User guide to alcohol and late night refreshment licensing statistics

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1 Introduction

The statistics in the Alcohol and late night refreshment licensing, England and Wales release are based on information from licensing authorities (LAs) that completed a statistical return. This collection is in line with the first Licensing Act 2003 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 was transferred to the Home Office whilst responsibility for regulated entertainment was retained by DCMS. However, the Home Office still 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 entertainment licensing data is provided to DCMS who then produce and publish the associated statistical releases. No collection was undertaken for year ending 31 March 2011 and year ending 31 March 2015. The collections from 2012 onwards are broadly consistent with the final DCMS collection in 2010.

This collection does not record the number of public houses, as the 2003 Act does not legally define these (the Act defines activities not premises types). Instead, information is collected on premises licences/club premises certificates that authorise on-sales of alcohol only, authorise off-sales of alcohol only, and authorise 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 actually providing such a service. For example, premises possessing an authorisation to sell alcohol may not actually sell alcohol.

Licensing Act 2003

The 2003 Act changed the way that alcohol, late night refreshment and entertainment licensing was administered when it came into force in November 2005. It established an integrated scheme for licensing premises that are used for the supply of alcohol, to provide regulated entertainment or to provide late night refreshment. Providers are able to carry out some or all of these licensable activities under a single authorisation: a temporary event notice (TEN), premises licence or club premises certificate. The 2003 Act was amended by the Violent Crime Reduction Act 2006, the Police Reform and Social Responsibility Act 2011 and the Deregulation Act 2015.

Key measures contained in the 2003 Act include the following.

- Flexible opening hours, with the potential for up to 24-hour opening, seven days a week, subject to consideration of the impact on local residents, businesses and the expert opinion of a range of authorities in relation to the statutory licensing objectives (the prevention of crime and disorder, the prevention of public nuisance, public safety, and the protection of children from harm).

- Early morning alcohol restriction orders (EMROs) which allow LAs to restrict the sale of alcohol between the hours of 12am and 6am in all or part of their local areas.

- Premises licences which are issued by LAs after scrutiny of all applications by the police and other responsible authorities. Until April 2012, only those living in, and businesses operating in, the vicinity of the premises could also make representations about applications. This limitation to those ‘in the vicinity’ was abolished under the changes introduced via the 2011 Act.

- Club premises certificates which allow clubs or organisations where members have joined together for particular social, sporting or political purposes to combine to buy alcohol in bulk as members of the organisation to supply in the club.

- Personal licences which allow the holder to authorise the sale of alcohol. The law requires that all sales of alcohol at a licensed premises, subject to certain exemptions, are authorised by a personal licence holder.
• 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.


The 2011 Act contains amendments to the 2003 Act. Commencement of its provisions started 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 reflects the reform of the system of TENs with the collection of separate figures for standard and late notices (see Chapter 4 for more details).

The year ending 31 March 2014 return incorporates further provisions of the 2011 Act, specifically on EMROs and late night levies.

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

**Data reported in the publication**

To allow accurate comparisons with previous years’ data, the headline figures within the Alcohol and late night refreshment licensing, England and Wales release include imputed estimates for the LAs unable to supply data.

The individual response rates for each question are available on the alcohol and late night refreshment licensing statistics section of the GOV.UK website, which can be accessed online at: [https://www.gov.uk/government/collections/alcohol-and-late-night-refreshment-licensing-england-and-wales-statistics](https://www.gov.uk/government/collections/alcohol-and-late-night-refreshment-licensing-england-and-wales-statistics). To access the response rates documents, click on the statistics pages for a particular year.

**Quality and methodology**

The statistical collection covered by the release is a by-product of local 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](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.

In terms of the scope of the figures, LAs are sometimes unable to provide returns; even when a return has been provided, LAs may not always be able to report on all of the information requested.

For headline figures, imputed figures (as described in Chapter 2) are combined with data provided from LAs to construct estimated totals for England and Wales. However, where England and Wales totals are based only on data received from LAs, the numbers will underestimate the overall picture, especially for figures with lower response rates.

In terms of respondent burdens, the year ending 31 March 2014 and year ending 31 March 2016 returns asked LAs for an estimate of the time taken to complete the returns. The responses indicated that it took an average (median) time of 5 hours to complete the return for both years.
Improvements to the data for the year ending 31 March 2016 release

After consulting several LAs, who confirmed the changes were viable and would not cause problems when extracting data from their licensing software systems to populate the data collection template, statisticians in the Chief Statistician’s Unit (CSU) made several changes to the data collection template for this year’s release. These changes, which included improvements in the data validation process, have resulted in the publication of more robust and consistent data.

Firstly, LAs were actively asked to indicate when data was missing or not known (by providing a dash), as opposed to previously leaving cells blank. This allowed CSU statisticians to more readily identify whether information was genuinely missing or not known as opposed to just being zero, which was sometimes the case in returns provided for previous releases. In addition, by asking LAs to actively indicate when data was missing or not known, CSU statisticians were more confident that some LAs did not simply miss certain questions as may have happened in previous releases. Secondly, CSU statisticians improved the validation processes in the data collection template to prevent invalid and incomplete data from being saved and therefore submitted. For example, if an LA had indicated that the total number of premises licences was less than the sum of the premises licences in bands A-E, a pop-up message would appear when attempting to save the return. This would indicate the nature of the error and preventing the return from saving.

CSU statisticians have also undertaken more comprehensive and rigorous variance checks and outlier checks to identify, and rectify in collaboration with LAs, incorrect data for this year’s release.

CSU statisticians also looked more closely at questions related to cumulative impact areas following feedback from policy colleagues and stakeholders. Firstly, CSU 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. Secondly, CSU statisticians queried LAs which reported receiving more applications, granting more applications or refusing more applications in cumulative impact areas than across their LA overall. CSU statisticians also queried, 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 than across their LA overall.

Further improvements were made with regards to the consistency of the data. In instances where a particular LA reported zero for a total and that all of the associated breakdowns were not known, all of the breakdowns were changed to zero as the sum of the breakdowns can only be equal to the total. Similarly, in instances where a total was not known and all of the breakdowns were zeros, the total was changed to zero as it should only equal the sum of the breakdowns.

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*, which can be accessed online at: https://www.statisticsauthority.gov.uk/archive/assessment/monitoring/monitoring-reviews/monitoring-brief-6-2010---the-use-made-of-official-statistics.pdf.

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 Bill 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, e.g. to assess the use and effectiveness of cumulative impact areas, track trends in the availability of alcohol, etc. For a previous example, see: http://jech.bmj.com/content/early/2015/10/05/jech-2015-206040.abstract.

Figures for other countries

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.

Acknowledgements

Statisticians in CSU, which is part of the Home Office Science Directorate, prepared the statistical release and this user guide. They are grateful for the contribution of LAs who provided the returns on which the statistics are based.

They also thank colleagues in the Policing Data Collection Section (PDCS) for their assistance with collecting the data, colleagues in the Drugs and Alcohol Unit and the Crime and Policing Analysis Unit for their assistance with quality assuring the data and documents, and colleagues in the Science, Information and Publication team for their assistance with preparing the statistics for publication.

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 this statistical release. If you have any feedback or enquiries, please email CSU at: CSU.Statistics@homeoffice.gsi.gov.uk.

The United Kingdom Statistics Authority has designated these statistics as National Statistics, in accordance with the Statistics and Registration Service Act 2007 and 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; and
- are managed impartially and objectively in the public interest.

Once statistics have been designated as National Statistics it is a statutory requirement that the Code of Practice shall continue to be observed.
2 Conventions used in alcohol and late night refreshment licensing statistics

Rounding

Figures based only on returns received from LAs (i.e. figures which exclude imputed estimates) are provided unrounded in the commentary, the data tables and the supplementary data tables. This is to promote transparency and to allow users to exploit the data further. However, caution should be taken 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.

Figures, which include estimates to cover non-responding LAs ('imputed estimates'), are rounded to the nearest 100 in the commentary and the data tables (imputed estimates for non-responding LAs are not provided in the supplementary tables). The imputation methodology is described below in the section on estimating for non-response.

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 the result is similar; for example, when rounding to the nearest 100, 50 would be reported as 100.

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

Revisions to data


Estimating for non-response

It has not always been possible to obtain complete returns from all LAs. Each year’s release reports on response rates, 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 include 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 local authority type (e.g. unitary, London, Wales), using data from responding LAs, are calculated for:
  - the current period and the previous period (e.g. between as at 31 March 2014 and as at 31 March 2016 for the year ending 31 March 2016 release); and
  - the current period and the year prior to the previous period (e.g. between as at 31 March 2013 and as at 31 March 2016 for the year ending 31 March 2016 release).

- Missing figures for the current period are imputed based on the corresponding LA types using a) if figures were provided in the previous period or b) if figures were not provided in the previous period but were provided in the year prior to the previous 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, then the average figure for the corresponding local authority type in the current period is used to estimate the figure for the current period.

Using this process, imputed estimates for missing figures are calculated and these are summed together with the 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 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.

CSU 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 breakdowns 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 breakdowns 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 breakdowns. The imputation process for this may result in the sum of the imputed breakdowns 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).
3 Type of licences

Premises licences

A premises licence can be used for the sale of alcohol, the provision of regulated entertainment or the provision of late night refreshment or any combination of these activities. Its use for retail sale of alcohol is for consumption on the premises, off the premises, or both on and off the premises.

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 open for 24 hours.

Club premises certificates

A club premises certificate authorises a ‘qualifying club’ to carry out ‘qualifying club activities’. This includes 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 otherwise than by or on behalf of the club. These qualifying clubs (such as the Royal British Legion, working men’s clubs, cricket clubs) are generally organisations where members join together for a particular social, sporting or political purpose and then the club purchases alcohol in bulk for its members.

Personal licences

The personal licence is separate from the licence which authorises the premises to be used for the sale of alcohol.

Sales of alcohol may not be made under a premises licence (other than for a community premises that has successfully applied to remove this requirement) unless there is a Designated Premises Supervisor (DPS) for the premises (who must hold a personal licence), and every sale must be made or authorised by a personal licence holder.

Regulated entertainment and late night refreshment licences

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

Late night refreshment is 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.
4 Other measures

Cumulative impact areas

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

Temporary event notices

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 give in a year and the number of events that can be held under a TEN each year on individual premises.

Late TENs allow TEN users to give their notices up to 5 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 appeal and the event cannot take place if the police or the local authority environmental health department object to it. The 2011 Act introduced late TENs in April 2012.

In January 2016, the number of TENs that may be given in respect of a premise in a calendar year increased from 12 to 15 TENs.

Early morning alcohol restriction orders

EMROs are powers that LAs can use to prohibit the sale of alcohol for a specified time period between 12am and 6am in the whole or a part of their area, if they consider this appropriate for the promotion of their licensing objectives. LAs can use EMROs to shape and determine local licensing, and to help address specific problems caused by late night drinking. The 2011 Act commenced EMROs in October 2012.

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 a LA and apply for a specified period between 12am and 6am. The 2011 Act introduced late night levies in October 2012.

Late night refreshment exemptions

Late night refreshment exemptions are powers which LAs can use 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 2003 Act (as inserted by the Deregulation Act 2015) introduced the late night refreshment exemptions for a) and c) in October 2015 and the late night refreshment exemption 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 premise 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. 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

Licensing authorities 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.
5 Glossary

Appeals – Appeals where the magistrates’ court notified parties of its decision in the time period specified. This includes the number of appeals 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.

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

Completed reviews – Reviews where the licensing authority notified parties of its decision in the time period specified. Excludes applications for a review that were 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 licensing authority 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, the prevention of 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. The DPS 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.

Early morning alcohol restriction order (EMRO) – A power under s.119 of the Police Reform and Social Responsibility Act 2011 to prohibit sales of alcohol for a specific time period between the hours of 12am and 6am, if it is deemed appropriate for the promotion of the licensing objectives.

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

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 is 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).

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 TENS to take effect. The hearings figures in this release exclude applications for a change of DPS, transfer of 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 in the time period specified.

Lapsed (club certificate) – Where a club premises certificate has lapsed because it had effect for a limited period, but that period has since expired.

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 licensing authorities 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 alcohol, regulated entertainment and late night refreshment.

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

Local 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. 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.

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. A premises licence fee is based on its non-domestic rateable value. Application fees vary from £100 (Band A) to £1,905 (Band E with multiplier); annual fees vary from £70 (Band A) to £1,050 (Band E with multiplier).

Qualifying club – A number of criteria must be met to be considered a qualifying club for a club premises certificate. They 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 two 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 supplementary 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 it, the surrender 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.147 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 £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.
Appendix A: Key stages in the production of the statistics

1) Preparatory work:
   - CSU statisticians liaise with policy colleagues to see if there is an operational need to collect new information whilst taking into account response burden on LAs. Officials in PDCS inform LAs of any changes to the content or frequency of the collection.
   - CSU statisticians incorporate any new questions to be collected and accompanying guidance into the data collection template, and improve data validations within the template, where possible, to help minimise the number of follow-up queries as a result.
   - CSU statisticians create a project plan for the release including timings and milestones, and take into account operational requirements, staffing levels, risks, and other priorities.
   - CSU statisticians review content of the most recent statistical release.
   - PDCS officials to circulate data collection template and instructions to LAs.

2) Collection and validation of statistical returns:
   - PDCS officials 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 officials handle queries from LAs either themselves or with the assistance of CSU statisticians, where necessary, on more technical matters.
   - CSU statisticians undertake 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. CSU statisticians also undertake other data validation checks and query LAs where appropriate.
   - CSU produce final dataset having successfully resolved all validation/variance checks.

3) Preparation for publication:
   - CSU statisticians to calculate, for headline figures, imputed estimates for non-responding LAs.
   - CSU statisticians to produce main tables, which contain totals for England and Wales, and supplementary tables, which contain breakdowns at LA level.
   - CSU statisticians to prepare statistical commentary (which includes charts), user guide, statistical news release, and pre-release access list.
   - CSU statisticians to circulate the statistical commentary, user guide, main tables and supplementary tables with nominated officials for quality assurance purposes as detailed on the pre-release access list.
   - CSU statisticians to liaise with colleagues in the Science, Information and Publication team to ready the documents for publication.
   - CSU statisticians to circulate the commentary, user guide, main tables, and supplementary tables 24-hours prior to publication to a nominated list of people (including ministers and press office) as shown on a pre-release access list. If appropriate, CSU statisticians will meet with policy and press office colleagues to discuss the content and handling of the release.
   - Publication.
4) Follow-up work:

- CSU 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. Agree actions for the next publication and lessons learned.
- Respond to Parliamentary Questions, Freedom of Information requests and other enquiries using published data (until the following publication).