

# **DERBY AND DERBYSHIRE LICENSING ENFORCEMENT PROTOCOL**

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This protocol formalises the agreement between all the relevant Authorities as follows:-

Amber Valley Borough Council

Bolsover District Council

Chesterfield Borough Council

Derby City Council

Derbyshire Constabulary

Derbyshire County Council

Derbyshire Dales District Council

Derbyshire Fire & Rescue Service

Erewash Borough Council

High Peak Borough Council

North East Derbyshire District Council

South Derbyshire District Council

## **DERBY AND DERBYSHIRE LICENSING ENFORCEMENT PROTOCOL**

### **Contents**

1.	Introduction	Page 1
2.	Aim of this Protocol	Page 1
3.	Guiding Principles of Decision Making	Page 2
4.	Liaison Arrangements	Page 3
5.	Provision of Advice and Investigation of Complaints	Page 4
6.	Review of Licenses	Page 5
7.	Responsibility for Prosecutions	Page 5
8.	Notifications of Prosecutions	Page 5
9.	Register of Enforcement Actions	Page 6
10.	Media Relations	Page 6
11.	Temporary Event Notices	Page 6
12.	Review of this Protocol	Page 7
13.	Resolution of Disputes	Page 7
Appendix A	Indicative Split of Responsibilities for Responsible Authorities	Page 8-14
Appendix B	Schedule of Local contacts	Page 15-19

## **1. INTRODUCTION**

- 1.1 Under the Licensing Act 2003, the licensing and responsible authorities, as defined in the Act, are required to promote the following objectives, in relation to premises and people licensed under the Act:
- preventing crime and disorder
  - protecting public safety
  - preventing nuisance
  - protecting children from harm
- 1.2 The Government strongly recommends that licensing authorities establish protocols on enforcement issues. The principal relationship that needs to be defined relates to that between Derbyshire Constabulary; the Local Authority Licensing Teams; and the local authority Trading Standards Services as it is only those bodies that are charged with the powers to prosecute for breaches of the Licensing Act 2003. However, Responsible Authorities have a statutorily defined role, that frequently overlaps between agencies, including the ability to make representation to the Licensing Authority. The role of these agencies is also defined within this protocol. The Violence Alcohol Harm and Licensing (VAL) Groups (Responsible Authority Meetings (RAM) in Derby City) are seen as the best method of ensuring that information is exchanged, protocols followed and all agencies work towards gaining compliance with licensing requirements and fulfilling the objectives outlined above.
- 1.3 All signatories to this protocol recognise the interests of both citizens and businesses and will work closely, with partners, to assist licence holders and to comply with the Act and the four licensing objectives it seeks to promote. However, proportionate but firm action will be taken against those who commit offences or consistently break the law. Any Enforcement Action taken will be in accordance with the principles set out in the Regulators Compliance Code, the Home Office Guides to Prosecutors and Authorities' own Enforcement Protocols.

## **2. AIM OF THIS PROTOCOL**

- 2.1 The aim of this protocol is to establish a model upon which all local authorities in Derby and Derbyshire can base their individual enforcement protocols with the Responsible Authorities.
- 2.2 The aim of an enforcement protocol is to clearly establish the roles played principally by each enforcement agency, that is:
- Local Licensing Authority
  - Derbyshire Constabulary
  - Derbyshire Fire and Rescue Service
  - Local Authority Environmental Protection Service
  - Local Authority Occupational Health and Safety Enforcement Service
  - Health and Safety Executive
  - Derby City and Derbyshire County Council Trading Standards
  - Derby City and Derbyshire County Council Safeguarding Childrens Board
  - Derby City and Derbyshire County Council Public Health

- Other enforcement agencies as appropriate (e.g. Her Majesty's Revenue and Customs)
- 2.3 The protocol seeks to establish the roles of the agencies detailed above in relation to:
- Inspecting premises for compliance with the relevant licence
  - Investigating complaints regarding non-compliance
  - Making representations and seeking reviews
  - Initiating proceedings for offences under the Licensing Act 2003 and associated acts and regulations.
- 2.4 This protocol seeks to build upon the good working relationships, which currently exists between the enforcement agencies. All parties recognise the importance of effective co-operation and liaison to ensure those with responsibilities under the Licensing Act 2003 understand and comply with the law.
- 2.5 In particular, this protocol should also provide for the targeting of agreed problem and high-risk premises which require greater attention, while providing a lighter touch in respect of low risk premises which are well managed. The 2003 Act does not require inspections to take place save at the discretion of those charged with this role. The principle of risk assessment and targeting should prevail and inspections performed as and when judged necessary. This should ensure that resources are more effectively concentrated on problem premises.

### **3. GUIDING PRINCIPLES FOR DECISION MAKING**

- 3.1 The Statutory Guidance issued under section 182 of the Licensing Act makes it quite clear that offences committed by proprietors of licensed premises must be pursued by the relevant enforcement authority using primary legislation.
- 3.2 Whilst the Licensing Act 2003 does not distinguish clearly the lead authority either for enforcement or for making representations in respect of the four licensing objectives, it is intended that all agencies will agree the most effective way of seeking compliance through the VAL Groups. The Licensing Authorities, Derbyshire Constabulary and the local weights and measures authority (i.e. Trading Standards Services at Derbyshire County Council and Derby City Council) are all able to enforce some or all of the provisions of the Licensing Act.
- 3.3 Close liaison is essential to ensure consistent and transparent action by the relevant agencies as well as to ensure effective use of resources. Nothing in this protocol will preclude representation by more than one responsible authority in respect of the same or different licensing objectives, relevant to the same licensed premises. It will be advantageous for responsible authorities to support each other towards the common aim of promoting the licensing objectives. It is therefore essential that all agencies commit to sharing intelligence and operational enforcement activity.

- 3.4 As a guiding principle, the lead authority for both enforcement action and for making representation should be based on the impact the contravention or action has on the promotion of the licensing objectives, and in most cases common sense will dictate the lead authority, along the following lines:
- 3.5 In respect of instigating legal proceedings, typically the split of responsibility may be as described below:
- Crime and Disorder: Derbyshire Constabulary or Licensing Authority
  - Public Safety: Local Authority or Derbyshire Fire and Rescue Service
  - Public Nuisance: Local Authority or Derbyshire Constabulary
  - Protection of Children: Derbyshire Constabulary, Safeguarding Childrens Board and Trading Standards (underage sales – off licences)
- 3.6 In respect of making representations and seeking reviews, the split may be described as:
- Crime and Disorder: Derbyshire Constabulary
  - Public Safety: Local Authority Health and Safety Officers, Health and Safety Executive and/or Derbyshire Fire and Rescue Service
  - Public Nuisance: Local Authority Environmental Protection Officers and/or Derbyshire Constabulary
  - Protection of Children: Safeguarding Childrens Board, Trading Standards and Derbyshire Constabulary.
- 3.7 The table at Appendix A seeks to indicate the likely split of responsibilities and indicates which authority might lead under different situations.
- 3.8 With regard to enforcing the provisions of Section 146 and 147 (prohibiting the sale of alcohol to young people under the legal age) it is recognised that Derbyshire Constabulary are the lead agency for pubs, clubs and other ‘on-licence’ type premises, whilst the County and City Council trading standards services are the lead authority with regard to shops, super-markets and other retail ‘off-licence’ type premises. This arrangement is intended to encourage and not preclude joint enforcement.
- 3.9 All Council’s should also have due regard to their own individual enforcement policies and licensing policies, which should have precedence over this protocol in the event of any inconsistency.

#### **4. LIAISON ARRANGEMENTS**

- 4.1 Each enforcement agency should nominate a contact point regarding any matters relating to licensed premises. Appendix B sets out the current nominations and contact details. The role of these officers will be:
- to ensure the effective exchange of information between the agencies as appropriate;
  - the consideration of the necessity for joint visits;
  - the implementation of co-ordinated actions, as necessary and as agreed between the agencies;
  - to co-ordinate the supply of evidence and information to another agency taking formal action;

- the initial contact to discuss and liaise in the event of uncertainty over lead agency roles.
- 4.2 Each agency shall be represented at the appropriate VAL group meeting to facilitate the liaison arrangements. Where advice and guidance is to be provided to businesses or licensees, partner agencies should have regard to the lead arrangements as specified above and in Appendix A and have a responsibility to ensure that the lead agency is consulted prior to the issuing of advice and guidance to ensure the consistency of approach.
- 4.3 Parties to this protocol may exchange data and information in accordance with the Information Sharing Agreement for the Derbyshire Violence, Alcohol Harm and Licensing Groups (VAL's).

## **5. PROVISION OF ADVICE AND INVESTIGATION OF COMPLAINTS**

- 5.1 The signatories to this protocol recognise the value of advice and guidance to applicants and holders of licences, certificates and permissions and all encourage applicants and holders of licences, certificates and permissions to seek such advice, particularly before submitting applications for variations to existing permissions or prior to submitting a temporary event notice.
- 5.2 Each agency will endeavour to provide clear and consistent advice and guidance on those matters within the remit of that agency (determined in accordance with the guiding principles of decision making). Where information is requested on a matter outside of any agency's remit, then the contact details of the relevant agency will be passed to the applicant/licence holder. It is agreed that, through the VAL / RAM groups and existing county wide forums, such as Pubwatch, appropriate Guidance Packs may be developed from time to time to facilitate consistent advice to the licensing trade in Derbyshire.
- 5.3 Partner agencies have adopted or will work towards the principles set out in the National Intelligence Model to be 'intelligence led' and to concentrate resources where they are most required to reduce harm from non-compliance with the Licensing Act requirements. On receipt of a complaint or concerns relating to licensed premises, club premises or personal licence holder, the receiving agency will, having regard to the Regulators Code will:
- Action, as appropriate, if the matter is within that agency's remit,
  - Pass to other relevant agencies, in accordance with the liaison arrangements, detailed above,
  - Liaise with the other agencies to establish lead responsibility, in accordance with the liaison arrangements, detailed above.
- 5.4 Each agency will have its own service standards and will respond in accordance with those standards.
- 5.5 It is acknowledged that some issues in relation to the protection of children from harm and/or underage sales will be within the remit of Trading Standards or the relevant Safeguarding Childrens Board or Derbyshire Constabulary.

## **6. REVIEW OF LICENCES**

- 6.1 The Licensing Act 2003 permits responsible authorities to apply for a review of a premises licence or a club premises certificate.
- 6.2 In the acknowledgement that any authority may apply to the licensing authority for a premises licence or club premises certificate to be reviewed at any time, the signatories of this protocol agree to follow the guiding principles in decision making when determining the most appropriate authority to seek such a review.
- 6.3 Except in extreme cases, the responsible authority seeking a review will:
- Give an early indication to both the holders of the premises licence or club premises certificate and to the licensing authority that this is their intended course of action, providing documentation within the required deadlines.
  - Liaise with other responsible authorities as necessary to ensure a co-ordinated and thorough review.
  - Seek an informal resolution to the matter with the holders of the premises licence or club premises certificate, if possible and if appropriate.
  - Be able to demonstrate, to the licensing committee hearing the application for review, that alternative approaches to dealing with the situation have been attempted, or were not appropriate.
- 6.4 The licensing authority as a responsible authority may apply for a review of a licence if it is concerned about licensed activities at premises and it appropriate to intervene without waiting for representations from other persons.

## **7. RESPONSIBILITY FOR PROSECUTIONS**

- 7.1 Section 186 of the Act provides that offences under the Act may be instituted by:
- (1) a licensing authority
  - (2) by the Director of Public Prosecutions
  - (3) by a local weights and measures, (Trading Standards), authority for offences under section 146 or 147 (Sale of alcohol to children and allowing the same.)
- 7.2 It is expected that the decision of who will instigate legal proceedings will be taken in accordance with the guiding principles for decision making and in particular, national guidance on good enforcement practice, the individual authority's enforcement policy and licensing policy.

## **8. NOTIFICATIONS OF PROSECUTION AND OTHER ENFORCEMENT ACTIONS**

- 8.1 Notwithstanding the duty of the court in section 131 (duty to notify licensing authorities of convictions), the prosecuting authority will inform the relevant licensing authority and Derbyshire Constabulary of any conviction or caution under the Act, within 5 working days.



- 8.2 The relevant licensing authority for this purpose is the licensing authority that issued the licence or certificate, or acknowledged the temporary event notice, even if that authority is not a party to this protocol.
- 8.3 In addition, all agencies will notify each partner organisation of any breaches detected of the requirements of the Licensing Act that results in the issuing of a Penalty Notice for Disorder (PND) or Simple Caution.
- 8.4 The notification shall be in writing and shall state:
- the name and address of the person convicted, cautioned or issued with a PND;
  - the nature and date of the conviction, caution or PND;
  - the details of any conviction including any order under section 129 (Relevant Offence) of the Act.

## **9. REGISTER OF ENFORCEMENT ACTIONS**

- 9.1 Each licensing authority will maintain a register of legal proceedings, simple cautions and PND's issued to holders of licences, certificates or permissions.

## **10. MEDIA RELATIONS**

- 10.1 All parties to this protocol agree when handling the media:
- To be fair to their fellow parties and maintain their integrity;
  - When providing information to the public to do so honestly and fairly;
  - Statements must reflect any multi-agency involvement and/or decision process where appropriate;
  - Consent of the data owner will be sought prior to release in the media.
- 10.2 The lead agency will be responsible for liaison with the media but will ensure that any other agency with an interest in the matter is kept informed of the media attention and that the response to such interest is discussed, where appropriate, prior to the issue of formal press statements.

## **11. TEMPORARY EVENT NOTICES**

- 11.1 In response to a temporary event notice, all responsible authorities will be notified of the details by e-mail and as soon as is practicably possible of the event for information. However, it is acknowledged that only Derbyshire Constabulary or the Environmental Protection Officer of a Local Authority can serve an objection notice. Such notices can be served where the Constabulary or the Environmental Protection Team are satisfied that any of the four licensing objectives would be undermined.
- 11.2 The health and safety officer (of the local authority or Health and Safety Executive) and/or Derbyshire Fire and Rescue Service or other Responsible Authorities may have concerns regarding the event, which they will seek to address through other mechanisms. It is therefore essential that all agencies seeking to address concerns in respect of a temporary event liaise closely in

order that the applicant and the agencies involved can be sure that measures taken to address one agency's concerns do not adversely impact on the concerns of others. Where expedient to do so, issues relating to TENs can be addressed at the Derbyshire Licensing Forum meeting.

- 11.3 In response to a late TEN, again only Derbyshire Constabulary or the Environmental Protection Officer of a Local Authority can serve an objection notice. Such notices can be served where the Constabulary or the Environmental Protection Team are satisfied that any of the four licensing objectives would be undermined. Such a notice would result in the planned event not going ahead.

## **12. REVIEW OF THIS PROTOCOL**

- 12.1 This protocol will be kept under review having regard to:

- Changes in legislation
- Changes in Government, Local Better Regulation Delivery Office or other authoritative guidance;
- Court rulings,
- Challenges or Representations made;
- Issues arising from the implementation of this protocol.

## **13. RESOLUTION OF DISPUTES**

- 13.1 As a consequence of the strong existing partnerships, disputes are expected to be a very rare occurrence. However, in the event of a dispute where, in the first instance, the matter cannot be resolved at the relevant VAL group, the relevant agencies involved should call a formal meeting and try to resolve the dispute by agreement. Where agreement cannot be reached, the issue should be referred to the Safer Communities Tasking and Advisory Group for direction.

## APPENDIX A - Indicative split of Responsibilities and primary Enforcement Roles for Responsible Authorities

ROLE	Licensing Authority	Licensing Enforcement Officers	EHO's/HSE	Environmental Protection	Derbyshire Constabulary	Fire Service	Planners	Trading Standards	Social Services	Public Health	Licensing Authority (as RA)	Notes X = Lead Role O = Supporting Role  In all cases where a joint Lead Role is indicated, an authority shall not undertake any activity that has not been notified to, and coordinated with, the other lead authorities for that role.
<b>APPLICATIONS</b>												
Consultee			X	X	X	X	X	X	X	X	X	Consultees may also give advice
Processing applications variations etc.	X											
General Advice on applications	X	O	O	O	O	O	O	O	O	O	O	Advice may be sought about safety or occupancy levels
Advice/ Guidance – Alcohol (ON LICENCE)	O	X	X	X	X	X	X	X	X	O	X	All agencies can give advice and guidance <a href="#">Derbyshire Constabulary</a> lead on conditions/representations relating to underage sales.
Advice/Guidance – Alcohol (OFF LICENCE)	O	X	X	X	X	X	X	X	X	O	X	All agencies can give advice and guidance <a href="#">Trading Standards</a> lead on conditions/representations relating to underage sales.
<b>ENFORCEMENT</b>												
Unlicensed Activity, non-compliance with operating schedule, breach of conditions	O	X	O	X	X	O	O	O	O			<ul style="list-style-type: none"> <li>This is one offence under the act</li> <li>There is a limit on what can be prescribed as conditions not to duplicate other legislation</li> <li>Prime example of breach of condition is overcrowding</li> </ul>
General safety in venues during operation	O	O	X		O	X						

ROLE	Licensing Authority	Licensing Enforcement Officers	EHO's/HSE	Environmental Protection	Derbyshire Constabulary	Fire Service	Planners	Trading Standards	Social Services	Public Health	Licensing Authority (as RA)	Notes X = Lead Role O = Supporting Role  In all cases where a joint Lead Role is indicated, an authority shall not undertake any activity that has not been notified to, and coordinated with, the other lead authorities for that role.
<b>SPECIFIC OFFENCES</b>												
<b>Premises Licence</b>												
• Failure to notify change of name or address	X											
• Notify a DPS that he has been replaced or application	X											
• Supply licence to LA where DPS has given notice to cease	X											
• Notify a DPS of an application for transfer, etc.	X											
• Supply the licence to LA for amendment	X											
• Keep, display, produce licence at premises		X			O			O				Offences may be discovered during Derbyshire Constabulary and Trading Standards routine enforcement activity
<b>Clubs</b>												
• Failure to notify LA of change of name, address, rules, etc.	X				O							
• Supply certificate to LA for amendment	X											

<b>ROLE</b>	<b>Licensing Authority</b>	<b>Licensing Enforcement Officers</b>	<b>EHO's/HSE</b>	<b>Environmental Protection</b>	<b>Derbyshire Constabulary</b>	<b>Fire Service</b>	<b>Planners</b>	<b>Trading Standards</b>	<b>Social Services</b>	<b>Public Health</b>	<b>Licensing Authority (as RA)</b>	<b>Notes</b> X = Lead Role O = Supporting Role  In all cases where a joint Lead Role is indicated, an authority shall not undertake any activity that has not been notified to, and coordinated with, the other lead authorities for that role.
<ul style="list-style-type: none"> <li>Keep, display, produce certificate at premises</li> </ul>		X			X							
<b>Temporary Event Notices</b>												
Failure to keep and display notice		X			X							
<b>Obstruction</b>												
Obstruction authorised officer		X			X							
<b>Personal Licence Holders</b>												
<ul style="list-style-type: none"> <li>Notify LA of change of name or address</li> </ul>	X	O			O							
<ul style="list-style-type: none"> <li>Notify LA of offence</li> </ul>	X	O			O							
<ul style="list-style-type: none"> <li>Notify LA of new conviction</li> </ul>	X	O			O							
<ul style="list-style-type: none"> <li>Supply licence for amendment</li> </ul>	X											
<ul style="list-style-type: none"> <li>Produce licence to authorised person</li> </ul>		X			X							

ROLE	Licensing Authority	Licensing Enforcement Officers	EHO's/HSE	Environmental Protection	Derbyshire Constabulary	Fire Service	Planners	Trading Standards	Social Services	Public Health	Licensing Authority (as RA)	Notes X = Lead Role O = Supporting Role For areas where a joint lead roles are identified, the respective agencies will jointly plan, communicate and co-ordinate any agreed enforcement activity on a case-by-case basis.
<b>General Offences</b>												
• Unauthorised exposure of alcohol for sale	O				X							
• Possession of alcohol intended for sale	O	O			X							
• Allowing disorderly conduct	O				X							
• Selling alcohol to person who is drunk	O				X							
• Obtaining alcohol for person who is drunk	O				X							
• Drunk person entering or refusing to leave licensed premises	O				X							
• Smuggled goods	O	O			X			O				HM Revenue and Customs would lead on any enforcement activity and co-ordinate any joint enforcement action with Derbyshire Constabulary / L.A.
• Unaccompanied Children	O	O			X				O			<b>Derbyshire Constabulary</b> lead on routine enforcement activity (including advice)

ROLE	Licensing Authority	Licensing Enforcement Officers	EHO's/HSE	Environmental Protection	Derbyshire Constabulary	Fire Service	Planners	Trading Standards	Social Services	Public Health	Licensing Authority (as RA)	Notes
												<b>X = Lead Role</b> <b>O = Supporting Role</b> <b>For areas where a joint lead roles are identified, the respective agencies will jointly plan, communicate and co-ordinate any agreed enforcement activity on a case-by-case basis.</b>
• Sale Of Alcohol to Children – OFF LICENCES (Includes s.147A)	O	O			O			X	O			<b>Trading Standards</b> lead on routine enforcement activity (including advice) and co-ordinate any joint enforcement action with Derbyshire Constabulary/LA.
• Sale Of Alcohol to Children – ON LICENCES (Includes s.147A)	O	O			X			O	O			<b>Derbyshire Constabulary</b> lead on routine enforcement activity (including advice) and co-ordinate any joint enforcement action with Trading Standards/LA.
• Allowing sale Of Alcohol to Children – OFF LICENCES	O	O			O			X	O			<b>Trading Standards</b> lead on routine enforcement activity (including advice) and co-ordinate any joint enforcement action with Derbyshire Constabulary/LA.
• Allowing sale Of Alcohol to Children – ON LICENCES	O	O			X			O	O			<b>Derbyshire Constabulary</b> lead on routine enforcement activity (including advice)
• Sale Liqueur Confectionery to children	O	O			O			X	O			<b>Trading Standards</b> lead on routine enforcement activity (including advice) and co-ordinate any joint enforcement action with Derbyshire Constabulary /LA.
• Purchase by or on behalf of children OFF LICENCES	O	O			O			X	O			<b>Trading Standards</b> lead on routine enforcement activity (including advice) and co-ordinate any joint enforcement action with Derbyshire Constabulary/LA.
• Purchase by or on behalf of children ON LICENCES	O	O			X			O	O			<b>Derbyshire Constabulary</b> lead on routine enforcement activity (including advice) and co-ordinate any joint enforcement action with Trading Standards/LA.
• Consumption By Children	O	O			X							<b>Derbyshire Constabulary</b> lead on routine enforcement activity (including advice)

ROLE	Licensing Authority	Licensing Enforcement Officers	EHO's/HSE	Environmental Protection	Derbyshire Constabulary	Fire Service	Planners	Trading Standards	Social Services	Public Health	Licensing Authority (as RA)	Notes
												<b>X = Lead Role</b> <b>O = Supporting Role</b> <b>For areas where a joint lead roles are identified, the respective agencies will jointly plan, communicate and co-ordinate any agreed enforcement activity on a case-by-case basis.</b>
• Delivering to Children	O	O			X							<b>Derbyshire Constabulary</b> lead on routine enforcement activity (including advice)
• Unsupervised Sales to Children – OFF LICENCES	O	O			O			X				<b>Trading Standards</b> lead on routine enforcement activity (including advice) and co-ordinate any joint enforcement action with Derbyshire Constabulary /LA.
• Unsupervised Sales to Children – ON LICENCES	O	O			X							<b>Derbyshire Constabulary</b> lead on routine enforcement activity (including advice)
• Confiscation of Sealed Containers	O	O			X			O				<b>Derbyshire Constabulary</b> lead on routine enforcement activity (including advice) and co-ordinate any joint enforcement action with Trading Standards/LA. <b>Potential for joint Derbyshire Constabulary /Trading Standards special enforcement projects.</b>
• Sale of alcohol from moving vehicle	O	O			X							
• Breach of prohibition on train					X							
• False statement in application	X											
<b>Closure Orders</b>												
Breach of closure Orders	X				X			X				May be imposed under s.147A by Trading Standards



ROLE	Licensing Authority	Licensing Enforcement Officers	EHO's/HSE	Environmental Protection	Derbyshire Constabulary	Fire Service	Planners	Trading Standards	Social Services	Public Health	Licensing Authority (as RA)	Notes X = Lead Role O = Supporting Role For areas where a joint lead roles are identified, the respective agencies will jointly plan, communicate and co-ordinate any agreed enforcement activity on a case-by-case basis.
<b>Responding to Complaints</b>												
Unlicensed activity	X	X			O							
Alcohol related complaints	O	O			X			O				
Complaints relating to crime and disorder	O	O			X							
Complaints relating to noise and disturbance but not occurring at present time	O			X								
Complaints relating to on-going noise and disturbance	O	O		X	O							
Complaint relating to public safety	O	O	X		O	X						Fire safety issues pass to the <b>Fire Service</b> to lead the investigation, other <b>Public Safety</b> issues lead by <b>Environmental Health Officers / HSE Officers</b>
Underage sales – not premises specific	O	O			O			X				All complaints/intelligence passed to <b>Trading Standards</b> to coordinate any necessary action.
Complaints relating to underage drinking - <b>OFF LICENCES</b>	O	O			O			X				All complaints/intelligence passed to <b>Trading Standards</b> to coordinate any necessary action.
Complaints relating to underage drinking – <b>ON LICENCES</b>	O	O			X			O				All complaints/intelligence passed to <b>Derbyshire Constabulary</b> to coordinate any necessary action.

## APPENDIX B - Schedule of Local Contacts

<b>Single Point of Contact for: (applications)</b>  Derbyshire Public Health  Derbyshire Safeguarding Childrens Board  Derbyshire Trading Standards Service	Chatsworth Hall Chesterfield Road Matlock Derbyshire DE4 3FW			E-mail: <a href="mailto:trading_standards@derbyshire.gov.uk">trading_standards@derbyshire.gov.uk</a>
Amber Valley Borough Council	Licensing Section Town Hall Market Place Ripley Derbyshire DE5 3BT	Telephone: 01773 570222	Fax: 01773 841343	E-mail: <a href="mailto:licensing@ambervalley.gov.uk">licensing@ambervalley.gov.uk</a>
Bolsover District Council	Licensing Section Sherwood Lodge, Bolsover, Derbyshire S44 6NF	Telephone: 01246 242424	Fax:	E-mail: <a href="mailto:enquiries@bolsover.gov.uk">enquiries@bolsover.gov.uk</a>
Chesterfield Borough Council	Licensing Environment Services Customer Service Centre 85 New Square Chesterfield S40 1AH	Telephone: 01246 345230	Fax: 01246 345235	E-mail: <a href="mailto:licensing@chesterfield.gov.uk">licensing@chesterfield.gov.uk</a>

Derby City Council Trading Standards	Environment & Regulatory Services Ground Floor, The Council House Corporation Street Derby DE1 2FS	Telephone: 01332 641333	Fax: 01332 643299	E-mail: <a href="mailto:environmental.services@derby.gov.uk">environmental.services@derby.gov.uk</a>
Derby City Council Licensing Team	Environment & Regulatory Services Ground Floor, The Council House Corporation Street Derby DE1 2FS	Telephone: 01332 641951	Fax: 01332 643299	E-mail: <a href="mailto:licensing@derby.gov.uk">licensing@derby.gov.uk</a>
Derby City Council Child Protection	Derby Safeguarding Children Board, Social Services, Eastmead, 107 Duffield Road Derby DE22 1AE	Telephone: 01332 717818	Fax: 01332 717819	E-mail: <a href="mailto:licensing.DSCB@derby.gov.uk">licensing.DSCB@derby.gov.uk</a>
Derbyshire County Council Child Protection	Safeguarding Children Board Room384 North Block County Hall Matlock Derbyshire DE4 3AG	Telephone: 01629 535718		E-mail: <a href="mailto:safeguarding.licensing@derbyshire.gov.uk">safeguarding.licensing@derbyshire.gov.uk</a>
Derbyshire County Council	Trading Standards Service Chatsworth Hall Chesterfield Road Matlock Derbyshire DE4 3FW	Telephone: 01629 580000 Ext. 6181.	Fax: 01629 585917	E-mail: <a href="mailto:trading.standards@derbyshire.gov.uk">trading.standards@derbyshire.gov.uk</a>

Derbyshire Dales District Council	Licensing Town Hall Matlock Derbyshire DE4 3NN	Telephone:	Fax:	E-mail:
Derbyshire Fire & Rescue Service	Risk Management Team, Fire Safety Centre 2000 Turnpike Business Park Alfreton Derbyshire DE55 7AD	Telephone: 01773 837200	Fax: 01773 837202	E-mail:
Derbyshire Fire & Rescue Service	Ilkeston Office Derby Road Ilkeston Derbyshire DE7 5EZ	Telephone: 0115 9326832	Fax:	E-mail:
Derbyshire Fire & Rescue Service	Chesterfield Office Chesterfield Community Fire Station Spire Walk Business Park Braidwood Way Chesterfield Derbyshire S40 2WH	Telephone: 01246 223500	Fax:	E-mail:
Derbyshire Fire & Rescue Service	Derby Office Ascot Drive Community Fire Station Ascot Drive Derby DE24 8GZ	Telephone: 01332 291134	Fax:	E-mail:
Derbyshire Fire & Rescue Service	Buxton Office Buxton Emergency Rescue Centre Staden Lane Buxton Derbyshire SK17 9RZ	Telephone: 01298 22620	Fax:	E-mail:

Erewash Borough Council	Licensing Office Town Hall Derby Road Long Eaton Derbyshire NG10 1HU	Telephone: 01159 071106	Fax: 01159 072343	E-mail: <a href="mailto:licensing@erewash.gov.uk">licensing@erewash.gov.uk</a>
High Peak Borough Council	Regulatory Services Licensing Team Council Offices Hayfield Road Chapel-en-le-Frith High Peak SK23 0QJ	Telephone: 0845 129 7777	Fax: 01298 27639	E-mail: <a href="mailto:LA2003@highpeak.gov.uk">LA2003@highpeak.gov.uk</a>
North East Derbyshire	Licensing Team Saltergate Chesterfield Derbyshire S40 1LF	Telephone: 01246 217228/ 01246 217516	Fax:	E-mail: <a href="mailto:licensing@ne-derbyshire.gov.uk">licensing@ne-derbyshire.gov.uk</a>
South Derbyshire District Council Licensing Team	Civic Offices Civic Way Swadlincote Derbyshire DE11 0AH	Telephone 01283 595890 / 01283 595724	Fax: 01283 595855	E-mail: <a href="mailto:licensing@south-derbys.gov.uk">licensing@south-derbys.gov.uk</a>
Licensing Team Derbyshire Constabulary B Division	Buxton Station Silverlands Buxton Derbyshire SK17 6QJ	Telephone 0300 122 8516	Fax: 01298 762043	E-mail: <a href="mailto:bdiv.licensing@derbyshire.pnn.police.uk">bdiv.licensing@derbyshire.pnn.police.uk</a>
Licensing Team Derbyshire Constabulary C Division	Licensing Department Beetwell Street Chesterfield Derbyshire S40 1QP	Telephone: 01246 522009 01246 522053	Fax: 013246 522353	E-mail: <a href="mailto:c.licensing@derbyshire.pnn.police.uk">c.licensing@derbyshire.pnn.police.uk</a>

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Derbyshire Public Health	Associate Director of Public Health Steve Pintus Chatsworth Hall Chesterfield Road Matlock Derbyshire DE4 3FW	Telephone: 01629 536180	Fax:	E-mail: <a href="mailto:stephen.pintus@derbyshire.gov.uk">stephen.pintus@derbyshire.gov.uk</a>
Derby City Public Health	Senior Public Health Manager Kerry Hodges 1 <sup>st</sup> Floor The Council House Corporation Street Derby DE1 2FS	Telephone: 01332 643547	Fax:	E-mail <a href="mailto:kerry.hodges@derby.gov.uk">kerry.hodges@derby.gov.uk</a>