



Home Office

User guide to alcohol and late night refreshment licensing statistics

Last updated: October 2017

Contents

	Page
1	Introduction 3
2	Glossary 8
3	Conventions used in alcohol and late night refreshment licensing statistics 11
4	Types of authorisation 13
5	Other measures 15
6	Appendix A: Key stages in the production of the statistics 17

1 Introduction

The statistics in the '[Alcohol and late night refreshment licensing, England and Wales](#)' releases are based on information from licensing authorities (LAs) that completed a statistical return. These collections are in line with the first Licensing Act 2003 ('the 2003 Act') data collection, which was conducted in [2007](#).

The Department for Culture, Media and Sport (DCMS) previously produced these statistics, but in 2010 responsibility for alcohol licensing and late night refreshment under the 2003 Act transferred to the Home Office whilst responsibility for regulated entertainment was retained by DCMS. However, the Home Office collects information on regulated entertainment on behalf of DCMS, which is included in the same statistical return as alcohol and late night refreshment licensing. The Home Office supplies the entertainment licensing data to DCMS who then produces and publishes the associated [statistical releases](#). To minimise administrative burden on LAs, the Home Office did not collect data for the years ending 31 March 2011 and 31 March 2015 as the main purpose of the collection is to monitor the administration of new and amended legislation. The collections from 2012 onwards are broadly consistent with the DCMS collection in 2010.

The collections for all years do not record the number of public houses as these are not legally defined in the 2003 Act (the Act defines activities *not* premises types). Instead, information is collected on the number of premises licences/club premises certificates that authorise on-sales of alcohol only, off-sales of alcohol only, and both on-sales and off-sales of alcohol. In relation to premises/club premises that are permitted to sell alcohol, on-sales refers to those which can sell/supply alcohol for consumption on the premises and off-sales refers to those which can sell/supply alcohol for consumption off the premises.

The existence of a premises licence or club premises certificate with authorisation to sell or supply alcohol, provide late night refreshment or provide regulated entertainment, does not necessarily mean that all such premises are providing such a service. For example, premises possessing an authorisation to sell alcohol may not in fact sell alcohol.

Licensing Act 2003

The 2003 Act changed the way that licensed entertainment, the regulation of the sale and supply of alcohol and the provision of late night refreshment were administered when it came into force in November 2005, by establishing an integrated scheme for all three licensable activities. The 2003 Act transferred responsibility for administering the licensing regime from magistrates to local LAs, which are essentially unitary or district councils. LAs must exercise their functions under the 2003 Act in their respective areas with a view to promoting the statutory licensing objectives. These are the prevention of crime and disorder, public nuisance, public safety, and the protection of children from harm.

The 2003 Act also abolished fixed closing times, with the potential for a 24-hour opening, 7 days a week. The extended opening hours are subject to consideration of the impact on local residents, businesses and the expert opinion of a range of responsible authorities in relation to the promotion of the four licensing objectives.

Since coming into force, the 2003 Act has been amended by the Violent Crime Reduction Act 2006, the Police Reform and Social Responsibility Act 2011, the Anti-social Behaviour, Crime and Policing Act 2014, the Deregulation Act 2015, the Immigration Act 2016, and the Policing and Crime Act 2017.

There are three types of authorisation under the 2003 Act which can be used to authorise the carrying on of licensable activities. These are premises licences, club premises certificates and temporary event notices (TENS) which are described in detail in Chapter 4.

The full text of the 2003 Act is available online at: <http://www.legislation.gov.uk/ukpga/2003/17/contents>.

The provisions in the Police Reform and Social Responsibility Act 2011 ('the 2011 Act') which amended the 2003 Act commenced in the year ending 31 March 2013. The alcohol licensing returns for this period will reflect these changes so that users can compare results pre- and post-implementation.

The year ending 31 March 2013 return reflected the reform of the system of TENs with the collection of separate figures for standard and late notices (see Chapter 5 for more details).

The year ending 31 March 2014 return incorporated further provisions of the 2011 Act, specifically on early morning alcohol restriction orders (EMROs) and late night levies.

The year ending 31 March 2016 return incorporated further provisions of the 2003 Act (as inserted by the Deregulation Act 2015), specifically on late night refreshment exemptions.

The year ending 31 March 2017 does not incorporate the reforms introduced by the Immigration Act 2016 as most commenced on 6 April 2017, with the exception of the illegal working closure notices, which commenced on 1 December 2016. It also does not incorporate the reforms introduced by the Policing and Crime Act 2017 as they did not commence until 6 April 2017. These changes will be captured by the 2018 collection.

Regulated entertainment

Regulated entertainment licensing is not covered in these statistics as it is the responsibility of DCMS.

Data reported in the publication

To allow meaningful comparisons with previous years' data, the headline statistics within the 'Alcohol and late night refreshment licensing statistics' releases (and table 1 of the tables only) include imputed estimates for LAs that could not provide figures.

Response rates for each question are available on the alcohol and late night refreshment licensing statistics section of the GOV.UK website, and can be accessed online at:

<https://www.gov.uk/government/collections/alcohol-and-late-night-refreshment-licensing-england-and-wales-statistics>. Click on the statistics pages for a particular year to access the response rates document.

Data collection and methods

This statistical collection is a by-product of licensing authority administrative processes. The collection is listed in the Department for Communities and Local Government's mandatory Single Data List (SDL) of datasets that local government must submit to central government. The SDL can be accessed online at <https://www.gov.uk/government/publications/single-data-list>.

Key stages of the collection process are listed in Appendix A.

The published figures on alcohol and late night refreshment licensing are sourced from LAs' licensing records. The figures are always subject to the inaccuracies inherent in any large recording system and are not necessarily accurate to the last digit.

Due to various reasons, not all LAs may submit a return for the reporting period. In cases where a return has been submitted not all LAs may be able to report on all of the information requested.

For headline statistics in the releases (and table 1 of the data tables only), imputed figures for non-responding LAs (as described in Chapter 3) are combined with actual data provided by those LAs who were able to submit returns to construct estimated totals for England and Wales. However, where England and Wales' totals are based solely on data received from LAs, the figures will underestimate the overall picture, especially for figures with lower response rates.

In terms of respondent burden, LAs are asked for an estimate of the time taken to complete the returns. Their responses indicated that it took an average (median) time of five hours to complete the annual return for the years ending 31 March 2014, 2016 and 2017.

Data quality improvements

After consulting several LAs, statisticians in the Licensing and Public Order Statistics team made changes to the data collection template in 2016. These changes consisted of:

- LAs indicating whether data were missing/not known.
- Improvements to the validation processes in the data collection template to prevent invalid and incomplete data from being saved and submitted.
- More comprehensive variance and outlier checks to identify and rectify incorrect data in collaboration with LAs.
- Looking more closely at questions relating to cumulative impact areas following feedback from policy colleagues and stakeholders. Statisticians queried:
 - LAs which reported having no cumulative impact areas but which had reported (for premises licences and/or club premises certificates) receiving applications, granting applications or refusing applications in cumulative impact areas.
 - LAs which reported receiving more applications, granting more applications or refusing more applications in cumulative impact areas than across their LA overall.
 - In some instances, LAs which reported receiving the same number of applications, granting the same number of applications or refusing the same number of applications in cumulative impact areas as across their LA overall.
- Improvements to the consistency of the data:
 - In instances where a particular LA reported zero for a total and that all of the associated constituents were unknown/missing, each constituent was changed to zero as the sum of the constituents should always be equal to the total.
 - Similarly, in instances where a total was unknown and all of the constituents were zeros, the total was changed to zero as it should always be equal the sum of the constituents.

Following improvements made in 2016, further improvements have been made to the year ending March 2017's data collection template. Tailored validation for each question was incorporated into the template which allowed LAs to enter a number in a calculated range (based on data submitted for previous years) or a dash to signify unknown/missing data. If a figure entered was outside the range, an error message would appear informing the LA the figure entered appears too high/low. This improvement has reduced the number of data queries by approximately 40%.

Uses made of the statistics

Statistics on alcohol and late night refreshment licensing are used for a variety of purposes, which are listed in general terms using the standard categorisation for Official Statistics, as shown in the UK Statistics Authority monitoring brief 6/2010, '[The Use Made of Official Statistics](#)'.

a) Informing the general public's choices about:

- the state of the economy, society and the environment – changes in the type of premises licences being applied for and granted can be an indication of the economy and where people are choosing to consume alcohol; for example, numbers of licences for consumption on the premises compared to licences for consumption off the premises;
- the performance of government and public bodies – for example, whether LAs are using the powers available to them, and whether the decision-making process is working properly as shown by the numbers of appeals and judicial reviews. Figures can also give an indication of the part that responsible authorities are playing in the review process; for example, by showing the numbers of reviews instigated by each responsible authority. The figures allow LAs to benchmark themselves against similar authorities.

b) Government decision making about policies, and associated decisions about related programmes and projects.

- Policy making – the figures have been used to help with the policy development of provisions in the Policing and Crime Act 2017 to clarify the process for summary reviews and to put cumulative impact policies on a statutory footing; Home Office officials are able to identify from the statistics which LAs have used these powers and work with them in developing policy and legislative changes.
- Policy monitoring – Government uses the statistics to monitor whether and to what extent powers are used by LAs; for example, the numbers of late night levies in place and the number of cumulative impact areas.

c) Facilitating academic research.

- The statistics are used by academia and for research purposes, for example to assess the use and effectiveness of cumulative impact areas and track trends in the availability of alcohol. For a previous example, see: <http://jech.bmj.com/content/early/2015/10/05/jech-2015-206040.abstract>.

Figures for devolved administrations

The [Scottish Government](#) annually publishes [Scottish Liquor Licensing Statistics](#) under the Licensing (Scotland) Act 2005. These include headline figures on the number of premises and personal licences in force. Headline figures on the number of premises include licences for registered clubs, the equivalent to club premises certificates, which are collected separately in England and Wales. The release also includes figures on the number of premises licences applied for, granted, and refused. The Scottish Liquor Licensing Statistics are broadly comparable with those for England and Wales.

The [Northern Ireland Executive](#) does not publish alcohol/liquor licensing statistics.

Where are the latest published figures?

Forthcoming publications are pre-announced on the statistics release calendar on the GOV.UK website, which can be accessed online at: <https://www.gov.uk/government/statistics>.

Statistics on alcohol and late night refreshment licensing can be accessed online at: <https://www.gov.uk/government/collections/alcohol-and-late-night-refreshment-licensing-england-and-wales-statistics>

The previous releases produced by DCMS on alcohol, entertainment and late night refreshment licensing and current DCMS releases on entertainment licensing can be accessed online at: <https://www.gov.uk/government/collections/alcohol-entertainment-late-night-refreshment-licensing-statistics>

Feedback and enquiries

We welcome feedback on the alcohol and late night refreshment licensing statistical release. If you have any feedback or enquiries, please email the Fire, Licensing & Public Order Analysis Unit, the Home Office Unit which produced the statistics, at: CSU.Statistics@homeoffice.gsi.gov.uk or write to: Fire, Licensing & Public Order Analysis Unit, 14th Floor, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY.

The United Kingdom Statistics Authority has designated these statistics as National Statistics, in accordance with the Statistics and Registration Service Act 2007, signifying compliance with the Code of Practice for Official Statistics.

Designation can be broadly interpreted to mean that the statistics:

- meet identified user needs
- are well explained and readily accessible
- are produced according to sound methods
- are managed impartially and objectively in the public interest

Once statistics are designated as National Statistics, it is a statutory requirement that the Code of Practice shall continue to be observed.

This National Statistics output has been produced to the highest professional standards and free from political interference. It has been produced by statisticians working in the Home Office Analysis and Insight Directorate in accordance with the Home Office's [Statement of compliance with the Code of Practice for Official Statistics](#) which covers our policy on revisions and other matters. The Chief Statistician, as Head of Profession, reports to the National Statistician with respect to all professional statistical matters and oversees all Home Office National Statistics products with respect to the [Code](#), being responsible for their timing, content and methodology.

2 Glossary

Appeals – This includes the number of appeals lodged against the application decision and separate appeals against the licence review decision.

Closure notice (premises licence) – Where a premises was prohibited from selling alcohol following a notice under s.169A of the Licensing Act 2003 (the 2003 Act) or under s.76 of the Anti-social Behaviour, Crime and Policing Act 2014.

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

Completed reviews – Reviews where the licensing authority (LA) notified parties of its decision in the time period specified. Excludes applications for a review that was withdrawn or did not go to a hearing. Includes completed reviews of premises licences, following an application for the review under s.51 of the 2003 Act or following an application for an expedited/summary review under s.53A (which was instigated by the police) and reviews following closure under s.80 of the Anti-social Behaviour, Crime and Policing Act 2014 (which would also be instigated by the police).

Cumulative impact area – An area that the LA has identified in their licensing policy statement as having evidence that the number, type or density of licensed premises is giving rise to specific problems that could undermine the licensing objectives (i.e. the prevention of crime and disorder, public safety, public nuisance, and the protection of children from harm).

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

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

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

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

Hearing – Hearings are used for determining applications where relevant representations or objections are raised by any party. Hearings are triggered in a range of matters including applications for premises licences, club premises certificates, provisional statements, variations of premises licences and club premises certificates, and when allowing temporary event notices (TENs) to take effect. The hearings figures in this release exclude applications for a change of DPS, transfer of a premises licence, review, or cancellation of interim authority notices following police objections that went to a hearing.

Judicial review – Includes only those where the High Court notified parties of its decision to allow the judicial review hearing to take place, in the time period specified.

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

Late night levy – A discretionary power for LA under s.119 of the 2011 Act. The late night levy is paid by those premises licensed to sell alcohol late at night to raise a contribution to the costs of policing the late night economy.

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

Late night refreshment exemptions - Allow LAs to exempt premises, in certain circumstances, from the requirement to have a licence to provide late night refreshment, if it takes place:

- a) on or from premises which are wholly situated in a designated area;
- b) on or from premises which are of a designated description; or
- c) during a designated period (beginning no earlier than 11pm and ending no later than 5am).

Licensing Act 2003 (the 2003 Act) – See dedicated section in Chapter 1.

Licensing authority (LA) – The LA is responsible for the licensing of the sale and supply of alcohol, regulated entertainment and late night refreshment.

Licensing authority area – The geographical area where an LA exercises its functions under the 2003 Act.

Licensing authority type – There are six main types which share similar characteristics such as size and therefore have similar licensing statistics: unitary authorities; metropolitan districts; district authorities; Welsh unitary authorities; London boroughs; and unspecified (Inner Temple and Middle Temple within Greater London).

Minor variation (to licence or certificate) – Applications made under s.41A or s.86A of the 2003 Act to make low-risk changes to the terms of a premises licence or club premises certificate which cannot impact on the licensing objectives. The fee for a minor variation is £89.

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

No fee applicable – No fee is payable for a premises licence or a club premises certificate authorised for regulated entertainment in educational institutions, church halls, village halls, parish halls, community halls or similar buildings. Whilst a fee may not be applicable, the premises licence or club premises certificate may still have a fee band, unless one has not been assigned.

Off-sales – The sale by retail of alcohol and the supply of alcohol (by clubs) for consumption off the premises.

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

Personal licence – Authorising an individual to supply or authorise the supply of alcohol in accordance with a premises licence under the 2003 Act. The application fee for a personal licence is £37.

Police Reform and Social Responsibility Act 2011 (the 2011 Act) – See dedicated section on Licensing Act 2003 in Chapter 1.

Premises licence – Authorising premises to be used for the sale of alcohol, the provision of regulated entertainment or the provision of late night refreshment under the 2003 Act. This includes time-limited premises licences. (Also see full description in Chapter 4.)

Qualifying club – A number of criteria must be met to be considered a qualifying club for a club premises

certificate. These criteria are:

- that under the rules of the club, persons may not be admitted to membership or be admitted as candidates for membership, or to any of the privileges of membership without an interval of at least 2 days between their nomination for membership and their admission;
- that the club is established and conducted in good faith as a club;
- that the club has at least 25 members; and
- that alcohol is not supplied to members on the premises otherwise than by or on behalf of the club.

Region – Data at LA level are presented within the tables for this release and the data show the region that each LA belongs to. Formerly covered by the Government Office Regions until they closed on 31 March 2011, there are nine regions in England: North East; North West; Yorkshire and the Humber; East Midlands; West Midlands; East of England; London; South East; and South West. The Welsh LAs are not regionalised in the tables.

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

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

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

Suspended by the court (premises licence) – A power under s.147B of the 2003 Act (as amended by the Violent Crime Reduction Act 2006) to suspend a licence for the sale of alcohol, following an offence of persistently selling to underage children.

Temporary event notice (TEN) – A notice under s.100 of the 2003 Act, used to authorise licensable activities on a temporary or one-off basis, subject to certain criteria and limits. Includes only notices that have been correctly and properly given in the time period specified, i.e. excludes notices that were sent back because of mistakes on the form. This also includes notices that were subsequently withdrawn. The fee for a TEN is currently £21.

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

Variation (to premises licence) – Applications made under s.34 of the 2003 Act to change the terms of a premises licence, for example the opening hours, the licensable activities or the conditions.

3 Conventions used in alcohol and late night refreshment licensing statistics

Rounding

Figures based on actual returns received from LAs (i.e. figures which exclude imputed estimates) are provided unrounded in the commentary and the tables (excluding table 1). This is to promote transparency and to allow users to exploit the data further. However, caution should be exercised when comparing small differences between time periods and breakdowns as the figures are subject to the inaccuracies inherent in any large recording system and are not necessarily accurate to the last digit.

Headline statistics which include estimates ('imputed estimates') for non-responding LAs are rounded to the nearest 100 in the commentary and table 1 of the main data tables. Imputed estimates for non-responding LAs are not provided in any of the other main data tables or in the supplementary tables. The imputation methodology is described in the 'Estimating for non-response' section below.

Percentages greater than or equal to 1% are rounded to the nearest per cent and percentages less than 1% are rounded to the nearest 0.1%. In both cases, the round-half-away-from-zero method has been used. For example, 23.5% is rounded to 24%, and -0.15% is rounded to -0.2%. When rounding whole numbers (i.e. no fractions or decimal places) the result is similar; for example, when rounding to the nearest 100, 50 would be reported as 100.

Where data are rounded, the sum of constituents may not equal the corresponding totals or, in the case of percentages, may not equal 100%.

Revisions to data

It is standard practice across all Home Office statistical releases to incorporate revisions to previous years' data in the latest release. Corrections and revisions follow the [Home Office's statement of compliance with the Code of Practice for Official Statistics](#) (page 5). More details are in the commentary.

Estimating for non-response

It has not always been possible to obtain complete returns from all LAs. Response rates are reported in each year's release, both in terms of the total number of returns received and the completeness of the returns received. In order to generate totals for England and Wales, which enable meaningful comparisons to be made across years, headline figures comprise of data received from LAs and imputed estimates for non-responding LAs.

The key elements of the imputation process are detailed as follows:

- For a particular question, the average percentage change for each licensing authority type (e.g. unitary, London, Wales), using data from responding LAs, are calculated for:
 - a) the current period and the previous period (e.g. between as at 31 March 2016 and as at 31 March 2017 for the year ending 31 March 2017 release); and
 - b) the current period and the year prior to the previous period (e.g. between as at 31 March 2014 and as at 31 March 2017 for the year ending 31 March 2017 release).
- Missing figures for the current period are imputed based on the corresponding LA types using:
 - a) figures provided in the previous period; or
 - b) figures provided in the year prior to the previous period (if figures were not provided in the previous period)

- c) the average figure for the corresponding licensing authority type in the current period (if a licensing authority has not provided a figure for either the current period, the previous period or the year prior to the previous period).

Using this process, imputed estimates for missing figures are calculated and these are summed together with the actual figures which were provided by LAs to produce **estimated** totals for England and Wales for the key headline statistics. Imputed figures for non-responding LAs are only used to calculate national totals (headline figures) and are not published separately.

In addition, figures which have been imputed in earlier releases for the previous period and the year prior to the previous period are revised, where possible, using data from the current period. This is because LAs have previously indicated that the figures they submit become more accurate over time, so using the latest available data to calculate the imputed figures improves their accuracy.

The Home Office “Licensing and Public Order” statisticians do not expect that the imputation process will introduce bias as the imputed estimates for non-responding LAs are only calculated for headline figures, which generally have high response rates.

Some internal inconsistencies, however, may occur in relation to imputed figures at an individual LA level. Whilst each imputed figure is calculated independently, some imputed figures are inter-related (i.e. some figures are constituents of another figure) and the imputation process does not take account of any synergies between different figures. This could result in the sum of imputed constituents for a particular LA being greater than or less than an independently imputed total. For example, there could be an instance where an LA did not provide a figure for either the total number of 24-hour alcohol licences or any of the associated constituent. The imputation process for this may result in the sum of the imputed constituent being greater than the sum of the independently imputed total, which is clearly not correct. However, the frequency of such inconsistencies is low and any discrepancies are not apparent when aggregating the imputed figures and figures provided by LAs to construct estimated totals for England and Wales. As mentioned earlier, imputed figures are not provided in the supplementary tables which contain figures at LA level – they are only provided within the main tables which show totals for England and Wales (specifically table 1).

4 Types of authorisation

Premises licences

A premises licence can be used for the sale of alcohol, the provision of regulated entertainment, the provision of late night refreshment, or any combination of these activities. It can be used to authorise the sale by retail of alcohol for consumption on the premises (on sales), off the premises (off sales), or both. The premises licence details the operating conditions. The purpose of these conditions is to regulate the use of the premises for licensable activities in line with the licensing objectives. A premises licence has effect until the licence is revoked or surrendered, but otherwise is not time limited unless the applicant requests a licence for a limited period. Representations (concerning the promotion of the licensing objectives) may be made about an application for the grant or variation of a premises licence by responsible authorities including the police, local environmental health authority, local fire and rescue service, local public health body, and other persons. Until April 2012, only those living in, and businesses operating in, the vicinity of the premises could make representations about applications. This limitation to those 'in the vicinity' was abolished under the changes introduced by the 2011 Act.

Under the 2003 Act, 24-hour alcohol licences are permitted. The possession of a 24-hour licence does not necessarily mean that the premises will choose to operate for 24 hours.

Club premises certificates

Club premises certificates are used by members of qualifying clubs who have generally joined together for particular social, sporting or political purposes (such as the Royal British Legion, working men's clubs, cricket clubs). A club premises certificate authorises a 'qualifying club' to carry out 'qualifying club activities', i.e. the purchase and supply of alcohol and the provision of regulated entertainment by members for members or guests of the club. This can include time-limited certificates. A qualifying club is established and conducted in good faith as a club, has at least 25 members, and does not supply alcohol to members on the premises other than by or on behalf of the club.

As with premises licences, the right to make representations on the application for variation of a club premises certificate is given to responsible authorities and other persons. However, unlike for a premises licence, there is no requirement for a designated premises supervisor (DPS) or personal licence holder to oversee alcohol supplies (see 'personal licences' below). Instead, the typical duties of a DPS will normally be carried out by the person with day-to-day responsibility for running the premises. The provision of late night refreshment by a club to members or guests of the club is exempt from the requirements of the 2003 Act and there are certain restrictions on rights of entry to a club by police.

Personal licences

Under a premises licence (as required in section 19 of the 2003 Act), there must be at least one personal licence holder to authorise every sale of alcohol. Personal licences are granted by a LA to a person to enable him or her to supply or authorise the supply of alcohol under a premises licence.

Sales of alcohol may not be made under a premises licence unless there is a DPS for the premises who must hold a personal licence (other than in the case of a community premises that has successfully applied to remove this requirement).

Temporary event notices (TENs)

TENs enable licensable activities to be carried out on a temporary basis without the need for a premises licence or any other authorisation. A TEN can be used by an existing premises (e.g. to extend its usual hours or carry out activities not covered by its licence) or for one-off events that are being organised on non-licensed premises. TENs replaced the temporary permissions that were available before the introduction of the 2003 Act, such as occasional permissions, occasional licences, special hours' certificates, or temporary public entertainment licences. Until April

2012, they allowed licensable activities to be undertaken for no more than 96 hours. In April 2012, this limit was raised to 168 hours. There are also restrictions on the number of TENS an individual can be given in a year and the number of events that can be held under a TEN each year on individual premises. In January 2016, the number of TENS that may be given in respect of a premises in a calendar year increased from 12 to 15.

Late TENS allow premises users to give their notices up to five days ahead of the start of the temporary event period rather than the usual 10 days for standard TENS. Unlike standard TENS, for late TENS there is no right to a hearing and the event cannot take place if the police or the local environmental health authority objects to it. The 2011 Act introduced late TENS in April 2012.

5 Other measures

Cumulative impact areas

Cumulative impact areas (often referred to as cumulative impact policies or zones) are designated areas where a special policy (within an LA's overall statement of licensing policy) applies. LAs may introduce such a policy where there is evidence that the number, type or density of licensed premises is giving rise to specific problems that are undermining the promotion of the licensing objectives (the prevention of crime and disorder, public safety, public nuisance, and the protection of children from harm). These special policies have the effect that applications for the grant or variation of premises licences or club premises certificates which are likely to add to the existing cumulative impact will normally be refused or subject to certain limitations, following relevant representations, unless the applicant can demonstrate in the operating schedule that the application will not add to the cumulative impact on one or more of the licensing objectives.

Late night levies

Late night levies allow LAs to raise a contribution from late-opening alcohol suppliers towards policing the night-time economy. Late night levies must cover the entire area of an LA and apply for a specified period between 12am and 6am. The 2011 Act introduced late night levies in October 2012. Amendments made via the Policing and Crime Act 2017 to allow late night levies to apply to smaller geographic areas have not yet commenced.

Late night refreshment exemptions

Changes introduced by the Deregulation Act 2015 allow LAs to exempt premises, in certain circumstances, from the requirement to have a licence to provide late night refreshment, if it takes place:

- a) on or from premises which are wholly situated in a designated area;
- b) on or from premises which are of a designated description; or
- c) during a designated period (beginning no earlier than 11pm and ending no later than 5am).

The 2015 Act introduced the late night refreshment exemptions into the 2003 Act for a) and c) in October 2015 and for b) in November 2015.

Completed reviews

An LA can be asked to review a licence on the grounds that the operation of the licence is having an adverse impact on the licensing objectives.

Expedited reviews

Expedited review powers allow the police to trigger a fast-track process to review a premises licence where the police consider that the premises is associated with serious crime or serious disorder (or both); and the LA to respond by taking interim steps quickly, where appropriate, pending a full review, which must take place within 28 days. Expedited review powers came into force from 1 October 2007. They apply only where a premises licence authorises the sale of alcohol. They do not apply in respect of other premises licences, nor to those operating under a club premises certificate. The purpose of the powers is to complement existing procedures in the 2003 Act for tackling crime and disorder associated with licensed premises.

Reviews, hearings and appeals

LAs have one month, following the end of the advertising period, to hold a hearing to consider the review application. Everyone who has made representations, as well as the licence holder, will be invited to attend the hearing, which will be open to the public. All papers relevant to the hearing will also be publicly available. This will include details of who applied for the review.

The licence holder will be able to respond to the request for the review and can be legally represented at the hearing. Both parties can call witnesses. The review panel find out all the facts about the problem that has happened as a result of the operation of the premises, and will ask questions of the applicant, his or her witnesses, and of the licence holder and their witnesses.

The applicant for the review, the premises licence holder and any person who submitted a representation all have a right of appeal against the panel's decision.

Appendix A: Key stages in the production of the statistics

1) Preparatory work:

- The Home Office Licensing and Public Order (LPO) statisticians liaise with policy colleagues to see whether there is an operational need to collect new information whilst taking into account response burden on licensing authorities (LAs). Colleagues in the Policing Data Collection Section (PDCS) then inform LAs of any changes to the content or frequency of the collection.
- The LPO statisticians pre-announce a provisional publication date for the release on the statistics release calendar on GOV.UK (<https://www.gov.uk/government/statistics>).
- LPO statisticians incorporate any new questions and accompanying guidance into the data collection template, and review data validations within the template, where possible, to help minimise the number of follow-up queries following the introduction of new questions.
- LPO statisticians create a project plan for the release including timings and milestones, and take into account operational requirements, staffing levels, risks, and other priorities.
- LPO statisticians review content of the most recent statistical release.
- PDCS colleagues circulate the data collection template and accompanying guidance notes to LAs.

2) Collection and validation of statistical returns:

- PDCS colleagues liaise with LAs to ensure the receipt of statistical returns in a timely manner and undertake checks on the returns to ensure they have been completed correctly.
- PDCS colleagues handle queries from LAs either themselves or with the assistance of LPO statisticians, where necessary, on more technical matters.
- LPO statisticians conduct variance checks to identify large year-on-year changes and then query these with LAs, who will either confirm the data or provide corrections to the data for the current year and/or revisions to the data for previous years. LPO statisticians also carry out other data validation checks and query LAs where appropriate.
- LPO statisticians produce the final dataset having successfully resolved all validation/variance checks.

3) Preparation for publication:

- LPO statisticians pre-announce the final date of publication on the statistics release calendar on GOV.UK (<https://www.gov.uk/government/statistics>)
- LPO statisticians calculate, for headline figures, imputed estimates for non-responding LAs.
- LPO statisticians produce the tables, which contain totals for England and Wales and breakdowns at LA level.
- LPO statisticians prepare the statistical commentary, user guide, statistical news release, and pre-release access list.
- LPO statisticians circulate the statistical commentary, user guide, main tables and supplementary tables to nominated officials for quality assurance purposes as detailed on the pre-release access list.
- LPO statisticians liaise with colleagues in the Publication team to prepare the report for online publication.

- LPO statisticians circulate the final commentary, user guide, main tables, and supplementary tables 24-hours prior to publication to named officials (including ministers and press office) as shown on a pre-release access list. Where appropriate, LPO statisticians meet with policy and press office colleagues to discuss the content and handling of the release.
- Publication.

4) Follow-up work:

- LPO statisticians arrange a wash-up meeting with stakeholders to review the processes associated with the data collection, data validation, producing the commentary and tables, briefing arrangements, etc. to agree actions for the next publication and lessons learned.
- LPO statisticians respond to Parliamentary Questions, Freedom of Information requests and other enquiries using published data (until the next publication).