

Licensing Committee

Tuesday 23 June 2020 at 7.30pm

This meeting will be held remotely via MS Teams with audio access to the public for the Part I items via registered dial-in only

Members of the Committee

Councillors D Cotty (Chairman), E Gill (Vice-Chairman), J Broadhead, T Burton, I Chaudhri, D Clarke, J Furey, J Gracey, R King, J Olorenshaw and P Snow.

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) **Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings**

Members of the public are only permitted to hear the debate on the items listed in Part I of this Agenda, which contains matters in respect of which reports have been made available for public inspection. You will not be able to hear the debate for the items in Part II of this Agenda, which contains matters involving Exempt or Confidential information in respect of which reports have

not been made available for public inspection. If you wish to hear the debate for the Part I items on this Agenda by audio via MS Teams you must register by 10.00 am on the day of the meeting with the Democratic Services Team by emailing your name and contact number to be used to dial-in to democratic.services@runnymede.gov.uk

5) Audio-Recording of Meeting

As this meeting will be held remotely via MS Teams, you may only record the audio of this meeting. The Council will not be recording any remote meetings.

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. **MINUTES**

To confirm and sign the Minutes of the Committee meeting held on 12 November 2019, which were circulated by e-mail to all Members in February 2020, and those of the Sub-Committee meeting held on 18 May 2020, as attached at Appendix 'A'.

It is a requirement of the Council's Constitution that the minutes of the Sub-Committee are signed at the next available meeting. However, as the meeting is being held remotely, the Chairman will ask the Members of the Sub-Committee if they approve the Minutes which will then be signed when this is physically possible.

Runnymede Borough Council
Licensing Sub-Committee

Hearing under the Licensing Act 2003

18 May 2020 at 2.30pm

Members of the Sub-Committee Councillors Theresa Burton, Derek Cotty and
Present: Elaine Gill

George Domleo (Legal Representative), Mark Draper, Greg Sergeant (applicants) and 7 persons who had made representations also attended the meeting via a dial-in facility.

The following attended as reserves: Councillors Dolsie Clarke and John Olorenshaw and the following as observers: Councillors Jim Broadhead, Tom Gracey, Scott Lewis and Peter Snow.

Officers present: Robert Smith, Senior Licensing Officer, Piero Ionta, Legal Advisor and Clare Pinnock, Democratic Services Officer, taking notes of the meeting.

ELECTION OF CHAIRMAN

Councillor Elaine Gill was elected as Chairman for the meeting.

MINUTES

The Minutes of the meeting of the Sub-Committee held on 23 March 2020, as attached at Appendix 'A', were confirmed as a correct record. As the meeting was being held remotely, via Microsoft Teams, these would be signed when the Chairman was physically able to do so.

PROCEDURE FOR THE CONDUCT OF BUSINESS

The Procedure for the conduct of business was duly noted by those present.

LICENSING ACT 2003 – APPLICATION FOR A VARIATION OF A PREMISES LICENCE-
THE VICTORIA PUBLIC HOUSE, WOODHAM (PUNCH PARTNERSHIPS (PTL))

The Sub-Committee's attention was firstly drawn to the background Information in the Proper Officer's report. This set out the current operating hours and conditions on the premises licence held in respect of The Victoria Public House, 427 Woodham Lane, Addlestone, Surrey. KT15 3QE.

The Sub-Committee noted that the premises had been closed for approximately 1 year and was in a state of disrepair.

Members were advised that the application sought 8 substantive variations to the current licence. However, following representations made by local residents, as set out in the paperwork for the meeting, 1 variation (to permit the provision of films) had been withdrawn and another amended to not open the premises to serve breakfast, as originally proposed. It was noted that the latter activity was not licensable under the proposed hours of operation.

Each of the proposed variations was noted. The applicants sought to:

- a) extend the terminal hour for the sale of alcohol on Friday and Saturday until midnight and on Sunday until 23:00

- b) permit late night refreshment on Friday and Saturday from 23:00 to 00:00; the applicant has confirmed this would be indoors only.
- c) extend the opening hours to close on Friday and Saturday at 00:30 the following day and on Sunday at 23:30
- d) add non-standard timings for Christmas Eve and New Year's Eve by the addition of an extra hour for alcohol sales and opening hours, (thereby removing the seasonal variation on the existing licence)
- e) add non-standard timings for Christmas Eve and New Year's Eve by the addition of an extra hour for live and recorded music
- f) remove all existing Annex 2 and Annex 3 licence conditions and replace with updated conditions as set out in the application to promote the four licensing objectives

Members were reminded that the Live Music Act 2012 had deregulated live and recorded music and noted the circumstances where this applied to the application.

In response to a representation made by the Council's Environmental Health Officer, in the context of the prevention of public nuisance, the applicant had accepted two amendments to the proposed conditions. These were to restrict when refuse such as bottles could be placed in receptacles outside the premises and state when persons using the premises could be outside. These measures were aimed at reducing noise.

The Sub-Committee noted that 11 representations had been received from members of the public. These had all been read by the Members who were also assisted by the provision of plans and photographs of the premises.

The applicants were then invited to present their case, represented by Mr George Domleo.

Mr Domleo introduced the applicants and provided some background on Punch Partnerships, explaining they were a subsidiary of Heineken UK operating approximately 2,500 pubs in England, Wales and Scotland. A significant investment of over £550,000, including £200,000 personal investment by Mr Draper, the proposed operator, was being dedicated to The Victoria. The proposal was to rebrand the premises as a premium pub concept with a quality and substantial food offering to match the affluent locality and a range of cask ales, premium lagers and fine wines. This was a different operation to the previously unsuccessful ventures and one which it was hoped would be welcomed by the local community. It was noted that a number of the representations had spoken positively about the change of focus for the premises.

Mr Domleo provided the Sub-Committee with a profile of Mr Draper who co-founded Prospect Pubs and Bars Limited in 2019. He and his business partner had over 25 years business experience running top end venues, notably the Evenlode in Eynsham, Witney. They sought to have premises which they would be proud to eat and drink in, providing 'top notch hospitality' in a friendly and relaxed setting. Regarding the local area, a pub catchment report had been prepared for them by Experian. This showed that within a ten-minute walking distance of the premises there were 2,186 adults, 98.7% of whom wanted a premium local and 98.6% wanted a 'great pub with great food.' This is what Prospect Pubs were confident of being able to deliver. The applicants had taken note of the objections which included their experience of how the premises had operated previously and re-assured those present that their business would not alienate residents but would be inclusive and welcoming of feedback and dialogue.

An important aspect of the application was flexibility, noting that the Licensing Act was introduced as a permissive piece of legislation, which in the current circumstances was vital, as and when the premises was able to open and thrive in the future.

The Chairman invited the Sub-Committee to ask questions of the applicants. These included the expressed desire to have a positive relationship with local residents. Some disappointment was recorded that, to date, Mr Domleo confirmed he was unaware that the applicants had met with people making representations to allay their fears as set out in their written representations to the Sub-Committee. Members were doubtful that the extended hours sought could be justified with reference to other establishments in the borough, although it was acknowledged that each case should be treated on its merits. Some concern was expressed about loss of amenity and the potential for increased noise which the applicants addressed. Mr Draper had plans to clearly demarcate the garden and car park with some re-arrangement of the layout and better planting to improve the visual appearance of the premises. Mr Draper emphasised his own investment into the business and commitment to working with the residents. He was keen to build up a positive relationship with them. Reference was made to the balance between welcoming families and keeping children engaged. It was confirmed that some form of play equipment might be appropriate.

Those making representations enquired how noise and odours would be controlled. Mr Draper confirmed that the kitchen would be refurbished dramatically at a cost of approximately £100,000 to include an extraction system and noise attenuation to current industry standards. He assured residents that the premises would be much better managed to reduce noise from customers and that the opening times would be appropriate to the area with public safety in mind. Some residents asked about the physical layout of the premises. It was confirmed that for example the seating plan was only for illustrative purposes; there was no intention to fill the garden with seating; and with the current requirement for social distancing, this would not be the case.

The residents who had made representations were then invited to speak for a total of 10 minutes. Five had registered to speak and summarised their concerns about the proposed extended opening hours, the lack of communication from the applicants, and the wish to in effect maintain the status quo until such time as it was deemed suitable to take advantage of the flexibility sought in the application. Residents did however welcome the change of direction for the premises to become a higher quality offering with a different clientele.

The Sub-Committee asked those making representations whether they differentiated between Christmas Eve and New Year's Eve in terms of the extended hours. They all agreed that they opposed extended hours on Christmas Eve because of the potential for disruption to those properties nearest the premises.

Mr Smith suggested that the applicants agree to engage with Pubwatch, which they readily accepted as an additional condition on the licence, if approved.

There being no further questions, the residents were asked to make a closing submission. In doing so, concerns about noise were re-iterated.

Mr Domleo sought to reassure the residents of the professional approach of the applicants and their willingness to engage with the residents. For example, they would be happy to host a coffee morning every 3 months, meet with them and discuss any concerns arising. The importance of flexibility in respect of opening hours was stressed. Mr Draper added

that the significant monetary investment illustrated his desire to make a positive contribution to the local community and he was keen for this to be a successful long-term venture.

Mr Smith confirmed that he had no further comments.

The Chairman explained that once a decision had been made, those present would receive an email summarising their findings within five working days of the meeting and that the formal decision notice would be issued in due course.

Members then moved and seconded to exclude press and public from the meeting, in accordance with the agreed procedure.

The public part of the meeting ended at 4:30pm.

On 21 May 2020 at 18:02, the legal advisor to the Sub-Committee issued the following decision, made with due consideration of all the facts and submissions made at the meeting to promote the Licensing Objectives. It was confirmed that the formal decision notice would be sent to the applicant in due course.

RESOLVED that-

The application for a variation to the premises licence for The Victoria public house, 427 Woodham Lane, Woodham, Addlestone, Surrey, KT15 3QE be granted subject to conditions to be set out in the decision notice.

Summary of decision:

- 1. Allow increase in terminal hour – extra 30 minutes on Friday, Saturday and Sunday to current permitted closing time**
- 2. Allow non-standard timings addition for New Year’s Eve for alcohol sales and opening hours**
- 3. Refuse non-standard timings addition for Christmas Eve**
- 4. Add condition to the Premises Licence that where Runnymede Pubwatch exists, a representative from the premises must attend any Runnymede Pubwatch meetings.**
- 5. Invite new owners to make all reasonable efforts to forge stronger relations with local residents prior to and once the refurbished premises are re-opened.**

Chairman

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

If Members have an interest in an item, please record the interest on the form circulated with this Agenda and email it to the Democratic Services Officer by 5pm on the day of the meeting. A supply of the form will also be obtainable from the Democratic Services Officer.

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. Membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon should be regarded as a disclosable pecuniary interest, as should an appointment to an outside body by the Council as a trustee.

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 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 to prejudice the Member's judgement of the public interest.

4. **2020 ANNUAL REPORT ON THE LICENSING ACT 2003 (ENVIRONMENTAL SERVICES, ROBERT SMITH)**

Synopsis of report:

To present the 2020 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 includes statistical data from the Council's licensing records. In order to have some commonality with other reports, unless otherwise stated, the data covers the period 1 April 2019 to 31 March 2020.

1.2 The annual report normally includes statistical data required by the Home Office who have the role of collating relevant information from Licensing Authorities. The Home Office have informed us they are not collecting the data for this year, nevertheless the information has been collated for the purpose of this report.

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
- Staffing 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, it is valid for 5 years.
- 2.3 A revised policy for the period 2021 to 2026 will be drafted for Members' views prior to consultation with the intention to bring it back to this Committee in December 2020 for approval.
- 2.4 The policy will be updated as required during the period of its validity as and when new or amended legislation or guidance is produced.

Service statistics

- 2.5 The following table details statistical information for the last 5 financial years.

Licensing totals	2015/16	2016/17	2017/18	2018/19	2019/2020
Premises Licences	231	232	237	238	243
Club Premises Certificates	34	34	35	35	35
Temporary Event Notices	172	180	224	205	273
Licences determined by Sub-Committee	3	1	1	0	1
Number of Appeals	0	0	0	0	0
Number of Prosecutions/Cautions	0	0	0	0	0
New Premises Licences granted	8	7	8	8	10
New Personal Licences granted	65	54	72	53	45
New applications for Club Premises Certificates (CPCs)	0	0	1	0	0
Premises Licences surrendered or lapsed.	8	5	3	7	5
Full variations to a premises licence	2	0	4	4	8
Minor variations to a premises licence	3	6	7	5	3
Reviews	0	0	0	0	1

- 2.6 Members will recall the hearing in April 2019 to determine a personal licence application and the review of a premises licence in March 2020. The personal licence was refused due to the applicant's recent conviction and the premises licence was revoked due to concerns around drug use and supply at the premises (This has been appealed with preliminary Court hearing set for 15 June 2020).

2.7 The number of premises licences as of 1 April 2020 was 243, over the year 10 new premises licence were granted and 5 were surrendered. Details of these premises follow:-

New premises licences granted

Premises	Location		Ward	Type
The Kings Arms	5-6 High Street	Egham	Egham Town	Restaurant
12 Victoria Street	12 Victoria Street	Englefield Green	Englefield Green East	Off Licence
Everyman Cinema	Station Road	Egham	Egham Town	Cinema
Ruby Wines	1 St Jude's Road	Englefield Green	Englefield Green East	Betting Shop
Gartner UK Ltd	Causeway Corporate Centre	Egham	Egham Hythe	On licence
Audley Coopers Hill	Coopers Hill Lane	Englefield Green	Englefield Green West	Residential care home
Moldova	122 Guildford Street	Chertsey	Chertsey St Ann's	Grocers/ General Store
Nando's	The Lane	Addlestone	Addlestone South	Restaurant
Thann Thai	48 Guildford Street	Chertsey	Chertsey Riverside	Restaurant
Crown Hotel Carpark	7 London Street	Chertsey	Chertsey St Ann's	Public House car park area

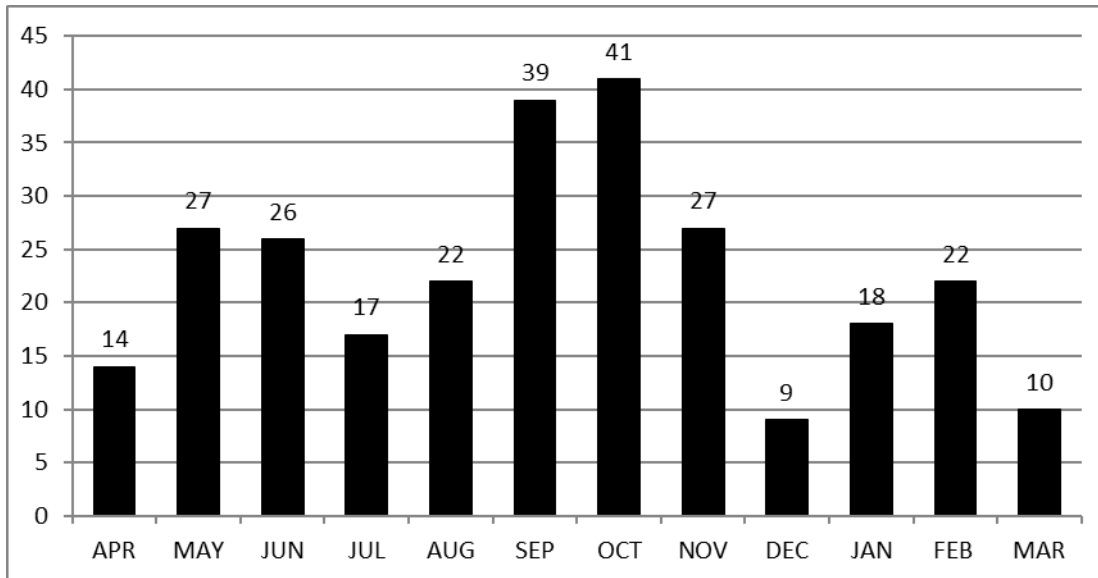
Premises licences surrendered

Premises	Location		Ward	Type	Reason surrendered
Peking Chef	15 Station Road North	Egham	Egham Town	Restaurant	No longer required
Indo Restaurant	8 Pycroft Road	Chertsey	Chertsey Riverside	Restaurant	No longer required
Sainsbury's	1 Station Approach	Virginia Water	Virginia Water	Supermarket	No longer required
The House	109 Chertsey Road	Addlestone	Addlestone North	Restaurant	No longer required
Il Pomodoro	17 Station Road North	Egham	Egham Town	Restaurant	No longer required

2.8 The total number of Personal Licences issued by the authority is 1112. The Deregulation Act 2015 introduced new provisions in relation to personal licences and allows personal licences to be valid for an unlimited period of time. All personal licence holders must still inform the authority whenever they change their address. There is, however, no national database of personal licence holders.

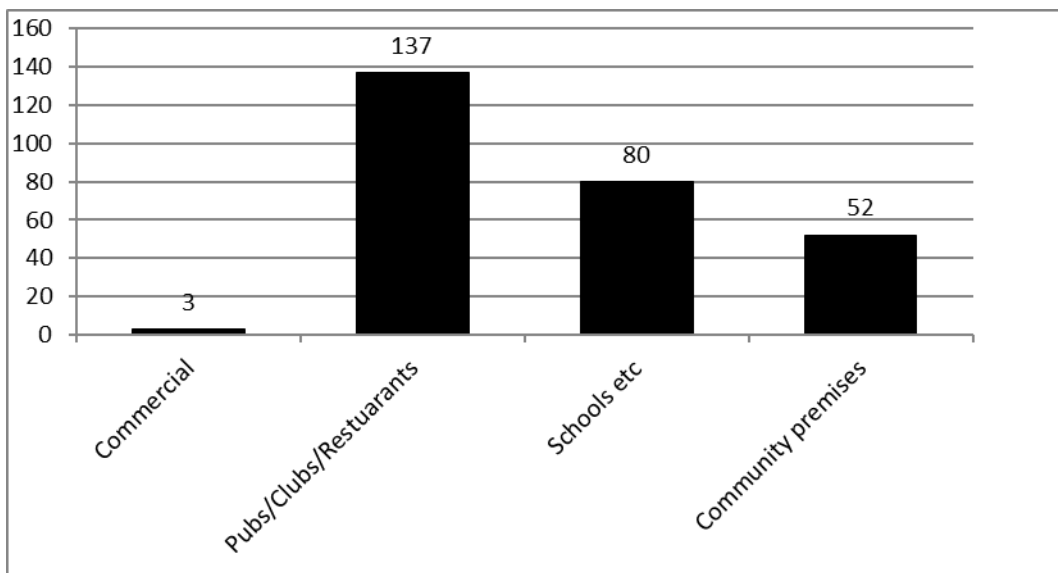
2.9 The number of Temporary Event Notices (TENs) received in the last financial year was 272 (compared with 205 in the previous year); of these 55 were late TENs. The chart below shows the number of TENs received in each month.

Number of Tens given per month

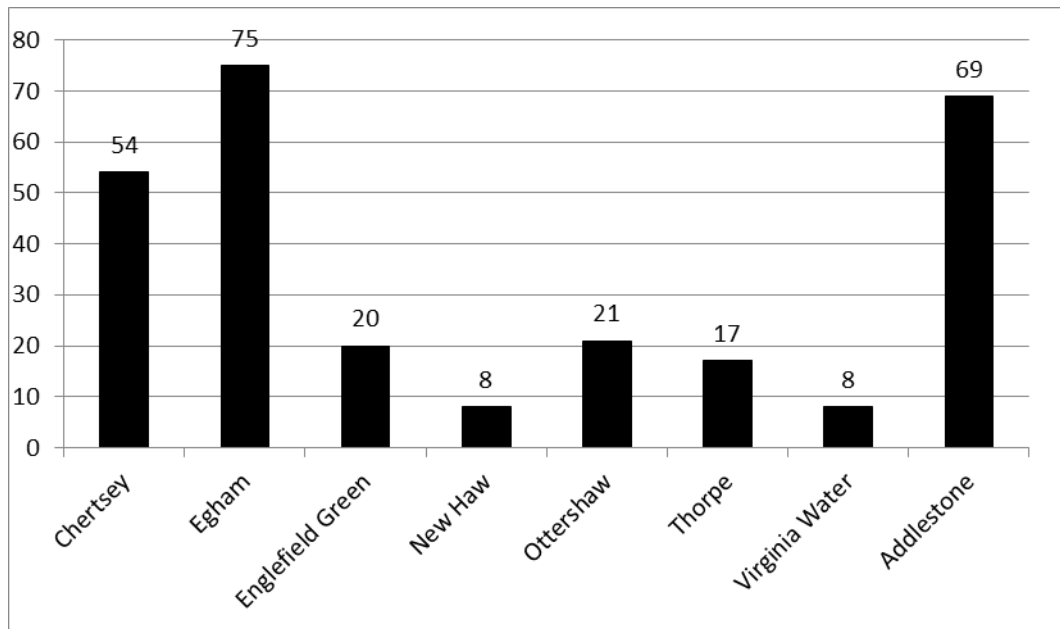


2.10 The users of TENs vary of course but they have been split into four broad groupings as shown below to give Members an indication of the premises type's activity and by the area in the Borough as shown in the two following charts.

Type of premises



Number of Tens per area



- 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 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. 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 remains at 21, these 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 17 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 important with regard to advertising applications, the provision of a plan of the premises and ensuring that any conditions on the operating schedule are appropriate, enforceable and unambiguous. It is a source of frustration that many premises licence holders fail to engage with the licensing authority and submit applications which are poorly worded or incorrect, this inevitably leads to rejection or objection to the application.
- 3.5 Any issues found on other 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 2020 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 but prosecution of those who fail to comply with the Act, or their licence 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.
- Pubwatch
- 3.8 Pubwatches are organised and administered by licensees with other bodies such as the licensing authority and Police being invited to pubwatch meetings. Pubwatch is

seen as good practice by the Police and Home Office and is a valuable way of demonstrating a commitment to promoting the four licensing objectives under the Licensing Act 2003 and the responsibility of the licensing trade in general.

- 3.9 The basic principle of Pubwatch is that its licensee members will agree to work together to improve the safety of their premises; for the benefit of their staff and customers. They will introduce initiatives to try and combat the criminal activity and anti-social behaviour that can often be associated, but not exclusively, with the misuse of alcohol or drugs. This will often result in Pubwatch members agreeing to jointly ban problem individuals who are violent, damage property, use or deal drugs or act in an anti-social manner.
- 3.10 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 licensed premises can be banned from all Pub Watch members' premises for a set period depending on their action. As of April 2020, 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.
- 3.11 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.
- 3.12 Attendance at pubwatch has improved over the last year and a healthy number now attend regularly. The appearance of members of this Committee or ward Councillors is commonplace and is very welcome.
- 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.'

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, 262 invoices were sent to premises licence holders in the last financial year, 10 notices of suspension were sent out to premises, but all subsequently paid their fee.
- 4.3 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.

4.4 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 on 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. Home Office Guidance under section 182 of the Licensing Act 2003 is periodically revised, the latest revision was in April 2018. This remains a most essential piece of guidance for officers and Members.

6. Staffing of the Licensing Section

6.1 The Section's current staffing consists of one full time Senior Licensing Officer and one full time administration post, approximately 40% of their time is dedicated to the Licensing Act 2003. They also have responsibility for applications and administration in respect of Taxi and Private Hire licensing, the Gambling Act 2005 and Scrap Metal Dealers Act 2013 which takes up the remainder of their time.

6.2 In comparison, 7 years ago, we had 2 full time and one part time administrative post. The administrative post for licensing is a key position and one that requires considerable knowledge, skills, experience and ability.

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 licences 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.

(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>

5. **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)