

Licensing Committee

Tuesday 29 June 2021 at 7.30pm

**Council Chamber
Runnymede Civic Centre, Addlestone**

Members of the Committee

Councillors J Wilson (Chairman), D Cotty (Vice-Chairman), M Adams, R Bromley, T Burton, T Gracey, M Harnden, M Kusneraitis, M Maddox, 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) The following Measures to comply with current Covid guidelines are in place:
 - restricting the number of people that can be in the Council Chamber to 24 including Councillors, Officers, and members of the public
 - temperature check via the undercroft for Members/Officers and Main Reception for the public
 - NHS track and trace register, app scan is next to the temperature check
 - masks to be worn when moving around the offices
 - masks can be kept on whilst sitting in the Council Chamber if individuals wish
 - use of hand sanitisers positioned outside and inside the Council Chamber
 - increased ventilation inside the Council Chamber
- 2) 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.
- 3) 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 Clare Pinnock, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425627).** (Email: clare.pinnock@runnymede.gov.uk).

- 4) 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.
- 5) 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.
- 6) **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

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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**

2. **Minutes**

To confirm and sign the Minutes of the Committee meeting held on 10 November 2020, which were circulated by email to all Members in December 2020. To also sign as a correct record the minutes of the Licensing Sub-Committee held on 5 January 2021, as attached at Appendix 'A'.

Runnymede Borough CouncilLICENSING SUB-COMMITTEEHearing under the Licensing Act 20035 January 2021 at 14:00

Members of the Sub-Committee Councillors Theresa Burton, Derek Cotty and
Present: John Olorenshaw

Mohammed Savid Fiaz (Applicant's representative), and 3 persons who had made representations also attended the meeting via a dial-in facility.

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

372 ELECTION OF CHAIRMAN

Councillor Derek Cotty was elected as Chairman for the meeting.

373 PROCEDURE FOR THE CONDUCT OF BUSINESS

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

374 LICENSING ACT 2003 – APPLICATION FOR A PREMISES LICENCE- UNIT 23, TIMS BOATYARD, TIMSWAY, STAINES, TW18 3JY

Mr Smith presented his report which set out the details of the application for a licence under section 17 of the Licensing Act 2003 for the provision of late night refreshment only. The Sub-Committee noted a plan of the location and two photographs showing the entrance gates at the end of Timsway; a residential cul de sac leading to Tims Boatyard on The River Thames in Staines.

Mr Smith referred Members to representations made by local residents regarding the prevention of public nuisance and the protection of children from harm, and an objection lodged by the Council's Planning department relating to the licensing objective of the prevention of public nuisance. Members were advised that no planning permission had been obtained for the hours of operation and, with the exception of a storage facility on site, no activity was permitted after 20:00 hours.

Mr Smith drew the Sub-Committee's attention to the separation between the Planning and Licensing regimes and when asked to clarify this point he confirmed that one decision did not depend on the other being granted or refused and that each should be treated on its individual merits.

In terms of the Council's Licensing Policy and Statutory guidance, Members were asked to pay particular attention to the sections relating to public nuisance in the context of the location and nature of the business and its proximity to residential properties.

Mr Fiaz was then invited to present the case for the applicants, Mub Food Limited, operating Big3Pizza on site.

Mr Fiaz addressed the representations made by residents with regard to noise and light nuisance and the steps in mitigation that he had taken when he became aware of the concerns raised. Specifically, Mr Fiaz stressed that they employed two drivers who were required to use either hybrid or electric vehicles. They had drivers in the past who had mopeds but these were no longer allowed. To reduce the need to leave their vehicles, drivers had been issued with key fobs to operate the entrance gates. To reduce light spill, the lights did not go on after 21:00 hours and had been re-angled to point at their unit rather than the entrance gates.

Mr Fiaz stated that his drivers did not play loud music in their vehicles, nor did they speed along the road. He asserted that other users of the Boatyard may be responsible for this, including another food delivery company on site. He also referred to another operator that regularly used the boatyard after hours and into the early hours of the following morning. Mr Fiaz confirmed that most of their custom came from students and that since not being able to operate between 23:00 and 04:00 hours their business had lost approximately 50% of sales.

Mr Fiaz was asked a number of questions about the operational side of the business. He stated that between 23:00 and 03:00 hours they would have typically received between 10 and 15 orders on their busiest days (over the weekend) which their two drivers would be despatched to deliver- using their own vehicles, there being no provision for customer collection. They operated within a 4 mile radius of the boatyard, mainly to students from Royal Holloway, although they did have other regular customers, including from Timsway. With regard to advertising, Mr Fiaz considered that the third party food delivery firms on their website might be displaying out of date information as they did not take orders after 23:00 hours. These firms were not used for delivery as all deliveries made were only by those 2 drivers employed by the Applicants using their electric vehicle. When asked about business sustainability their target was naturally to increase orders but with the current pandemic there were fewer students. Mr Fiaz stated that not having a late licence would be significantly detrimental for their long term viability. In terms of staffing, Mr Fiaz confirmed that in addition to the two drivers, there were 2 to 3 kitchen staff, including himself, but they tended to car share, all living locally.

Mr Fiaz confirmed Big3Pizza had been operating since March 2020. When asked what checks he had made that the necessary licences were in place he informed the Sub-Committee that his business partner had been assured by the previous occupant that all was in order although they had not had any contact with the Licensing Section and were unfortunately unable to produce a licence. The applicant claimed to have spoken to someone in Environmental Health who they thought had advised their hours were 17:00 – 04:00 hours, Mr Smith clarified that the applicant had not spoken to the licensing section regarding this. However, after complaints had been lodged with the Council he had subsequently been advised their permitted hours were 16:00 – 23:00 hours. The applicants had believed their former operating hours were permitted and had been operating on that basis for approximately 3 – 4 months, up until September 2020.

Mr Fiaz confirmed that the lights pointing towards the entrance gates now pointed to their unit, the gates themselves being electronically operated.

A resident, Mr James, asked Mr Fiaz if they had been operating after 23:00 hours recently, to which Mr Fiaz said they had not, despite what another website said. If they were on site it was for food prep for the following day. Mr Fiaz considered that other movements on site in the early hours were other users of the Boatyard.

Mr Sharma, another resident, asked about anticipated future business and Mr Fiaz replied that if business improved as they hoped it would, the same precautionary measures with regard to reducing noise and other potential nuisance would be in place so that no issues would arise.

The two residents that had registered to speak were invited to present their case.

Mr Sharma emphasised that Timsway was (or had been when he moved in) a quiet residential cul de sac, a narrow road with limited on street parking, but that since the arrival of Big3Pizza, there had been more vehicular movement and this made it unsafe for children to play and ride their bicycles. He felt that there was no restful period now and that Timsway was no longer the peaceful place he and neighbours had hitherto enjoyed. He had been advised by neighbours that the loud music and speeding vehicles was attributable to Big3Pizza; on visiting other units in the Boatyard this information had been substantiated.

Mr James, the second resident speaking at the meeting, confirmed in answer to questions from the Sub-Committee that the Boatyard had been there since Victorian times and still in use when they moved to Timsway some 40 years ago. He also stated that Timsway comprised 16 detached dwellings, 27 business units in the former boatyard and a number of houseboats. The entrance gates to the boatyard had not been in use as frequently as they were now owing to the number of business units.

Mr James was then invited to state his case, being made on behalf of a number of the residents. Mr James had first become aware of the increased traffic in June 2020. In September, he had raised the issue with a local Councillor and in turn Environmental Health who had confirmed that Big3Pizza did not have a late night refreshment licence and had then been advised to cease trading at 23:00 hours. An application was then made, and the notice displayed within the boatyard.

Mr James considered that if the licence was granted the road would be much noisier. This was because the existing pattern of usage by residents and users of the Boatyard, including the houseboat dwellers would be altered; he speculated that adjoining residential roads might also be affected.

Mr James referred to the objection lodged by the Planning department regarding loss of amenity. He also considered it relevant to mention another business on site that had operated out of hours and subsequently been conditioned to have restricted opening hours to protect residential amenities. With regard to Big3Pizza's recent operations, he suggested that up until very recently they had still been making deliveries up until 02:00 hours. Another business had possibly been operating on a Sunday. He confirmed that their objection rested with the change to the pattern of usage to remove the quieter early hours during the week and weekend periods. When asked, Mr James did say that he had not heard any of the mopeds recently.

Mr Fiaz, when invited, asked if residents had undertaken any research to establish who was responsible for increased traffic, noise and out of hours use of the Boatyard. They replied they had not but had been reliably informed by neighbours and other users of the Boatyard. Mr Fiaz suggested that other businesses were to blame, referring to two in particular, one of which was similar to their own, and he was disappointed that residents had not approached them direct so that if it was Big3Pizza their concerns could have been addressed. Mr Fiaz stated that Unit 23 had allocated parking spaces, so had no reason to park in Timsway; it was other people working at other units who took up the limited on street parking. This point was accepted but residents still thought that there were unresolved issues with drivers but were reluctant to approach them.

Each party was then invited to make a closing statement. Mr Fiaz opted to make his first, while residents conferred with another present at the hearing but who had not registered to speak (the Chairman's offer to adjourn was not felt necessary).

Mr Fiaz repeated his assurance that the Big3Pizza drivers were not causing a nuisance to the residents and their business had taken all steps to reduce any potential noise or other public nuisance. He was surprised that the other late night units had not been subject to scrutiny. The applicants were keen to have a positive relationship with the community and preserve the environment through the measures they took and would take if the licence was granted.

Mr Sharma and Mr James restated their concerns and clarified that the other resident referred to above had confirmed she had seen speeding vehicles in the road.

Mr Smith confirmed that he had no further comments other than to thank those persons attending the meeting.

The Chairman thanked everyone for their contributions and 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 15:30.

On 5 January 2021 at 16:05, 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.

RESOLVED that-

The application for a premises licence in respect of Unit 23, Tims Boatyard, Timsway, Staines TW18 3JY be refused for the reasons to be set out in the decision notice.

The meeting ended at 16:08

Chairman

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 registrable interest includes their appointment by the Council as the Council's representative to an outside body. Membership of an outside body in their private capacity as a trustee, committee member or in another position of influence thereon should also be declared. Any directorship whether paid or unpaid should be regarded as a disclosable pecuniary interest, and declared.

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 other registrable interest and/or the interest could reasonably be regarded as so significant as to prejudice the Member's judgement of the public interest.

5. **2021 Annual Report on the Licensing Act 2003 (Environmental Services, Robert Smith)**

Synopsis of report:

To present the 2021 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 2020 to 31 March 2021.
- 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 2020; the revised policy was adopted by the full Council at its meeting in December 2020 and took effect on 7 January 2021, it is valid for 5 years.
- 2.3 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

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

Licensing totals	2016/17	2017/18	2018/19	2019/2021	2020/2021
Premises Licences	232	237	238	243	244
Club Premises Certificates	34	35	35	35	35
Temporary Event Notices	180	224	205	273	19 (2 LATE)
Licences determined by Sub-Committee	1	1	0	1	1
Number of Appeals	0	0	0	0	0
Number of Prosecutions/Cautions	0	0	0	0	0
New Premises Licences granted	7	8	8	10	6
New Personal Licences granted	54	72	53	45	27
New applications for Club Premises Certificates (CPCs)	0	1	0	0	0
Premises Licences surrendered or lapsed.	5	3	7	5	5
Full variations to a premises licence	0	4	4	11	6
Minor variations to a premises licence	6	7	5	3	5
Reviews	0	0	0	1	0

- 2.5 Members will recall the Hearing in March 2021 to review a premises licence. This was revoked due to concerns around drug use and supply at the premises. This was appealed with a Court Hearing set for 17 March 2021. However, the premises licence holder decided to withdraw their appeal against this Committee's decision. Therefore, the revocations stands.
- 2.6 The number of premises licences as of 1 April 2021 was 244, over the year 6 new premises licence were granted and 5 were surrendered. Details of these premises follow: -

New premises licences granted

Premises	Location		Ward	Type
Food Envy London Ltd	The Farm Shop, Unit A1 Hardwick Lane.	Lyne	Longcross, Lyne and Chertsey South	Farm shop
The Corporate Chef	Unit 4b, Service Road, Corrie Road.	Addlestone	Addlestone South	
Addlestone Local	42 High Street.	Addlestone	Addlestone North	Off licence
Mira	6 Station Road North.	Egham	Egham Town	Restaurant
Acker London Limited	Unit 1, Beta Way, Thorpe Industrial Estate.	Egham	Thorpe	
Burger Max	11 The Precinct, High Street.	Egham	Egham Town	Restaurant

Premises licences surrendered

Premises	Location		Ward	Type	Reason surrendered
Acquolina In Bocca	72 High Street.	Egham	Egham Town	Restaurant	Not required
Budgen Store	1-5 Station Road North.	Egham	Egham Town	Convenience store	Redeveloped
GartnerUK Ltd	Lovett House, The Causeway	Egham	Egham Hythe	Business Restaurant	Not required
The Runnymede Hospital	Guildford Road.	Chertsey	Longcross, Lyne and Chertsey South	Hospital	Not required
Centrica plc	Lakeside House, The Causeway.	Egham	Egham Hythe	Business Restaurant	Not required

- 2.7 The total number of Personal Licences issued by the authority is 1,139. 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.
- 2.8 The number of Temporary Event Notices (TENs) received in the last financial year was 19 (compared with 272 in the previous year); of these 2 were late TENs. Members will appreciate that due to the pandemic, gatherings have been severely limited.
- 2.9 The number of premises with 24hr licences is 22, 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.
- 2.10 In general, shops and off licences have tended to keep to their terminal hour of 23:00hrs, as permitted under previous legislation. 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 garages with convenience stores on site.

- 2.11 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.
- 2.12 The latest terminal hour for a Club Premises Certificate is 03:00hrs.

3. Inspections and Enforcement Activity

- 3.1 To ensure an effective enforcement regime, licensing inspections continue to be carried out whenever a new or significant variation application is made in accordance with paragraph 19 of the Council's Licensing Policy. In addition, we also have a structured intelligence led approach to inspections with other Responsible Authorities. Our inspection and enforcement activity operates in a proactive manner and follows the Government's guidance on local regulation by focussing on high risk premises whilst maintaining reactivity in response to those that break the law or are subject to complaints.
- 3.2 Members will recall the following criteria under which a premises is risk assessed for the appropriate level and frequency of inspection:-
1. Prevention of Crime and Disorder
 2. Public Safety
 3. Prevention of Public Nuisance
 4. Protection of Children from Harm
 5. Compliance with Conditions
 6. Capacity
 7. Confidence in Management
- 3.3 Over the period covered by this report their inspection activity has been limited by the pandemic however at new premises and those applying for variations the applicants fulfilled 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 objections to the application.
- 3.5 Our aim for 2021/2 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.
- 3.6 The risk of a Review of the premises licence continues to be an effective deterrent to club and premises licence holders.

Pubwatch

- 3.7 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.

- 3.8 The basic principle of Pubwatch is that its members 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.
- 3.9 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 in normal times. Due to the pandemic no pubwatch meetings have been held since spring 2020 but this will resume when circumstances allow. 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 2021, 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.
- 3.10 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.
- 3.11 Runnymede's Licensing Policy, section 8.12 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."*
- 3.12 Attendance at pubwatch has improved over the last few years and a healthy number now attend regularly. The appearance of members of this Committee or ward Councillors is commonplace and is very welcome.
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, 282 invoices were sent to premises licence holders in the last financial year, 17 notices of suspension were sent out to premises.
- 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 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. The effect of the Covid pandemic
- 7.1 Members will be aware that the hospitality industry was particularly badly hit by the pandemic. A House of Commons briefing paper (see link below at background papers) was published on 23 March 2021 and this gives a very good overview of the impact of Covid countrywide.
- 7.2 In Runnymede we are not aware of any specific cases where a licence has been surrendered due to the pandemic but in the shorter term this will filter through for next year's annual report
- 7.3 Our licensing processes have been unaffected by Covid restrictions and there have been no delays or disruption as a result of staff having to work from home.
8. **Conclusions**

- 8.1 After a very difficult year for the trade it remains to be seen what the long-term effects of the pandemic are going to be. These will gradually become apparent over the next few years.

(For information)

Background papers

Runnymede's Licensing Policy

<https://www.runnymede.gov.uk/article/14546/Licensing-forms-fees-and-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>

Immigration Act 2016

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

Deregulation Act 2015

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

House of Commons briefing paper

<https://commonslibrary.parliament.uk/research-briefings/cbp-9111/>

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)