

Runnymede Borough Council

Statement of Licensing Policy

(6th Edition)

2026 - 2031

Effective: 7 January 2026 to 6 January 2031

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1. Introduction

- 1.1 The Licensing Act 2003 ('The Act') imposes a statutory duty upon Councils to produce, develop and then review a policy at least every five years. This is the sixth edition of Runnymede Borough Council's Statement of Licensing Policy (SOLP) which it is proposed to adopt in January 2026 following consultation with the persons and organisations listed in Section 26.
- 1.2 This Policy has been prepared in accordance with the provisions of the Licensing Act 2003, as amended, and takes into consideration the latest, revised Guidance issued by the Home Office under Section 182 of the Act:

<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>
- 1.3 It also incorporates any changes arising from the consultation process and also those identified by Officers as a result of having used the Policy in practice.
- 1.4 This Policy will apply for a maximum of five years until 6 January 2031. It will be reviewed when necessary throughout this period to evaluate its effectiveness and take any new legislation or guidance into account. Any material changes to this policy will be subject to consultation. Minor formatting or editorial changes may be made at Officer level without recourse to consultation. It is noted that as a result of proposed local government reorganisation, it is inevitable that this Policy will have to be substantially updated prior to 2031, to take into account the new arrangements in Surrey.
- 1.5 Runnymede Borough Council ('the Council') is the Licensing Authority for the purposes of the Act for the Borough of Runnymede. The Licensing Authority's responsibilities include granting premises licences and club premises certificates, for the licensable activities of the sale/supply of alcohol, the provision of regulated entertainment, and the provision of late night refreshment; the granting of personal licences for authorising the sale and/or supply of alcohol; and the processing of temporary event notices.
- 1.6 The aim of the Policy is to secure the safety and amenity of residential communities whilst encouraging local tourism, entertainment and cultural industry. The Council, in adopting this Policy, recognises both the needs of residents for a safe and healthy environment in which to live and work and the importance of prosperous and well run retail/entertainment premises to the local economy and vibrancy of the Borough. It also recognises the need to provide opportunities and support for leisure and culture within the Borough. To achieve this aim, the Council is committed to partnership working with the Police, Fire Service, local businesses, licensing trade, residents and others towards the promotion of the objectives as set out in this Policy.

- 1.7 This Policy provides information and guidance to licence applicants, persons making representations and those who may wish to initiate a review on the general approach that the Council will take in terms of licensing regulation. Although each application will be considered on its own merits, the Council, in adopting this Policy is indicating that wider considerations other than the fitness of the applicant and suitability of premises will be taken into account in making an appropriate determination.
- 1.8 The Council, as a Licensing Authority, will work with other local authorities, particularly in Surrey, to ensure that as far as possible a consistent approach is taken to licensing matters whilst respecting the different needs of the individual communities throughout the county.
- 1.9 Nothing in this Policy document should be regarded or interpreted as an indication that any requirement of licensing or other law may be overridden or added to their scope.

2. The Borough of Runnymede

- 2.1 Runnymede Borough is located in North West Surrey with a population of 89,400 (*Source: ONS population estimates from NOMIS July 2020*) and covers 7,807 hectares (30.14 square miles), of which 78.63% (6,139 hectares) is Green Belt (*Source: RBC Local Plan July 2020*). It has a population density of 11.45 persons per hectare and includes the settlements of:
- Addlestone
 - Chertsey
 - Egham
 - Englefield Green
 - Longcross
 - Lyne
 - New Haw
 - Ottershaw
 - Row Town
 - Thorpe
 - Virginia Water
 - Woodham

- 2.2 Runnymede borders with five neighbouring local authorities and is in close proximity to London and Heathrow Airport. The M25 motorway runs through the borough from north to south and the M3 motorway from west to east. It boasts several high profile attractions such as Thorpe Park, Savill Garden, Wentworth Golf Club, the Magna Carta Memorial, the Air Forces Memorial, Virginia Water Lake, Runnymede Meadows, Runnymede Pleasure Ground and the River Thames for leisure and commercial use.
- 2.3 The Borough has three principal towns; these are Chertsey, Egham and Addlestone, with a number of smaller villages and suburban centres. Royal Holloway University of London is situated in the north of the borough and its students make a significant contribution to the local economy. Royal Holloway is one of the UK's leading research intensive universities. It has over 12,000 students from the UK, EU and internationally and employs over 1,800 staff.
- 2.4 Runnymede has a strong local economic base with many commercial enterprises in the town centres, industrial estates and business parks. The local economy, in common with the rest of Surrey, is dominated by the service sector and many international companies have Head Offices located in the area.
- 2.5 The Borough's northern and eastern edges are formed by the rivers Thames and Wey, across which are the towns of Staines and Weybridge. In the northwest the Borough contains part of Windsor Great Park, to the west it reaches the edge of Chobham Common and to the south extends almost to Woking.
- 2.6 Within the Borough there are (as of October 2025), **XXX** licensed premises (of all types), 34 club premises certificates and over **XXXX** personal licence holders.
- 2.7 A Map of Runnymede is set out at **Annex 1**.

3. Scope of the Policy

- 3.1 The Licensing Act 2003 provides the legal framework for licensing in respect of:
- The sale of alcohol by retail
 - The supply of alcohol by or on behalf of a club
 - Regulated entertainment
 - Late night refreshment
- 3.2 The control of these activities is through:
- Premises Licences
 - Club Premises Certificates
 - Personal Licences
 - Temporary Event Notices
- 3.3 There are a number of exceptions to the provision of regulated entertainment, details of which are set out in the Act at Schedule 1 - Part 2 (Exemptions).

4. Health

- 4.1 Following the Police Reform and Social Responsibility Act 2011, local health bodies are now responsible authorities.
- 4.2 It is accepted that as local health bodies revise and develop their strategy for preventing alcohol related harm there may be a need to amend this policy to take these into account.
- 4.3 The Council will consider health related evidence that directly links to a premises when their discretion is engaged after representation, where it is considered to impact on one or more of the licensing objectives.
- 4.4 Health data may also be considered where it links to the context and surroundings of a premises where a representation is made on the grounds of cumulative impact, either within or outside a Cumulative Impact Policy area as allowed for in the Act.

5. Consultation and Equalities

- 5.1 This Statement of Policy has been prepared following consultation with the responsible authorities and bodies representing existing premises licence and certificate holders (including public entertainment, theatre, cinema and late-night refreshment licences), businesses and residents in the Borough. The views of all these bodies have been taken into account in the determination of this Policy Statement.
- 5.2 The Equality Act 2010 places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations between persons with different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership. This Statement of Licensing Policy will be monitored for any adverse impact on the promotion of equal opportunities for all.
- 5.3 This Policy has been drafted with equalities issues being considered in the context of the licensing objectives and the section 182 guidance, which aims to promote best practice, ensure consistent application of licensing powers, and promote fairness, equal treatment and proportionality.
- 5.4 An updated Equality Screening assessment has been carried out on the latest version of this policy which was referred to the Council's Equalities Group for any comments.
- 5.5 All premises licence holders, club certificate holders, and designated premises supervisors were written to and made aware of an online consultation in relation to the new policy, whereby they were invited to make any comments.
- 5.6 In addition, the draft policy has also been published on Runnymede Borough Council's website.

6. Fundamental Principles

6.1 The Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:

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

Each objective is of equal importance.

6.2 Nothing in the Statement of Policy will:

- undermine the rights of any individual to apply under the Act for a variety of permissions and have any such application considered on its individual merits, and/or
- override the right of any person to make representations on any application or to seek a review of the licence or certificate where provision has been made for them to do so under the Act.

6.3 The Council recognises that licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licenced premises and, therefore, beyond direct control of the individual, club or business holding the licence, certificate or authorisation concerned. Nonetheless, it is a key aspect of such control and licensing law will always be part of a holistic approach to the management of the evening and night-time economy in Runnymede.

6.4 Any conditions attached to various authorisations will be focussed on matters which are within the control of individual licensees and others in possession of relevant authorisations. Conditions will therefore be used to regulate the use of premises for licensable activities and their effects in the vicinity of those premises. Whether or not incidents can be regarded as taking place in the vicinity of licensed premises is a question of fact and will depend on the particular circumstances of the case.

6.5 The Council is keen to promote the artistic and cultural life of the Borough, and licensing will be approached with a view to encouraging cultural activities and innovative forms of public entertainment for the wider cultural benefit of communities generally. When a relevant representation is made, only conditions strictly necessary for the promotion of the licensing objectives will be attached to a licence as the Council is aware of the need to avoid imposing substantial indirect costs. Where there is an indication that licensing requirements may be deterring such events, where appropriate the Policy may be reviewed with a view to investigating how the situation might be remedied.

6.6 The Council is aware that different areas of the Borough have different characteristics and where possible will ensure that licence conditions reflect these. In particular:

- Villages of a more quiet and rural nature;
- Urban Centres – where redevelopment and / or regeneration is being encouraged.

- 6.7 The Council is aware that a variety of premises will be seeking licences, from schools to small private members' clubs, to large well established premises with dancing and entertainment, and where a relevant representation has been made, it will ensure that licence conditions reflect the nature of the different types of premises.
- 6.8 The Council will consider each application on a case by case basis and in light of any licence conditions put forward by the applicant. If an 'on sales only' licence holder wishes to add off sales to their licence, the Council may treat applications as a minor variation, in particular if the licence holder took advantage of the Business and Planning Act 2020 easement and there has been no adverse impact on the licensing objectives.
- 6.9 Full variations should not be used to substantially change a premises to which the licence relates – significant changes that could potentially have an adverse impact on the promotion of the licensing objectives should be a new licence application.
- 6.10 Where no responsible authority or other person raises any representations about the application made to the Council as the Licensing Authority, it is the duty of the Authority to grant the licence or certificate subject only to conditions that are consistent with the operating schedule and any applicable mandatory or standard conditions. Conditions contained within the operating schedule will be interpreted in accordance with the applicant's intentions and will not simply be replicated on a licence.
- 6.11 The Licensing Authority will avoid duplication with other regulatory regimes, in particular where primary legislation is already in existence.
- 6.12 The Terrorism (Protection of Premises) Act 2025 (Martyn's Law) introduces requirements on those responsible for certain publicly accessible premises and events to implement measures to protect against terrorist attacks. The Licensing Authority supports the introduction of this law to promote public safety in places and spaces where licensable activities take place.

7. The Licensing Objectives

- 7.1 The promotion of the four licensing objectives is fundamental to the Act. Each application for a premises licence/club premises certificate, or a variation to a licence must have a full and detailed operating schedule. Any conditions proposed on the operating schedule must be appropriate, proportionate and legally enforceable. The Council will expect applicants to have carefully considered how they will promote the licensing objectives within their operating schedule.
- 7.2 Applicants should provide as much information as possible in the operating schedule. This is essential to enable other parties and responsible authorities to assess the impact of the licensable activity on the licensing objectives and demonstrates that the applicant understands and appreciates the objectives.

8. Prevention of Crime and Disorder

- 8.1 Under section 17 of the Crime and Disorder Act 1998 (as amended), Local Authorities must have due regard to the likely effect of the exercise of their functions on crime and disorder and do all that it reasonably can to prevent crime in their area.
- 8.2 The Council will expect applicants to include within their operating schedule the steps they propose to take to reduce or deter crime and disorder, both inside and in the immediate vicinity of the premises. These steps will vary from premises to premises and according to the type of licensable activities that are to occur.
- 8.3 The applicant should identify any particular activities or issues which might conflict with those of promoting the crime and disorder objective and include such measures to counteract this effect in the operating schedule.
- 8.4 In particular, the Council will expect applicants to address, where appropriate, in the operating schedule, the following matters:
- physical security features;
 - procedures and/or risk assessments in respect of 'drinking up time', special events and promotions;
 - membership of the local 'Pub watch' or similar scheme, where one exists;
 - the use of licensed door supervisors (by the Security Industry Authority) and search procedures as indicated by a risk assessment;
 - measures to prevent the use and sale of illegal substances;
 - training for staff in crime prevention and dealing with violence as indicated by a risk assessment;
 - agreed protocols with the Police to reduce crime and disorder;
 - details of CCTV and audio recording equipment to include where cameras are placed and for how long footage is retained before proper and secure disposal.
- 8.5 Those premises benefiting from an off-sales facility will be expected to maintain a log of refusal to sell alcohol to a prospective customer giving details of time and date, the person serving and as many details of the customer as possible. The licensee needs to adhere to the principles of the Data Protection Act 1988, including accuracy and security of information. It would be prudent from the Licensee's point of view that the 'Refusals Register' be kept for a period of three years, as a rolling list.

- 8.6 The Council recognises that many premises licensed for on-sales in the Borough are well run and crime free. However, where there is a recent history of patrons being involved in any form of violent incident, within or nearby the premises, and where a relevant representation is made in any subsequent review of the premises licence, it is likely that conditions will be placed upon the premises licence which are deemed appropriate, proportionate and enforceable.
- 8.7 The Council will consider attaching conditions to licences and permissions to deter and prevent crime and disorder both inside and immediately outside the premises.
- 8.8 In its consideration of an application for a Premises Licence from smaller retail outlets and garages the Council will expect that operating schedules will indicate that a personal licence holder will normally be available to supervise the sale or supply of alcohol during the hours of the business, and particularly so between the hours of 6 pm and 6 am. Personal Licence holders are to remain responsible at all times for those they supervise.
- 8.9 When preparing their plans and schedules, applicants are recommended and encouraged to seek advice from Council Licensing Officers and Surrey Police, as well as taking into account, as appropriate, local planning and transport policies, tourism and cultural, and crime prevention strategies.
- 8.10 Safeguarding is not limited to children and young people - vulnerability is an inherent part of the night time economy. Various initiatives can be utilised by licence holders to help identify, manage and prevent vulnerability, for example Drinkware schemes and Ask for Angela.
- 8.11 The Council strongly encourages all licensees to review their processes and policies to ensure that they support the reporting and reduction of sexual harassment, misconduct and violence against woman and girls.
- 8.12 It is expected that licensed premises take measures to prevent incidents of spiking, relevant to the individual style and characteristics of their premises. Staff should be trained on spotting and preventing incidents of spiking, as well as how to deal with incidents, including supporting victims and to help preserve any evidence.
- 8.13 The Council is keen to stress however, that as well as the licensing function there are a number of other mechanisms for addressing issues of unruly behaviour which occur away from licensed premises. These include:
- planning controls;
 - ongoing measures to provide a safer and cleaner environment in partnership with local businesses and others;
 - powers to designate parts of the Borough as places where alcohol may not be consumed publicly;
 - confiscation of alcohol from adults and others in designated areas;
 - Police enforcement of the law with regard to disorder and anti-social behaviour;
 - Police powers to close some premises for up to 24 hours in extreme cases of disorder or excessive noise;

- the power of Police and other responsible authorities, local businesses and residents to apply for a review of the licence;
- enforcement action against those selling alcohol to people who are already intoxicated or inebriated.

8.14 The Council will address a number of these issues in line with the strategic objectives for crime and disorder reduction in the Borough.

8.15 The Council recognises the value of 'Pub watch' schemes for pubs, clubs and bars in the prevention of crime and disorder. The Council also recognises that engagement with Pub watch can be a key factor in combatting crime and disorder, particularly in town centres. As such, those with responsibility for a premises, be they Designated Premises Supervisors (DPS), managers or premises licence holders, are strongly encouraged to participate in their local Pub watch scheme, where one exists.

8.16 **Closed Circuit Television (CCTV)** systems are useful in helping to combat crime. Applicants are encouraged to assess whether the use of CCTV is necessary on their premises. Upon receiving a relevant representation from a responsible authority or other party, it is within the Licensing Sub-Committee's remit to impose a condition requiring CCTV if it is felt to be necessary for the promotion of the licensing objectives. A typical condition may be worded as such:

- The CCTV system shall be properly maintained and be of the digital type;
- The system will incorporate a camera covering each entrance door and be capable of providing an image which is regarded as evidential standard;
- The CCTV system shall incorporate a recording facility and any recording shall be retained and stored in a suitable and secure manner;
- The system will comply with other essential legislation and all signs as required will be clearly displayed;
- The system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity. The precise position of the cameras may be agreed with the Police;
- The system will be able to retain images for a minimum of 31 days;
- There must be one person on the premises at all times who can operate the CCTV and be capable of downloading images to a memory device if required by an authorised person or Police Officer.

9. Public Safety

- 9.1 The Act covers a wide range of premises that require licensing, including cinemas, concert halls, theatres, nightclubs, public houses, cafés /restaurants and fast food outlets/takeaways. Each of these types of premises presents a mixture of risks, with many common to most premises and others unique to specific operations.
- 9.2 The Council will expect Operating Schedules to satisfactorily address these issues and applicants are advised to seek advice, as appropriate, from Council Environmental Health Officers and the Surrey Fire and Rescue Service before preparing their plans and schedules.
- 9.3 The Council will work with Surrey Fire and Rescue and other responsible authorities to ensure that fire safety is maintained in all licensed premises. Applicants are advised that the Fire Service will examine all applications to ensure that patrons and customers can be safely accommodated on the premises.
- 9.4 It is recommended that all new applications and variations (except a variation of a DPS) are accompanied by a Fire Safety risk assessment (as required under the regulatory Reform (Fire Safety) Order 2005). This will assist Surrey Fire and Rescue in assessing the application.
- 9.5 Where relevant representations are made, the Council will consider attaching pertinent conditions to the licence to promote public safety.
- 9.6 Applicants and licence holders should consider what practical steps they can take to demonstrate best practice in advance of the Terrorism (Protection of Premises) Act 2025 coming into force, such as requiring certain members of staff at licensed premises to complete the 'Protect UK' Action Counter Terrorism (ACT) Awareness e-learning training, where appropriate.

10. Prevention of Nuisance

- 10.1 The Council is committed to minimising the loss of amenity in the Borough by working in partnership with Surrey Police, Safer Runnymede, Environmental Health, Planning and licensees. Applicants should be able to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented to prevent public nuisance. Such measures should be relevant to the particular style and character of the premises and events and seek to minimise any loss of amenity to occupants of any nearby premises.
- 10.2 Public nuisance is the most common reason for complaints and representations to be made about applications. It is also the most common cause of complaints about existing premises. It can include low-level nuisance affecting a few people locally as well as major disturbance.
- 10.3 The potential for nuisance varies according to the nature of the premises. Take-away restaurants, late night off-licences and activities such as drinking alcohol can all contribute to nuisance in a variety of ways and in turn cause adverse effects for nearby residents.

- 10.4 The Authority will interpret nuisance, or “loss of amenity”, in its widest sense, to include such issues as noise (from patrons and music, both inside and outside the premises), light, odour, litter, human waste (such as vomit and urine), fly-posting and anti-social behaviour.
- 10.5 Noise nuisance is the most common problem. It is particularly intrusive at night when ambient noise levels are lower and residents are trying to sleep. Therefore, it is important that applicants can demonstrate how they will effectively manage such issues as:
- the exit and dispersal of their patrons;
 - noise from patrons in queues or outside smoking areas;
 - patrons returning to cars parked in surrounding residential streets;
 - general noise of people arriving and leaving the premises.
- 10.6 Where applicants are completing operating schedules, they are expected to have regard to the location of the proposed or actual premises. In particular, consideration should be given to whether proposals may have a disproportionate impact in residential areas or near to sensitive premises such as nursing homes, independent living and sheltered accommodation, hospitals, hospices, places of worship and schools.
- 10.7 The use and management of outside spaces within the direct control of the licensee and the associated behaviour of people using outside areas can also be problematic. Applicants should take all reasonable steps to prevent public nuisance outside their premises to the extent where these matters are within their control. Such areas can include beer gardens, forecourts, smoking areas and areas where patrons may gather to eat, drink or socialise. The need for control is particularly important over the summer months. Outside drinking can cause a number of problems. Members of the public can sometimes feel intimidated and crowds of drinkers spilling out onto the street may cause an obstruction. Safety issues can also be caused with drinkers moving into the road. Wherever possible, drinking should be contained within the areas that are owned or managed by the licensed premises, such as beer gardens, terraces or, where a pavement licence has been granted by the Council for tables and chairs to be located on the public highway.
- 10.8 Where a premise does not benefit from such an area and customers wish to smoke outside, they should not be allowed to carry drinks with them for any reason. Applicants should address this in their operating schedule and demonstrate how they will manage any negative impact such as smoke and congestion on the pavement.
- 10.9 The Authority considers that patrons who are using external smoking areas or shelters are there as a direct result of the operation of the licensed premises and are within the control of the licensee. Applicants and existing licence holders are encouraged to assess whether the noise from such patrons could potentially disturb nearby residents and whether there is potential for smoke to drift to nearby residential properties. As the licensed trade can only be responsible for matters within their control, it is recommended that licence holders focus on the effects on residential premises in the locations where smoking is permitted.

- 10.10 Where relevant representations have been made, or a review has been applied for and where it is considered appropriate, the Authority may impose conditions to address these problems, such as prohibiting re-admission to the premises or preventing the sale of alcohol for consumption off the premises.
- 10.11 Applicants must consider matters relating to public nuisance when making an application. The Authority requires applicants to consider areas that they should address and to formulate their own operating schedule tailored to the type, nature and characteristics of the specific premises and its neighbourhood. Where appropriate, it is expected that applicants will give consideration to the following issues:
- installation of a sound limiting device for amplified music;
 - sound reduction measures such as keeping doors and windows closed;
 - installation of double door entry and exit systems;
 - sound proofing measures for external areas of the premises where entertainment is likely to take place;
 - measures for the winding down of sales of alcohol and events;
 - accessibility to transport services;
 - measures to be taken to prevent or minimise nuisance caused by the dispersal of patrons from the premises.
- 10.12 Proximity to residential accommodation is a general consideration with regard to the prevention of public nuisance. The Licensing Authority will treat each case on its individual merits. However, stricter conditions will generally be imposed on premises licences in areas that have denser residential accommodation or residential accommodation in close proximity to them. This may include the Licensing Authority imposing an earlier terminal hour than proposed by the applicant. This is regardless of the designation assigned to the area in which the premise is situated under this policy (e.g. as a Major or District Town Centre). In such cases and where relevant representations are received, the Licensing Authority will have regard to the potential for, and the risk of, nuisance occurring to nearby residents.
- 10.13 The Licensing Sub-Committee may impose conditions on the applicant's premises licence relating to littering and refuse collection times. Accordingly, applicants may wish to address as part of their operating schedule any measures they intend to take to control litter. For example:
- Litter patrols directly outside the premises including the picking up of cigarette butts; and
 - notices at take-away premises asking patrons to dispose of their litter in bins provided.

- 10.14 Residents can sometimes be disturbed by early morning trade waste or domestic refuse collections. It is recognised that refuse collection times can sometimes be outside the control of the premises licence holder. However, premises licence holders are encouraged to consider whether their waste/refuse collection time could result in public nuisance and, if so attempt to re-negotiate different times with the contractor.
- 10.15 Applicants are advised to seek advice from appropriate Responsible Authorities (e.g. Environmental Health) prior to the submission of their operating schedule.
- 10.16 The Council will consider attaching conditions to licences and permissions to prevent public nuisance and these may include conditions drawn from the Model Pool of Conditions produced by the Home Office relating to 'Public Nuisance'
- (https://assets.publishing.service.gov.uk/media/5a7b646c40f0b64646935dad/Pools_of_conditions_-_supporting_guidance.pdf)

11. Protection of Children from Harm

- 11.1 The wide range of premises that require licensing means that children may be admitted to them, often by themselves, for food and/or entertainment.
- 11.2 The Licensing Authority also recognises that children are one of the most vulnerable groups in our society and that some activities associated with licensed premises are not appropriate for children.
- 11.3 The Council will expect applicants to include in their operating schedule the steps which they propose to take to prevent harm to children.
- 11.4 In applications where no representations have been received, any restriction on the admission of children which have been included in the operating schedule may be attached as a condition on the licence.
- 11.5 The Council acknowledges that a mandatory condition exists on premises licences and club certificates in relation to an age verification policy. It is noted that once the Data (Use and Access) Act 2025 comes into force that this will enable the use of certified digital identities to be added to the list of accepted age verification methods for alcohol sales in the UK.
- 11.6 The Council fully expects applicants to have excellent knowledge of age-related sales practices and may request to see the age verification policy on application.
- 11.7 The Council will consult with the approved authority concerned with the Protection of Children from Harm and Child Protection issues on any application where it is indicated that there may be concerns over access for children.
- 11.8 The Council strongly recommends that all licenced premises retain staff training records and that they should make these available on request to Local Authority, Police and Trading Standards Officers.

- 11.9 The Council recognises that limitations may have to be imposed where it is considered necessary to protect children from harm. Following relevant representations, it will consider the imposition of additional controls by way of licence conditions where activities that take place on the premises may present a risk of physical, moral or psychological harm to children. It will also look for strict controls in place to prevent the sale of alcohol to underage children, especially in relation to off-licence premises.
- 11.10 The Council will judge the merits of each separate application before deciding whether to impose conditions limiting the access of children to individual premises. The following are examples of premises that will raise concerns where:
- the current management or staff working at the premises have been prosecuted, or have convictions for serving alcohol to minors, or with a reputation for under-age drinking;
 - there are concerns about drug taking or dealing;
 - there is a distinct element of gambling on the premises;
 - entertainment of an adult or sexual nature is commonly provided or occurs during the course of events;
 - films with age restricted classifications are to be shown;
 - the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.
- 11.11 The Council will give consideration to the following options when dealing with a licence application where limiting the access of children is considered necessary to prevent harm to children:
- limitations on the hours when children may be present;
 - limitation on access to persons below the age of 18;
 - limitations or exclusion when certain activities are taking place;
 - requirements for an accompanying adult;
 - full exclusion of people under 18 from the premises when any licensable activities are taking place.
- 11.12 It is the Council's expectation that all staff responsible for the sale of intoxicating liquor receive information, training and advice on the licensing laws relating to children and young persons in licensed premises. Licensed premises staff are required to take all reasonable steps to prevent underage sales.
- 11.13 The Act details a number of offences designed to protect children in licensed premises and the Council will work closely with the Police and Trading Standards to ensure the appropriate enforcement of the law, especially where it relates to the sale and supply of alcohol to children.

- 11.14 Where underage sales are found, the Licensing Authority supports the use of warnings, fixed penalty notices and cautions, and prosecutions to enforce the Act.
- 11.15 The Council supports the aims of the Portman Group and commends the Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks operated by it on behalf of the alcohol industry to applicants.

<https://portmangroup21.wpenginepowered.com/wp-content/uploads/2023/11/Portman-Group-NPP-Sixth-Edition-Amended.pdf>

This Code seeks to ensure that alcohol is promoted in a socially responsible way, only to those aged 18 and over, and in a way that does not appeal particularly to those who are vulnerable.

12. Amusements with Prizes

- 12.1 In premises where there are AWP (Amusement with Prizes) and all cash gaming machines, the Council will expect operating schedules to include the measures to be taken to prevent access to them by children in accordance with current gaming legislation set out in the Gambling Act 2005.
- 12.2 The Council will expect that where there is access by children, all machines are located within sight of the bar staff so that machines can be played under direct supervision.
- 12.3 The Council will review this section of the Policy to take account of any changes in the legislation regulating gambling as necessary.

13. Access to Cinemas

- 13.1 Films cover a vast range of subjects, some of which deal with adult themes and/or contain, for example, scenes of horror or violence that may be considered unsuitable for children within certain age groups.
- 13.2 The Council expects the operating schedules of premises presenting film exhibitions to include arrangements for restricting children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification (BBFC).
- 13.3 The Council has adopted the following procedure within the Policy which states that:
- i) the Licensing Authority can be requested to classify films that have already been classified by the BBFC under the following circumstances:
 - a) Where at least three (but no more than seven) members of the Licensing Committee give notice to the Corporate Head of Law and Governance of their wish to call-in a film for classification by the Licensing Authority; or

- b) Where a distributor of a film requests that the Licensing Authority classifies the film into a different category from that applied by the BBFC.
- ii) The Licensing Authority can also be requested to classify films that have not been classified by the BBFC.
- iii) Any request to classify a film under the circumstances referred to in paragraphs (i) or (ii) above shall be referred to and determined by a Licensing Sub-Committee, on behalf of the Licensing Authority.
- iv) Any request to classify a film made under paragraph (i)(a) above must be accompanied by reasons for calling-in the film. Such requests will be dealt with as expeditiously as possible, bearing in mind that films are generally only shown in cinemas for relatively short periods.
- v) In order to avoid the appearance of bias or predetermination, none of the Members of the Licensing Committee or Sub-Committee who call-in a film for classification shall sit on the Licensing Sub-Committee constituted for that purpose.
- vi) All requests submitted under the circumstances referred to in paragraphs (i)(b) and (ii) above must:
 - a) be accompanied by a synopsis of the film and a full copy of the film in DVD format; and
 - b) give a minimum of 28 days' notice of the proposed screening, and the Licensing Authority will seek to classify the film within that time period.
- vii) Any report containing a synopsis of the film and other relevant information will be submitted to the Licensing Sub-Committee who will view the entire film, assess it against the BBFC guidelines (which includes details of various classification categories) and issue the appropriate classification. When considering classification requests, the Sub-Committee must do so with a view to promoting the relevant licensing objective(s).
- viii) The distributor and/or the party requesting the classification, together with the premises licence/club premises certificate holders for all premises licensed for the exhibition of films in the Borough will be notified in writing, of the Sub-Committee's decision, and the reasons for the decision.

14. Children and Public Entertainment

- 14.1 Many children go to see and/or take part in entertainment arranged especially for them, for example, children's film shows, dance or drama school productions and amateur dramatics groups and additional arrangements are required to safeguard them while at the premises.

- 14.2 Where a form of regulated entertainment is especially presented for children, the Council will expect a written risk assessed contingency plan to be available at the premises. It is recommended that the following arrangements are made in order to control access and egress, and to ensure their safety:
- An adult member of staff or responsible adult to cover non-school based productions, to be stationed in the vicinity of each of the exits from any level;
 - Organisers should provide a sufficient number of adults to ensure they meet the requirements of the venue or that organisations risk assessment in regards to adult/child ratio;
 - No child, unless accompanied by an adult, to be permitted in the front row of any balcony;
 - No standing to be permitted in any part of the auditorium during the performance.
- 14.3 The Council will expect the operating schedule to satisfactorily address these issues.
- 14.4 Consideration will be given to attaching conditions, where a representation is made by a relevant Responsible Authority.

15. Licensing Hours

- 15.1 It is recognised that flexible licensing hours for the sale of alcohol would avoid large numbers of people leaving premises at the same time. This in turn could reduce the friction at late night fast food outlets, taxi ranks, private hire operators and other sources of transport that can lead to disorder and disturbance.
- 15.2 Applicants for premises licences and club premises certificates are asked to note that provision may be made within the licence or certificate for 'opening hours' to differ from the hours during which licensable activities are authorised to take place. The Act does not require that opening hours should be identical to the hours during which, for example, alcohol may be sold or supplied, and applicants may therefore wish to incorporate a 'closing time' and 'drinking up time' within their proposals. Similarly, applicants may wish to open prior to the licensable activity hours to allow for the provision of hot food and non-alcoholic hot or cold beverages.
- 15.3 The Council will not seek to set fixed trading hours within designated areas.
- 15.4 When considering applications for premises licences after relevant representation from a responsible authority, the Council will take into account applicants' requests for terminal hours in the light of the four fundamental principles, and having particular regard to:

- environmental quality;
- residential amenity;
- character or function of a particular area; and
- nature of the proposed activities to be provided at the premises.

15.5 Terminal hours will normally be approved where the applicant can show that the proposal would not have an adverse effect on those issues listed above. Where a relevant representation is made, the Council may set an earlier terminal hour where it considers this is appropriate to the nature of the activities and the amenity of the area.

16. Shops, Stores and Supermarkets

16.1 The Council will generally consider licensing shops, stores and supermarkets to sell alcohol for consumption off the premises at any time they are open for shopping.

16.2 However, it may be considered that there are valid reasons for restricting those hours, for example, where Police representations are made in respect of shops known to be the focus of disorder and/or disturbance.

16.3 Where alcohol is sold ancillary to the main business, the operating schedule will have to indicate the procedures in place to ensure alcohol is not sold to a person not entitled to purchase it.

16.4 Those premises selling petrol will have to satisfy the council that petrol sales are ancillary to the main retail sales of the premises.

17. Integrating Strategies, Partnership working and Avoiding duplication

17.1 In the adoption of this Policy, the Council will avoid duplication with other regulatory regimes - in particular, where primary legislation is already in existence.

17.2 There are a number of stakeholders in the hospitality and leisure industries, covering a wide range of disciplines. Many are involved, directly or indirectly, in the promotion of the licensing objectives, particularly those relating to the prevention of crime and disorder and public nuisance. Many of their strategies deal, in part, with the licensing function and the Council has set up a local Community Safety Partnership to ensure proper integration of local crime prevention, planning, transport, tourism and cultural strategies. Partnership working, particularly with the Police, Trading Standards, Immigration Enforcement and Environmental Health is crucial to managing the licensed trade.

- 17.3 The Council will endeavour to:
- i) Work with partner agencies that are involved either directly or indirectly in delivery of this Policy, including responsible authorities, local businesses and the local community;
 - ii) Ensure interrelated strategies and agendas which support delivery of this Policy are identified and integrated, such as the countywide Substance Misuse Strategy, Surrey's Anti-Social Behaviour Strategy and borough and district Sustainable Communities Strategies;
 - iii) Identify and galvanise new and existing opportunities to develop, strengthen and foster partnership working in order to improve delivery of the Policy;
 - iv) Undertake consultation and communication on licensing issues with all licensees, communities and their representatives;
 - v) Ensure pro-active enforcement in line with the council's enforcement policy in order to achieve the licensing objectives;
 - vi) Work to reduce crime and disorder which exists in close proximity to licensed premises. Any serious, organised crime linked to a licensed premises will be managed utilizing a multi-agency approach.
- 17.4 Surrey Police may be requested to provide information to enable preparation of a report for the relevant Committee responsible for transport matters on the need for the swift and safe dispersal of people from town centres, so as to avoid concentrations of patrons which can produce disorder and disturbance.
- 17.5 The Licensing Committee will ensure the following matters are reflected in its decisions:
- the needs of the local tourist economy and cultural strategy for the Borough;
 - the employment situation in the Borough and the need for investment and employment, where appropriate.
- 17.6 The Council recognises that there should be a clear separation of the planning and licensing regimes and licensing applications should not be a re-run of any planning application.
- 17.7 When applications are considered to have a potential conflict with planning applications or regulations, in addition to the statutory consultation, the Licensing Team shall also liaise directly with planning officers to ensure a good cross flow of information.

- 17.8 The development of new housing, often under permitted development rights, can have the potential to cause tension within communities where there are already established licensed premises. In line with the National Planning Policy Framework, the section 182 guidance now also references the 'agent of change' principle. Agent of change means those bringing about a change take responsibility for its impact (e.g. developers will be responsible for identifying and solving any sound problems if granted permission to build housing near existing venues, to help avoid licensed premises running into compliance issues as a result of noise complaints from new neighbours).
- 17.9 The Council will ensure that reports are sent from the Licensing Committee to the Planning Committee at their request, regarding licensed premises in the Borough, including the general impact of alcohol related crime and disorder, to assist in decision-making.
- 17.10 It is the Council's expectation that any premises for which a licence is required should have the appropriate authorised use under any current town planning legislation.

18. Licensing Conditions

- 18.1 Where no relevant representations have been made about an application, the licence or certificate must be granted subject to conditions consistent with the operating schedule and any mandatory conditions as required by the Act. Mandatory conditions are those that are automatically placed on all premises licences or club premises certificates, where applicable, and they cannot be removed. Home Office guidance on Mandatory Licensing Conditions can be found here:
- <https://www.gov.uk/government/publications/guidance-on-mandatory-licensing-conditions>
- 18.2 The Council will not simply replicate the wording from an applicant's operating schedule. Conditions will be interpreted by the Council in accordance with the applicant's intention. Conditions will be written in a clear unambiguous manner so as to make them appropriate, proportionate and enforceable.
- 18.3 Applicants are encouraged to consult with the relevant responsible authorities when preparing their operating schedule to enable the construction of appropriate conditions. This will reduce the likelihood of representations and hearings in respect of applications.
- 18.4 The Licensing Authority must avoid attaching conditions which duplicate other regulatory regimes and may not impose conditions unless its discretion has been engaged following the making of relevant representations and the Licensing Sub-Committee has been satisfied at a hearing that it is appropriate to impose them.
- 18.5 The Act requires that the conditions attached to licenses or certificates are tailored to the individual size, style and characteristics of the particular premises and/or events concerned. The Council will avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions. Only those conditions necessary for the promotion of the four Licensing Objectives will be considered.

- 18.6 Where premises offer a delivery service which includes the delivery of alcohol, the Licensing Authority has an expectation that the licence holder will ensure suitable and appropriate measures are in place at the point of sale and/or point of delivery to verify that underage sales are not taking place, as per the mandatory conditions.

19. Cumulative Impact Policies

- 19.1 Cumulative Impact Policies (CIPs) are a tool available to local licensing authorities to address specific areas of concern for alcohol related harm and associated problems. These provide a reversal of the onus of proof for licensing applicants when addressing the four objectives of the Licensing Act 2003. In effect, licence applicants need to make a case that their licensed premises will promote the four objectives. CIPs are therefore an effective tool for addressing specific geographical areas that have high rates of alcohol related harm.
- 19.2 At the time of adopting this SOLP, Runnymede have not adopted a specific policy relating to cumulative impact. Should the Council consider adoption of a CIP this will be included within this SOLP.
- 19.3 Surrey Public Health supports the use of CIPs where there is evidence of alcohol related harm. There is now scope to expand the data used to underpin CIPs to include health related data; specifically alcohol related hospital admissions and ambulance recorded data, although there is also scope to include other shared A&E data. Having a clear position to include this data in current or future cumulative impact policies would support a greater role for public health principles and outcomes in licensing approaches.
- 19.4 In any future considerations of a CIP the Council will take the Home Office guidance on such policies into account.

20. Enforcement

- 20.1 Once licensed, it is essential that premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the Act. The Council will make arrangements to monitor premises and take appropriate enforcement action to ensure this, including prosecution where appropriate and proportionate.
- 20.2 The Council works closely with Surrey Police, Surrey Trading Standards and Surrey Fire and Rescue Service to establish protocols to ensure an efficient deployment of Police, Trading Standards Officers and Council Officers engaged in enforcing the law relating to licensing and inspecting licensed premises, so that resources are targeted at problem and high risk premises.
- 20.3 Where the Police consider that a premises licensed for the sale of alcohol by virtue of a premises licence are associated with serious crime, disorder, or both, they may make an application for a Summary Review of a premises licence. Where this is the case, the Licensing Sub-Committee will determine what interim steps are appropriate to address the immediate risk of serious crime or serious disorder occurring.

- 20.4 Where licensed premises continue to be, or are repeatedly linked with serious crime, the Council will also co-operate with other regulatory services to pursue additional means of deterring or preventing such activities (e.g. through the use of the immigration provisions of the Anti-social Behaviour, Crime and Policing Act 2014, or the use of powers under the Proceeds of Crime Act 2002).
- 20.5 The Council has adopted a risk based inspection programme which has regard to the principles of the Regulators Code 2014;
<https://www.gov.uk/government/publications/regulators-code>
- 20.6 An Officer of the Council will aim to inspect every premises that has not been previously licensed, and those seeking significant variations of the availability to purchase alcohol or provide regulated entertainment, to ensure compliance with the licensing objectives and this policy.
- 20.7 An Officer of the Council will aim to inspect premises at regular intervals, evaluated on the basis of a risk assessment. Where possible, there will be joint visits with other Responsible Authorities (e.g. the Police, Environmental Health or Fire Authority). Those premises where significant problems are identified will be inspected with greater frequency.
- 20.8 Any decision made to instigate legal proceedings will take account of the criteria set out in the Code for Crown Prosecutors, the Attorney General's Guidelines and the Council's Environmental Health Enforcement Policy.
- 20.9 Enforcement and compliance action will be carried out in a fair, transparent and consistent manner. Any action taken will be appropriate and proportionate.

21. Entertainment

- 21.1 In its role of implementing local authority cultural strategies, the Council recognises the need to encourage and promote a broad range of entertainment for the wider cultural benefit of the community. It is also noted that the absence of entertainment in any area can itself lead to a loss of community cohesion and can expose young people to anti-social activities that damage local communities.
- 21.2 The Council recognises that entertainment in the form of film, plays, dance, indoor sporting events, live music and recorded music occurring between 8am and 11pm, where there are no more than 500 people attending, have all now been deregulated.
- 21.3 When considering applications for events where a licence would be required for entertainment, the imposition of conditions on licences or certificates will be considered where a relevant representation is made. The Council will carefully balance the cultural needs of the community with the need to promote the licensing objectives.
- 21.4 Where entertainment takes place on licenced premises between 8am and 11pm, with no more than 500 attendees, the Council reminds the holders of the premises licence that they are expected to carry out such entertainment in a manner which promotes the licensing objectives.

- 21.5 A licence holder who wishes to remove conditions relating to activities that are no longer licensable may apply to the licensing authority for a licence variation. In the course of considering such applications, Licensing Authorities should remove such conditions unless there are sufficiently serious and specific concerns about the effects of hosting deregulated entertainment activities along with the remaining licensable activities taking place in the premises.

22. Temporary Events

- 22.1 Temporary Event Notices (TENS) allow licensable activities to take place. Only the Police or Environmental Health can object to a TEN but the Licensing Authority will intervene if the statutory limits on the number of TENS are exceeded.
- 22.2 There are two types of TEN - a standard TEN and a late TEN. Standard TENS must be submitted to the authority with no later than 10 working days' notice; late TENS must be submitted with no later than 5 working days' notice. These are the absolute minimum periods of notice; any TENS submitted after these minimum periods of notice will be rejected. There is no right of appeal if a late TEN has an objection from the Police or Environmental Health - in this case the event is invalid and cannot go ahead.
- 22.3 The Authority strongly recommends that all users of TENS submit these with as much notice as possible. Leaving submission till the last possible day is discouraged as unforeseen issues with the completeness of the notice or payment may result in rejection and result in the event not being licenced.
- 22.4 The Licensing Authority strongly recommends that those giving TENS for premises already holding a premises licence in order to extend the hours of operation, should carefully consider applying any existing conditions on their licence to the TEN. This is particularly relevant for conditions relating to noise control.

23. Large Scale Events

- 23.1 Organisers of large events (in particular, major fairs, shows and sporting tournaments) are strongly advised to contact the Licensing Authority, Safety Advisory Group and Responsible Authorities at the earliest opportunity to discuss licensing and other event safety matters, providing as much advance notice as reasonably practicable.
- 23.2 Large scale (open air) events require significant planning and organisation with potential to impact on the licensing objectives. The Licensing Authority and other Responsible Authorities expect to be satisfied well in advance of any such event that appropriate measures are in place to safeguard the licensing objectives.
- 23.3 It is expected that all other appropriate authorisations (whether statutory obligations or not) will be in place prior to an application and organisers must be mindful that a premises licence application may take up to two months to be determined, should representations be received.

- 23.4 Event organisers should also be mindful that if they are holding “qualifying events” in respect of the forthcoming Terrorism (Protection of Premises) Act 2025, that they will be required to carry out public protection procedures and measures when the legislation comes into force. Qualifying events are those that are accessible to members of the public; that have measures to check entry conditions are met (such as a ticket checks); and are reasonably expected to have 800 or more individuals in attendance at the same time at some point during the event (including staff).

When the legislation comes into force, public protection procedures to improve staff preparedness and responses to a terrorist attack should be considered at the licence application stage. Further to this, consideration should be given to the steps that can be reasonably undertaken to reduce the vulnerability of the event (including the immediate vicinity) to acts of terrorism; and to reduce the risk of physical harm to individuals during such attacks.

24. Administration, Exercise and Delegation of Functions

- 24.1 The Council will be involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them. A Public Register of all licensed premises will be maintained, this will also be available on Runnymede Borough Council's website.
- 24.2 Appreciating the need to provide a speedy, efficient and cost-effective service to all parties involved in the licensing process, the Council has delegated certain decisions and functions and has established a Licensing Sub-Committee to deal with them.
- 24.3 Furthermore, with many of the decisions and functions being purely administrative in nature, including for example, those licences and certificates where no representations have been made, the decisions in respect of them have been delegated to Officers
- 24.4 Set out below is the agreed Table of Delegations of functions to the Licensing Sub-Committee and Officers:

Matters to be dealt with	Sub-Committee	Officers
Application for personal licence	If a police or immigration enforcement objection	If no objection made
Application for personal licence with unspent convictions	If a police objection	If no objection made
Application for premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application for provisional statement	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	If a police objection	All other cases
Request to be removed as designated premises supervisor		All cases
Application for transfer of premises licence	If a police objection	All other cases
Applications for interim authorities	If a police objection	All other cases
Application to review premises licence/club premises certificate	All cases	
Decision on whether a representation is irrelevant frivolous vexatious etc		All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application	All cases	
Determination of an objection to a temporary event notice	All cases	
Determination of application to vary premises licence at community premises to include alternative licence condition	If a police objection	All other cases
Decision whether to consult other responsible authorities on minor variation application		All cases
Determination of minor variation application		All cases

- 24.5 This form of delegation is without prejudice to Officers referring an application to a Sub-Committee to the Full Licensing Committee, if considered appropriate in the circumstances of any particular case.

25. Monitoring and Review

- 25.1 The Police and potentially other consultees will be encouraged to report to the Licensing Committee annually on the operation of the licensing function.
- 25.2 The Licensing Officer will report annually to the Licensing Committee. Reports may include:
- statistics of the several forms of licences
 - a breakdown of the number of licences determined by committee and under delegated powers
 - a breakdown of the outcome of any appeals
 - a breakdown of licences by reference to their terminal hour
 - an outline of enforcement activity undertaken
 - the outcome of any prosecutions
 - details of any premises closed
 - proposals to amend the Policy in the light of experience
 - proposals to amend licensing practice in the light of experience
 - summary and/or attachment of reports from other relevant authorities

26. List of persons and organisations consulted in respect of the revised draft Policy (6th Edition January 2026):

Runnymede Borough Council

Chief Executive and Corporate Head of Environmental Services

All Elected (Ward) Councillors

All relevant departments within Runnymede Borough Council (e.g. Safer Communities, Assets and Regeneration, Housing Solutions, Planning, Environmental Health, Business Runnymede)

Surrey Police

The Borough Commander of Surrey Police for Runnymede

Drugs Liaison Officer (North Surrey)

Licensing Enforcement Team, North Surrey Division

Surrey Fire and Rescue Service

Home Office Immigration Enforcement

Surrey County Council

Surrey Safeguarding Children Partnership (Child Protection Team)

Children, Families and Lifelong Learning Team

Trading Standards Service

Adult Social Care, Health and Wellbeing

Health Service Representatives

Surrey County Council – Public Health Lead

Englefield Green: East Berkshire CCG and Frimley Integrated Care System

North West Surrey Integrated Care Services (NICS)

North West Surrey Alliance (NHS Surrey Heartlands)

Community Mental Health Recovery Service: Runnymede and Spelthorne

Catalyst Alcohol and Drug Advisory Service

Surrey Alcohol and Drug Advisory Service

Representatives of Licensed Premises in Borough

All Premises Licence Holders

All Secretaries of Club Premises with certificates

Other Interested Parties

Samaritans

Mind

Association of Licensed Multiple Retailers

British Institute of Innkeeping (BII and BIIAB)

Local Government Association

British Beer and Pub Association

Committee of Registered Clubs Association

Working Men's Club & Institute Union

Department of Culture Media and Sport

British Hospitality Association

National Pub Watch

Federation of Licensed Victuallers
 Citizens Advice Bureau
 Surrey Chamber of Commerce
 Egham Chamber of Commerce

 Residents Associations

 Surrey Heath Borough Council
 Elmbridge Borough Council
 Woking Borough Council
 Royal Borough of Windsor and Maidenhead
 Spelthorne Borough Council

27. Names and addresses of Responsible Authorities

Licensing Authority	Licensing Team Environmental Services Runnymede Borough Council Civic Offices, Station Road, Addlestone, Surrey KT15 2AH
Enforcing Authority for Environmental Health	Environmental Health Team Environmental Services Runnymede Borough Council Civic Centre, Station Road Addlestone, Surrey KT15 2AH
Enforcing Authority for Health & Safety OR Enforcing Authority for Runnymede Borough Council owned venues and educational establishments	Environmental Health Team Environmental Services Runnymede Borough Council Civic Centre, Station Road Addlestone, Surrey KT15 2AH Health and Safety Executive The Council Offices, Station Road East, Oxted, Surrey RH8 0BT
Fire & Rescue Authority	Surrey Fire and Rescue Service Licensing Administration Fire Station Guildford Road Farnham Surrey GU9 9QB

Surrey Police	Surrey Police Runnymede Borough Commander Civic Centre, Station Road Addlestone, Surrey KT15 2AH
Local Planning Authority	Corporate Head of Development Management and Building Control Runnymede Borough Council Civic Centre, Station Road Addlestone, Surrey KT15 2AH
Trading Standards Service	Buckinghamshire and Surrey Trading Standards Woodhatch Place 11 Cockshot Hill Reigate, Surrey RH2 8EF
Authority for the protection of Children from Harm	Surrey County Council Safeguarding Children Unit Quadrant Court, 35 Guildford Road Woking, Surrey GU22 7QQ
Surrey County Council Director of Public Health	Public Health NHS Surrey Room G55 County Hall Penrhyn Road Kingston Upon Thames KT1 2DN
Home Office Immigration Enforcement (NB: Not a RA for Club Premises Certificates)	Home Office (Immigration Enforcement) Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon CR9 2BY

Annex 1 – Map of Runnymede



Annex 2 – Public Health information, Costs and Crime

1. Surrey County Council Substance Misuse Joint Strategic Needs Assessment (published April 2024)

Misuse of drugs and alcohol is a major public health concern with wide-ranging effects on our society including the health, care and financial consequences to individuals, their families and wider society.

Problem alcohol use is defined as exceeding the Chief Medical Officer's low-risk drinking guidelines (a maximum of 14 units a week over at least three days a week, and no alcohol during pregnancy). In England, over 10 million people consume alcohol at levels above this. These people are at increased risk of more than 200 medical conditions associated with alcohol consumption, including various cancers, liver disease, heart disease, and strokes. According to the 2021 Health Survey for England, 28% of men and 15% of women drank at increasing or higher risk levels (over 14 units in the preceding week). In 2017 to 2018 there were over 1.1 million hospital admissions related to alcohol.

Alcohol and drug use costs the taxpayer millions of pounds every year in dealing with the associated health problems, loss of productivity, children and adult social care costs and related crime and disorder. Problematic alcohol and drug use can be a pathway to poverty, lead to family breakdown, crime, debt, homelessness and child neglect.

In Surrey, a multi-agency response to address drug and alcohol harm is delivered by the Combating Drugs Partnership (CDP – see section 2).

The summary of the findings below is based on publicly available data, mainly for the financial year 2021/22.

Nearly a quarter of adults in Surrey reported drinking at increased or higher risk levels (over 14 units of alcohol a week), higher than England levels. In Surrey, levels of alcohol dependence are lower than England, but there has been a gradual increase in numbers in treatment and an increase in hospital related alcohol admissions, mainly for alcohol related liver disease. It is estimated that there are high levels of unmet need for alcohol treatment, although this is similar to the South East and England.

A higher proportion of young people commencing treatment for substance abuse in Surrey reported that they had problems with alcohol compared to England. Surrey has a slightly higher proportion of state funded school suspensions and a higher proportion of permanent exclusions due to drugs and alcohol compared to England.

A range of risk factors can make people more susceptible to drug and alcohol related harm. These can include; Individual factors; Interpersonal factors; Community factors; and Institutional factors. People who experience severe and multiple disadvantage are in particular at increased risk of drug and alcohol related harm.

The rate of alcohol related hospital admissions has been increasing over the past ten years in England and Surrey. Overall, the rate of admissions is lower in Surrey than England, however there was a 43% increase in alcohol-related hospital admissions in Surrey between 2008/9 and 2018/19 and some boroughs have higher rates than England. Rates of hospital admissions for alcohol specific conditions for under 18 year olds in Surrey were higher than England, in particular among girls.

Every £1 spent on drug/alcohol treatment saves £2.50 in costs to society. The substance misuse service system in Surrey includes prevention, treatment and recovery for both children and young people and adults.

A major focus of the national policy drive on drugs is to increase numbers in treatment and reduce unmet needs. In 2021/22 there were 3,842 adults and 209 young people in treatment for drugs and/or alcohol misuse in Surrey. Most adults in treatment were for alcohol or opiate dependency.

Waiting times for first treatment interventions in Surrey are good with very few adults waiting more than three weeks.

More men than women are in treatment for alcohol related harms in Surrey (57%) - these gender ratios are similar to those seen in England.

Relative to England, a higher proportion of people in drugs and alcohol treatment in Surrey are of 'White' ethnicity; are recorded as having no disability; are in employment; experience no housing problem; are parents who live with their children; are smokers at start of treatment.

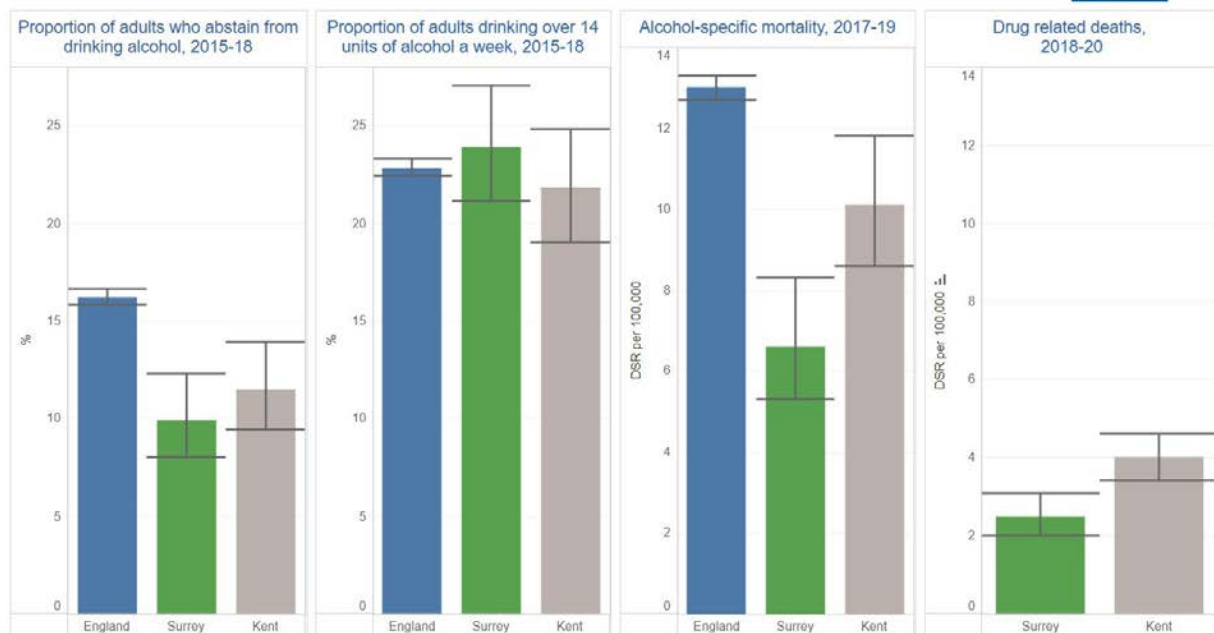
Adults in both drug and alcohol treatment in Surrey had higher rates of leaving treatment in an unplanned way than England. Successful completion rates for alcohol and non-opiate treatment in Surrey has decreased, whereas in England it increased and a lower proportion of those in treatment in Surrey became abstinent from alcohol.

One of the recommendations in the Substance Misuse Joint Strategic Needs Assessment to address inequalities includes understanding and addressing the higher rate compared to England of alcohol-related liver and/or cardiovascular disease in the Surrey Boroughs of Runnymede, Spelthorne, Woking and Guildford.

Adult Alcohol Misuse



Mortality and Alcohol Consumption



Whilst in 2020/21, the **Hospital admissions due to alcohol-specific conditions** in Surrey adults was statistically significantly lower than in England, some Surrey boroughs have rates above the national average.

The rate of admission episodes for alcohol-related cardiovascular disease is above the national average in Guildford, Runnymede and Spelthorne:

Admission episodes for alcohol related cardiovascular disease (broad)

2021/22

Indicator	Period	England	Surrey	Elmbridge	Epsom and Ewell	Guildford	Mole Valley	Reigate and Banstead	Runnymede	Spelthorne	Surrey Heath	Tandridge	Waverley	Woking
Admission episodes for alcohol-related cardiovascular disease (Broad) (Persons)	2021/22	759	732	651	633	806	578	700	875	940	690	689	721	799
Admission episodes for alcohol-related cardiovascular disease (Broad) (Male)	2021/22	1388	1358	1231	1191	1499	1061	1296	1631	1718	1269	1289	1346	1463
Admission episodes for alcohol-related cardiovascular disease (Broad) (Female)	2021/22	223	207	187	170	226	172	201	236	265	198	190	209	222

The rate of admission episodes for alcohol-related liver disease is above the national average in Runnymede, Spelthorne and Woking:

Admission episodes for alcohol related liver disease (broad)

2021/22

Indicator	Period	England	Surrey	Elmbridge	Epsom and Ewell	Guildford	Mole Valley	Reigate and Banstead	Runnymede	Spelthorne	Surrey Heath	Tandridge	Waverley	Woking
Admission episodes for alcoholic liver disease (Broad) (Persons)	2021/22	154.4	127.9	110.1	78.5	105.0	81.4	98.3	188.7	205.7	149.3	85.0	120.0	223.0
Admission episodes for alcoholic liver disease (Broad) (Male)	2021/22	213.1	198.5	168.8	104.2	154.0	126.7	147.6	299.9	339.3	202.3	149.2	201.1	353.6
Admission episodes for alcoholic liver disease (Broad) (Female)	2021/22	99.6	61.5	56.1	54.7	59.2	39.0	51.3	81.6	81.3	100.2	26.1	45.0	95.0

The rate of alcohol-related admission episodes has been increasing over the past ten years in England and Surrey.

In 2021, alcohol-specific mortality was statistically significantly lower in adults in Surrey than in England - the trend has remained around the same level for the past decade.

2. Surrey Combating Drugs Partnership data

(a) Hospital Admissions

There were 58,392 Alcohol-related hospital admissions for Surrey in 2023/2024.

The Borough of Addlestone North (Runnymede) accounted for the highest proportion of these admissions (1,218), with 30% in the 51-60 year-old age band, followed by 20% being 61-70 year-olds. The third highest proportion per Surrey Borough was New Haw & Woodham (Runnymede) which had 924 admissions.

(b) Alcohol related 999 call-outs

The total alcohol related 999 call-outs in Surrey over the past three-year period, 2021 to 2024 were 266.

(c) Admissions linked to Cancer

Over the three-year period 2021 to 2024, there were 7,243 hospital admissions for alcohol related cancer. The age range 65+ has 66% of the admissions and the gender split is 52% male and 48% female.

There has been a decline year on year. The Runnymede Borough of Addlestone North accounted for the highest proportion of these admissions (244).

3. Cost of alcohol harm

According to the Institute of Alcohol Studies (IAS), alcohol harm across the UK has a significant cost associated with it, however, due to the extensive impact it has across many aspects of our society, calculating the cost accurately is difficult.

There are clear direct costs to: health services, the criminal justice system, and paramedic and police time. There are also clear indirect costs from: lost productivity due to premature death, the loss of quality of life for the drinker, and drink driving collisions leading to higher insurance rates.

A 2024 calculation by the IAS estimated that alcohol harm costs society in England approximately £27.44 billion each year.

Cost of alcohol harm in Runnymede (2024)

Estimated overall cost: £39.7million (£452 per head)



4. Alcohol and Crime

The Crime Survey for England and Wales (CSEW) plays a crucial role in understanding the extent and nature of alcohol's involvement in crime across England and Wales.

A significant portion of violent crime in England and Wales is linked to alcohol. In 2023/24, victims reported that the offender was believed to be under the influence of alcohol in 39% of all violent incidents. This represents a decrease from 54% in 2009/10. This figure is even higher in incidents involving injury (45%) compared to incidents without injury (35%). Alcohol is particularly prevalent in violent incidents occurring in public spaces, during evenings or at weekends.

The CSEW indicates that 38% of domestic violence incidents in 2022/23 involved the victim believing the offender was under the influence of alcohol or drugs.

While alcohol-related violence in general has declined, the proportion of domestic violence incidents that are alcohol-related has remained relatively stable. This highlights the need for continued attention to this specific area.

In the year ending March 2024, 5% of drivers self-reported driving while potentially over the alcohol limit at least once in the past year, a decrease from 7.3% in the year ending September 2010.

While the reported volume and proportion of alcohol-related violence have declined in recent years, over half a million incidents of alcohol-related violence still occur annually. Some research suggests that factors such as decreased youth drinking may be contributing to these declines. However, alcohol remains a major contributor to various forms of crime, including violence, public disorder and domestic abuse.

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