforcement Meetings

The Licensing Authority will convene Multi-Agency Licensing Enforcement Meetings on an as-needed basis where intelligence, concerns, or evidence indicate that specific licensed premises or licensable activities may be associated with serious harm, exploitation, or significant failures in promoting the licensing objectives. These meetings bring together representatives from South Wales Police, Cardiff Council Licensing Department, Cardiff Council Environmental Health, Cardiff Council Trading Standards, Cardiff Council Children's Services, and other agencies as appropriate to specific cases or concerns.

Such meetings may be convened when intelligence or evidence suggests a premises is being used to facilitate exploitation, there are serious concerns about organised crime or drug supply, multiple agencies have concerns requiring a coordinated response, multi-agency inspections or enforcement visits need to be planned, a review application is being considered and evidence-gathering needs coordination, or emerging patterns require strategic discussion among partner agencies.

These meetings enable partners to share intelligence and concerns about licensed premises, assess risks and develop a shared understanding of the nature and severity of concerns, coordinate multi-agency inspections and enforcement visits, plan disruption activities in relation to premises associated with exploitation or serious harm, identify the most appropriate regulatory or enforcement tools available across agencies, prevent issues from escalating

through early intervention, plan evidence-gathering to support potential review applications, and monitor the effectiveness of interventions.

Where appropriate, the Licensing Authority may share information about licensed premises with partner agencies where there is a lawful basis to do so and where it is necessary for the promotion of the licensing objectives or the prevention and detection of crime.

10.4 Safeguarding Expectations for Licensed Premises

Applicants are encouraged to demonstrate in their Operating Schedules how safeguarding will be embedded in their management practices. Applicants for new licences or variations in areas with concentrations of licensed premises should demonstrate how their operations will contribute positively to the night-time economy without undermining the licensing objectives.

Staff Training Requirements

All staff working in licensed premises should receive comprehensive safeguarding training appropriate to their role. The Licensing Authority expects licence holders to ensure that staff are equipped to recognise and respond appropriately to signs of vulnerability, exploitation, and harm.

Staff training should cover:

- Recognition of vulnerability including individuals who appear intoxicated, distressed, isolated, or in need of assistance
- Identifying and responding to sexual harassment, inappropriate behaviour, and predatory conduct
- Signs of domestic abuse and coercive control
- Indicators of drink spiking and appropriate response procedures
- Child sexual exploitation (CSE) including grooming behaviours, children, or young people in the company of significantly older individuals, signs of coercion or control, and unexplained gifts or money
- Child criminal exploitation (CCE) including county lines activity and other forms of criminal exploitation
- Modern slavery and human trafficking indicators including individuals who appear controlled by others, show signs of physical or psychological abuse, have restricted freedom of movement, or are working in poor conditions
- Adult safeguarding concerns including financial abuse, neglect, and other forms of exploitation
- Clear procedures for reporting concerns to management, South Wales Police, and relevant safeguarding services (see reporting links for [Cardiff and Vale Safeguarding Board](#) below)
- How to operate safeguarding schemes such as Ask for Angela
- Procedures for summoning medical or police assistance when required
- Understanding of staff rights and how to report concerns within the workplace

Licence holders should maintain records of all staff training, including dates, content covered, and staff attendance. Training should be provided during induction and refreshed regularly to ensure competence is maintained. Security staff should receive additional training in safeguarding and first aid appropriate to their responsibilities.

Operational Safeguarding Measures

Licensed premises should implement appropriate operational measures to promote safeguarding, which may include:

- Displaying visible information about safeguarding schemes (e.g. Ask for Angela posters, anti-spiking notices, Live Fear Free telephone number)
- Maintaining safe spaces or welfare rooms for vulnerable customers
- Having clear procedures for summoning medical or police assistance
- Ensuring security staff are trained in safeguarding and first aid, with gender-balanced door teams where appropriate
- Providing free tap water and considering the use of anti-spiking devices where appropriate
- CCTV systems compliant with police standards with recordings retained in line with policy requirements
- Employment of appropriately trained door supervisors where necessary
- Robust incident recording and cooperation with Police and Licensing officers
- Policies for preventing drug use and supply.
- Policies for managing unaccompanied children
- Implementation of robust age verification procedures and refusals registers
- Procedures for managing dispersal of customers to minimise disturbance to residents
- Arrangements for ensuring vulnerable persons can access help or safe transport
- Regular monitoring of all areas of the premises and immediate vicinity
- Clear procedures for refusing entry or service to individuals suspected of exploitation or abuse

Preventing Exploitation

Premises should implement measures to detect and prevent all forms of exploitation including child sexual exploitation, child criminal exploitation, modern slavery, human trafficking, and adult exploitation.

This should include maintenance of incident logs recording suspicious activity or safeguarding concerns, and development of strong relationships with South Wales Police and support services. Concerns regarding children or adults at risk should be reported immediately to the relevant services:

- Children: [Get help for children – Cardiff and Vale Safeguarding Board](#)
- Adults at risk: [Get help for adults – Cardiff and Vale Safeguarding Board](#)
- Modern Slavery Helpline: 08000 121 700

Operators should also monitor supply chains and employment practices to prevent exploitation within business operations, and maintain appropriate employment records ensuring compliance with employment law.

Licence holders should evidence their approach to preventing exploitation through written policies, staff training records, risk assessments, and operational procedures included in or referenced within their operating schedules. The Licensing Authority will expect operators to engage proactively with any multi-agency initiatives addressing night-time economy issues and to respond constructively to concerns raised by responsible authorities or local residents.

Child Performance and Safeguarding

The Licensing Authority considers the welfare of child performers to be an integral part of the premises' safeguarding responsibilities. While child performance licensing is governed separately by the Children and Young Persons Acts 1933 and 1963, the Authority expects premises licence holders to exercise due diligence before allowing such events. Operators must ensure that any necessary performance licences or exemptions are in place and that appropriate chaperone arrangements are confirmed prior to the event. Failure to ensure these statutory protections are in place may be viewed as a failure to protect children from harm.

10.5 Monitoring and Enforcement

The Licensing Authority will review safeguarding measures as part of inspection, enforcement, and review processes. Where serious safeguarding concerns arise, the Licensing Authority will take appropriate enforcement action.

Where multi-agency intelligence or evidence indicates that licensed premises are associated with serious crime, exploitation, or significant failures in promoting the licensing objectives, the Licensing Authority or Responsible Authorities may submit a review application. Multi-agency meetings may be convened to gather and assess evidence to support review applications and to plan coordinated enforcement strategies in conjunction with review proceedings.

A failure to implement adequate safeguarding arrangements may lead to formal action or a review of the premises licence or club premises certificate, which may result in modified conditions, suspension, or revocation of licences.

11. Terrorism (Protection of Premises) Act 2025 (Martyn's Law)

11.1 Overview

The Terrorism (Protection of Premises) Act 2025, commonly known as *Martyn's Law*, is a landmark piece of legislation that places new statutory duties on those responsible for qualifying premises and events, including licensed premises, to improve counter-terrorism security and preparedness.

11.2 Legal Requirements

Under the 2025 Act, licensed premises where 200 or more persons can reasonably be expected to be present must carry out proportionate security risk assessments and implement appropriate measures to mitigate the risks of terrorism.

Larger premises and events with 800 or more attendees have enhanced requirements, including documented security plans, designated security officers, and mandatory counter-terrorism awareness training for staff.

11.3 Responsibilities of Licence Holders

Cardiff Council expects all licence holders and applicants to comply fully with the requirements of the Terrorism (Protection of Premises) Act 2025. This includes but is not limited to:

- Conducting and maintaining an up-to-date, documented security risk assessment addressing terrorism threats relevant to the premises.
- Developing and implementing comprehensive security plans detailing protective and emergency response measures.
- Appointing a nominated person responsible for the management of counter-terrorism security measures.
- Ensuring appropriate counter-terrorism awareness training is completed by designated premises supervisors and relevant staff, using nationally recognised programs such as the Action Counter Terrorism (ACT) Awareness e-learning course.
- Promptly addressing identified security vulnerabilities within 28 days of licence grant, variation, or as otherwise required.

11.4 Partnership Approach

Cardiff Council will work in partnership with local policing teams, Counter Terrorism Security Advisors (CTSAs), and other stakeholders to support premises in meeting these obligations.

Failure to comply may result in licence reviews, imposition of additional conditions, or enforcement action to protect public safety.

11.5 Policy Context

This policy reflects the Council's wider objective to maintain a safe, resilient, and welcoming environment for residents, visitors, and businesses across Cardiff's vibrant night-time economy and licensed premises sector.

11.6 Further Information on Martyn's Law

Further information and guidance on compliance with Martyn's Law can be accessed through the National Protective Security Authority and local police counter-terrorism units.

11.7 The Prevent Duty

In addition to the requirements of the Terrorism (Protection of Premises) Act 2025, licence holders should give consideration to guidance from the national Prevent duty. Prevent aims to safeguard & support individuals who may be susceptible to supporting terrorist ideology or engaging in acts of terrorism themselves at the earliest opportunity working in the pre-criminal space.

Cardiff Council encourages all responsible persons to familiarise themselves & relevant staff with the Prevent guidance via the Home Office Prevent e-learning modules. Consideration should be given to premises or events that could be used to radicalise others, encourage community tensions and promote extremist activity. Where concerns arise, licence holders should seek advice from the local authority's Community Safety team, South Wales Police Prevent officers or, concerns can also be reported via the national reporting system Action Counters Terrorism (ACT) [Action Counters Terrorism \(ACT\): Report suspicious activity | ProtectUK](#)

For further information, the Home Office have published [Prevent duty guidance: for England and Wales](#).

12. Cumulative Impact Policy

12.1 Introduction

Cardiff Council, as the Licensing Authority, has adopted a Cumulative Impact Policy for the City Centre area in accordance with the Guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003. This decision follows extensive consultation and careful consideration of evidence regarding the cumulative effect of licensed premises in this area.

12.2 Cumulative Impact Assessment (CIA)

Section 5A of the Licensing Act 2003, introduced by the Police and Crime Act 2017, empowers licensing authorities to publish a Cumulative Impact Assessment.

This assessment may state that the number of relevant authorisations (premises licences and club premises certificates) in specified areas has reached a level where granting further authorisations would be inconsistent with the authority's duty to promote the licensing objectives.

Cardiff Council has published its first CIA for the City Centre, which can be viewed in Annex A of this Policy. The assessment will be reviewed at least every three years in consultation with the Police and other relevant authorities.

12.3 Purpose and Objectives

The policy aims to:

- Reduce alcohol-related problems, crime and disorder, public nuisance, and risks to public safety, particularly during late-night hours.
- Ensure the City Centre remains a safe environment for visitors, workers, and residents.
- Discourage proliferation of late-opening premises primarily selling alcohol and takeaway/late night refreshment venues.
- Encourage diverse business types that enhance the area, such as food-led premises or quality specialist enterprises, rather than vertical drinking establishments.

The cumulative problems identified in the area particularly affect three licensing objectives:

- Prevention of crime and disorder
- Prevention of public nuisance
- Public safety

12.4 How the Policy Works

The Cumulative Impact Policy applies to new applications and full variations for Premises Licences and Club Premises Certificates within the designated City Centre area.

Tables 1 and 2 set out the specific circumstances and premises types to which the policy applies.

When relevant representations are received, the Licensing Authority will carefully consider whether granting the application would add to the negative cumulative impact on the licensing objectives. Each application will be determined on its individual merits, with the Authority granting licences where satisfied they will not contribute to existing cumulative problems.

Geographic Scope

While the policy primarily covers the defined Cumulative Impact Policy Area (CIPA), it may also be applied to premises adjoining or in close proximity to the boundary where:

- Relevant representations are received.
- Those representations demonstrate material impact on the CIPA.
- The Licensing Sub-Committee judges that granting the application would add to cumulative impact within the defined area.

Categories of Premises

The policy uses a traffic light system to categorise different premises types:

- **Green Category:** The policy does not normally apply to these premises types, though they remain subject to standard licensing requirements and any relevant representations.
- **Amber Category:** The policy will not apply if applications are limited to 'core hours' and adequately address the 'additional measures' specified in Table 2 through their Operating Schedule.
- **Red Category:** The policy applies to these premises types, requiring particular scrutiny of their potential cumulative impact.

Table 2 provides detailed definitions of each premises type, core hours, and additional measures requirements.

Mixed or Undefined Premises Types

Some applications may not fit neatly into defined categories or may involve combined uses (for example, a restaurant by day that operates as a bar at night).

In such cases, the Licensing Authority will consider:

- The primary use of the premises.
- The specific licensable activities applied for.
- The proposed operating hours.

Applicant Requirements

Applicants for premises within the Cumulative Impact Area should:

- Address the cumulative impact policy effects in their Operating Schedule.
- Clearly demonstrate how their operation will not add to negative cumulative impact.
- Provide evidence of measures to promote the licensing objectives.
- Show high standards of proposed management and operation.

The Authority expects all licensed premises to maintain full compliance with licensing conditions and relevant legislation. This is a baseline requirement, not an exceptional standard.

12.5 Important Considerations

Representations Remain Essential

The existence of this policy does not remove the requirement for responsible authorities or other persons to make relevant representations. Without representations, the Licensing Authority must grant applications consistent with the submitted Operating Schedule.

Policy is Not Absolute

This is a policy framework for decision-making, not an absolute rule. Each application receives individual consideration based on its merits. The Licensing Authority recognises that well-conceived applications can contribute positively to the area's improvement.

Review and Adaptation

The policy will be reviewed periodically to ensure it remains necessary, proportionate, and effective in addressing cumulative impact concerns.

Table 1

Premises Type	Policy Application	Risk Category
Pubs	Always applies	Red
Members clubs	Always applies	Red
Bars	Always applies	Red
Nightclubs	Always applies	Red
Takeaways	Always applies	Red
Fast food restaurants	Always applies	Red
Off-licences	Always applies	Red
Restaurants	Only applies if application is outside the 'Core Hours' or if applicant is unwilling to adopt the 'Additional Measures'	Amber
Ancillary alcohol sales	Does not apply	Green

Table 2

Premises Type	Criteria	Risk Category
Pubs	Premises which supply alcohol primarily for the consumption on the premises, with or without the provision of off sales and	Red

Premises Type	Criteria	Risk Category
Members clubs Bars Nightclubs	with or without the provision of regulated entertainment. This also includes premises where hot food and hot drink are provided for consumption on the premises.	
Takeaways Fast food restaurants	Premises that provide late night refreshment either by way of take away for immediate consumption, or hot food on a counter or self-seating basis.	Red
Off-licences	Premises that supply alcohol primarily for the consumption off the premises. This includes convenience stores and supermarkets. Additional Measures to consider:	Red
	- There shall be no sale of any stronger beers, lagers, or ciders over 5.5% abv (except for genuine artisan or craft beers, lagers, and ciders). A notice to this effect will be on clear display in the shop. - There shall be no sale of single cans or bottles of beer or cider (except for beer or cider, lager and perry in glass bottles over 330ml), lager and perry in glass bottles. A notice to this effect will be on clear display in the shop. - There shall be no sale of miniature bottles of spirits less than 20cl in size. A notice to this effect will be on clear display in the shop.	Red
	- In the absence of the DPS a nominated person shall be in control of the premises – this nomination will be in writing and a record of this will be available for inspection. - On occasions when South Wales Police consider to be an event where alcohol related disorder may take place in the Principality Stadium, the following shall apply: - No alcohol shall be sold on the day of the event between agreed times from at least two hours prior to the start of the event. - A minimum of 1 SIA registered Door Supervisor shall be on duty from at least two hours prior to the start of the event until the sale of alcohol is permitted to re-commence. - No alcohol in glass containers shall be sold on the day of the event between agreed times.	Red
		Red

Premises Type	Criteria	Risk Category
Restaurants	Premises where the provision of substantial table meals for consumption on the premises and dining is the main activity for customers. The Policy will not apply to restaurants if the core hours and additional measures form part of the operating schedule. Fast food premises and takeaways are not considered as 'restaurants' for the purpose of this Policy. Core Hours: Sale of alcohol: Monday to Sunday 11:00 - 23:30 Additional Measures: - - At least 70% of the public space is occupied by tables and chairs - All meals are consumed at tables with non-disposable crockery - The sale of alcohol for consumption on the premises is ancillary to the taking of a substantial table meal - There is no self-service whereby customers are shown to their table by staff. - Tables are served by waiter/waitress service, with the only exception of buffet-style restaurants.	Amber Amber
Ancillary alcohol sales	For the purposes of this Policy: Venues where the sale of alcohol and alcohol sales make up a small percentage of the business. This may include: - Cinemas - Theatres - Bowling alleys, hairdressers, florists - Hotels/B&Bs where alcohol is provided for consumption on the premises by people staying in overnight accommodation - Art galleries - Workplace Bar solely for use of employees of the premises. This does not include: - Sexual Entertainment Venues - Hotel bars with public access (not just available to customers staying in overnight accommodation)	Green Green

Appendix A

Responsible Authorities Contact Details

Consultation with Responsible Authorities is encouraged prior to the submission of the application. Where copies of applications need to be submitted to Responsible Authorities depending on the licence application type, the following addresses should be used:

Licensing

Team Manager (Licensing)
Licensing, Cardiff Council
County Hall, Cardiff CF10 4UW
029 2087 1651
licensing@cardiff.gov.uk

Police

The Chief Officer of Police
South Wales Police
Licensing Department, Cardiff Bay Police Station
Eastern B.C.U, James Street
Cardiff CF10 5EW
SWPCardiffLicensing@south-wales.pnn.police.uk

Fire

The Chief Fire Officer
Fire Safety Department
South Wales Fire and Rescue Service Headquarters
Forest View Business Park, Llantrisant, Pontyclun
CF72 8LX
01443 232520
Safety-south@southwales-fire.gov.uk

Health and Safety

For premises where health & safety is enforced by Cardiff County Council:

The Operational Manager (Commercial Services) (Health and Safety)
Cardiff Council
County Hall, Cardiff CF10 4UW
029 2087 2054
Health&SafetyEnforcement@cardiff.gov.uk

For premises where health & safety is enforced by HSE:

The Operational Manager for Wales
Health and Safety Executive
Ty William Morgan
6 Central Square
Cardiff

CF10 1EP
029 2026 3000

Environmental Health (Pollution Control)

The Operational Manager (Neighbourhood Services)
Cardiff Council
County Hall, Cardiff CF10 4UW
029 2087 1856 or 2087 1675
pollution-cardiff-srswales@valeofglamorgan.gov.uk

Cardiff Council Planning Department

The Operational Manager, Development Management
Cardiff Council
County Hall
Cardiff
CF10 4UW
029 2087 1135
development@cardiff.gov.uk

Cardiff Council Children's Services

The Operational Manager, Children Services
County Hall
Cardiff
CF10 4UW
029 2077 4600
SafeguardingChildren@cardiff.gov.uk

Local Health Board

Executive Director of Public Health
2nd Floor, Woodland House
Maes-Y-Coed Road
Cardiff
CF14 4HH
PH.Licencing.CAV@wales.nhs.uk

Trading Standards

The Operational Manager (Commercial Services) (Trading Standards)
Room 120, County Hall, Atlantic Wharf, Cardiff CF10 4UW
029 2087 2054
tradingstandards-srswales@valeofglamorgan.gov.uk

Home Office Immigration Enforcement

Home Office (Immigration Enforcement)
Alcohol Licensing Team
Lunar House, 40 Wellesley Road, Croydon
CR9 2BY
IE.licensing.applications@homeoffice.gov.uk

For Cardiff Bay Vessels Only

Cardiff Harbour Authority
Queen Alexandra House, Cargo Road
Cardiff
CF10 4LY
029 2087 7900

Appendix B

Delegation of Functions

To ensure decisions are made promptly, efficiently, and cost-effectively, Cardiff Council delegates licensing functions in accordance with the framework below. The table sets out who is responsible for determining each type of matter:

Matter to be dealt with	Full Committee	Sub-Committee	Officers
Licensing policy issues	All cases	–	–
Personal licence application	–	If police objection made	If no police objection made
Personal licence application with unspent convictions	–	All cases	–
Premises licence or club premises certificate application	–	If relevant representation made	If no relevant representation made
Provisional statement application	–	If relevant representation made	If no relevant representation made
Variation of premises licence or club premises certificate	–	If relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	–	If police objection made	All other cases
Request to be removed as designated premises supervisor	–	–	All cases
Application to transfer premises licence	–	If police objection made	All other cases
Applications for interim authorities	–	If police objection made	All other cases

Matter to be dealt with	Full Committee	Sub-Committee	Officers
Application to review premises licence or club premises certificate	–	All cases	–
Decision on whether a complaint is irrelevant, frivolous, vexatious, etc.	–	–	All cases
Determination of objection to a temporary event notice	–	All cases	–
Determination of application to vary a premises licence at community premises to include alternative licence conditions	–	If police objection made	All other cases
Decision whether to consult other responsible authorities on a minor variation application	–	–	All cases
Determination of minor variation	–	–	All cases

Appendix C

Glossary

Agent of Change

This means whoever brings a new change to an area must manage its effects. For example, if a developer builds homes near noisy venues, they need to include soundproofing. If a venue wants to stay open later or get bigger, they must control noise.

Amplified Music

Music or sound played through speakers, radios, or other machines that make sound louder.

Antisocial Behaviour (ASB)

Behaviour that causes harm or nuisance to other people. More details can be found on the local police's website.

Applicant

A person applying for a licence to sell alcohol or hold events. Usually, changing a licence can be done by applying to vary the current one.

British Board of Film Classification (BBFC)

The group that rates films shown in cinemas and on video.

CCTV

Security cameras that record activity in a specific area.

Club Premises Certificate

A special licence for clubs to sell alcohol to members only. Clubs must meet certain rules and prove they operate properly. They do not need a named person in charge of alcohol sales like other venues do.

Conditions

Rules a licence holder must follow when running their venue or event.

Councillor

An elected member of the local council.

CSE

Child Sexual Exploitation.

Dark Kitchen

A place that cook's food delivery only, with no customers coming inside.

Designated Premises Supervisor (DPS)

The person officially responsible for alcohol sales at a venue. There must always be someone named to do this.

Door Supervisors

Security staff who help keep everyone safe at licensed venues and events.

Guidance/Section 182 Guidance

Official advice to councils and others on how to apply licensing laws fairly and properly.

Irresponsible Promotions

Special deals or adverts that encourage too much drinking and could cause crime, safety issues, or upset neighbours.

Late-Night Refreshment

Selling hot food or drinks between 11pm and 5am, either to eat in or take away. Some exceptions apply, like charity events or vending machines.

Licensable Activities

Selling alcohol, offering regulated entertainment, or providing late-night food or drink. You usually need a licence to do these.

Licensee

The person or business holding a licence or applying for one.

Licensing Act 2003

The law that sets out the rules for licensing alcohol sales, entertainment, and late-night food.

The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005

The regulations that set out matters including application requirements and how to display notices.

The Licensing Act 2003 (Hearings) Regulations 2005

The procedural rules for conducting hearings by licensing authorities on applications and reviews, ensuring fair and transparent decision-making processes under the Licensing Act 2003.

Licensing Authority

Cardiff Council, acting under the law to manage licences in the area.

Licensing Objectives

Four main goals all licensing decisions must promote: preventing crime, keeping people safe, stopping public nuisance, and protecting children.

Licensing Register

The public record of all licences issued, available for anyone to check during council office hours.

Licensing Sub-Committee

A small group of council members who decide on licensing matters.

Major Event Days

Days that are designated by South Wales Police as major event days where city centre licences may have additional conditions to comply with on their licence.

Mandatory Conditions

Conditions that are set by central government that must be included on all licences for alcohol, films, or door staff.

Minor Variation

A simple process for small changes to licences that will not affect the main safety or nuisance issues. Changes to late alcohol hours must follow the full process.

Operating Schedule

A plan the applicant writes about how they will run their venue safely and legally. This becomes part of the licence.

Personal Licence

A licence for individuals allowing them to handle or authorise alcohol sales at licensed places.

Premises Licence

A licence allowing a venue to carry out licensable activities.

Provisional Statement

An assurance that a premises licence could be granted for a new venue before it is built, but it is not a licence itself. A licence will still need to be applied for but matters that could be considered during the application for the provisional statement are not considered in the application process for the licence.

Public Space Protection Order (PSPO)

Local rules to control anti-social drinking in public places. Police can enforce these to stop nuisance behaviour.

Qualifying Clubs

Clubs that meet certain rules and supply alcohol to members only, not for profit.

Regulated Entertainment

Entertainment like plays, films, sports, live or recorded music, and dance that require a licence when provided to the public.

Relevant Entertainment

Adult performances such as lap dancing or strip show that require a special licence.

Relevant Representation

Official comments made in time on a licence application by people or groups who are genuinely concerned.

Representation

Written support or objections to an application from residents, businesses, or official bodies.

Responsible Authorities

Groups such as police, fire, health and safety, and child protection who must be consulted on licence applications.

Review

A process where a licence can be checked and possibly changed or cancelled if problems occur. Police can request quick emergency reviews as well.

Risk Assessment

Finding and checking all the risks involved in running the venue or event.

Sexual Entertainment Venue (SEV)

A venue licensed to provide adult entertainment for money, like strip clubs, under special rules and exemptions.

Statement of Licensing Policy

The council's published approach and rules for how it will make licensing decisions, updated every five years.

Temporary Event Notice

A notice organisers must give for small, temporary events to be legally allowed.

Variation

An application to change the activities, hours, or rules of a licence. Minor changes can follow a simpler process.