



Committee

Strategic Licensing Committee

Date and Time

7 October 2026
Public

Exercise of Delegated Powers Report

Cabinet Member:	Councillor Roger Evans – Portfolio Holder for Finance	
Lead Director:	Richard Philips Service Director - Legal & Governance (Monitoring Officer)	
Service Area:	Transactional Management and Licensing	
Report Author	Mandy Beever, Transactional Management and Licensing Manager	
Officer contact details	01743 251702 Mandy.Beever@shropshire.gov.uk	
Electoral Divisions Affected	All	
Key Decision?	Not Key Decision	
Cabinet Forward Plan	Not Applicable	
Report considered by	Strategic Licencing Committee 7 October 2026	

1. Purpose of Report

- 1.1. This report provides the Strategic Licensing Committee with details of licences issued or varied under delegated powers between 1 February 2026 and 31 August 2026, together with a summary of applications considered by the relevant sub-committees during that period.

2. Recommendations

- 2.1. The Strategic Licensing Committee is asked to note the position set out in this report.

3. Background

- 3.1. Information on licences issued by officers under delegated powers is reported to the Committee periodically. Delegated authority enables routine and uncontested applications to be determined efficiently, while ensuring that matters requiring Member consideration are referred to the appropriate sub-committee.
- 3.2. Licensing officers have been given delegated powers to issue or amend licences, providing no objections have been received in the case of licences issued under the Licensing Act or regarding general and public health licences.
- 3.3. Further procedures have been approved for officers with direct line management responsibility for Licensing to use their delegated powers to refuse, suspend or revoke driver, vehicle, and operator licences.
- 3.4. This report gives details of the licences issued and the variations that have been made between 1 February 2026 and 31 August 2026 and a summary of applications considered by the Committee.

4. Summary of Main Proposals

- 4.1. The Council's licensing framework delegates authority to officers to grant or vary licences where the relevant statutory and policy requirements are met and no representations or objections require determination by Members. Approved procedures also enable appropriately authorised managers to refuse, suspend or revoke hackney carriage, private hire driver, vehicle and operator licences where policy criteria are not met and no exceptional circumstances justify departure from policy.
- 4.2. The periodic reporting of delegated licensing decisions also supports good governance, accountability and effective use of Council resources. It enables Member oversight of licensing activity, provides assurance that decisions are being made consistently and lawfully, and demonstrates how operational delivery contributes to safer communities, customer-focused services and confidence in local regulation.
- 4.3. Officers use their delegated powers in a number of situations, including where:
 - a) A licence has been requested and there have been no objections raised by interested parties or Responsible Authorities.
 - b) The application has met the Council's policy criteria for accepting an application.
 - c) There are vehicle applications for new or renewal licences and refusal, suspension, and revocation of licences where the operating criteria as set by the Hackney Carriage and Private Hire Licensing Policy 2023 to 2027 is not met and the officer does not consider there to be any exceptional circumstances demonstrated by the applicant for an exception to be made.
 - d) There are driver's applications for new or renewal licences and refusal, suspension, or revocation of licences where the criteria as set by the Hackney Carriage and Private Hire Licensing Policy 2023 to 2027 is not met

and the officer does not consider there to be any exceptional circumstances demonstrated by the applicant for an exception to be made.

- e) There are Private Hire Operator applications for new or renewal licences and refusal, suspension, and revocation of licences where the operating criteria as set by the Hackney Carriage and Private Hire Licensing Policy 2023 to 2027 is not met and the officer does not consider there to be any exceptional circumstances demonstrated by the applicant for an exception to be made.
- 4.4 The table in **Appendix A** shows the complete range of licences issued by the licensing team during the period of 1 February 2026 and the 31 August 2026. During this period the total number of licences processed was 2950.
- 4.5 The table in **Appendix B** shows that there were no Licensing and Safety Sub-Committee hearings held between the 1 February 2026 and the 31 August 2026.
- 4.6 The table at **Appendix C** shows that there were three Licensing Act Sub Committee hearings held between the 1 February 2026 and the 31 August 2026.
- 4.7 Following the decision at the Strategic Licensing Committee on 18 March 2015, vehicles and driver applications are now being considered by Officers using delegated powers. This includes refusal of new licence applications, refusal to renew existing licences and revocation and suspension of existing licences, in relation to any matter concerning a hackney carriage or a private hire driver's licence or a vehicle licence or any matter concerning a private hire operator's licence.

The number of licences and actions determined by this process is as follows: -

Driver	Granted	Granted and/or Warning Letter, Suspension	Letter Council is 'Minded to refuse' or 'Revoke'	Refuse to Grant	Revoke	To refer to Committee
New	10	1	1	6	0	0
Renew	9	2	1	0	0	0
Conduct	1	5	5	0	4	0
Vehicle	Granted	Granted and/or Warning Letter	Letter Council is 'Minded to refuse' or 'Revoke'	Refuse to Grant	Revoke	To refer to Committee
New	1	0	0	0	0	0
Renewal	1	0	0	0	0	0
Condition	1	0	0	0	0	0
Operator	Granted	Granted and/or Warning Letter	Letter Council is 'Minded to refuse' or 'Revoke'	Refuse to Grant	Revoke	To refer to Committee
New	0	0	0	0	0	0
Renewal	0	0	0	0	0	0

Conduct	0	0	0	0	0	0
---------	---	---	---	---	---	---

5. Alternative Options

- 5.1. No alternative option is proposed because this is an information report. Not reporting the exercise of delegated powers would reduce transparency and Member oversight of licensing activity.

6. Key risks and Opportunities

- 6.1. No significant new risks arise from the recommendation to note this report. Delegated decision-making supports timely service delivery, consistent application of policy and effective use of officer and Member resources. Existing statutory, policy, managerial and escalation controls mitigate the risk of inappropriate decisions.

Risk / Opportunity	Mitigation	Link to Strategic Risk
Inconsistent or inappropriate use of delegated powers could lead to challenge, complaint, appeal, reputational damage or decisions that do not fully align with policy or statutory requirements.	Decisions are made in accordance with the Council's Constitution, relevant legislation, approved licensing policies and procedures. Complex, contested or exceptional cases are escalated to the appropriate sub-committee or senior officer as required.	Governance, legal compliance and reputation.
Failure to process applications within appropriate timescales could affect businesses, licence holders, applicants and service users, and may reduce confidence in the licensing service.	Delegated authority enables routine and uncontested applications to be determined efficiently. Workloads and application volumes are monitored, with escalation routes available where issues arise.	Service delivery, financial sustainability and reputation.
Public safety risk if unsuitable applicants, vehicles, premises or operators are licensed, or if concerns are not identified and acted upon.	Applications are assessed against statutory requirements, safeguarding duties, relevant policy criteria and consultation responses from responsible authorities. Refusal, suspension, revocation and committee referral processes are available where concerns arise.	Health, safety and wellbeing of communities.

Reduced transparency or Member oversight if delegated decisions are not reported periodically.	Regular reporting to the Strategic Licensing Committee provides oversight of delegated activity, trends, sub-committee decisions and the overall operation of the licensing framework.	Governance, accountability and public confidence.
Opportunity: efficient use of delegated powers supports timely decision-making, reduces unnecessary committee referrals and supports local businesses while maintaining safeguards.	Continue to use delegated powers for routine and uncontested matters, with clear escalation for objections, policy exceptions or higher-risk cases.	Effective use of resources, economic wellbeing and customer/service delivery.

7. Council Priorities

- 7.1 This report supports the Council's Corporate Plan priorities by contributing to a healthy economy, healthy people and communities, and a healthy organisation. A proportionate, transparent and efficient licensing service supports legitimate businesses and local economic activity, while ensuring that licence holders, premises, vehicles and operators meet the relevant statutory and policy requirements designed to protect residents, workers and visitors.

8. Financial Implications

- 8.1. This is an information report and does not seek approval for additional expenditure or savings. Licensing activity is undertaken using Licensing fees and charges.

9. Legal and HR implications

- 9.1. Delegated decisions are taken in accordance with the Council's Constitution, relevant legislation, adopted licensing policies and approved procedures. There are no direct workforce implications arising from the recommendation.

10. Electoral Division Implications

- 10.1. The report covers all electoral divisions in the administrative area of Shropshire Council and does not identify any division-specific implications.

11. Health, Social (including “Child Friendly Shropshire”) and Economic Implications

- 11.1. Effective licensing arrangements support public safety, wellbeing and confidence in regulated services. Timely decisions also support legitimate businesses and the local economy. No specific adverse health, social, Child Friendly Shropshire or economic impacts have been identified.

12. Equality and Diversity Implications

- 12.1. No specific adverse equality or diversity impacts have been identified. Delegated decisions must continue to be made consistently, objectively and in accordance with equality and human rights duties, with reasonable adjustments made where required.

13. Climate Change, Biodiversity and Environmental Implications

- 13.1. No material climate change, biodiversity or environmental implications arise directly from the recommendation to note this report.

14. Background Papers

- 14.1 There are no background papers to be considered with this report.

15. Appendices

Appendix A - Licences processed between 1 February 2026 and the 31 August 2026.

Appendix B - Hearings held by the Licensing and Safety Sub-Committee between 1 February 2026 and the 31 August 2026.

Appendix C - Hearings held by the Licensing Act Sub-Committee between 1 February 2026 and the 31 August 2026.

APPENDIX A**Licences processed from the 1 February 2026 and the 31 August 2026.**

General Licensing	Renewal Period	Total
Acupuncture Personal	For life	0
Acupuncture Premises	For life	0
Activities Involving Animals Licence	Up to 3 years	46
Caravan Sites	For life	8
Mobile Homes Fit and Proper Person Register	Up to 5 Years	0
Cosmetic Piercing Personal	For life	34
Cosmetic Piercing Premises	For life	25
House to House Collection	For the period applied for, no longer than 12 months	6
House to House Exemption Order	Exemption certificate is issued by the Home Office	11
Scrap Metal Site (new/renewal)	3 Years	1
Scrap Metal Collector (new/renewal)	3 Years	2
Sex Establishment Licence	1 Year	0
Sex Shop Licence	1 Year	0
Street Collection	Covers the dates applied for	46
Street Trading Licence (new/renewal)	1 Year (daily licence also available which covers maximum of 7 days in a 12-month period)	18
Tattooing Personal	For life	0
Tattooing Premises	For life	0
Electrolysis Personal	For life	0
Electrolysis Premises	For life	0
Hypnotism Consent	For the specific event applied for	0
Dangerous Wild Animals	2 Years	3
Zoo	New licences last 4 years, upon renewal they can be granted for 6 years	0
Distribution of Free Printed Matter	7 consecutive days, 28 consecutive days, 1 year – dependent on what is applied for	2
Storage of Explosives	1 Year	5
Year-round Fireworks Sales	1 Year	2
Pavement Licence	1 Year	26
Pavement Permit	1 Year	5
Total Applications General		240

Taxi Licensing		Renewal Period	Total
Hackney Carriage	N	1 Year	4
Hackney Carriage	R	1 Year	36
Joint HC/PH Driver	N	Up to 3 Years	70
Joint HC/PH Driver	R	Up to 3 Years	112
Private Hire Operator	N	Up to 5 Years	9
Private Hire Operator	R	Up to 5 Years	12
Private Hire Vehicle	N	1 Year	174
Private Hire Vehicle	R	1 Year	341
Hackney Vehicle Transfer		For period left on existing licence	2
Private Hire Vehicle Transfer		For period left on existing licence	10
Private Hire Licensee Transfer		For period left on existing licence	10
Total Taxi Applications			780

Taxi Licensing (Surrendered)	Total
Private Hire Vehicles	69
Hackney Carriages	3
Total Surrendered Vehicles	72

Licensing Act 2003	Renewal Period	Total
Club Premises Certificate	For Life	0
Personal Alcohol (variation/new)	For Life	99
Premises Licence	For Life	30
Temp Event Notice no Alcohol	For the dates applied for	0
Temp Event Notice with Alcohol	For the dates applied for	873
Minor Variation Application	For Life	16
Designated Premises Supervisor (DPS) Change/Variation	For Life	139
Disapply DPS	For Life	0
Premises Licence Transfer Application	For Life	70
Annual Fee	Due each year on anniversary	537

	of granting of original licence	
Notification of Interest	For Life	1
Premises Licence with Alcohol - Full Variation	For Life	8
Premises Licence without Alcohol - Full Variation	For Life	0
Total Licensing Act Applications		1773

Gambling Act 2005	Renewal Period	Total
Bingo Premise Licence	For Life	0
Betting Premise Licence (other than track)	For Life	0
Betting Premises Licence (track)	For Life	0
Licensed Premise Gaming Machine Permit	For Life	0
Notification of Intent to have gaming machines	For Life	16
Prize Gaming Permit	10 Years	0
Club Machine Permits	10 Years	1
Club Gaming Permit	10 Years	0
Occasional Use Notice	For the dates applied for	4
Temporary Use Notice	For the dates applied for	0
Adult Gaming Centre	For Life	0
Small Society Lotteries	For Life	19
Change of Promoter	As necessary	0
Annual Fee	Due each year on anniversary of granting of original licence	117
Family Entertainment gaming machine permit	10 Years	
Total Gambling Act 2005 Applications		157

Total Applications	2950
---------------------------	-------------

Total Surrendered Vehicles	72
-----------------------------------	-----------

APPENDIX B

Licensing and Safety Sub-Committee hearings held between 1 February 2026 and the 31 August 2026.

Date	Premises	Type of Application	Councillors	Decision
None				

APPENDIX C**Licensing Act Sub-Committee hearings held between 1 February 2026 and the 31 August 2026.**

Date	Premises	Type of Application	Councillors	Decision	Review Requested by
8 May 2026	n/a	Review of Personal Licence	Susan Eden Nigel Lumby Mark Owen	To suspend the personal licence for a period of three months	Dyfed Powys Police
11 May 2026	Bobby's, 21 25/ 26 The Parade, St Mary's Place, Shrewsbury, SY1 1DL	Full variation to a Premises Licence	Brian Evans Colin Taylor Jon Tandy	To allow the full variation to the premises licence with additional conditions for Bobby's 21, 25/26 The Parade, St Mary's Place, Shrewsbury, Shropshire, SY1 1DL	n/a
19 August 2026	The Greenhouse, 52 High Street, Bridgnorth, WV16 4DX	Application for a Temporary Event Notice	Jamie Daniels Chris Lemon Mark Owen	That a counter notice be issued	n/a

