

Appendix B - Summary of changes

Section	Change	Notes
General	Amended contact details and weblinks, moved glossary to end of document and removed the application process flowcharts.	Flowcharts have been removed as these are now out of date and more procedure based than policy.
2	Gathered the key aims of the policy into one section.	This is an amalgamation of the previous separate sections on key aims and licensing objectives and removes some duplication which was previously present.
2.9 - 2.11	Added sections on equality.	To clarify the authority's responsibilities under the Equality Act 2010.
3	New section on operating schedules and conditions.	This is an amalgamation of the previous separate sections on applications, licence conditions and hours and removes some duplication which was previously present.
3.5	Reference to the Applicant Guidance document added.	This is a standalone document with the pool of model conditions and other useful information for applicants and licence holders. This was published since the policy was last reviewed.
4	Minor points of clarification, added reference to partnership working with Home Office Immigration Enforcement and new section (4.17) to add some additional points for consideration.	This ensures the policy aligns with the current Applicant Guidance document in use and reflects the partnership working with the Home Office Immigration Enforcement in respect of illegal working on licensed premises.
5	Added section on safeguarding (5.8), minor points of clarification and new section (5.18) to add some additional points for consideration.	These new sections clarify the expectations for licence holders relating to safeguarding and ensures the policy aligns with the current Applicant Guidance document in use.
6	Minor points of clarification and new section (6.17) to add some additional points for consideration.	To ensure the policy aligns with the current Applicant Guidance document in use.
7	Added section on child exploitation (7.18), clarify process for classification of films (7.16), amended 7.8 to remove reference to Challenge 21, and new section (7.19) to add some additional points for consideration.	These new sections clarify the expectations for licence holders relating to Child I Exploitation and ensures the policy aligns with the current Applicant Guidance document in use. In addition the recommendation to premises is to use a Challenge 25 policy to ensure a good buffer for those carrying out age verification checks.
8	New section on representations.	To ensure clarity for those considering making representations and confirm how they are handled. References to representations elsewhere in the previous policy have been collated in this section.

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9	New section on determination of applications.	This uses the previous section on delegation of decision making and adds clarification on the licensing process as it relates to determination of applications.
10	Updated temporary event notices section.	To clarify the time scales for late TENs.
12	Updated section on personal licences.	To confirm the changes brought about as a result of the Immigration Act 2016.
13	New section on club premises certificates.	Separates out and clarifies the status of clubs.
14	New section on appeals.	This information was present previously and has just been given a separate section for ease of reference
15	New section on management of licensed premises.	This is a new section incorporating the previous section about the role of the Designated Premises Supervisor (DPS) and some other useful direction for licence holders.
16	New section for complaints, enforcement and inspections	This now incorporates all the information on matters relating to complaints, inspections and enforcement.
18	Updated special licensing policies section.	Cumulative impact section updated due to changes in law and guidance in this area.