



Derby City Council

**LICENSING COMMITTEE**  
**21 January 2016**

# ITEM 7

Report of the Strategic Director of Communities & Place

## **General Licensing Administration and Compliance Activities for Quarter 1 and Quarter 2 - 2015/16**

### **SUMMARY**

- 1.1 The report provides information on the activities the general licensing service has undertaken during Quarter 1 and Quarter 2 of the 2015/16 financial year.

### **RECOMMENDATION**

- 2.1 To note the contents of the report.

### **REASONS FOR RECOMMENDATION**

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

### **SUPPORTING INFORMATION**

- 4.1 The information contained at Appendices 2 and 3 sets out the number of general licensing requests for service received by the Licensing Team and the number of licence and permit applications processed during Quarter 1 and Quarter 2 respectively.
- 4.2 The information contained at Appendices 4 and 5 sets out the statistics for compliance and other licensing activities for Quarter 1 and Quarter 2 respectively.

<b>OTHER OPTIONS CONSIDERED</b>
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5.1 Not applicable.

This report has been approved by the following officers:

<b>Legal officer</b> <b>Financial officer</b> <b>Human Resources officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	n/a n/a n/a n/a Michael Kay
<b>For more information contact:</b> <b>Background papers:</b> <b>List of Appendices:</b>	Ann Walker, Tel. 01332 641945, e-mail ann.walker@derby.gov.uk None Appendix 1 – Implications Appendix 2 – Licensing Statistics, Quarter 1 Appendix 3 – Licensing Statistics, Quarter 2 Appendix 4 – Compliance Statistics & Other Work, Quarter 1 Appendix 5 – Compliance Statistics & Other Work, Quarter 2

<b>IMPLICATIONS</b>
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**Financial and Value for Money**

- 1.1 None directly arising from this report.

**Legal**

- 2.1 None directly arising from this report.

**Personnel**

- 3.1 None directly arising from this report.

**IT**

- 4.1 None directly arising from this report.

**Equalities Impact**

- 5.1 None directly arising from this report.

**Health and Safety**

- 6.1 None directly arising from this report.

**Environmental Sustainability**

- 7.1 None directly arising from this report.

**Property and Asset Management**

- 8.1 None directly arising from this report.

**Risk Management**

- 9.1 None directly arising from this report.

**Corporate objectives and priorities for change**

- 10.1 The proposals set out in this report will **deliver better outcomes for our communities, more efficient and effective services and improved value for money for our customers.**

LICENSING STATISTICS – QUARTER 1, 2015/16

	REQUESTS FOR SERVICE	APPLICATIONS – LICENSING ACT 2003							
		NEW PREMISES			CLUB	FULL VARIATION	TRANSFER	DPS VARIATION	TEMP EVENT NOTICE
		ON	OFF	OTHER					
Qtr 1	28 (29)	4 (7 )	3 (20)	4 (1)	0 (0)	5 (6)	16 (18)	59 (45)	79 (66) 26 (21) Late TEN

	APPLICATIONS – LICENSING ACT 2003					
	MINOR VARIATION	REVIEW	EXPEDITED REVIEW	INTERIM AUTHORITY NOTICE	NOTICE OF INTEREST	PERSONAL LICENCE
Qtr 1	9 (9)	0 (0)	0 (0)	0 (0)	1 (2)	55 (46)

	APPLICATIONS – GAMBLING ACT 2005							
	NEW PREMISES	VARIATION	TRANSFER	GAMING MACHINES IN ALC. LICENSED PREMISES		GAMING/MACHINE PERMITS IN CLUB PREMISES	NOTIF. OF 2 MACHINES	
Qtr 1	0 (0)	1 (0)	0 (0)	NEW	VARY	TRANSFER	0 (0)	4 (6)
				0 (1)	2 (3)	0(0)		

	PERMITS / REGISTRATIONS ISSUED								
	UFEC PERMITS	STREET COLLECTION	HOUSE TO HOUSE COLLECTION	SMALL SOCIETY LOTTERIES *	NEW SCRAP METAL	FREE LITERATURE PERMIT	SKIN PIERCING		ANIMAL LICENCES **
Qtr 1	0 (5)	17 (23)	8 (5)	8 (7) New 12 (23) Renewal	1 (1)	10 (7)	PREMISES	PERSON	4 (2)
							5 (3)	7 (9)	

Appendix 2

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**Classification: OFFICIAL**

( ) denote previous quarter

\* Majority of small society lotteries expire 31 December each year

\*\* All animal vending and boarding licences expire 31 December each year.

## RECEPTION STATISTICS

NO.s OF PEOPLE REQUESTING SERVICE	AVERAGE SERVICE TIME	AVERAGE WAITING TIME
325 (319)	8 (6) mins	14 (12) mins

( ) denote previous quarter

**Classification: OFFICIAL**

LICENSING STATISTICS - QUARTER 2, 2015/16

	REQUESTS FOR SERVICE	APPLICATIONS – LICENSING ACT 2003							
		NEW PREMISES			CLUB	FULL VARIATION	TRANSFER	DPS VARIATION	TEMP EVENT NOTICE
		ON	OFF	OTHER					
Qtr 2	29 (28)	2 (4)	6 (3)	4 (4)	0 (0)	5 (5)	14 (16)	60 (59)	73 (79) 18 (26) Late TEN

	APPLICATIONS – LICENSING ACT 2003					
	MINOR VARIATION	REVIEW	EXPEDITED REVIEW	INTERIM AUTHORITY NOTICE	NOTICE OF INTEREST	PERSONAL LICENCE
Qtr 2	8 (9)	0 (0)	0 (0)	0 (0)	0 (1)	44 (55)

	APPLICATIONS – GAMBLING ACT 2005							
	NEW PREMISES	VARIATION	TRANSFER	GAMING MACHINES IN ALC. LICENSED PREMISES			GAMING/MACHINE PERMITS IN CLUB PREMISES	NOTIF. OF 2 MACHINES
Qtr 2	0 (0)	1 (0)	0 (0)	NEW	VARY	TRANSFER	0 (0)	3 (4)
				2 (0)	0 (2)	0(0)		

	PERMITS / REGISTRATIONS ISSUED								
	UFEC PERMITS	STREET COLLECTION	HOUSE TO HOUSE COLLECTION	SMALL SOCIETY LOTTERIES *	NEW SCRAP METAL	FREE LITERATURE PERMIT	SKIN PIERCING		ANIMAL LICENCES **
Qtr 2	0 (0)	30 (17)	6 (8)	4 (8) New 23 (12) Renewal	1 (1)	21 (10)	PREMISES	PERSON	0 (4)
							3 (5)	6 (7)	



( ) denote previous quarter  
\* City of small society lotteries  
\*, minimal vending and boarding li

Appendix 3

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RECEPTION STATISTICS

NO.s OF PEOPLE REQUESTING SERVICE	AVERAGE SERVICE TIME	AVERAGE WAITING TIME
294 (325)	7 (8) mins	14 (14) mins

( ) denote previous quarter

**COMPLIANCE STATISTICS – QUARTER 1, 2015/16**

<b>PREMISES INSPECTIONS</b>				
	<b>NO. of PROGRAMMED INSPECTIONS</b>	<b>% COMPLIANT WITH LICENCE CONDITIONS</b>		<b>INSPECTIONS WITH PARTNER AGENCIES</b>
<b>Qtr 1</b>	11 (0)	100 (0)		0 (26)

( ) denote previous quarter

**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 have not paid their annual fees.

30 suspension notices were served during this quarter. A total of £5590 was outstanding.

20 fees were paid generating £3030. Of the 10 fees that remain unpaid, 1 licence was surrendered, 6 premises are currently not trading and 3 are still suspended.

Appendix 5

COMPLIANCE STATISTICS – QUARTER 2, 2015/16

PREMISES INSPECTIONS				
	NO. of PROGRAMMED INSPECTIONS	% COMPLIANT WITH LICENCE CONDITIONS		INSPECTIONS WITH PARTNER AGENCIES
Qtr 2	13 (11)	100 (0)		0 (0)

( ) denote previous quarter

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 have not paid their annual fees.

58 suspension notices were served during this quarter. A total of £10915 was outstanding.

33 fees were paid generating £5370. Of the 25 fees that remain unpaid, 8 licences were surrendered, 13 premises are currently not trading and 4 are still suspended.