

Classification	Item No.
Open / Closed	

Meeting:	Licensing Hearings Sub-Committee
Meeting date:	3 March 2026
Title of report:	Consideration to Suspension / Revocation of a Personal Licence
Report by:	Executive Director (Corporate Core)
Decision Type:	Council
Ward(s) to which report relates	East

Executive Summary:

This report relates to consideration to suspend/revoke a Personal Licence granted under the Licensing Act 2003, for a licence holder who has been convicted of a relevant offence.

Recommendation(s)

- To revoke the personal licence if it is considered necessary for the promotion of the crime prevention objective to do so; or
- To suspend the personal licence.
- Take no action

1.0 INTRODUCTION

- 1.1 This report relates to a notice that has been given to a personal licence holder stating the intention to suspend or revoke the personal licence due to the licensing authority being notified of a relevant conviction.
- 1.2 The Licensing Act 2003 and the Policing and Crime Act 2017 is the relevant legislation.
- 1.3 A Personal Licence is defined by the Act as a licence which is granted by a Licensing Authority to an individual which authorises that individual to supply

alcohol, or authorise the supply of alcohol, in accordance with a Premises Licence.

- 1.4 The Panel will make a decision on the day of the hearing and the parties will be notified subsequently of the decision and the reasons for it by letter from the Licensing Service.

2.0 BACKGROUND

- 2.1 The Licensing Act 2003 was amended by the Policing and Crime Act 2017 to give a licensing authority the power to suspend a personal licence for up to six months or to revoke a personal licence where the licensing authority becomes aware that the holder of a personal licence has been convicted of a relevant offence.
- 2.2 As part of the statutory process, the licensing authority must serve a notice on the personal licence holder of their intentions and advising the licence holder that they have 28 days to make representations to the notice.
- 2.3 Before deciding whether to suspend or revoke a licence the licensing authority must give consideration to;
 - any representations made by the licence holder
 - any decision of a court
 - any other information which is considered relevant.
- 2.4 The licensing authority have complied with all the necessary procedural requirements.

3.0 THE APPLICATION

- 3.1 The Licensing Authority received notification from Greater Manchester Police that the client had been arrested in May 2025 for the relevant offence of driving a motor vehicle with excess alcohol, among other motoring offences, he was almost 3 times over the prescribed limit with readings taken. The client pleaded guilty to this offence in August 2025 and was sentenced on 8 December 2025 to 23 months disqualification and a community order.
- 3.2 The Licensing service contacted the client to ask him to return his Personal Licence for endorsement as he had not done this voluntarily and had not advised the Court that he was a Personal Licence Holder.
- 3.3 The Clients Personal Licence was endorsed and returned to him on 12 January 2026.

4.0 REPRESENTATIONS

- 4.1 The Licensing Authority served a notice by post on the client on the 12 January 2026, attached at Appendix 1.

4.2 The client did not submit any representations to the notice before the end of the 28-day period.

5.0 OBSERVATIONS

5.1 After hearing the representations made and the evidence presented, Members are obliged to determine the application with a view to promoting the licensing objectives and having regard to the Authority's Licensing Policy and National Guidance issued by the Secretary of State.

Community impact/links with Community Strategy

Not Applicable

Equality Impact and considerations:

Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

The public sector equality duty requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.

Equality Analysis	<i>Please provide a written explanation of the outcome(s) of either conducting an initial or full EA.</i>
<i>The Licensing Service have considered the Equality Act 2010 and due to each application being dealt with on its own merits there is no positive or negative on any of the protected characteristics.</i>	

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
There are no specific issues from the report other than potential costs/risks associated with legal appeals.	

Consultation:

Not Applicable

Legal Implications:

Yes, under the legislation the Council is required to determine representations. The report is in accordance with the appropriate legislation.

Financial Implications:

The cost of the licensing function are funded through the fees and charges levied by the Council. There may be additional costs if appeals are lodged with the Magistrates and Crown Courts.

Report Author and Contact Details:

For further information on the details of this report, please contact:

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Background papers:

List of Background Papers:-
Notice to Suspend / Revoke Personal Licence

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning

Appendix 1 – Notice served



Notice of Intention to Suspend / Revoke a Personal Licence due to Notification of Conviction of a Relevant Offence – Licensing Act 2003 s132a

The licensing authority has received notification from you, Dylan Lealand, that you have been convicted of a relevant offence as listed in Schedule 4 to the Licensing Act 2003 the details of which are as follows;

Details of Offence	Conviction Date	Sentence
Drink Driving	December 2025	23 months disqualification and Community Order

The licensing authority must now give consideration whether to suspend or revoke your Personal Licence **BUR2967** and serve notice to this effect on you as required under s132a (4). You have 28 days from the date of this notice (dated below) to submit, in writing, any representations that you may have to the Licensing Unit Manager, Bury Council, Licensing, 3 Knowsley Place, Duke Street, Bury, BL9 0EJ or by email to licensing@bury.gov.uk

At the end of the representation period the licensing authority will make a decision whether to suspend or revoke your personal licence and you will be notified of the decision in writing.

Your representation may have regard to the following;

The relevant offence that has caused the licensing authority to issue the notice.
Any decision of a court in relation to the personal licence (i.e. if the court suspended the licence).
Any other relevant information, including information regarding the licence holders personal circumstances.

SIGNATURE	 On behalf of the licensing authority	DATE	12/1/26
Name of Officer signing	Laura Bell		