

**LICENSING COMMITTEE**  
**29 June 2023**



Report sponsor: Samantha Dennis  
Director of Communities

# ITEM 07

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

## **General Licensing Administration & Compliance Activities 2022/23**

### **Purpose**

- 1.1 The report provides information on the activities the general licensing service has undertaken from 1 April 2022 to 31 March 2023.

### **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 2022/23 are attached at Appendix 1.
- 4.2 The information sets out the number of requests for service received by the Licensing Team along with 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	Samantha Dennis	09/06/2023
Other(s)	Michael Kay	09/06/2023

Background papers:	None
List of appendices:	Appendix 1 – The general licensing administration and compliance activities for 2022/23

## General licensing administration and compliance activities for 2022/23

REQUESTS FOR SERVICE	APPLICATIONS – LICENSING ACT 2003								
	NEW PREMISES				CLUB	FULL VARIATION	TRANSFER	DPS VARIATION	TEMP EVENT NOTICE
	ON	OFF	OTHER	PROV					
82 (84)	18 (16)	13 (17)	8 (4)	0 (0)	0 (0)	18 (16) 0 (0) Club	58 (45)	200 (180)	225 (196) 42 (46) (Late TEN)

APPLICATIONS – LICENSING ACT 2003								
MINOR VARIATION	REVIEW	EXPEDITED REVIEW	INTERIM AUTHORITY NOTICE	NOTICE OF INTEREST	PERSONAL LICENCE	ADMINISTRATIVE CHANGES		PREMISES LICENCES SURRENDERED/LAPSED
						PERS	PREM	
36 (21)	0 (0)	0 (0)	0 (0)	1 (3)	104 (124)	(104 (92)	66 (50)	32 (31)

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
			NEW	VARY	TRANSFER			
			2 (1)	2 (0)	1 (0)			
1 (0)	0 (0)	1 (1)				1 (0)	11 (6)	0 (0)

OTHER LICENCES / PERMITS / REGISTRATIONS ISSUED										
STREET COLLECTION	HOUSE TO HOUSE	SMALL SOCIETY LOTTERIES	STREET TRADING	SCRAP METAL	FREE LITERATURE PERMIT	SKIN PIERCING		ANIMAL	BOAT	
9 (21)	20 (15)	18 (22) New 46 (56) Renewal	46 (30)	10 (6)	3 (4)	PREMISES	PERSON	23 (20)	BOAT	PERSON
						23 (23)	76 (73)		1 (-)	6 (-)

COMPLIANCE STATISTICS		
NUMBER OF PROGRAMMED INSPECTIONS	% COMPLIANT WITH LICENCE CONDITIONS	INSPECTIONS WITH PARTNER AGENCIES
58 (45)	93 (88)	15 (39)

( ) 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.

147 suspension notices were issued during the period. The total outstanding was £27,033.08. 122 paid realising £22,788.08. Of the remainder, 2 licences were surrendered and £140 in fees was cancelled. 2 licences lapsed due to company insolvency, which means £250 is due to be written off.

The remaining 21 licences, these comprise at the time of writing the report of, 9 unoccupied premises or businesses not currently trading, and 12 where the suspension notices are yet to come into force. Fees will need to be paid in full before the suspension notices are lifted and trading can recommence. The total outstanding fees from these premises total £3855.