

<b>Classification</b>	<b>Item No.</b>
<b>Open / Closed</b>	

<b>Meeting:</b>	Licensing Hearings Sub-Committee
<b>Meeting date:</b>	6 July 2026
<b>Title of report:</b>	Consideration to Suspension / Revocation of a Personal Licence
<b>Report by:</b>	Executive Director (Corporate Core)
<b>Decision Type:</b>	Council
<b>Ward(s) to which report relates</b>	Radcliffe

**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 On 27 April 2026, the Licensing Authority received notification from Mrs Louise Shine that she had received 2 cautions for 2 accounts of common assault on 27 February 2026.
- 3.2 The Licensing service contacted Greater Manchester Police on 28 April 2026 to ascertain the circumstances of the charges. The Licensing Service was informed that on the 27 February 2026, two allegations of assault were made by two school children who attend Unsworth Academy after an altercation had taken place on and off school grounds.

It is alleged that Mrs Shine has approached two female pupils and thrown bread at one of them outside some nearby local shops then moments later whilst on school grounds, Mrs Shine has approached the second female pupil and pinned her to the fence by her coat and then her throat which has restricted the pupils breathing. At this point other parents have stepped in to try and stop it escalating further at which point Mrs Shine has let go of her neck and punched her in the stomach.

Following the allegations, Mrs Shine was arrested and interviewed that same day. During the interview she has admitted to assaulting the two female pupils but denied strangulation. It has been noted by the investigating officers that there was a lack of evidence to suggest deliberate strangulation and from CCTV enquires, it appeared more of a tussle. As such, Mrs Shine was issued with two conditional cautions for common assault later that day.

- 3.3 On 9 June 2026, the Licensing Service contacted Greater Manchester Police to request that the information liaised on 28 April 2026 was submitted to the Licensing Service in the form of a statement.

#### **4.0 REPRESENTATIONS**

- 4.1 The Licensing Authority served a notice by post on the client on the 6 May 2026, attached at Appendix 2.
- 4.2 The client did not submit any representations to the notice before the end of the 28-day period 3 June 2026. However, due to extenuating circumstances a response was received on the 8 June 2026. The response is attached at Appendix 3.

#### **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.

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#### **Community impact/links with Community Strategy**

Not Applicable

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#### **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.*

<b>Equality Analysis</b>	<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>	

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**Assessment of Risk:**

The following risks apply to the decision:

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

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**Consultation:**

Not Applicable

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**Legal Implications:**

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

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**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.

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**Report Author and Contact Details:**

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

Mr M Bridge  
Licensing Office  
Town Hall  
Bury  
Telephone No: 0161 253 5209  
Email: [m.bridge@bury.gov.uk](mailto:m.bridge@bury.gov.uk)

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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 – Email from Mrs Louise Shine**

From: Louise Shine [REDACTED]

Sent: 27 April 2026 15:48

To: Licensing <Licensing@bury.gov.uk>

Subject: [EXTERNAL] Personal License.

CAUTION: This email originated from outside the organisation. STOP! Does it look genuine, were you expecting this email or know what it relates too? THINK before CLICKING on any links or OPENING any attachments.

To whom it may concern,

Hi, this is to inform you, that I hold my Personal License and work at The Robert Peel, Sunnybank.

Unfortunately, I got 2x cautions regarding 2x common assaults on Friday 27th February. Sorry I havent notified you sooner, but my mum has been diagnosed with Cancer over this time, and is on Palliative care now. So i've been putting things in place and caring for my mum.

I hope this won't effect my License, could you please let me know either way though.

Many Thanks,

Louise Shine.

## Appendix 2 – 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, Louise Jane Shine, 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;

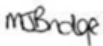
Details of Offence	Conviction Date	Sentence
2 X Cautions for common assault	27 February 2026	Conditional Caution X 2

The licensing authority must now give consideration whether to suspend or revoke your Personal Licence **BUR3025** 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](mailto: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;

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

SIGNATURE	 On behalf of the licensing authority	DATE	06/5/26
Name of Officer signing	Michael Bridge		

### **Appendix 3 – Response from Mrs Louise Shine**

From: Louise Shine [REDACTED]

Sent: 08 June 2026 12:53

To: Licensing <Licensing@bury.gov.uk>

Subject: [EXTERNAL] Personal Licence Holder BUR3025. Louise Shine

CAUTION: This email originated from outside the organisation. STOP! Does it look genuine, were you expecting this email or know what it relates to? THINK before CLICKING on any links or OPENING any attachments.

Michael Bridge,

First and foremost, I would like to acknowledge that I am slightly out of the 28 day period timeline that I was given by letter, in response to informing you that I received 2x Cautions for 2x Common Assaults on Friday 27th February 2026, as per my email on 27th April 2026. I am sorry it has taken a little longer to reply and explain my situation.

Unfortunately I have had huge emotional extenuating circumstances surrounding both the offences and the delay in replying. My mum was diagnosed with a Bile Duct cancer on 27th January 2026. During the month of February, we were given the awful news that her cancer was terminal and there was no treatment going forward. The letter dated 6th May, was the day we sought a bed for my mum, at Bury Hospice. Previous to this, myself and my partner moved in to care for my mum. I moved into the hospice with her from 7th May, and she sadly passed away on the 11th May. I was aware I had received the letter from yourself, but under the extreme circumstances, I haven't replied. Mum's funeral only took place last week, Thursday 4th June, and with me being the only child, everything was left for me sort out. I am sorry, I haven't replied sooner, but everything has been a bit of a blur the last month.

The offence's on the Common Assault back in February, was because I screamed at 2 school girls who were bullying my daughter at High School. Under 'normal' circumstances, this would never have happened. The Police explained it was classed as Common assault, as even though, I didnt touch or physically assault either girl, I had put 'fear' into them. I admitted that I had scared them, and also told the Police about my Mum being on palliative care and the situation with bullying. I accepted 2x Cautions, and the case was closed. I have never done such a thing before, nor ever had any sort of Criminal Record. I've apologised for my behaviour.

I worked hard to get my Personal licence, and I am well known and well liked in the local area. My previous work was at Unsworth Post office, I am a nice person who would go the extra length for anyone. Just this year, has been very trying emotionally and I regret and hate what I have done.

Yours sincerely Louise Shine

# Appendix 4 – Statement from Greater Manchester Police

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**GREATER MANCHESTER POLICE**  
**WITNESS STATEMENT**

Criminal Procedure Rules r 16.2; Criminal Justice Act 1967, s.9

Statement of	Peter ECCLESTON	
Age if under 18	O'18	If over 18, insert 'over 18'
Occupation	Police Officer	
This statement (consisting of 2 pages each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything in it, which I know to be false, or do not believe to be true.		
Signature		(Witness)
Date	09/06/26	
Tick if victim wishes to personally read their Victim Personal Statement aloud in Court	<input type="checkbox"/>	
Tick if witness evidence is visually recorded (supply witness details on last page)	<input type="checkbox"/>	

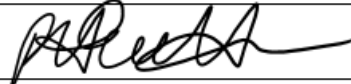
**WITNESS STATEMENT**

I am Police Constable 15913 ECCLESTON of the Greater Manchester Police, currently stationed at BURY POLICE STATION, DUNSTER ROAD, BURY. My current role and position is the Bury District Licensing Officer and have been delegated to act on behalf of the Chief Constable pertaining to all matters defined under the Licensing Act 2003 (hearings) Regulations 2005.

I am making this statement with regards to the personal license for a Louise SHINE (b 28/10/1982). On the 27<sup>th</sup> February 2026, two allegations of assault where made by two school children who attend UNSWORTH ACADEMY after an altercation had taken place on and off school grounds.

It is alleged that SHINE has approached two female pupils and thrown bread at one of them outside some nearby local shops then moments later whilst on school grounds, SHINE has approached the second female pupil and pinned her to the fence by her coat and then her throat which has restricted the pupils breathing. At this point other parents have stepped in to try and stop it escalating further at which point SHINE has let go of her neck and punched her in the stomach.

Following the allegations, SHINE was arrested and interviewed that same day. During the interview she has admitted to assaulting the two female pupils but denied strangulation. It has been noted by the investigating officers that there was a lack of evidence to suggest a deliberate strangulation and from CCTV enquires, it appeared more of a tussle. As such, SHINE was issued with two conditional cautions for common assault later that day.

Signature	
Signature witnessed by	<span style="background-color: grey; color: grey;">          </span>