
Report to the Licensing Board

Date of Meeting: 5 November 2025

Subject: General Extension of Licensed Hours - Festive Period 2024 -25

Report by: Clerk to the Licensing Board

1.0 Purpose

1.1 The purpose of this report is to enable the Licensing Board to consider its approach to the festive period 2024-5.

2.0 Background

2.1 For a number of years the Board has agreed a general permitted extension to licensing hours over the festive period. This approach has been well received by the licensed trade.

3.0 Recommendation

3.1 It is recommended that the Board:

3.1.1 Note that the Statement of Licencing Policy has incorporated the Festive Policy

3.1.2 Agree that any general extension incorporated into the Statement of Licensing Policy 2023 shall be in place during the periods from 14th to 16th December 2024 inclusive and from 20th December 2024 to 2nd January 2024 inclusive.

3.1.3 That the final general extension incorporated into the Statement of Licensing Policy shall end 2nd January 2024, as this is the last non working day of the festive period.

4.0 Consideration

4.1 For 7 years the Board has granted a General Extension of licensed hours for the Festive Period. This approach has now been incorporated into the Statement of Licensing Policy.

The Statement of Licensing Policy “Festive Policy” considers it appropriate to grant a general extension of one additional hour to the terminal hour on all On Sales premises, unless that would extend trading beyond 2 am. An additional special provision to allow a 2am terminal hour where Christmas Eve and New Years Eve fall on a day other than a Friday and Saturday. This has been the same approach taken by the Board in previous years. As indicated above, to date this policy has been well supported, by the Police and the trade in particular. The Statement does indicate that the dates that the festive policy will apply will continue to be set at this meeting in the cycle by the Board. Therefore, it has been considered appropriate at this point to make a recommendation on when any agreed festive policy would apply. This will give the trade the opportunity to begin to plan for the festive period.

- 4.2 The administration of extended hours applications can be time consuming for the licensing team, as the Licensing Standards Officer is required to submit a report on each application, even if there are no concerns regarding the extension in question. As a result of this requirement, applications for extended hours cannot be determined under delegated powers, and require Board Members to approve each application. The fee payable for this is £10 and does not cover the cost of processing the application. Separately, this imposes a regulatory burden on licensed premises.

4.0 Sustainability Implications

- 4.1. None

5.0 Resource Implications

5.1. Financial Details

- 5.2. As reported previously to the Board the potential reduction in the number of extended hours applications will result in continued reduced income. However the cost of processing an application far exceeds the statutory fee and the loss of income is offset by the overall benefits gained by the Board, Council and applicants as detailed in this report.

5.3. Staffing

The grant of a general extension would remove the requirement for licence holders to submit an extended hours application. This would reduce the administrative burden on the licensing service, and would not require the Board to determine applications subject to a LSO report at short notice and prior to the Festive Break.

6.0 Equalities Impact

- 6.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes No

7.0 Legality

- 7.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

8.0 Appendices

- 8.1 None.

9.0 Background Papers

- 9.1 Consultation on the Statement of Licensing Policy .

Author(s)

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Approved by

NAME	DESIGNATION	SIGNATURE
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