

# Licensing Committee

**Tuesday 27 June 2017 7.30pm**

**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, Mrs E Gill, Mrs M T Harnden, S A Lewis, S M Mackay, P S Sohi and P B Tuley.

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](mailto: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](http://www.runnymede.gov.uk).
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.
- 5) **Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings**

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not

disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media, audio-recording, photography and filming in the Committee meeting.

## **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 5 April 2017, as attached at Appendix 'A'.

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. **2017 ANNUAL REPORT (ENVIRONMENTAL SERVICES)**

**Synopsis of report:**

**To present the 2017 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. This report covers the period 1 April 2016 to 31 March 2017.

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 2016 to 31 March 2017 and is attached at Appendix 'B'.

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

### Licensing Policy

- 2.2 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.
- 2.3 To maintain currency the policy will be updated as required when new or amended legislation or guidance is produced.

### Service statistics

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

<b>Licensing totals</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Premises Licences	249	238	232	232	231	233
Club Premises Certificates	37	35	34	34	34	34
Temporary Event Notices	159	201	162	159	172	180
Licences determined by Sub-Committee	3	4	1	1	3	1
Number of Appeals	0	0	0	0	0	0
Number of Prosecutions/Cautions	0	0	2	0	0	0
New Premises Licences granted	7	9	8	10	8	7
New Personal Licences granted	49	37	56	60	65	54
New applications for Club Premises Certificates (CPCs)	0	0	0	0	0	0
Premises Licences or CPCs Surrendered	1	16	4	3	8	5

- 2.5 The number of premises licences as of 1 April 2017 was 233, over the year seven new premises licence were granted and five were surrendered. Details of these premises are shown below:-

<b>Premises</b>	<b>Location</b>	<b>Ward</b>	<b>Premises Type</b>
Co-Op	1 Fordwater Road, Chertsey KT16 8HW	Chertsey Meads	Convenience store
Martins	225 Pooley Green Road Egham TW20 8AS	Egham Hythe	Convenience store
The Barley Mow	Barley Mow Road Englefield Green TW20 0NX	Englefield Green West	Restaurant
O'Hana	4 Windsor Street, Chertsey KT16 8AS	Chertsey St Ann's	Café Bistro
Shell Ottershaw	Guildford Road Chertsey KT16 0PG	Addlestone Bourneside	Petrol station and Convenience store
Aldi	Guildford Street Chertsey KT16 9AS	Chertsey St Ann's	Convenience store
San Marco	198 Station Road, Addlestone KT15 2PD	Addlestone Bourneside	Restaurant

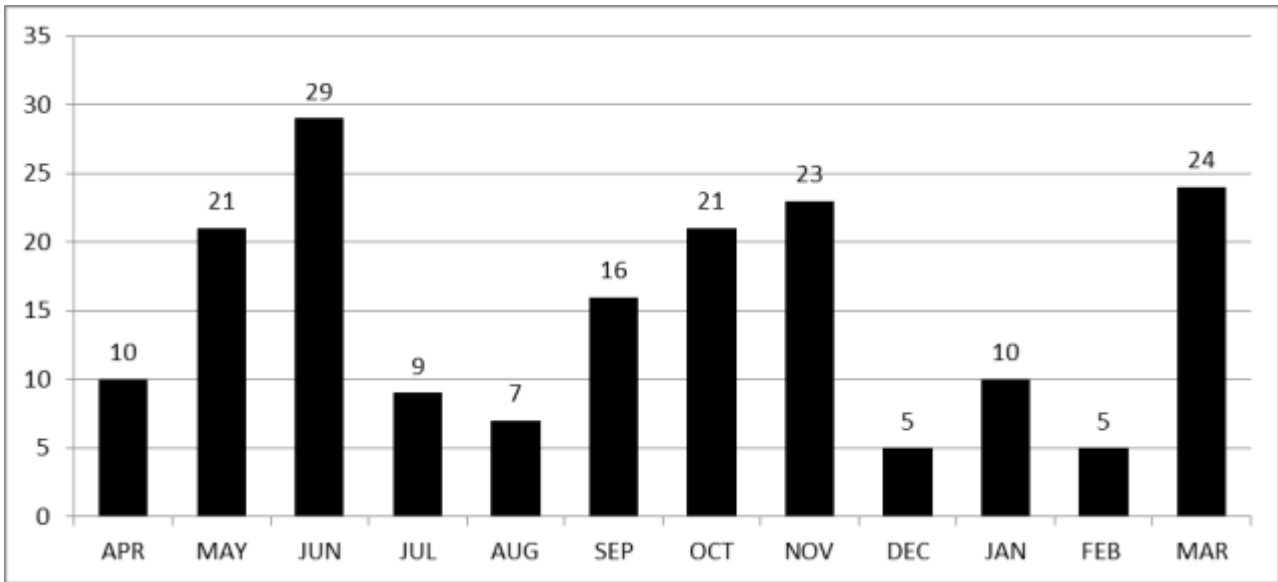
2.6 Premises licences surrendered during 2016/2017 are as follows:-

<b>Premises**</b>	<b>Location</b>	<b>Ward</b>	<b>Premises Type</b>	<b>Reason</b>
Nostrano Lounge	21-23a The Precinct Egham TW20 9HN	Egham Town	Bar	Closed
The Castle Public House	1 Fordwater Road Chertsey KT16 8HW	Chertsey Meads	Public House	Closed – now Co-op
Co-op	92 Guildford Street Chertsey KT16 9AD	Chertsey Meads	Convenience Store	Closed
Secret Rendezvous	The Old Town Hall 9 London Street Chertsey KT16 8AP	Chertsey St Ann's	Bar	Closed
Finndeli Ltd	Unit 6/7 Marlborough Business Estate Chertsey KT16 9LG	Chertsey Meads	Online shop/ Off licence	Closed

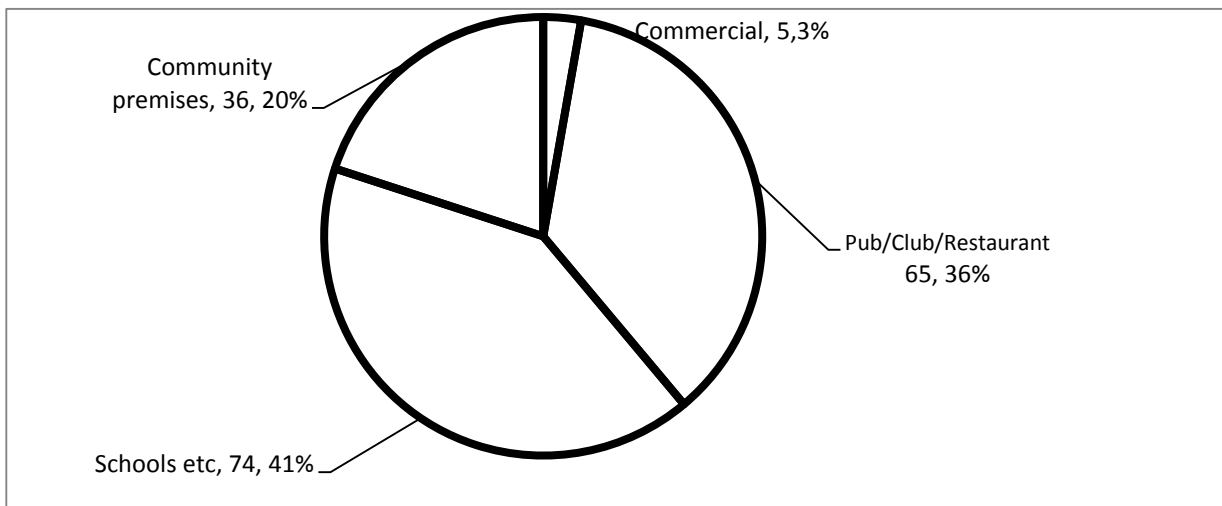
2.7 The total number of Personal Licences issued by the authority is now 944. The Deregulation Act 2015 introduced new provisions in relation to personal licences which took effect on 1 April 2015 and allows personal licences to be valid for an unlimited period of time, as well as abolishing the requirement to renew a personal licence. The total number of personal licence holders is therefore bound to increase year on year.

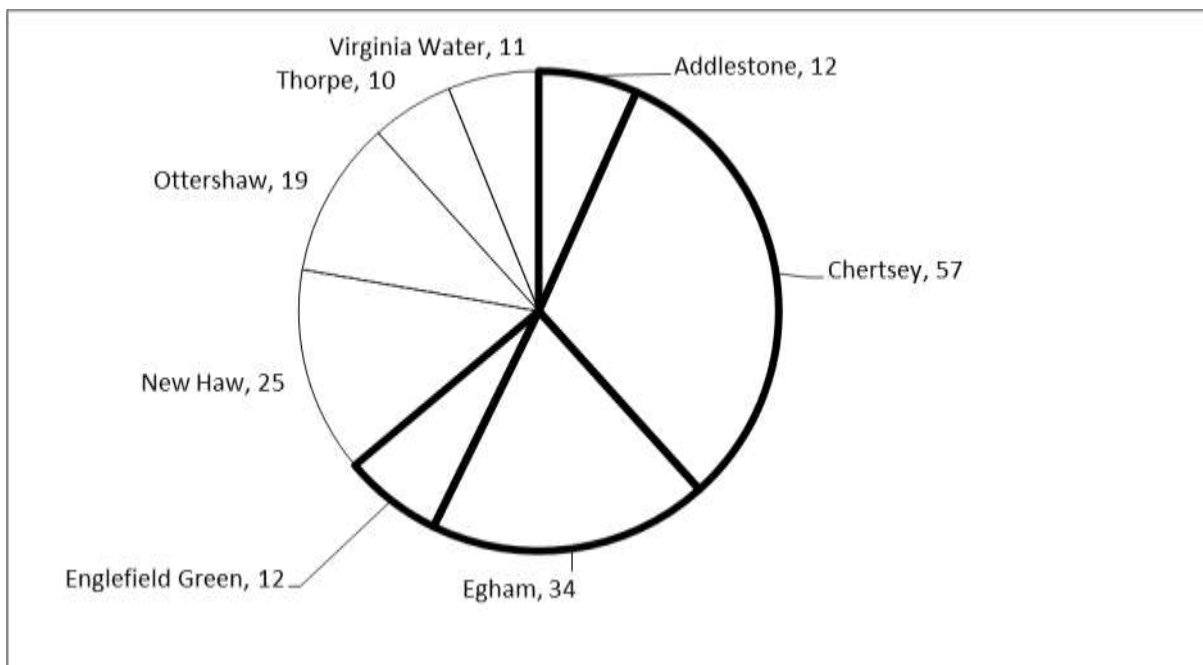
2.8 There is no national database of licence holders. However, all personal licence holders must still inform the authority whenever they change their address.

2.9 The number of Temporary Event Notices (TENs) received in the last financial year was 180 compared with 172 in the previous year; of these 24 were late TENs. The chart below shows the number of TENs received in each month. Despite the deregulation of certain entertainment involving plays, dance and music there has not been a reduction in the number of TENs.



2.10 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.





- 2.11 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. The deregulation of certain plays, dance and live/recorded music brought about by the Deregulation Act 2015 has not led to any increase in complaints.
- 2.12 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.
- 2.13 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.
- 2.14 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.
- 2.15 The number of premises with 24hr licences was 17 in the last financial year, an increase of 1 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.
- 2.16 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 licensing 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.
- 2.17 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 or can use, subject to the appropriate Planning permission. However, it does allow them scope for future late opening should they wish.



- 2.18 There have been objections to a number of new premises licence applications by the planning authority with regard to the proposed opening hours when they have exceeded those permitted by the premises planning permission.
- 2.19 Licensing applications should not be seen as a re-run of the planning application process. There should be a clear separation of the planning and licensing regimes to avoid duplication and inefficiency. In circumstances where the closing hours are not identical any operator is legally bound to observe the earlier closer time as any breach would of course be liable to enforcement action by the relevant authority.
- 2.20 To those making representations it can be frustrating to see no regard being taken of planning restrictions. As a way of allaying their fears and providing some reassurance, where possible, we encourage applicants to mirror their opening hours with those already permitted by the planning permission (if applicable).
- 2.21 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.
- 2.22 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 premise 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 13 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. This is particularly with regard to advertising applications, the provision of a plan of the premises and any conditions on the operating schedule. Timely intervention at the early stage such as directing applicants to the relevant legislation and the helpful content on our web pages 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.

- 3.5 Other inspection activity was self-initiated or intelligence led. One premise was found to have an absent DPS and on contacting them it was found that they no longer wished to be DPS and completed the relevant form. The premises licence holder was swift to put a replacement in post but alcohol sales were halted in the intervening period. Any issues found on visits have been of a minor nature which did not require any further action other than advice. Officers are pleased to say that to date, the premises in this Borough tend to work with us and comply with the 'Act'.
- 3.6 Our aim for 2017/18 is to carry out intelligence led inspections with the other Responsible Authorities including Immigration Officers, this will be subject to staff availability. 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.
- 3.7 The risk of a Review of the premises licence continues to be an effective deterrent to club and premises licence holders.
- 3.8 Locally, the Pub Watch scheme 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 50 public houses and 34 registered clubs in the borough 33 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 2017, there were no persons on a Pub Watch ban in Runnymede.
- 3.9 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.
- 3.10 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.
- 3.11 The Council has written to and reminded all premises licence holders and DPS that they are expected to attend Pub Watch as but one way of demonstrating promotion of the Licensing objectives.

#### 4. Licensing Fees and Accounts

- 4.1 As of 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, 248 invoices were sent to premises licence holders in the last financial year. No notices of suspension were sent out to premises during the last year. There are 5 suspension notices presently in place from previous years.

- 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 have not yet decided to proceed with locally set licensing fees. However, the recent House Of Lords Select Committee report on the Licensing Act 2003 does recommend their introduction.
- 4.4 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 2016/17 the alcohol licensing account was in deficit by £49,610. The chart below demonstrates yearly budget comparisons:-

Year	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimate
<b>Gross expenditure</b>	£104,732	£111,956	£111,278	£114,931	£113,895
<b>Gross income</b>	£70,122	£65,599	£73,748	£62,516	£60,000
<b>Net expenditure</b>	£34,610	£46,357	£37,530	£52,415	£53,895

- 4.5 The Immigration Act 2016 places additional duties on the Licensing Authority around conducting Personal Licence applicants' right to work checks and informing the Home Office about licensing applications. The latter will not add any significant burden on the licensing section and guidance for carrying out right to work checks has now been released by the Home Office. This guidance clarifies that licensing authorities are not to ask for original documents from personal licence applicants and that copies will suffice for the purposes of carrying out checks with the Immigration Service. The licensing authority is not required to check the validity of documents but must make checks based on the documentation produced.
- 4.6 Although it is too early to be able to tell how much more time Licensing Officers spend assessing personal licence applications a very rough estimate would be half an hour for each application but of course this would depend on any issues raised and their complexity. A more accurate breakdown of the cost of this process will be prepared for next year's annual report.
- 5 New and proposed Legislation
- 5.1 As reported to this Committee on 5 April 2017 there have been a number of changes to the Licensing Act 2003 due to the Policing and Crime Act 2017 and the Immigration Act 2016.
- 5.2 Although not an amendment to the Licensing Act 2003 the Alcohol Wholesaler Registration Scheme (AWRS) is a notable piece of new legislation introduced in the Finance Act 2015 by HMRC to tackle alcohol fraud. This came into effect on 1 April 2017. From that date all business that trade in, or retail, alcohol have a responsibility to ensure that any UK wholesalers they buy from are registered with HMRC.

5.3 Those who attend Pub Watch were briefed on all the new legislation and AWRS.

## 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 has now been returned from the Client side of Customer Services. The return of a dedicated 'Licensing only' member of staff has improved our service considerably through a better understanding of processes and day to day knowledge. The staffing component for licensing is now one full time administrative post. In comparison, 5 years ago, we had 2 full time and one part time administrative posts. The administrative post is a key position and one that requires considerable knowledge and particular skills. As well as administering the Licensing Act 2003, this member of staff also administers Taxi licensing, the Gambling Act 2005 and Scrap Metal Dealers Act 2013.

6.3 The Licensing section of the website is a valuable resource which is frequently updated to keep pace with changes to legislation and to ensure that the content is both up to date and user friendly. We aim to give as much advice and assistance as possible through the website and directing customers to the relevant web page prevents repetitive unnecessary work.

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 the processing of any applications or production of licenses and offers 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**

Runnymede's Licensing Policy

Licensing Act 2003

Finance Act 2015

Policing and Crime Act 2017

Immigration Act 2016

Home Office guidance on preventing illegal working (April 2017)

Deregulation Act 2015

## 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

**Tuesday 27 June 2017**

## Appendices

<b><u>Appendix</u></b>	<b><u>Report</u></b>	<b><u>Page no.</u></b>
A	Minutes 5 April 2017	2
B	2017 Annual Report Statistics	5

Runnymede Borough CouncilLICENSING COMMITTEE5 April 2017 at 4pm

Members of the Committee present: Councillors Mrs J Gracey (Chairman), J Broadhead, Mrs D V Clarke, R J Edis, Mrs E Gill, Mrs M T Harnden, Mrs Y P Lay and P Sohi.

Members of the Committee absent: D W Parr (Vice Chairman) and N M King.

642 FIRE PRECAUTIONS

The Chairman read out the fire precautions.

643 MINUTES

The Minutes of the meeting of the Committee held on 15 November 2016 were confirmed and signed as a correct record.

644 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D W Parr.

645 TIMING OF SCHEDULED LICENSING COMMITTEE MEETINGS

The Committee reviewed the commencement time of the scheduled Licensing Committee meetings.

Since the last review the make-up of the Committee had changed and the Chairman had indicated that daytime meetings were no longer considered feasible in terms of being able to get sufficient Members who were able to attend the training and get time off work to attend daytime meetings.

It was important to have a good cross-section of Members on this Committee and Regulatory Committee for them to be able to be trained to deal with reviews of licensed premises or the possible suspension or revocation of a Hackney Carriage and/or Private Hire Driver's licence. If all the Members were not trained or could attend meetings, the work would fall to a small pool of the Committee which was not really equitable. Furthermore, newer Members would be more likely to volunteer for meetings if held in the evenings.

The majority of those present agreed to the change, although a small number did have concerns over increased costs associated with evening meetings. The Group Leaders had given their informal approval to the change, but formal confirmation from them would be sought.

However, ad hoc meetings of the Licensing Sub-Committee and the Regulatory Committee would still be held in the daytime to consider individual cases such as the review of a premises licence under the Licensing Act 2003 or the revocation of a driver's licence under the Local Government (Miscellaneous Provisions) Act 1976. It was considered that members of the public, licensees, hackney carriage and/or private hire drivers and their representatives found daytime hearings more convenient.

**RESOLVED that –**

**Subject to the formal approval of Group Leaders, the scheduled meetings of Licensing Committee be held at 7.30pm from the Municipal Year 2017/18.**

646 AMENDMENTS TO THE LICENSING ACT 2003

The Committee received a report which set out the amendments to the Licensing Act 2003 (the 'Act') brought about by the introduction of the Immigration Act 2016 (IA2016) and the Policing and Crime Act 2017 (PCA 2017).

The Immigration Act 2016 made amendments to the Licensing Act 2003 in relation to:

- entitlement to work
- the Secretary of State becoming a new responsible authority
- prohibition on applying for or holding a premises licence
- restrictions on the use of Interim Authority Notices
- restrictions on Transfer of Premises Licence
- personal Licence Restrictions
- existing Personal Licence Alterations

The Policing and Crime Act 2017 made amendments to the Licensing Act 2003 in relation to:-

- amending the meaning of alcohol
- amending the provisions for Summary Reviews
- providing a new power for the Licensing Authority to suspend or revoke a personal licence when notified of a conviction for a relevant offence
- expanding the list of relevant offences for personal licences holders, and removing the need for the Secretary of State to lay statutory guidance before Parliament.
- simplifying the process for issuing S182 guidance.
- placing cumulative impact policies on a statutory footing.

No amendments were required to Runnymede's Licensing Policy as a result of this new legislation.

Some of these amendments were minor in nature, such as the change to the meaning of alcohol, changes to the way statutory guidance was published and adding relevant offences for personal licences. The changes brought about the Immigration Act 2016 would impact on how Runnymede as Licensing Authority undertook its functions associated with premises and personal licence applications. This would entail more checks and more officer time. This would be in addition to the extra resources which might be devoted to checking those personal licence holders who were convicted of a relevant offence and when considering, determining and defending appeals for summary review applications. Careful management of time and resources would be needed to ensure the necessary checks were not carried out to the detriment of other licensing functions.

The Government had produced amended forms to take account of the changes to the Licensing Act 2003 by the two Acts. These forms had been published under The Licensing Act 2003 (Miscellaneous Amendments) Regulations 2017 and would take effect from 6 April 2017.



Officers would replace existing versions with the new forms and amend the Council website so that the new forms were available.

The Chairman reminded Members that Licensing fees were fixed and consequently any additional costs associated with these changes was not recoverable. In future, the actual cost of additional work arising from the Immigration Act would be included in the Licensing Annual Report.

Chairman

(The meeting ended at 4.15pm)

COVER

HELP

PART 2

PART 1

NUMBER OF LICENCES IN FORCE ON 31 MARCH 2017

PART 1 HELP

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). In such instances, press enter after inputting to ensure that the dash is input correctly.

Please do not copy and paste data between data entry cells (unless you paste special as values) as this will interfere with the inbuilt checks in this return.

Q1a Number of Premises Licences and Club Premises Certificates by fee band band and number of Personal Licences  
Also include premises with no fee applicable in Bands A-E or Band X/Unknown

Q1 HELP

	Premises Licences	Club Premises Certificates	Personal Licences
<b>Total</b>	<b>233</b>	<b>34</b>	<b>944</b>
<i>of which:</i>			
Band A	12	10	
Band B	141	21	
Band C	32	1	
Band D (no multiplier)	11	0	
Band D (with multiplier)	0		
Band E (no multiplier)	35	2	
Band E (with multiplier)	1		
<b>For fee applicable only: Band X/Unknown (new breakdown for 2016/17)</b>	<b>0</b>	<b>0</b>	
<b>For no fee applicable only: Band X/Unknown</b>	<b>1</b>	<b>0</b>	

okok

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

Q1 HELP

	Premises Licences	Club Premises Certificates
<b>Total with no fee applicable. Premises with no fee applicable should also be included in Bands A-E or for no fee applicable only Band X/Unknown in Q1a above</b>	<b>20</b>	<b>0</b>

okokokok

Q2a Number of Premises Licences and Club Premises certificates which authorise the sale or supply of alcohol

Q2 HELP

	Premises Licences	Club Premises Certificates
<i>Total (taken from Q1 above)</i>	233	34
Licences/certificates which authorise the sale or supply of alcohol ( <b>On-sales only</b> )	41	3
Licences which authorise the sale of alcohol ( <b>Off-sales only</b> )	68	
Licences/certificates which authorise <b>both</b> on and off sales or supplies of alcohol	96	31
Licences/certificates which <b>do not</b> permit the sale or supply of alcohol	28	0

okok

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 <b>only</b> Late Night Refreshment	11		
	<u>ok</u>		
Any premises licences/club premises certificates with regulated entertainment <i>of which:</i>	113	34	
(a) Plays	34	9	
(b) Films	41	9	
(c) Indoor sporting events	27	11	
(d) Boxing or wrestling	5	1	
(e) Live music	101	31	
(f) Recorded music	111	31	
(g) Performance of dance	55	7	
(h) Entertainment similar to live music, recorded music or dance	43	5	
	<u>ok</u>	<u>ok</u>	

Q3 Number of premises with 24-hour alcohol licences by premises type		Q3 HELP	
	Premises with 24-hour licences		
<b>Total</b>	17		
<i>of which, premises in:</i>	<u>ok</u>		
<b>Pubs, Bars and Nightclubs</b>	0		
<b>Supermarkets and Stores</b>	8		
<i>of which:</i>			
Large supermarkets	1		
Other convenience stores (including petrol stations)	7		
	<u>ok</u>		
<b>Hotel Bars</b>	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>		
<b>Other Premises Types</b> (also include premises operating under Club Premises Certificates)	6		
	<u>ok</u>		

Q4 Number of Cumulative Impact Areas		Q4 HELP	
<b>Total</b>	0		

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). In such instances, press enter after inputting to ensure that the dash is input correctly.  
 no/yes/don't know (using the drop-downs), where applicable

Please do not copy and paste data between data entry cells (unless you paste special as values) as this will interfere with the inbuilt checks in this return.

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

Q5a Total number of licences/certificates applied for, granted and refused (across the entire LA) by type of licence.

	Applications made	Granted	Refused
New Premises Licence	7	7	0
Variation to Premises Licence	0	0	0
		ok	
New Club Premises Certificate	0	0	0
Variation to Club Premises Certificate	0	0	0
		ok	
Minor Variation to Licence or Certificate	6	6	0

Q5b Number of licences/certificates within cumulative impact areas applied for, granted and refused by type of licence  
 (Note: This is a subset of Q5a so these figures should also be included within Q5a)

Number of Cumulative Impact Areas (taken from Q4 in PART 1)	0		
	Applications made	Granted	Refused
New Premises Licence	0	0	0
		ok	
	ok	ok	ok
Variation to Premises Licence	0	0	0
		ok	
	ok	ok	ok
New Club Premises Certificate	0	0	0
		ok	
	ok	ok	ok
Variation to Club Premises Certificate	0	0	0
		ok	
	ok	ok	ok
		ok	

<b>Q6 Number of applications that went to a committee hearing</b>		<b>Q6 HELP</b>
Premises Licence/Club Premises Certificate applications	<input type="text" value="1"/>	
Personal Licence applications	<input type="text" value="0"/>	
<b>Q7a Number of completed reviews by type</b> <i>(Note: also include any completed expedited reviews here)</i>		<b>Q7a HELP</b>
<b>Total completed reviews</b>	<input type="text" value="0"/>	
<i>of which reviews of:</i>		
Premises Licences (following application)	<input type="text" value="0"/>	
Premises Licences (following application by police for <u>expedited review</u> )	<input type="text" value="0"/>	
Premises Licences (following closure orders under S.80 and 84 of the 2014 Act)	<input type="text" value="0"/>	
Club Premises Certificates (following application)	<input type="text" value="0"/>	
	<b>ok</b>	
<b>Q7b Reason for completed review (in relation to the completed reviews recorded in Q7a)</b> <i>(Note: more than one reason may apply to each review)</i>		<b>Q7b HELP</b>
Crime & Disorder of which relate to the sale of illicit alcohol i.e. non-duty/VAT paid and/or counterfeit alcohol.	<input type="text" value="0"/> <input type="text" value="0"/>	
Protection of Children	<input type="text" value="0"/>	
Public Nuisance	<input type="text" value="0"/>	
Public Safety	<input type="text" value="0"/>	
	<b>ok</b>	
<b>Q7c Number of completed reviews instigated by each of the following responsible authorities</b> <i>(in relation to the completed reviews recorded in Q7a)</i>		<b>Q7c HELP</b>
Police	<input type="text" value="0"/>	
Trading Standards Officers	<input type="text" value="0"/>	
Environmental Health Officers	<input type="text" value="0"/>	
Local Residents	<input type="text" value="0"/>	
Other Responsible Authorities or Interested Parties (Please state in comments box below)	<input type="text" value="0"/>	
	<b>ok</b>	
<b>Q8 Decision taken by licensing authority following completed review</b> <i>(Note: more than one action may apply to each completed review)</i>		<b>Q8 HELP</b>
<i>Total completed reviews (taken from Q7a above)</i>	<input type="text" value="0"/>	
No action taken	<input type="text" value="0"/>	
Operating hours modified	<input type="text" value="0"/>	
Licensable activity partially restricted	<input type="text" value="0"/>	
Licensable activity completely excluded	<input type="text" value="0"/>	
Other conditions added or modified	<input type="text" value="0"/>	
Designated Premises Supervisor removed (Premises Licences only)	<input type="text" value="0"/>	
Licence or Certificate suspended	<input type="text" value="0"/>	
Licence revoked or Club Premises Certificate withdrawn	<input type="text" value="0"/>	
	<b>ok</b>	

**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	ok
Number of expedited review applications withdrawn	0	
<b>Number of cases where no interim steps were taken</b>	0	
<b>Number of cases where interim steps were taken</b>	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	

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

	Premises Licences	Club Premises Certificates	Personal Licences
Surrendered	5	0	0
Lapsed	0		
Revoked			0
Forfeited			0
Suspended by a court	0		0
Suspended by a licensing authority	0	0	
Closure notice (scope expanded for 2016/17 - see help tab)	0		
Withdrawn		0	

**Q10b Number of section 169A closure notices issued by issuing authority** **Q10 HELP**  
*(Note: This is a subset of Q10a closure notices so these figures should also be included within Q10a closure notices)*

	Premises Licences
Trading Standards	0
Police	0

**Q11a Number of appeals lodged** **Q11 HELP**  
*(Note: scope of this question has been amended for 2016/17, please see help tab)*

Appeals lodged against application decision	0
Appeals lodged against licence review decision	0

**Q11b Outcome of appeals lodged against application decision (in relation to those recorded in Q11a)** **Q11 HELP**  
*(Note: new information collected for 2016/17, please see help tab)*

Completed appeal - Dismissed	0
Completed appeal - Alternative decision by court	0
Completed appeal - Remitted back to licensing authority with directions	0
Appeal not yet determined	0
Appeal withdrawn	0

**Q11c Outcome of appeals lodged against licence review decision (in relation to those recorded in Q11a)** **Q11 HELP**  
*(Note: new information collected for 2016/17, please see help tab)*

Completed appeal - Dismissed	0
Completed appeal - Alternative decision by court	0
Completed appeal - Remitted back to licensing authority with directions	0
Appeal not yet determined	0
Appeal withdrawn	0

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

	Total	Standard	Late
Valid Temporary Event Notices given to Licensing Authority (total now also collected for 2016/17)	180	155	25
Temporary Event Notices withdrawn (total now also collected for 2016/17)	0	0	0
Temporary Event Notices received following modification with consent		0	
Counter Notices given following objection (total now also collected for 2016/17)	0	0	0

**Q13 Number of judicial reviews completed** **Q13 HELP**  
*(Note: definition has been updated for 2016/17, please see help tab)*

<b>Total</b>	0
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**Q14 Late night levy (as at 31 March 2017)** **Q14 HELP**

Was a late night levy applied to your licensing authority area as at 31 March 2017?	No
If the answer was yes, how much, in pounds, did the late night levy raise during the 2016/17 financial year? (leave blank if answer was no/don't know)	

**Q15 Late night refreshment exemptions (as at 31 March 2017)**

**Q15 HELP**

Were any of the following late night refreshment exemptions in force for your licensing authority area as at 31 March 2017?

a) sales on or from premises which are wholly situated in a designated area	<input type="text" value="No"/>
b) sales on or from premises which are of a designated description	<input type="text" value="No"/>
c) sales during a designated period (beginning no earlier than 11.00 p.m. and ending no later than 5.00 a.m.)	<input type="text" value="No"/>

**Q16 How many hours, approximately, has it taken your organisation (i.e. all employees) in total to complete this return?**

<b>Total</b>	<input type="text" value="3"/>
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