

How we want to make  
the licence process better

## Our Licence Process Plan



Information booklet

i



This is an Easy Read version of some information. It has words and pictures.

Help  
please

You might want help to read this booklet. You can ask someone to help you.

# words

Some words are **black and bold**. This means we think they are difficult words.

verbigerative  
mendacious  
brokerage      quotient  
serpiginous

**Black and bold** words are thicker and darker. We explain what they mean in a box like this.

# Who we are and what this booklet tells you about

**GREATER  
LONDON  
AUTHORITY**



We are **Greater London Authority**.

We work with the Mayor of London to make London a better place to live and work.



This booklet tells you about our **licence process plan**.



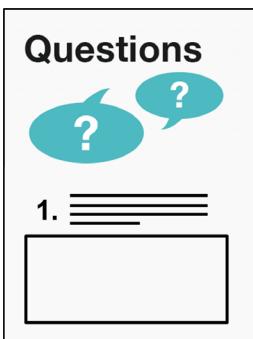
A **licence** is an official document that shows you are allowed to do or sell something.

A **licence process** shows the steps a business needs to follow to get a licence.

# About our consultation



A **consultation** is when we tell you about our plans and ask what you think about them.



We care about what you think. We have written a **survey** for you to fill in so you can tell us.



A **survey** is a set of questions about a certain topic.



The questions are in our Easy Read survey booklet. Please read this booklet first.

# Licenses



Businesses need a licence if they

- sell alcohol
- serve food late at night
- show **entertainment**.



**Entertainment** means things people enjoy or watch like films, shows, or live music.

All these places need a licence



- pubs
- clubs
- restaurants
- music **venues**
- **cultural spaces**.



A **venue** is a place where an event happens, like a concert.



**Cultural spaces** are where people share and enjoy things like art, music and dance.

# The law



**Laws** are rules that protect people and keep them safe.



For businesses to get and keep a licence they must follow a law called the **Licensing Act 2003**.



It says businesses must

- follow health and safety rules to keep everyone safe
- protect children from harm
- stop people from fighting or making a lot of noise at night
- stop people breaking the law.



# Why things need to change



The licence process we have now is difficult and confusing.



33 different **councils** across London are in charge of the licensing process.



**Councils** are groups of people who run and make decisions about local services.



They look at the **applications** from their area to decide who will get a licence.



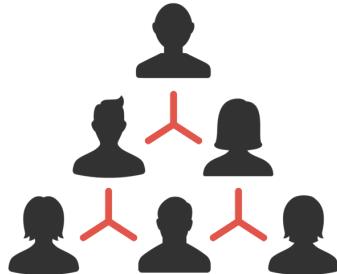
An **application** is a form that businesses must fill in to officially ask for a licence.



This means

- different councils treat applications differently
- if the licence process is more complicated in some parts of London than others, businesses might have to spend more money to get their licence
- when decisions to give businesses a licence are too strict, they do not always help to make London a better place.

# Our goals



We want councils in London to work together on the licensing process.

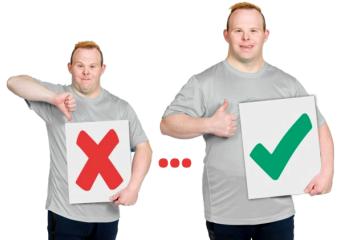


We want to

- make the licence process better in London and the UK
- make sure councils treat applications in the same way
- help places like restaurants, clubs and bars make money
- help the right businesses to get licenses, based on what each area needs
- create safer spaces that everyone can use.



# Our plans



Our plans will not get rid of the licence process we have now, they will help it to work better.



We will

- speak in support of applications when it will help
- help everyone who is part of the licence process to work together and fix problems
- give information and training to people who are part of the licence process
- help the Mayor decide some of the most important applications
- make a **policy** called **London's Strategic Licensing Policy** to help the right businesses get a licence





- help councils speak to the Mayor when they write policies
- use more **evidence** to make better application decisions.



A **policy** is a plan or rules that guide what people should do.



**Evidence** is information, numbers and facts about a certain subject.



Our plans will follow the law and make sure businesses follow the **Licensing Act 2003**.



Our plans will not change how much it costs to get a licence.

# Businesses affected by our plans



Our plans will affect businesses

- where customers buy alcohol and drink it there
- that sell hot food and non alcoholic drinks between 11pm and 5am
- that show entertainment, including indoor sport and dancing.

Our plans will not affect businesses

- that sell alcohol for customers to drink somewhere else, like a shop or supermarket
- with a **temporary event notice** or **club premises certificate**
- that are **sexual entertainment venues**
- where customers take part in **gambling**.



A **temporary event notice** is when a business is allowed to host an event for a short time.



A **club premises certificate** is a licence that shows a club can sell alcohol and show entertainment to people who are part of their club.



**Sexual entertainment venues** are places where adults pay to watch other people dance and take their clothes off. For example, strip clubs.



**Gambling** is when someone pays money to play a game or watch an event where they might win more money.

# How our plans could help London



We think our plans could help London in a few different ways.



Our plans could

- help businesses work together to keep people safe
- help people feel safer when they are in London at night
- help people in London have more choices of things to do at night
- make the licensing process fairer and easier for businesses to understand
- make it easier to fix problems like people being too noisy
- help businesses make money and create jobs

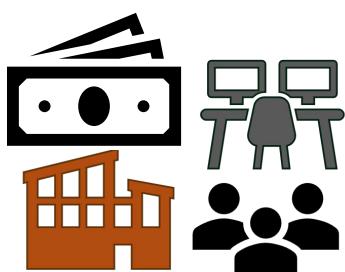




- help everyone work towards the same goals
- help councils use evidence to make better decisions
- help everyone, including people with disabilities, to use or work in **night time venues**
- help councils to use their **resources** better.



**Night time venues** are any business that is open for customers at night time.



**Resources** are things like money, equipment and staff.

# What this consultation is not about



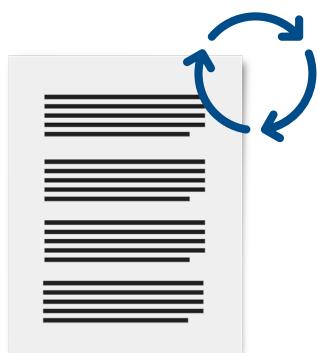
This consultation is not about

- if you think we should go ahead with our plans
- if you think the Mayor should look at some of the most important licence applications
- what you think about the **Licensing Act 2003.**



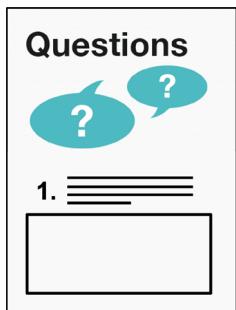
This consultation is about

- what you think of our **draft London's Strategic Licensing Policy**
- how you think this policy will affect people and businesses.



**Draft** means it is not finished and we will make changes.

# What happens next



You can complete our survey to tell us what you think.

We will use your answers to

- make our draft policy better
- think about any changes we need to make
- find out what might go wrong and other ways our plans might affect people
- give information and training to people who use or work with the licensing process
- make a **consultation report**.

A **consultation report** will have information about what people told us in our survey.



We will use the consultation report to help us decide what to do next.



A copy of the consultation report will be **published**.



**Published** is when a piece of writing is put online or printed for people to read.