

Licensing Committee

Tuesday 26 June 2018 at 7.30pm

**Council Chamber
Runnymede Civic Centre, Addlestone**

Members of the Committee

Councillors Mrs J Gracey (Chairman), S A Lewis (Vice-Chairman), J Broadhead, I A Chaudhri, D A Cotty, Mrs E Gill, Mrs M T Harnden, N W Rubidge, Ms A Shepperdson, P S Sohi and P J Waddell.

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.
- 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**

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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 14 November 2017, previously circulated to all Members of the Council via email in December 2017.

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 are reminded that a non pecuniary interest includes their appointment by the Council as the Council's representative to an outside body and that this should be declared as should their membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon.

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. **2018 ANNUAL REPORT TO THE LICENSING COMMITTEE (ENVIRONMENTAL SERVICES)**

Synopsis of report:

To present the 2018 Annual Report on matters relating to the Licensing Act 2003 and its operation within Runnymede.

Recommendation:

None. This report is for information.

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 2017 to 31 March 2018.

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 2017 to 31 March 2018 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

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 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.

Licensing totals	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Premises Licences	238	232	232	231	232	237
Club Premises Certificates	35	34	34	34	34	35
Temporary Event Notices	201	162	159	172	180	224
Licences determined by Sub-Committee	4	1	1	3	1	1
Number of Appeals	0	0	0	0	0	0
Number of Prosecutions/Cautions	0	2	0	0	0	0
New Premises Licences granted	9	8	10	8	7	8
New Personal Licences granted	37	56	60	65	54	72
New applications for Club Premises Certificates (CPCs)	0	0	0	0	0	1
Premises Licences or CPCs Surrendered or lapsed.	16	4	3	8	5	3

2.5 The number of premises licences as at 1 April 2018 was 237. Over the year, eight new premises licence were granted, three were surrendered and one lapsed. Details of these premises are shown below:-

New premises licenses granted during 2017/2018 are as follows:-

Premises	Location	Ward	Premises Type
Dhaba	17 Windsor Street, Chertsey, Surrey, KT16 8AY	Chertsey St Ann's	Cafe
St George's College	Weybridge Road, Addlestone, Surrey, KT15 2QS	Addlestone North	College
Flamingo	6 Charles House, South Guildford Street, Chertsey, KT16 9GT	Chertsey St Ann's	Café/take away
Merlewood Care Home	Merlewood, Hollow Lane, Virginia Water, Surrey, GU25 4LR	Virginia Water	Care home
EWD Library Shop	Emily Wilding Davison Building, Royal Holloway University Of London, Egham Hill, Egham, TW20 0EX	Englefield Green East	University campus shop
Gartners UK Ltd	Tamesis 2, The Glanty, Egham, Surrey, TW20 9AH	Egham Hythe	Business premises
Parklands Manor	Parklands, Bittams Lane, Chertsey, Surrey, KT16 9RG	Foxhills	Care home
Café Lisboa	9 Windsor Street, Chertsey, KT16 8AY	Chertsey St Ann's	Café

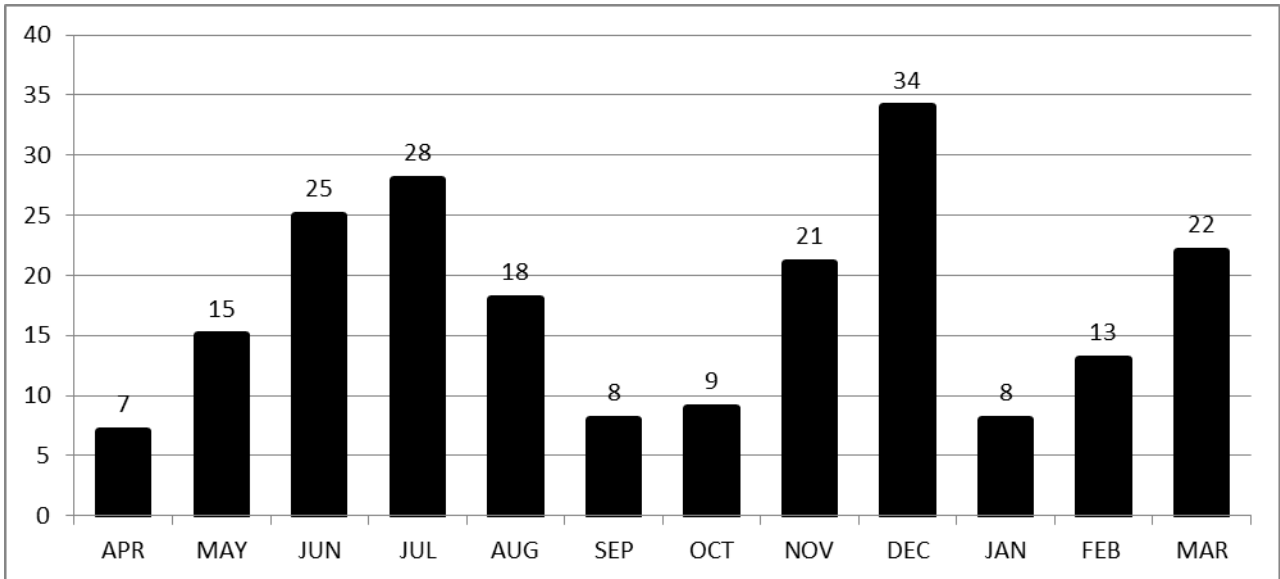
2.6 Premises licences surrendered during 2017/2018 are as follows:-

Premises**	Location	Ward	Premises Type	Reason
The Barley Mow	Barley Mow Road, Englefield Green, TW20 0NX	Englefield Green West	Public House	New licence obtained following renovation
Fleur Florists	3 Station Parade, Virginia Water, GU25 4AA	Virginia Water	Florist	No longer required
Laleham Golf Club	Laleham Reach, Chertsey, KT16 8RP	Chertsey St Ann's	Golf Club	Closed

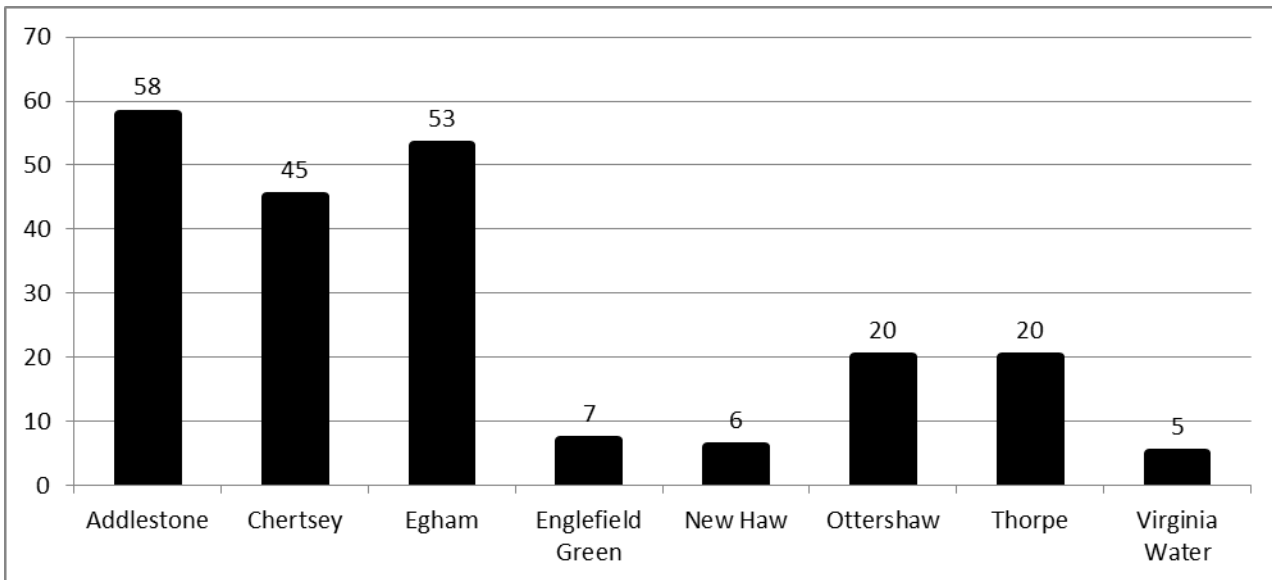
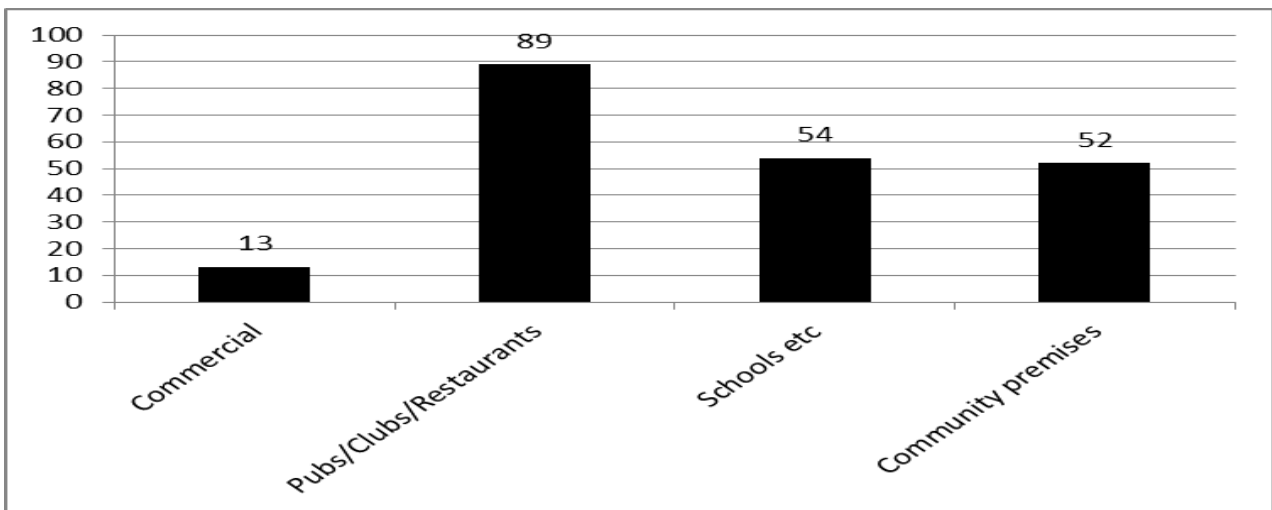
2.7 The total number of Personal Licences issued by the authority is now 1018. The Deregulation Act 2015 introduced new provisions in relation to personal licences which took effect on 1 April 2015 and allows personal licences to be valid for an unlimited period of time, as well as abolishing the requirement to renew a personal licence.

2.8 There is no national database of personal 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 208 compared with 180 in the previous year; of these 43 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 been an increase 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 rise to concerns, Environmental Health and the Police, as 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. To date there have been no objections to any TEN from Environmental Health or the Police.
- 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 21 in the last financial year, an increase of 4 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 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.
- 2.18 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. For example, 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 slow to put a replacement in post and alcohol sales were halted until such time as a DPS was appointed. In another premise (a convenience store), it was found that the internal layout had been changed by the previous premises licence holder without having applied to vary the licence. This was quickly rectified by the new premises licence holder. 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 Visits had revealed that many premises licence holders were unsure about the display of statutory notices in their premises i.e. what they should display and where they should display them. In the main this was in respect of the display of the premises licence/club certificate summary and the notice stating who has responsibility for the certified copy of the premises licence/club certificate.
- 3.7 To assist licence/certificate holders in understanding and complying with these regulations the following steps were taken:
- individual letters explaining the regulations around licenses and notices were sent to each premises licence holder/club secretary.
 - those attending pub watch were made aware of their obligations, given an overview of the regulations and supplied with template forms
 - explanatory notes and template forms are now available on our web site
 - when a licence or certificate is varied or transferred a letter explaining the regulations is sent with the new licence.
 - When new licences or certificates are granted a letter explaining the regulations is sent with the licence.
- 3.8 With this in place we fully expect premises licence and club certificate holders to be displaying the required notices.
- 3.9 Our aim for 2018/19 is to carry out intelligence led inspections with the other Responsible Authorities subject to their 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.

This approach does improve self-regulation and compliance. However, prosecution of those who fail to comply with the Act or their licence conditions remains an option.

- 3.10 The risk of a Review of the premises licence continues to be an effective deterrent to club and premises licence holders.
- 3.11 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 at April 2018, there were no persons on a Pub Watch ban in Runnymede and it is noteworthy that no individuals have been put on a pub watch ban all year.
- 3.12 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.
- 3.13 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 premises, be they Designated Premises Supervisors, managers or premises licence holders are strongly encouraged to participate in their local Pub Watch scheme.
- 3.14 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 at 25 April 2012 powers to suspend a licence for non-payment of fees have 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 24 November each year (due to the original implementation date of the Act in 2005). In total, 270 invoices were sent to premises licence holders in the last financial year and 3 notices of suspension were sent out to premises. Of these, one is undergoing a rebuild, one is waiting demolition and one has closed.
- 4.3 Members will recall a report to this Committee in April 2014 which explained proposals to introduce locally set licensing fees. The 2017 House Of Lords Select Committee report on the Licensing Act 2003 recommended their introduction. The Government has made no firm decision as yet and the latest information released indicates that there are no immediate plans to do so.
- 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 2017/18 the alcohol licensing account was in draft deficit by £39,953. The chart below demonstrates yearly budget comparisons:-

Year	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimate
Gross expenditure	£104,732	£111,956	£111,278	£112,431	£106,152	£96,002
Gross income	£70,122	£65,599	£73,748	£62,516	£66,199	£60,000
Net expenditure	£34,610	£46,357	£37,530	£49,915	£39,953	£36,002

4.5 The Immigration Act 2016 places additional duties on the Licensing Authority around conducting right to work checks and informing the Home Office as a Responsible Authority about licensing applications. It is the responsibility of the Licensing Authority to be satisfied that an individual's immigration status does not preclude them from holding a premises or personal licence to sell alcohol or carry out late night refreshment.

4.6 To date the checks have not added any significant burden on the Licensing section. In practice this involves the applicant producing copies of documents which demonstrate their immigration status. These range from passports to birth certificates; a complete list is provided in the Home Office guidance. The information contained within these documents is generally sufficient to tell if they have right to work, although on the occasion where it has not been clear, enquiries have been made with the Home Office. The Licensing Authority is not required to check the validity of documents, but must make checks based on the documentation produced.

5. New and proposed Legislation

5.1 There has been little in the way of new legislation this year; although as reported to this Committee on 5 April 2017 there were a number of changes to the Licensing Act 2003 as a result of the Policing and Crime Act 2017 and the Immigration Act 2016.

5.2 As covered in the recent Licensing training, the Section 182 Guidance under the Licensing Act has been revised. A copy of the updated Guidance is available in the Members' Room and on our website.

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 returned from Customer Services in March 2017. 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 consists of one full time administration post; this member of staff also administers Taxi licensing, the Gambling Act 2005 and Scrap Metal Dealers Act 2013. In comparison, 6 years ago, we had 2 full time and one part time administrative post. The administrative post is a key position and one that requires considerable knowledge and particular skills.

- 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; 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 processing applications and the production of licenses, 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

Runnymede's Licensing Policy

<https://www.runnymede.gov.uk/article/14551/Our-licensing-policy>

Licensing Act 2003

<http://www.legislation.gov.uk/ukpga/2003/17/contents>

Licensing Act 2003 section 182 guidance

<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

Policing and Crime Act 2017

<http://www.legislation.gov.uk/ukpga/2017/3/contents/enacted>

Immigration Act 2016

<http://www.legislation.gov.uk/ukpga/2016/19/contents/enacted>

Home Office guidance on preventing illegal working in the taxi and private hire sector (Jan 2018)

<https://www.gov.uk/government/publications/licensing-authority-guide-to-right-to-work-checks>

Deregulation Act 2015

<http://www.legislation.gov.uk/ukpga/2015/20/contents/enacted>

House of Lords Select Committee on the Licensing Act 2003

<https://publications.parliament.uk/pa/ld201617/ldselect/ldlicact/146/146.pdf>

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 26 June 2018

Appendices

<u>Appendix</u>	<u>Report</u>	<u>Page no.</u>
A	Home Office Return	2

Please either enter a:

number

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

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 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
Total	237	35	1,018
<i>of which:</i>			
Band A	13	11	
Band B	142	21	
Band C	33	1	
Band D (no multiplier)	10	0	
Band D (with multiplier)	0		
Band E (no multiplier)	36	2	
Band E (with multiplier)	1		
Band Unknown	2	0	

okok

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 Bands A-E or for Band Unknown in Q1a above	2	0

okok

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>	237	35
Licences/certificates which authorise the sale or supply of alcohol (On-sales only)	45	4
Licences which authorise the sale of alcohol (Off-sales only)	69	
Licences/certificates which authorise both on and off sales or supplies of alcohol	97	31
Licences/certificates which do not permit the sale or supply of alcohol	26	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	90	
Any Premises Licences with only Late Night Refreshment	11	

okok

Any premises licences/club premises certificates with regulated entertainment
of which:

(a) Plays
(b) Films
(c) Indoor sporting events
(d) Boxing or wrestling
(e) Live music
(f) Recorded music
(g) Performance of dance
(h) Entertainment similar to live music, recorded music or dance

113	34
35	9
42	9
27	11
5	1
99	31
109	31
55	7
42	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	21
<i>of which, premises in:</i>	<u>ok</u>
Pubs, Bars and Nightclubs	0
Supermarkets and Stores	9
<i>of which:</i>	
Large supermarkets	1
Other convenience stores (including petrol stations)	8
	<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 (also include premises operating under Club Premises Certificates)	9
	<u>ok</u>

Q4

Number of Cumulative Impact Areas

Q4 HELP

Total	0
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COMMENTS

Q3. The nine other premises types relate to the following - 2 x golf clubs, 1 x private hospital, 1 x moored pleasure barge, 3 x private residential homes, 1 x duty free warehouse, 1 x business venue for staff only.

Please either enter a:
number
0 where the answer is none
a colon 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

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.

PART 2 HELP

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

Q5 HELP

	Applications made	Granted	Refused
New Premises Licence			
Licences which authorise the sale or supply of alcohol (On-sales only)	5	5	0
Licences which authorise the sale of alcohol (Off-sales only)	1	1	0
Licences which authorise both on and off sales or supplies of alcohol	2	2	0
Licences which do not permit the sale or supply of alcohol	0	0	0
		ok	
Variation to Premises Licence			
Licences which authorise the sale or supply of alcohol (On-sales only)	1	1	0
Licences which authorise the sale of alcohol (Off-sales only)	0	8	0
Licences which authorise both on and off sales or supplies of alcohol	3	3	0
Licences which do not permit the sale or supply of alcohol	0	0	0
		ok	
New Club Premises Certificate			
Variation to Club Premises Certificate	1	1	0
	0	0	0
		ok	
Minor Variation to Licence or Certificate			
	0	0	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)

Q5 HELP

Number of Cumulative Impact Areas (taken from Q4 in PART 1)

0

New Premises Licence

Licences which authorise the sale or supply of alcohol (**On-sales only**)
Licences which authorise the sale of alcohol (**Off-sales only**)
Licences which authorise **both** on and off sales or supplies of alcohol
Licences which **do not** permit the sale or supply of alcohol

Applications made	Granted	Refused
0	0	0
0	0	0
0	0	0
0	0	0

ok ok ok

Variation to Premises Licence

Licences which authorise the sale or supply of alcohol (**On-sales only**)
Licences which authorise the sale of alcohol (**Off-sales only**)
Licences which authorise **both** on and off sales or supplies of alcohol
Licences which **do not** permit the sale or supply of alcohol

0	0	0
0	0	0
0	0	0
0	0	0

ok ok ok

New Club Premises Certificate

0	0	0
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ok ok ok

Variation to Club Premises Certificate

0	0	0
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ok ok ok

Q6 Number of applications that went to a committee hearing

Q6 HELP

Premises Licence/Club Premises Certificate applications
Personal Licence applications

1

0

Q7a Number of completed reviews by type

Q7a HELP

Total completed reviews

of which reviews of:
Premises Licences (following application)
Premises Licences (following application by police for expedited review)
Premises Licences (following closure orders under S.80 and 84 of the 2014 Act)
Club Premises Certificates (following application)

0
0
0
0
0

ok

Q7b Reason for completed review (in relation to the completed reviews recorded in Q7a)
(Note: more than one reason may apply to each review)

Q7b HELP

Crime & Disorder
of which relate to the sale of illicit alcohol i.e. non-duty/VAT paid and/or counterfeit alcohol.

0
0

Protection of Children
Public Nuisance
Public Safety

0
0
0

ok

Q7c Number of completed reviews instigated by each of the following responsible authorities
(in relation to the completed reviews recorded in Q7a)

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 Decision taken by licensing authority following completed review
(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
(Note: more than one interim step may apply per review)

Q9 HELP

Total number of <u>applications</u> for expedited reviews	0	ok
Number of expedited review applications withdrawn	0	
Number of cases where no interim steps were taken	0	
Number of cases where interim steps were taken of which:	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	0	
Licence suspended	0	

ok
ok

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

Q10 HELP

	Premises Licences	Club Premises Certificates	Personal Licences
Surrendered	3	0	0
Lapsed	0		
Revoked			0
Forfeited			0
Suspended by a court	0		0
Suspended by a licensing authority	1	0	
Closure notice - Section 76 of the Anti-Social Behaviour Crime & Policing Act 2014	0		
Closure notice - Section 169A of the Licensing Act 2003	0		
Withdrawn		0	

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

Q10 HELP

	Premises Licences
Trading Standards	0
Police	0

Q11a Number of appeals lodged

Q11 HELP

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

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

ok

Q11c Outcome of appeals lodged against licence review decision (in relation to those recorded in Q11a)

Q11 HELP

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

ok

Q12 Number of standard and late Temporary Event Notices

Q12 HELP

	Total	Standard	Late
Valid Temporary Event Notices given to Licensing Authority	208	165	43
Temporary Event Notices withdrawn	0	0	0
Temporary Event Notices received following modification with consent		0	
Counter Notices given following objection	0	0	0

Q13 Number of judicial reviews completed

Q13 HELP

Total

0

Q14 Late night levy (as at 31 March 2018)

Q14 HELP

Was a late night levy applied to your licensing authority area as at 31 March 2018?

No

If the answer was yes, how much, in pounds, did the late night levy raise during the 2017/18 financial year? (leave blank if answer was no/don't know)

Q15 Late night refreshment exemptions (as at 31 March 2018)

Q15 HELP

Were any of the following late night refreshment exemptions in force for your licensing authority area as at 31 March 2018?

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

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

Total

3

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