



Licensing and Safety Committee

9 December 2025

Gravesham and Medway Shared Licensing Service Update

Report from: Bhupinder Gill - Assistant Director, Legal and Governance

Author: Emily Lane-Blackwell, Licensing Manager

Summary

This report updates Members on the progress of the Shared Licensing Service between Gravesham Borough Council and Medway Council.

1. Recommendation

- 1.1. That the Committee notes and comments on the reports at Appendix A and B.

2. Budget and Policy Framework

- 2.1. Medway Council have the following policies in place, all of which have been implemented or reviewed at least once since the shared service took effect:

- 2.1.1. Statement of Licensing Policy
- 2.1.2. Cumulative Impact Assessment
- 2.1.3. Statement of Gambling Policy
- 2.1.4. Hackney Carriage and Private Hire Policy
- 2.1.5. Taxi Tariff Review Policy
- 2.1.6. Statement of Policy in respect of Sex Establishments
- 2.1.7. Pavement Licensing Policy

3. Background

- 3.1. Medway Council's and Gravesham Borough Council's Licensing Teams formally entered a shared service arrangement with effect from 1 January 2019.
- 3.2. A report providing an overview and update on progression of the Gravesham and Medway Shared Licensing Service is presented to the Licensing and Safety Committee on an annual basis.
- 3.3. A copy of the 2025 update can be found at Appendix A.

- 3.4. Street Trading and Scrap Metal Licence compliance and enforcement is carried out by the Medway Council's Public Protection team on behalf of the Licensing Team. A review of the SLA was carried out this year, with some small amendments made to the agreement and an increase to the payment for the service.
- 3.5. As part of the annual review, colleagues within the Public Protection team also provide a summary of the work they have carried out, on behalf of Licensing.
- 3.6. A copy of the 2025 Public Protection update can be found at Appendix B.

4. Cumulative Impact Assessment

- 4.1. To provide further clarity in the Cumulative Impact Assessment the following sentence is to be added under 'What the Authority will do' in relation to Cumulative Impact Areas.

"For the avoidance of doubt in a CIA area any new premises will be considered to have an adverse impact on the licensing objectives unless it can be demonstrated otherwise"

5. Risk Management

- 5.1 It is important that the Licensing and Safety Committee is kept fully informed of relevant work being carried out in respect of all licensing matters to ensure that it is still meeting the requirements set out in the shared service agreement.

6. Financial and legal implications

- 6.1 The Council's licensing function operates in a shared service and is funded from a combination of income from fees and charges and a proportionate contribution to Gravesham Borough Council. No pressure on the existing budgets was reported in either the current year monitoring or the Medium Term Financial Outlook.
- 6.2 The Council has produced effective policies in respect of licensing matters.

Lead officer contact

Emily Lane-Blackwell, Licensing Manager for the Gravesham and Medway Shared Licensing Service
Email emily.lane-blackwell@gravesham.gov.uk

Appendices

Appendix A – Shared Licensing Service Update 2025
Appendix B – Public Protection Update

Background papers

None