

LICENSING ACT 2003
 LICENSING POLICY REVIEW 2007

METHODS OF CONSULTATION PLANNED AND SUMMARY OF WORK
 COMPLETED NOVEMBER 2007

No.	Method	Action completed
1	<p>The majority of Statutory Consultees, for example Responsible Authorities, Partnership Groups, Enforcement Bodies will be provided with a consultation pack. The document may have a direct effect on the work of many of these groups. Their input into the policy is therefore necessary to ensure that the administration and enforcement activities of the Council continues to run smoothly. It is important that they have all available documentation to make informed comments.</p>	<p>Completed. 95 packs have been sent out. This included those sent as a response from requests through the website, mail shots and public buildings.</p>
2	<p>Where possible to reduce the cost incurred by postage, many of these above groups will be sent the pack by e-mail. It is also hoped that e-mail will encourage a response within a shorter amount of time. The cost of postage will also be reduced. The use of e-mail will also allow these groups to provide additional comments when desired.</p>	<p>Completed. The PDF documents were made available on the website and available by email.</p>
3	<p>To gain access to members of the public consultation packs will be made available in the reception of the Council House and Celtic House, and in the Central Library. This will allow access to the policy by a wide range of people at limited cost.</p>	<p>Completed. Both packs and posters were distributed.</p>
4	<p>Flyers outlining the contact points for obtaining copies of the consultation packs will be available at Area Panel Meetings for members of the public to take away.</p>	<p>Completed</p>

5	Forum groups available to Derby City Council will also be provided with information.	Completed. Older persons forum and through Derby Pointer.
6	Premises that currently hold a licence, trade associations and previous contributors will be sent a letter that includes details of the contact points, if they require a consultation pack.	Completed. 950 mail shots sent out.
8	A copy of the policy and consultation pack will be available on the website for people to read and make comments on. The questionnaire will need to be downloaded and either posted to the Licensing Team by hard copy or by email.	Completed
9	Your City, Your Say on the Council's website will be utilised to record people's interest and a link would direct those interested to the relevant area of the website.	Not completed due to the number of responses received.