

Licensing Committee

Thursday 2 June 2016 4pm

Council Chamber
Runnymede Civic Centre, Addlestone

Members of the Committee

Councillors Mrs J Gracey (Chairman), D W Parr (Vice-Chairman), J Broadhead, Mrs D V Clarke, R J Edis, Mrs E Gill, Mrs M T Harnden, N M King, Mrs Y P Lay and P S Sohi.

In accordance with Standing Order 29.2 any non-member of the Committee who is considering attending the meeting should first request the permission of the Chairman.

A G E N D A

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss C Pinnock, Democratic Services, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425627). (Email: clare.pinnock@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
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বাঙলা

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اردو

اگر آپ انگریزی زبان پڑھ اور بول نہیں سکتے ہیں اور آپ کو اس دستاویز کو سمجھنے میں دقت پیش آتی ہے؛ تو برائے مہربانی سے وٹس لنک لائن کو اس نمبر 01483 750548 پر رابطہ کریں اور اپنی زبان میں اپنا پیغام چھوڑیں۔

Polski

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LIST OF MATTERS FOR CONSIDERATION

PART I

Matters in respect of which reports have been made available for public inspection

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PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

- a) Exempt Information
(No reports to be considered under this heading).
- b) Confidential Information
(No reports to be considered under this heading)

1. **FIRE PRECAUTIONS**

The Chairman will read the Fire Precautions which set out the procedures to be followed in the event of fire or other emergency.

2. **MINUTES**

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 17 November 2015 which were included in the December 2015 Minute Book, previously circulated.

3. **APOLOGIES FOR ABSENCE**

4. **DECLARATIONS OF INTEREST**

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Democratic Services Officer at the start of the meeting. A supply of the form will also be available from the Democratic Services Officer at meetings.

Members are advised to contact the Council's Legal section prior to the meeting if they wish to seek advice on a potential interest.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as so significant as to prejudice the Member's judgement of the public interest.

5. **2016 ANNUAL REPORT TO THE LICENSING COMMITTEE (ENVIRONMENTAL SERVICES)**

Synopsis of report:

To present the 2016 Annual Report on matters relating to the Licensing Act 2003 and its operation within Runnymede.

Recommendation:

None. This report is for information only.

1. **Context of report**

1.1 The Council's Licensing Policy, section (24.2), requires an annual report from Officers.

1.2 The annual report includes statistical data required by the Home Office who have the role of collating relevant information from Licensing Authorities. The most recent request covers the period 1 April 2015 to 31 March 2016 and is attached at Appendix 'A'.

2. Report

2.1 Detail is included in relation to the following items:-

- Licensing Policy
- Statistics of Licensing Activity
- Inspections and Enforcement Activity
- Licensing Fees
- New and proposed legislation
- The Administration of the Licensing Section

2.2 Members are asked whether they wish additional information to be provided in the annual report, and if so, to list such information for inclusion in future annual reports

Licensing Policy

2.3 A review of the Council's Licensing Policy was carried out in 2015, the revised policy was adopted by the full Council at its meeting on 17 December 2015 and took effect on 7 January 2016.

2.4 The policy contains substantial revisions to take into account the latest Home Office guidance and changes in legislation.

2.5 To maintain currency the policy will be updated as required when new or amended legislation or guidance is produced.

Service statistics

2.6 The following table details statistical information for the last 6 financial years.

Licensing totals	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Premises Licences	241	249	238	232	232	231
Club Premises Certificates	Unknown*	37	35	34	34	34
Temporary Event Notices	185	159	201	162	159	172
Licences determined by Sub-Committee	5	3	4	1	1	3
Number of Appeals	0	0	0	0	0	0
Number of Prosecutions/Cautions	0	0	0	2	0	0
New Premises Licences granted	8	7	9	8	10	8
New Personal Licences granted	55	49	37	56	60	65
New applications for Club Premises Certificates (CPCs)	0	0	0	0	0	0
Premises Licences or CPCs Surrendered	0	1	16	4	3	8

2.7 The number of premises licences is now 231, eight new premises licence were granted, eight were surrendered and one lapsed due to insolvency (a new premises licence was then applied for and granted). Details of these premises are shown at paragraph 2.9 below.

2.8 New premises licences granted during 2015/16:-

Premises**	Location	Ward	Premises Type
Antiquado Coffee Lounge	161 Station Road, Addlestone, KT15 2BA	Addlestone North	Café
The Local	77 Spinney Hill, Addlestone, KT15 1AY	Chertsey South and Rowtown	Convenience store
Motor Fuel Ltd	186-187 High Street, Egham, TW20 9ED	Egham Town	Convenience store at garage
Spice Sultan Restaurant	20 Station Parade, Virginia Water, GU25 4AE	Virginia Water	Restaurant
Decent Brewery	Unit 1 Lhs, Gate House, Hamm Moor Lane, Addlestone, KT15 2SD	Addlestone Bourneside	Brewery with on and off sales
McColls	3 Ongar Parade, Ongar Hill, Addlestone, KT15 1JH	Chertsey South and Rowtown	Convenience store
McColls	14 Station Parade, Virginia Water, GU25 4AB	Virginia Water	Convenience store
Waitrose	Retail Unit at Block 1, Addlestone Town Centre, Addlestone, KT15 2AH	Addlestone Bourneside	Supermarket

2.9 Premises licences surrendered during 2015/2016:-

Premises**	Location	Ward	Premises Type	Reason
Addlestone Delicatessen	56 Station Road, Addlestone, KT15 2AF	Addlestone Bourneside	Convenience store	Closed
Bella Fiori	64 Station Road, Addlestone, KT15 2AF	Addlestone Bourneside	Florist	Closed
Black Horse Public House	The Black Horse, New Haw Road, Addlestone, KT15 2BX	New Haw	Public House	Closed
Brook Memorial Hall	Brox Road, Ottershaw, KT16 0HW	Foxhills	Village Hall	No longer required
China Chef	145 Station Road, Addlestone, KT15 2AT	Addlestone North	Restaurant	No longer required
Mangiasti Ltd	17 Windsor Street, Chertsey, KT16 8AY	Chertsey St Ann's	Café	No longer required
Nilis	198 Station Road, Addlestone, KT15 2PD	Addlestone Bourneside	Café	Closed
Wellers Auctioneers	70/70a Guildford Street, Chertsey, KT16 9BB	Chertsey Meads	Auction House	Closed

2.10 Premises licences lapsed during 2015/2016:-

Premises**	Location	Ward	Premises Type	Reason
The Local	77 Spinney Hill, Addlestone, KT15 1AY	Chertsey South and Rowtown	Convenience store	Insolvency

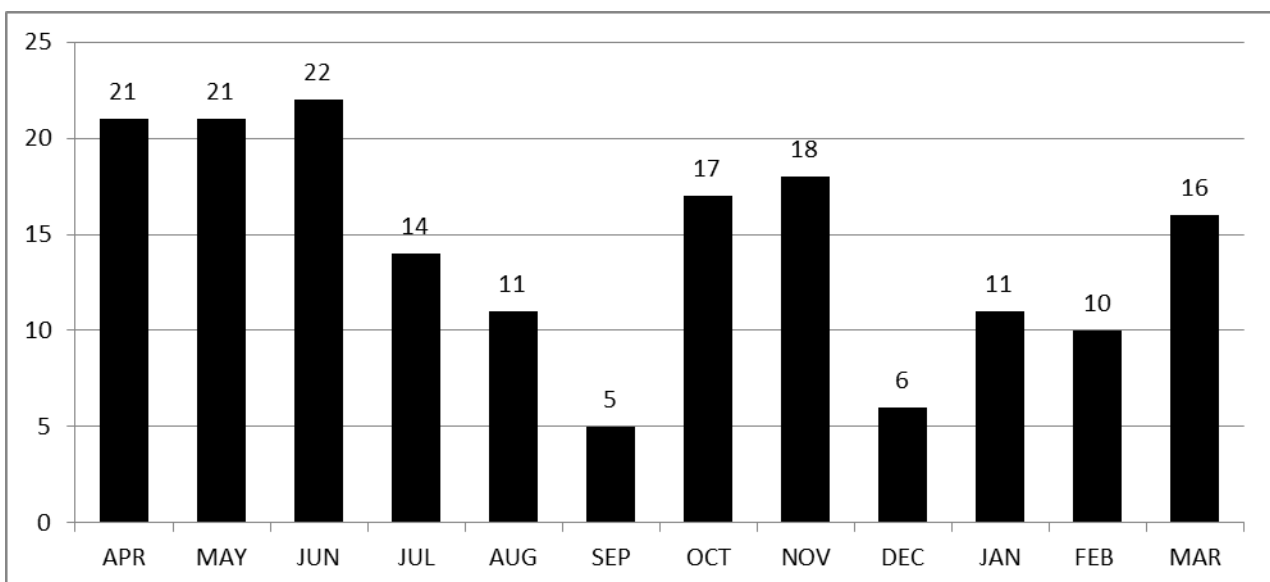
2.11 The total number of Personal Licences issued by the authority now stands at 890. Over the last three years there has been an upward trend in new personal licence applications.

2.12 The Deregulation Act 2015 introduced new provisions in relation to personal licences which took effect on 1 April 2015 and allow personal licences to be valid for an unlimited period of time, as well as abolishing the requirement to renew a personal licence.

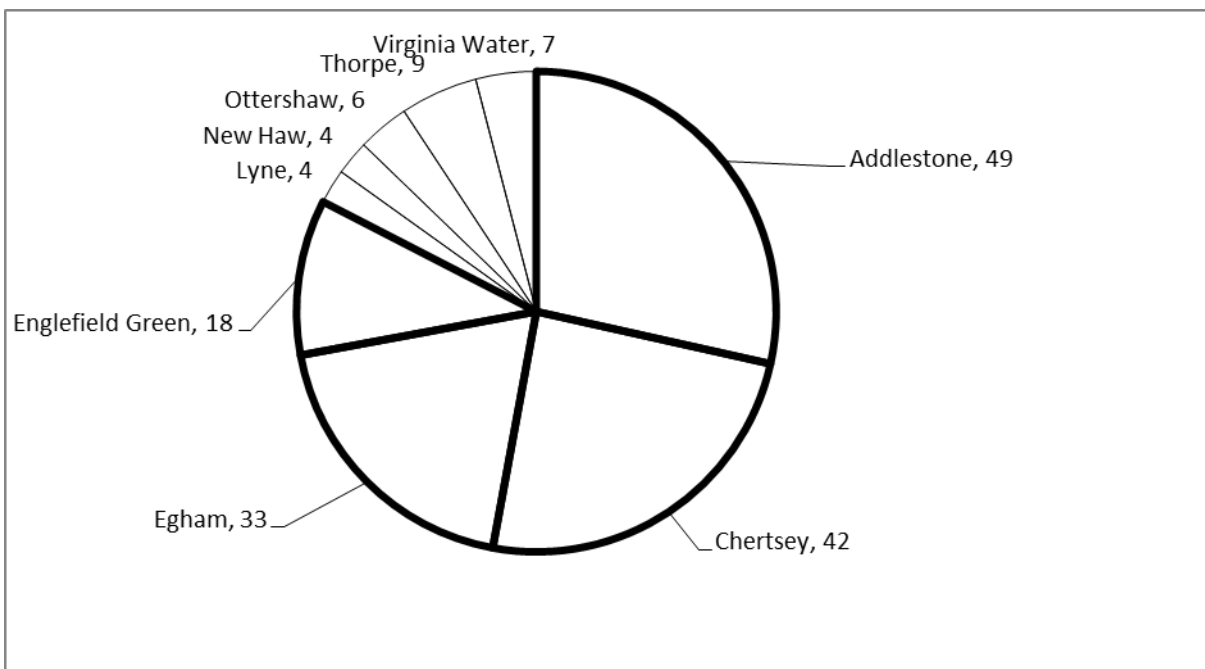
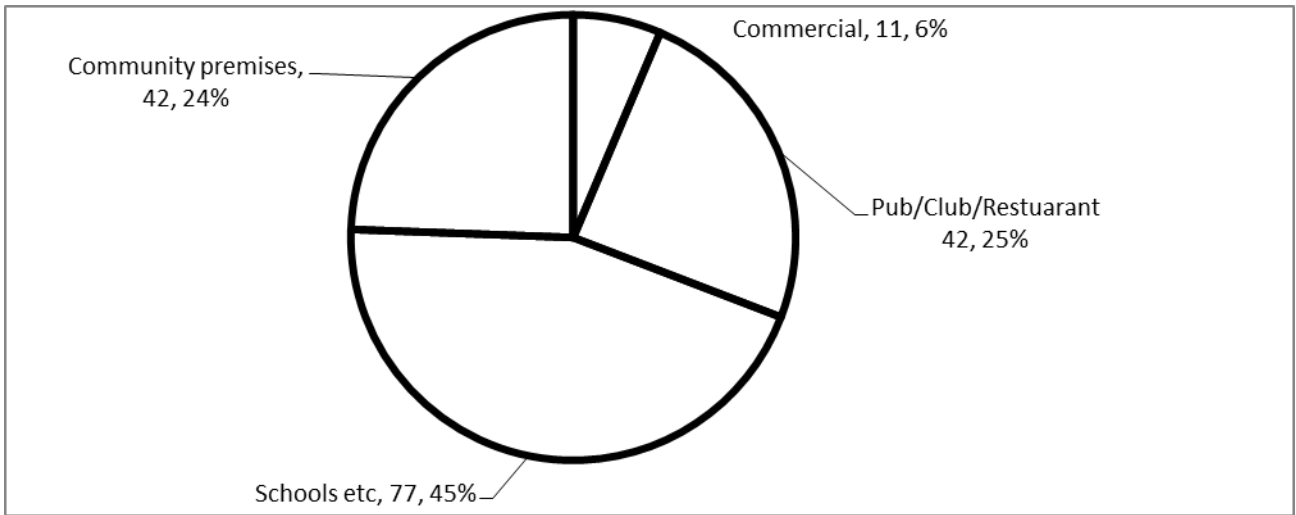
2.13 Assuming around 60 personal licence holders would renew their licences each year from 2016 onwards there will a reduction in income of approximately £2,200 per annum. However, that is balanced by the reduction in officer time relating to the administration and checking of personal licence renewals.

2.14 There is no national database of licence holders. However, all personal licence holders must still inform the authority whenever they change their address.

2.15 The number of Temporary Event Notices, (TENs) received in the last financial year was 172 compared with 159 in the previous year; of these 24 were late TENs. The chart below shows the number of TENs received in each month. Looking towards the future we may see a slight decrease in the number of applications due to the full effects of deregulation of entertainment involving plays, dance and music.



2.16 The users of TENs vary of course but they have been split into four broad groupings as shown below to give Members an indication of the premises types activity and by the area in the Borough as shown in the two following charts.



- 2.17 The majority of TENs in respect of school events/fairs etc., tend to be held during the daytime or early evening. Consequently noise nuisance generated from this type of TEN is rare. Overall, applicants and operators are very aware of their responsibilities and Temporary events pass with little or no impact on the local communities.
- 2.18 Should any TEN give concerns, Environmental Health now has the same power as the Police, and both Responsible Authorities may object to a TEN within 3 working days on the grounds of any of the four licensing objectives.
- 2.19 Members are reminded that there is no right of appeal should there be an objection to a late TEN; if there is an objection the event cannot go ahead.
- 2.20 The fact that Environmental Health can object to TENs whether they be a late TEN or normal TEN, does mean there is a greater likelihood of objections being raised to TENs in relation to the public nuisance objective. To date this has not led to an increase in demands on Members and Officers in the form of Hearings. In reality the vast majority of TENs in this Borough are not contentious.

- 2.21 The number of premises with 24hr licences stood at 16 in the last financial year, an increase of 7 on the previous financial year. They are generally service stations or leisure related premises. There has been no discernible impact on the licensing objectives as a result of these 24hr premises.
- 2.22 In general, shops and off licences have tended to keep to their terminal hour of 23:00hrs, as permitted under previous legislation. However, new shops and 'off licence' outlets tend to apply for hours which reflect their hours of opening. Officers have noted a tendency especially amongst larger operators to apply for 24hr Licences at convenience stores situated on a garage forecourt.
- 2.23 There is also a trend for convenience store operators who have a nationwide operation to vary premises licences so as to have the same hours in all stores nationwide. This often has the effect of a licence then having later hours than they actually intend to use but it does allow them scope for future late opening should they wish.
- 2.24 The majority of pubs and members clubs typically have hours to midnight from Sunday to Thursday and 01:00hrs at the weekend, even if the facility is not utilised.
- 2.25 The latest terminal hour for a Club Premises Certificate is 03:00hrs.

3. Inspections and Enforcement Activity

- 3.1 To ensure an effective enforcement regime, licensing Inspections continue to be carried out whenever a new or significant variation application is made in accordance with paragraph 19 of the Council's Licensing Policy. In addition, we also have a structured intelligence led approach to inspections with other responsible authorities. Our inspection and enforcement activity operates in a proactive manner and follows the Government's guidance on local regulation by focussing on high risk premises whilst maintaining reactivity in response to those that break the law or are subject to complaints.
- 3.2 Members will recall the following criteria under which a premises is risk assessed for the appropriate level and frequency of inspection:-
1. Prevention of Crime and Disorder
 2. Public Safety
 3. Prevention of Public Nuisance
 4. Protection of Children from Harm
 5. Compliance with Conditions
 6. Capacity
 7. Confidence in Management
- 3.3 Over the period covered by this report there were 14 inspections at new premises and those applying for variations, all of which demonstrated that applicants were fulfilling the requirements of the 'Act' .
- 3.4 Officers have found that engaging with applicants prior to any applications, or at a very early stage, ensures they are fully aware of what is required of them during the application process and the representation period.
- 3.5 This has worked to everyone's advantage by ensuring applications are filled in correctly, the plans meet the requirements of the 'Act' and any statutory notices or advertisements are correctly displayed.
- 3.6 Other inspection activity was self-initiated and as a result of this one premises was found to be operating without a licence after the premises licence holder became

insolvent. The owner of the premise was interviewed and received a written warning.

- 3.7 In all other cases any issues found on visits have been of a minor nature which did not require any further action other than advice. In total 29 visits to premises were made, 8 of these related to minor complaints. Officers are pleased to say that to date, the premises in this Borough tend to work with us and comply with the 'Act'.
- 3.8 Our aim for this next year is to carry out intelligence led inspections sharing information with the Police Licensing Officer / Fire Safety Officer / Trading Standards as appropriate. The purpose of these inspections is to alert licence holders to any breaches of their licence or offences contrary to the Licensing Act 2003 and to make them aware of any best practices. We would expect improved self-regulation and compliance through this approach but prosecution of those who fail to comply with the Act or their conditions remains an option.
- 3.9 The risk of a Review of the premises licence continues to be an effective deterrent to club and premises licence holders.
- 3.10 No premises have been subject to formal enforcement action within the last financial year. However, an investigation took place in relation to alleged unlicensed activity at a number of club premises in the borough who were thought to be operating outside of their rules and the requirements of the Licensing Act 2003 in respect of club guests. This mainly involved 'open nights' where any number of the general public were allowed entry for alcohol or entertainment with no control or authorisation. This was resolved by speaking directly to those clubs thought to be involved and sending letters to all clubs clarifying the law, giving advice and warnings about future management of the premises.
- 3.11 The major clubs in the area responded well to this with a number of club secretaries coming to the Civic Centre for further advice. As a result one club is considering applying for a premises licence.
- 3.12 Pub watch continues to be supported by the Licensing Authority by attending meetings and updating members on licensing legislation. There are two pub watch groups in the Borough, roughly split north and south. Out of the 55 public houses and 34 registered clubs in the borough 35 are members of pub watch and meetings are held every 6 weeks. Persons who have caused problems in licenced premises can be banned from all pub watch members' premises for a set period depending on their action. As of April 2016 there were three persons on a pub watch ban in Runnymede.
- 3.13 Although pub watch attendance is voluntary it is recognised as an important method of promoting the licensing objectives so those who do not attend are at a distinct disadvantage. Attendance can be poor at times and some premises do not attend at all.
- 3.14 Runnymede's licensing policy, section 8.14 states, 'The Council also recognises that engagement with pub watch is a key factor in combatting crime and disorder. As such, those with responsibility for a premises, be they Designated Premises Supervisors, managers or premises licence holders are strongly encouraged to participate in their local pub watch scheme'.
- 3.15 To encourage attendance a letter was sent to all premises licence and club certificate holders in May 2016 to make them aware of its existence, our licensing policy and the benefits of attending.

4 Licensing Fees and Accounts

- 4.1 As at 25 April 2012 powers to suspend a licence for non-payment of fees has been available to the licensing authority. Working closely with the Council's Sundry Debtors team, a new procedure in relation to non-payment of fees was implemented in November 2012 whereby premises licence holders are made aware that the fee is due approximately 5 to 6 weeks before the due date. If payment is not received a notice of suspension is sent. This effectively informs them they have 10 days to pay the fee. If no payment is received after this a suspension notice is issued which effectively suspends the licence after 48 hours from the date the notice is issued.
- 4.2 The majority of licence fees due to the authority fall on the 24 November each year (due to the original implementation date of the Act in 2005). In total, 258 invoices were sent to premises licence holders in the last financial year. Three notices of suspension were sent out to premises during the last year. There are no suspension notices presently in place as all fees have been fully paid.
- 4.3 Members will recall a report to this Committee in April 2014 which explained proposals to introduce locally set licensing fees. The Home Office decided not to proceed with locally set licensing fees due to the limited and contradictory evidence it received from Licensing Authorities during its consultation on the matter in 2013.
- 4.4 The Local Government Association (LGA) have been invited by the Home Office, to provide further evidence of the licensing authorities costs prior to the Home Office re considering locally set fees.
- 4.5 The LGA circulated a revised survey to all licensing authorities in January 2016. This asked for specific costs for the functions carried out under the Licensing Act 2003. Whilst it was a time consuming exercise determining these, it is important that we provide evidence to assist in the Home Office's consideration of locally set fees. Runnymede has returned the completed survey.
- 4.6 The licensing fees are still in line with those originally set on implementation of the Act, so although the Council's costs have increased since 2005, the income from fees has remained fairly constant. Over the financial year 2015/2016 the alcohol licensing account was in deficit by £37,665. The chart below demonstrates yearly budget comparisons:-

Year	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimate
Gross expenditure	£104,732	£111,956	£111,278	£116,110
Gross income	£70,122	£65,599	£73,613	£66,500
Net expenditure	£34,610	£46,357	£37,665	£49,610

5. New and proposed Legislation

- 5.1 As mentioned in reports to this Committee there have been a number of changes to the Licensing Act 2003. Most notably the deregulation of certain regulated entertainment and changes to personal licences and Temporary Event Notices. All premises licence holders/personal licence holders have been advised of these changes in legislation by way of a covering letter and directions to our website where a full explanation is available.
- 5.2 Further legislative changes to the Licensing Act 2003 are planned for this year which may be reported to this Committee for information at a later stage. The main proposals come via the Policing and Crime Bill 2015/16:-
- a) Licensing authorities to have powers to revoke or suspend personal licences.
 - b) The list of 'relevant' offences to be updated.
 - c) Removal of legal ambiguity on the procedure for summary reviews following serious crime or disorder at licenced premises.
 - d) Amend the definition of alcohol to include powdered and vaporised alcohol.
 - e) Remove the requirement for guidance to be laid before parliament when it is updated.
- 5.3 Other amendments have come via the Immigration Act 2016 (this received Royal Assent on 12 May 2016) which affects personal and premises licence holders in the following ways:-
- a) Applicants for personal and premises licences must be entitled to work in the UK.
 - b) Premises or personal licences will lapse if the licence holder ceases to be entitled to work in the UK.
 - c) For personal licences the list of relevant offences will include immigration offences.
 - d) Immigration offences became grounds for seeking revocation of a licence.
- 5.4 Although not an amendment to the Licensing Act 2003, the Alcohol Wholesaler Registration Scheme is a notable piece of new legislation introduced in the Finance Act 2015 by HMRC to tackle alcohol fraud. This comes into effect on 1 April 2017 and from that date all business who trade in, or retail alcohol will have to ensure that any UK wholesalers they buy from are registered with HMRC.

6. Administration of the Licensing Section

- 6.1 The Section's current staffing consists of one full time Senior Licensing Officer who also has responsibility for applications in respect of Taxi and Private Hire licensing, the Gambling Act 2005 and Scrap Metal Dealers Act 2013.
- 6.2 The Section's main administrative function is now being carried out by the Client side of Customer Services. The staffing component for Licensing remains as previously at one full time administration post and one part time administration post. There are no longer dedicated 'Licensing only' staff as the various administration functions are shared amongst the Client side of Customer Services. As well as

Licensing Act 2003 related work, these staff are also involved in the administration of Taxi licensing, the Gambling Act 2005 and Scrap Metal Dealers Act 2013, plus other administration within the remit of the Client side of Customer Services including Halls, Cemeteries and Leisure, Planning, Parking, Refuse and Recycling.

- 6.3 The Licensing section of the website is frequently updated to keep pace with changes to legislation and ensure that content is both up to date and user friendly.
- 6.4 The Licensing pages are designed to encourage users to make online applications via the Gov.uk application system which also allows for payment to be made at the same time. This reduces the number of paper applications we receive and saves time and money in the cost of processing applications and payments.
- 6.5 The Licensing Section works with minimum delay in processing applications and/or production of licences, offering a helpful and informative service to our customers.

7. **Conclusions**

- 7.1 Although Licensing is a small Section, it manages the administration and enforcement of the Licensing Act 2003 in a smooth and efficient manner. This is in no small part due to the professionalism and dedication of all those involved.

(For information)

Background papers

Local Government Association survey on locally set fees 2016
Runnymede's Licensing Policy
Deregulation Act 2015
Licensing Act 2003
Finance Act 2015
Policing and Crime Bill 2016
Immigration Act 2016

6. **EXCLUSION OF PRESS AND PUBLIC**

If Members are minded to consider any of the foregoing items in private, it is the

OFFICERS' RECOMMENDATION that -

where appropriate the press and public be excluded from the meeting during discussion of the report(s) under Section 100A(4) of the Local Government Act 1972 on the grounds that the report(s) in question would be likely to involve disclosure of exempt information of the description specified in the relevant paragraphs of Part 1 of Schedule 12A of the Act.

(To resolve)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

- a) Exempt Information
(No reports to be considered under this heading)
- b) Confidential Information
(No reports to be considered under this heading)

Licensing Committee

2 June 2016

APPENDICES

<u>APPENDIX</u>	<u>REPORT</u>	<u>PAGE NOS</u>
A	2016 ANNUAL REPORT TO THE LICENSING COMMITTEE - STATISTICS	2

Alcohol and Late Night Refreshment Licensing 2015/16



Entertainment Licensing 2015/16

PLEASE ENSURE MACROS ARE ENABLED TO ENSURE THIS SPREADSHEET VALIDATES PROPERLY

- if a security warning/alert appears, enable the macro content
- if no security warning/alert appears, it is likely that macros are already enabled and no further action is required

Introduction

The Home Office and The Department for Culture, Media and Sport (DCMS) are asking all licensing authorities in England and Wales to complete this statistical return for 2015/16, to enable them to produce the Alcohol and Late Night Refreshment Licensing 2016 and Entertainment Licensing 2016 statistical releases. May we take the opportunity to remind you that Alcohol and Late Night Refreshment Licensing is on the Department for Communities and Local Government's (DCLG) **mandatory** single data list of datasets that local government must submit to central government. For your information, the links to the single data list and the previous releases for 2013/14 (information was not collected for 2014/15) are as follows:

<https://www.gov.uk/government/publications/single-data-list>

<https://www.gov.uk/government/statistics/alcohol-and-late-night-refreshment-licensing-england-and-wales-31-march-2014>

<https://www.gov.uk/government/statistics/entertainment-licensing-2014>

This year's exercise is consistent with the previous 2013/14 exercise, with the exception of two questions on the number of reviews relating to illicit alcohol and on late night refreshment exemptions being added.

Uses made of the data you provide

The Home Office, which has policy responsibility for alcohol and late night refreshment licensing, mainly uses the corresponding statistics to help it monitor and evaluate the administration of the Licensing Act 2003 and subsequent amendments, such as those introduced by the Police Reform and Social Responsibility Act 2011. The statistics have helped the Home Office to calculate the potential impact of legislative changes upon licensing authorities and licensed premises and may also be used to inform any future adjustments to the licensing regime.

DCMS, which has policy responsibility for entertainment licensing, uses the corresponding statistics to measure the impact of the Licensing Act 2003, as well as to measure the impact of subsequent amendments to the act such as the Live Music Act 2012 which partially deregulated live music performances. The statistics allow the Government to monitor the effect of this new legislation and allows licensing authorities to benchmark themselves in terms of the national picture.

Instructions for completion

Please can all Licensing Authorities in England and Wales:

- complete the 2-part questionnaire in this workbook.
- refer to the error summary sheet and fix any errors and/or blanks (a dash i.e. - should be entered for missing/unknown data) before submitting your return, otherwise pop-up messages will appear upon attempting to save preventing the form from saving
- provide contact details below:

HELP Detailed instructions and definitions for completing the survey

PART 1 Licences in force in your area and the activities authorised at 31 March 2016

PART 2 Licence Activity between 1 April 2015 and 31 March 2016 (apart from Q15-Q17)

Contact Details	Licensing Authority (select from list)	Runnymede	
	Licensing Software Supplier and version (e.g. LALPAC ver. 4+, in-house software etc.)	Civica version 8.2.1	
	Name of person responsible for completing the return	Robert Smith	
	E-mail	robert.smith@runnymede.gov.uk	
	Telephone	01932 425722	
	Date Completed (dd/mm/yy)	13/04/2016	

GENERAL GUIDANCE

EXAMPLE

Green Boxes Any cell shaded green contains a link to allow you to move easily around the workbook. You may find it useful to use these to move between the question sheets and this help sheet. Green cells are provided next to each question in the question and help sheets, as well as at the top and bottom of every worksheet.

White Data Entry Cells You are asked to provide information in a two-part questionnaire. Please provide the most comprehensive and accurate information you can.

However, we recognise that licensing authorities' IT systems are set up differently, and it may be difficult for some authorities to extract some of the information we are requesting. We would appreciate authorities' efforts in providing as much information as possible. Any difficulties/issues completing questions should be noted in the comments box to help us improve the exercise in future years. If estimates are provided then this needs to be made clear in the comments box.

If authorities are unable to provide data as at 31 March 2016 and the preceding 12 months, we would request that they provide data as close to this date (and the corresponding preceding 12 months) as possible. Authorities should indicate this in the comments box when they return the questionnaire.

Zero or Don't Know? Without explanation, a blank cell could mean either an answer of zero or that you have been unable to complete the cell. Therefore **where the number is zero, please input a '0' into the cell. If you do not know the answer, please enter a '-' as opposed to leaving the cell blank.** The Error Summary sheet lists all the blank cells in the questionnaire - please check this after completing your return and change any blank cells that should be '0' to '0' and any blank cells where the answer is missing/unknown from blank to '-'.

Worksheet Protection This workbook is protected so that only cells that require information (i.e. white cells) can be edited.

Automatic Checks Automatic checks have been built into the majority of questions. If an error message appears, please check and amend your data if necessary until the error message disappears. If needed, please provide an explanation of why an error is occurring in the comments box provided. The Error Summary sheet lists all the error checks - [please check this after completing your return and amend incorrect data and missing data](#)

Error / missing data pop up messages If errors aren't addressed and/or cells are left blank for a question which has been started to be completed, pop-up messages will appear upon attempting to save not allowing the form to be saved.

Publication The Home Office and DCMS plans to publish the statistical releases arising from this collection later this year. As well as publishing aggregated information for England and Wales for each question, results on an individual Licensing Authority basis will also be published.

National Statistics The information collected will be published as National Statistics in line with the protocols established by the National Statistics Code of Practice. In particular, this means that all the information returned via this exercise will be checked and collated by Home Office and DCMS statistical teams only and will only be shared, for briefing purposes only, with Ministers and policy officials just prior to publication.

Returning the Form Please return your form via e-mail to the address below - **no later than 28 April 2016** licensing.statistics@homeoffice.gsi.gov.uk

Enquiries Please use the above e-mail address or contact Shagufta Rafique (020 8196 3667), Suraja Prakash (020 8196 3664) or Siva Iyadurai (0208 196 3666).

Comments If you have comments on any of the questions, or would like to highlight any particular difficulties/issues related to how you have completed the form, then please include these in your return e-mail or in the grey box at the end of each part of the questionnaire.

PART 1 - TIME PERIOD

BACK TO PART 1

Time Period For this part of the questionnaire, questions relate to the number of licences in force on 31 March 2016.

PART 1 - QUESTION 1a and 1b

BACK TO Q1

Premises Licence Authorising a premises to be used for the sale or supply of alcohol, the provision of regulated entertainment or the provision of late night refreshment, under the Licensing Act 2003. Time limited premises licences should be included.

Club Premises Certificate Authorising a 'qualifying club' to carry out 'qualifying club activities' under the Licensing Act 2003. Time limited certificates should be included.

Personal Licence Authorising an individual to supply or authorise the supply of alcohol in accordance with a premises licence or temporary event notice under the Licensing Act 2003.

Fee Bands (application fee) A premises will fall into a band based on its non-domestic rateable value. All premises licences and club premises certificates will have a fee band, regardless of whether they pay a fee or not. In order to get an idea of the spread of premises across the bands, we'd like to know the total number of premises falling into each band - [including premises that didn't pay a fee](#).

For no fee applicable only: Band X/Unknown For no fee applicable, where no band has been assigned i.e. band X or the band is unknown. Where a fee band has been assigned or is known, please include in Bands A-E.

Multiplier Multipliers are applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises under the authorisation of a premises licence (Bands D & E only).

No Fee Applicable If possible, please provide the number of premises that did not pay a fee for their licence. This fee exemption is set out in Regulation 9 of the Licensing Act 2003 (Fees) Regulations 2005. It includes applications for the grant or variation of a premises licence or club premises certificate made by a school or college, church hall or other similar building, village hall, parish hall or community hall or other similar building; and which relates to regulated entertainment only.

PART 1 - QUESTION 2a and 2b

BACK TO Q2

Licensed to sell or supply alcohol (On-sales only) The sale by retail of alcohol and the supply of alcohol (by clubs) for consumption on the premises.

Licensed to sell or supply alcohol (Off-sales only) The sale by retail of alcohol for consumption off the premises.

Both on and off sales or supply of alcohol The sale by retail of alcohol for consumption both on and off the premises. This category should not include premises licensed for on sales only, or off sales only of alcohol.

Licences not permitted to sell or supply Premises licences or club premises certificates not permitted to sell or supply alcohol.

Late Night Refreshment The provision of hot food or drink to the public, for consumption on or off the premises, between 11pm and 5am or the supply of hot food or hot drink to any persons between those hours on or from premises to which the public has access.

Regulated Entertainment The provision of entertainment (plays, films, indoor sporting events, boxing or wrestling, live music, recorded music, dance, something similar to live or recorded music or dance). Please provide totals and splits for premises and club premises certificates with regulated entertainment.

PART 1 - QUESTION 3

[BACK TO Q3](#)

24 Hour Licence

Premises that are licensed for the sale or supply of alcohol for 24 hours in their standard timings. Please include premises that have 24 hour licences for specific days of the week in their standard timings (e.g. Fridays/Saturdays only), but do not include premises that only have 24-hour licences as a 'seasonal variation' or 'non-standard timing' (e.g. a supermarket that has a 24-hour licence at Christmas only, or a pub with special New Year hours).

Pubs, Bars and Nightclubs Do not include hotel bars (separate category).

Large Supermarkets Supermarkets to which Sunday trading restrictions apply.

Other Convenience Stores Other stores not classed as large supermarkets, including petrol stations.

Hotel Bars Please provide the total number of hotel bars with a 24-hour licence and, if possible, a breakdown of this number into those hotel bars that are open to both residents and the general public and those which are open to residents and their guests only.

Other Premises Types Please provide the total number of other premises types with a 24-hour licence which have not been recorded in another category. If possible, please provide a description of what these are in the comments box in part 1 (e.g. beach huts, casinos, private member clubs etc.).

PART 1 - QUESTION 4

[BACK TO Q4](#)

Cumulative Impact Policy A Cumulative Impact Policy (CIP) is a special policy within a licensing authority's Licensing Policy Statement. A licensing authority will introduce a Cumulative Impact Policy if there is evidence that the number, type or density of licensed premises is giving rise to specific problems within the scope of the licensing objectives (e.g. crime and disorder, or nuisance). It creates a rebuttable presumption that applications for licences (including for variations to licences) which are likely to add to the existing cumulative impact will normally be refused. Cumulative impact is not defined in the Licensing Act 2003. It is defined in statutory guidance (issued under section 182 of the 2003 Act) as 'the potential impact on the promotion of the licensing objectives of a significant number of licensed premises in one area'. Further guidance on CIPs is available at Chapter 13 of the statutory guidance, which is available on the GOV.UK website.

<https://www.gov.uk/government/publications/section-182-of-the-licensing-act-2003-amended-guidance>

PART 2 - TIME PERIOD

[BACK TO PART 2](#)

Time Period For this part of the questionnaire (apart from questions 15-17) questions relate to the licence activity over a 12 month period **between 1 April 2015 and 31 March 2016**.

PART 2 - QUESTION 5a and 5b

[BACK TO Q5](#)

Applications Made

Only include correctly and properly made applications **received** by the Licensing Authority in the time period specified. Exclude applications that were rejected because of mistakes in the form and/or failure to advertise properly.

Granted Only include Licences, Certificates and Statements granted in the time period specified - i.e. include licences which were applied for before 1 April 2015 but granted within the 12 months specified and exclude licences applied for within the 12 months specified but granted later. Ignore any pending appeals.

Refused Only include Licences, Certificates and Statements refused in the time period specified - i.e. include licences which were applied for before 1 April 2015 but refused within the 12 months specified and exclude licences applied for within the 12 months specified but refused later. Ignore any pending appeals.

Variation to Premises Licence Applications made under Section 34 of the Act to change the terms of a premises licence, for example the opening hours, the licensable activities or the conditions.

Variation to Club Premises Certificate Applications made under Section 84 of the Act to change the terms of a Club Premises Certificate, for example the qualifying club activities or the conditions.

Minor Variations to Licence or Certificate Applications made under Section 41A or Section 86A of the Act to make low risk changes to the terms of a licence or club premises certificate.

PART 2 - QUESTION 6

[BACK TO Q6](#)

Applications that went to a committee hearing In each case, please provide the number of **applications** that resulted in a hearing, rather than the number of committee hearings held.

Personal Licence applications that went to a hearing Please include applications that went to a hearing for:

- [i] Determining applications for the grant of a personal licence - S.120(7)(a);
- [ii] Determining applications for the renewal of a personal licence - S.121(6)(a);
- [iii] Convictions coming to light after grant or renewal of a personal licence - S.124(4)(a).

Premises Licence and Club Premises Certificate applications that went to a hearing Please **include** applications that went to a hearing for:

- [i] Determining applications for a premises licence - S.18(3)(a);
- [ii] Determining applications for provisional statements - S.31(3)(a);
- [iii] Determining applications to vary a premises licence - S.35(3)(a);
- [iv] Determining applications for club premises certificates - S.72(3)(a);
- [v] Determining applications to vary club premises certificates - S.85(3).

Please **exclude** applications for a change to DPS, transfer of premises licence, review, or cancellation of interim authority notices following police objections that went to a hearing.

PART 2 - QUESTION 7a[BACK TO Q7a](#)

Total completed reviews Only include reviews that have been **completed** - i.e. where the Licensing Authority notified parties of its decision in the time period specified. Please exclude applications for a review that were withdrawn or reviews that were mediated and therefore did not go to a hearing.

Review of Premises Licence (following application) Total completed reviews of Premises Licences - following an application for the review under Section 51 of the Licensing Act 2003.

Review of Premises Licence (following application by police for expedited review) Total completed reviews of Premises Licences - following an application for an expedited/summary review under S.53A of the 2003 Act.

Review of Premises Licence (following closure order) Total completed reviews of Premises Licences under Section 167 of the Licensing Act 2003 - following a closure order under Sections 80 and Section 84 of the Anti-Social Behaviour, Crime and Policing Act 2014.

Review of Club Premises Certificate Total completed reviews of Club Premises Certificates - following an application for the review under Section 87 of the Licensing Act 2003.

PART 2 - QUESTION 7b and 7c[BACK TO Q7b and Q7c](#)

Reason for completed review Record how many completed reviews resulted from concerns about each licensing objective. As a review can result from concerns about one of more of the licensing objectives, count all that were the reason(s) for each review.

Crime & Disorder; Protection of Children; Public Nuisance; Public Safety The reasons for completed review are the licensing objectives, and the stated grounds of the review.

Number of completed reviews instigated by Police, Trading Standards, EHOs, Local Residents, Other Responsible Authorities or Interested Parties Please break down the total completed reviews entered in Q7a by the responsible authority (or interested parties) which initiated the review. Include expedited reviews sought under S.53A of the 2003 Act (which will always be instigated by the police) and reviews following closure under Sections 80 and Section 84 of the Anti-Social Behaviour, Crime and Policing Act 2014 (again, these would be instigated by the police).

PART 2 - QUESTION 8[BACK TO Q8](#)

Total completed reviews This will be automatically copied from your answer to Question 7a.

Actions Taken Please record the actions taken following each completed review, including completed expedited reviews. For each completed review of a licence, please record the resulting action, or actions, taken. There should be at least one action associated with each review, but please record all taken for each.

Operating hours modified For example, where the opening hours are reduced, or, where a pub has its hours for alcohol sales reduced, effectively reducing its operating hours.

Licensable activity partially restricted For example, where regulated entertainment is restricted to shorter hours, or to particular days of the week.

Licensable activity completely excluded For example, where authorisation for the sale of alcohol is completely removed from a licence.

Other conditions added or modified For example, conditions relating to CCTV, sound proofing; door security etc.

Club Premises Certificate withdrawn Where a Club Premises Certificate is withdrawn under Section 88 of the Licensing Act 2003.

PART 2 - QUESTION 9[BACK TO Q9](#)

Total number of applications for expedited reviews This relates to Premises Licences only. This is the number of applications by the chief officer of police for an expedited/summary review of a premises licence because of serious crime and/or serious disorder under S.53A of the 2003 Act. It may differ from information included at Q7a as it seeks the number of applications under the new power, rather than completed reviews as a result.

Number of expedited review applications withdrawn or rejected Record how many expedited/summary review applications have been rejected or withdrawn.

Number of cases where interim steps were taken Please state the number of cases where interim steps were taken following the successful application for an expedited review. Interim steps are temporary measures which have to be taken within 48 hours of the expedited review being accepted under one specific review power. These measures then fall (unless they are reimposed at the review hearing).

Number of cases where interim steps were not taken Please state the number of cases where **no** interim steps were taken following the successful application for an expedited review.

Operating hours modified For example, where the opening hours are reduced, or, where a pub has its hours for alcohol sales reduced, effectively reducing its operating hours.

Licensable activity partially restricted For example, where regulated entertainment is temporarily restricted to shorter hours, or to particular days of the week.

Licensable activity completely excluded For example, where authorisation for the sale of alcohol is temporarily removed from a licence.

Other conditions added or modified For example, conditions relating to door security etc.

Designated Premises Supervisor removed Where the DPS has been removed pending the outcome of the review hearing.

Licence suspended Licence suspended pending the outcome of the review hearing.

PART 2 - QUESTION 10a and 10b[BACK TO Q10](#)

Number of licences surrendered, lapsed, revoked, forfeited, suspended or withdrawn Licence and certificate suspensions following licence reviews are not included here as they are recorded at Q.8. Similarly, licence suspensions following interim steps following serious crime and/or disorder are recorded at Q.9

Surrendered (Premises Licence) Where a Premises Licence is surrendered under Section 28 of the Licensing Act 2003.

Surrendered (Club Certificate) Where a Club Premises Certificate is surrendered under Section 81(3) of the Licensing Act 2003.

Surrendered (Personal Licence) Where a Personal Licence is surrendered under Section 116 of the Licensing Act 2003.

Lapsed (Premises Licence) Where a Premises Licence has lapsed due to the death, incapacity, insolvency etc. of the licence holder, as set out under Section 27 of the Licensing Act 2003. Please **exclude** instances where a Premises Licence was in effect for a limited period, but the period has since expired (e.g. one-off events).

Lapsed (Club Certificate) Where a Club Premises Certificate has lapsed because it had effect for a limited period, but that period has since expired.

Revoked (Personal Licence) Where a Personal Licence is revoked under Section 124 of the Licensing Act 2003.

Forfeited (Personal Licence) Where a Premises Licence has been forfeited following a court order under Section 129 of the Licensing Act 2003 in the time period specified (and where that order has not been suspended, pending an appeal under Sections 129(4) or 130 of the Licensing Act 2003).

Suspended by a Court (Premises Licence) Where a Premises Licence is suspended by a court, under Section 147B(1) of the Licensing Act 2003 (as amended by the Violent Crime Reduction Act 2006).

Suspended by a Court (Personal Licence) Where a Personal Licence is suspended following a court order under Section 129 of the Licensing Act 2003 in the time period specified (and where that order has not been suspended, pending an appeal under Sections 129(4) or 130 of the Licensing Act 2003).

Suspended by a Licensing authority (Premises Licence) (Club Premises Certificates) Where a Premises Licence/Club Premises Certificate is suspended by a licensing authority, under Section S55A/S92A of the Licensing Act 2003 for the non-payment of annual fees.

Closure Notice (Premises Licence) Where a premises is prohibited from selling alcohol from 48 to 336 hours following a closure notice under Section 169A for persistently selling alcohol to children.

Withdrawn (Club Certificate) Where a Club Premises Certificate is withdrawn under Section 90 of the Licensing Act 2003.

PART 2 - QUESTION 11

[BACK TO Q11](#)

Appeals Please include only those where the Magistrates Court notified parties of its decision in the time period specified. Record the number of appeals against the application decision and separately appeals against the licence review decision.

PART 2 - QUESTION 12

[BACK TO Q12](#)

Valid Temporary Event Notices given A notice under Section 100A (1) (a) (standard) and Section 100A(1) (b) (late) of the Licensing Act, used to authorise certain relatively small-scale events involving licensable activities, subject to certain criteria and limits. Only include notices that have been correctly and properly given in the time period specified - i.e. exclude notices that were sent back because of mistakes on the form. Include notices that were subsequently withdrawn.

Standard and Late Temporary Event Notices A 'standard' temporary event notice is classed as one given no later than ten working days before the day on which the event period begins. A temporary event notice is classed as 'late' if it is given to the relevant licensing authority no later than five working days, but no earlier than nine working days, before the day the event period begins.

TENs withdrawn Temporary Event Notices withdrawn before the event under Section 103 of the Licensing Act 2003.

TENs received following modification with consent Temporary Event Notices received under Section 106 of the Licensing Act 2003 following modification of a Temporary Event Notice with consent from a relevant person. Section 99A defines who is a relevant person.

Counter Notices following objection Counter Notices given under Section 105 of the Licensing Act 2003 following objection from a relevant person. Section 99A defines who is a relevant person.

PART 2 - QUESTION 13

[BACK TO Q13](#)

Judicial reviews Please include only those where the High Court notified parties of its decision in the time period specified.

PART 2 - QUESTION 14

[BACK TO Q14](#)

Early morning alcohol restrictions orders A power under section 119 of the Police Reform and Social Responsibility Act 2011, early morning alcohol restrictions prohibit the sale of alcohol for a specified time period between the hours of 12am and 6am, if it is satisfied that this would be appropriate for the promotion of the licensing objectives.

PART 2 - QUESTION 15 (as at 31 March 2016)

[BACK TO Q15](#)

Late night levy orders A discretionary power for licensing authorities under section 119 of the Police Reform and Social Responsibility Act 2011, the late night levy is paid by those premises licensed to sell alcohol late at night to raise a contribution towards the costs of policing the late-night economy.

The late night levy amount is set at a national level and is calculated according to rateable value. Levies are collected in addition to the annual licence fee. If your area has a late night levy, please calculate the amount raised during the 2015/16 financial year (i.e. from 1 April 2015 to 31 March 2016).

PART 2 - QUESTION 16 (as at 31 March 2016)

[BACK TO Q16](#)

Late night refreshment exemptions Paragraph 2A of Schedule 2 to the 2003 Act (as inserted by the Deregulation Act 2015) gives licensing authorities powers to exempt premises, in certain circumstances, from the requirement to have a licence to provide late night refreshment.

The powers allow a relevant licensing authority to exempt the supply of late night refreshment if it takes place:

- on or from premises which are wholly situated in a designated area;
- on or from premises which are of a designated description; or
- during a designated period (beginning no earlier than 11.00 p.m. and ending no later than 5.00 a.m.).

COVER

PART 1

PART 2

Please either enter a:

number

0 where the answer is none

a dash i.e. - where the figure is unknown/missing (as opposed to leaving the cell blank)

Q1a Number of Premises Licences and Club Premises Certificates by fee band band (please include premises with no fee applicable here) and number of personal licences

Q1 HELP

	Premises Licences	Club Premises Certificates	Personal Licences
Total	231	34	890
<i>of which:</i>			
Band A	12	10	
Band B	133	21	
Band C	32	1	
Band D (no multiplier)	11	0	
Band D (with multiplier)	0		
Band E (no multiplier)	31	2	
Band E (with multiplier)	1		
<u>For no fee applicable only</u> Band X/Unknown	11	0	
	<u>ok</u>	<u>ok</u>	

Q1b Number of Premises Licences and Club Premises Certificates with no fee applicable

Q1 HELP

	Premises Licences	Club Premises Certificates
Total with no fee applicable. Premises with no fee applicable should also be included in question 1A.	11	0
	<u>ok</u>	<u>ok</u>
	<u>ok</u>	<u>ok</u>

Q2a Number of Premises Licences and Club Premises certificates permitted to sell or supply alcohol

Q2 HELP

	Premises Licences	Club Premises Certificates
<i>Total (taken from Q1 above)</i>	231	34
Licensed to sell or supply alcohol (<u>On-sales only</u>)	40	3
Licensed to sell or supply alcohol (<u>Off-sales only</u>)	65	
<u>Both</u> on and off sales or supply of alcohol	97	31
Licences <u>not</u> permitted to sell or supply alcohol	29	0
	<u>ok</u>	<u>ok</u>

Q2b Number of Premises Licences and Club Premises certificates by licensable activity authorised

Q2 HELP

	Premises Licences	Club Premises Certificates
Any Premises Licences with Late Night Refreshment	89	
	<u>ok</u>	
Any Premises Licences with only Late Night Refreshment	10	
	<u>ok</u>	

	<u>ok</u>	
Any regulated entertainment	115	34
<i>of which:</i>		
(a) Plays	34	9
(b) Films	41	9
(c) Indoor sporting events	26	11
(d) Boxing or wrestling	5	1
(e) Live music	102	31
(f) Recorded music	112	31
(g) Performance of dance	56	7
(h) Entertainment similar to live music, recorded music or dance	44	5

ok

ok

Note: Multiple activities can apply to a particular premises. Please record all activities applicable to each licence or certificate.

Q3 Number of premises with 24-hour alcohol licences by premises type

Q3 HELP

	Premises with 24-hour licences	
Total	16	
<i>of which, premises in:</i>	<u>ok</u>	
Pubs, Bars and Nightclubs	0	
Supermarkets and Stores	7	
<i>of which:</i>		
Large supermarkets	1	
Other convenience stores	6	
	<u>ok</u>	
Hotel Bars	3	
<i>of which:</i>		
Open 24 hours to residents and general public	0	
Open 24 hours to residents and their guests only	3	
	<u>ok</u>	
Other Premises Types	6	
	<u>ok</u>	

Q4 Number of Cumulative Impact Areas

Q4 HELP

Total	0	
	<u>ok</u>	

COMMENTS

Q3 The six other premises type relate to 2 x golf clubs, a private hospital, a moored pleasure barge, a private residential home and a duty free warehouse.

Please either enter a:

number

0 where the answer is none

a dash i.e. - where the figure is unknown/missing (as opposed to leaving the cell blank)

no/yes/don't know (using the drop-downs), where applicable

PART 2 Questions 5-6 relate to the licence application activity over the 12 month period.

PART 2 HELP

Q5a Total number of licences applied for, granted and refused by type of licence

Q5 HELP

	Applications made	Granted	Refused
New Premises Licence	8	8	0
Variation to Premises Licence	3	3	0
		ok	
New Club Premises Certificate	0	0	0
Variation to Club Premises Certificate	0	0	0
		ok	
Minor Variations to Licence or Certificate	3	3	0

Q5b Number of licences within a CIP area applied for, granted and refused by type of licence
(Note: The figures should also be included in 5a)

Q5 HELP

	Applications made	Granted	Refused
New Premises Licence	0	0	0
Full Variation to Premises Licence	0	0	0
		ok	
New Club Premises Certificate	0	0	0
Full Variation to Club Premises Certificate	0	0	0
		ok	

Q6 Number of applications that went to a committee hearing

Q6 HELP

Premises Licence/Club Premises Certificate applications	3
Personal Licence applications	0

Q7a Number of completed reviews by type of licence
(Note: also include any completed expedited reviews here)

Q7a HELP

Total completed reviews	0
<i>of which reviews of:</i>	
Premises Licences (following application)	0
Premises Licences (following application by police for expedited review)	0
Premises Licences (following closure orders under S.80 and 84 of the 2014 Act)	0
Club Premises Certificates (following application)	0
	ok

Q7b Reason for completed review
(Note: more than one reason may apply to each review)

Q7b HELP

Crime & Disorder	0
of which relate to the sale of illicit alcohol i.e. non-duty/VAT paid and/or counterfeit alcohol.	0
Protection of Children	0
Public Nuisance	0
Public Safety	0
	ok

Q7c Number of completed reviews instigated by each of the following Responsible Authorities

Q7c HELP

Police	0
Trading Standards Officers	0
Environmental Health Officers	0
Local Residents	0
Other Responsible Authorities or Interested Parties (Please state in comments box below)	0
	ok

Q8 Action taken following completed reviews
(Note: more than one action may apply to each completed review)

Q8 HELP

Total completed reviews (taken from Q7a above)	0
No action taken	0

Operating hours modified	0
Licensable activity partially restricted	0
Licensable activity completely excluded	0
Other conditions added or modified	0
Designated Premises Supervisor removed (Premises Licences only)	0
Licence or Certificate suspended	0
Licence revoked or Club Premises Certificate withdrawn	0

ok

Q9 Number of Expedited review applications **Q9 HELP**
(Note: more than one interim step may apply per review)

Total number of <u>applications</u> for expedited reviews	0	<u>ok</u>
Number of expedited review applications withdrawn or rejected	0	
Number of cases where no interim steps were taken	0	
Number of cases where interim steps were taken	0	
<i>of which:</i>		
Operating hours modified	0	
Licensable activity partially restricted	0	
Licensable activity completely excluded	0	
Other conditions added or modified	0	
Designated Premises Supervisor removed	0	
Licence suspended	0	

ok

Q10a Number of licences surrendered, lapsed, revoked, forfeited, suspended or withdrawn **Q10 HELP**

	Premises Licences	Club Premises Certificates	Personal Licences
Surrendered	8	0	0
Lapsed	1	0	
Revoked			0
Forfeited			0
Suspended by a court	0		0
Suspended by a licensing authority	0	0	
Closure notice	0		
Withdrawn (section 90)		0	

Q10b Number of section 169A closure notices issued by issuing authority **Q10 HELP**

If known, number of closure notices issued by

	Premises Licences
Total closure notices (taken from Q10a above)	0
Trading Standards	0
Police	0

ok

Q11 Number of appeals completed **Q11 HELP**

Appeal against application decision	0
Appeal against licence review decision	0

Q12 Number of standard and late Temporary Event Notices **Q12 HELP**

	Standard	Late
Valid Temporary Event Notices given to Licensing Authority	148	24
Temporary Event Notices withdrawn	0	0
Temporary Event Notices received following modification with consent	0	
Counter Notices given following objection	0	0
Number of Closure Notices (S169A) given with respect to a Temporary Event Notice	0	0

Q13 Number of judicial reviews completed **Q13 HELP**

Total	0
--------------	---

ok

Q14 Number of early morning alcohol restrictions orders **Q14 HELP**

Total	0
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Q15 Late night levy (as at 31 March 2016) **Q15 HELP**

Was a late night levy applied to your licensing authority area as at 31 March 2016?

No

If the answer was yes, how much, in pounds, did the late night levy raise during the 2015/16 financial year? (leave blank if answer was no/don't know)

Q16 Late night refreshment exemptions (as at 31 March 2016) **Q16 HELP**

Were any of the following late night refreshment exemptions in force for your licensing authority area as at 31 March 2016?

a) sales on or from premises which are wholly situated in a designated area

No

b) sales on or from premises which are of a designated description

No

c) sales during a designated period (beginning no earlier than 11.00 p.m. and ending no later than 5.00 a.m.)

No

Q17 How many hours, approximately, has it taken your organisation (i.e. all employees) in total to complete this return?

Total

5

THANK YOU FOR COMPLETING THE QUESTIONNAIRE
Please check the [Error Summary](#) for possible data entry errors and blank answers

Click Here to check Errors and Blanks

COMMENTS