

LICENSING COMMITTEE
6 August 2020



Derby City Council

Report sponsor: Tracey Blackwell, Interim
Director of Public Protection & Streetpride

Report author: Michael Kay, Head of
Environmental Protection, Housing Standards,
Licensing, Emergency Planning and Business
Continuity

ITEM 9

General Licensing Administration & Compliance Activities 2019/20

Purpose

- 1.1 The report provides information on the activities the general licensing service has undertaken from 1 April 2019 to 31 March 2020.

Recommendation(s)

- 2.1 To note the contents of the report.

Reasons

- 3.1 The information provided in this report is for member information only.

Supporting information

- 4.1 The statistics for general licensing administration and compliance activities for 2019/20 are attached at Appendix 1.
- 4.2 The information sets out the number of requests for service received by the Licensing Team along with average service and waiting times, the number of licences, permits and registrations issued, compliance work and other licensing activities undertaken.

Public/stakeholder engagement

- 5.1 Not applicable.

Other options

- 6.1 Not applicable.

Financial and value for money issues

- 7.1 Not applicable.

Legal implications

- 8.1 Not applicable.

Other significant implications

9.1 None.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal	-	
Finance	-	
Service Director(s)	-	
Report sponsor	Tracey Blackwell	27/07/20
Other(s)	-	

Background papers:	None
List of appendices:	Appendix 1 – The general licensing administration and compliance activities for 2019/20

General licensing administration and compliance activities for 2019/20

REQUESTS FOR SERVICE	APPLICATIONS – LICENSING ACT 2003								
	NEW PREMISES				CLUB	FULL VARIATION	TRANSFER	DPS VARIATION	TEMP EVENT NOTICE
	ON	OFF	OTHER	PROV					
55 (45)	13 (19)	10 (12)	1 (5)	0 (1)	0 (0)	14 (7) 0 (0) Club	71 (61)	171 (161)	306 (251) 87 (81) Late TEN

APPLICATIONS – LICENSING ACT 2003								
						ADMINISTRATIVE CHANGES		PREMISES LICENCES SURRENDERED
MINOR VARIATION	REVIEW	EXPEDITED REVIEW	INTERIM AUTHORITY NOTICE	NOTICE OF INTEREST	PERSONAL LICENCE	PERS	PREM	
23 (24)	0 (3)	2 (0)	0 (1)	2 (4)	156 (134)	88 (103)	35 (52)	23 (15)

APPLICATIONS – GAMBLING ACT 2005								
NEW PREMISES	VARIATION	TRANSFER	GAMING MACHINES IN ALC. LICENSED PREMISES			GAMING/MACHINE PERMITS IN CLUB PREMISES	NOTIF. OF 2 MACHINES	UFEC PERMITS
0 (0)	0 (9)	0 (1)	NEW	VARY	TRANSFER	0 (1)	15 (8)	1 (0)
			2 (5)	5 (2)	1 (0)			

OTHER LICENCES / PERMITS / REGISTRATIONS ISSUED								
STREET COLLECTION	HOUSE TO HOUSE	SMALL SOCIETY LOTTERIES	STREET TRADING	SCRAP METAL	FREE LITERATURE PERMIT	SKIN PIERCING		ANIMAL LICENCES
41 (66)	23 (20)	(24) New (91) Renewal	41 (27)	7 (1)	23 (32)	PREMISES	PERSON	17 (37)
						33 (24)	73 (59)	

RECEPTION STATISTICS		
REQUESTS FOR SERVICE	AVERAGE SERVICE TIME	AVERAGE WAITING TIME
528 (615)	5 (5) mins	12 (15) mins

COMPLIANCE STATISTICS		
NUMBER OF PROGRAMMED INSPECTIONS	% COMPLIANT WITH LICENCE CONDITIONS	INSPECTIONS WITH PARTNER AGENCIES
24 (29)	88 (100)	7 (2)

() denotes previous year

OTHER ACTIVITIES UNDERTAKEN

SUSPENSION NOTICES

Since 25 April 2012, the Authority has been able to serve a suspension notice on those who hold a licence under the Licensing Act 2003, who had not paid their annual fees.

149 suspension notices were issued during the period. The total outstanding was £27,325. 113 paid realising £21,150. Of the remaining 36, 12 licences were surrendered and £2335 in fees were cancelled. 5 licences lapsed due to company insolvency, or death of the licence holder which meant £1130 was due to be written off.

The remaining 19 licences comprise of 14 unoccupied / businesses not currently trading. Fees will need to be paid in full before the suspension notices are lifted and trading can recommence. 5 licences remain under investigation. The total outstanding is £2710.