

Agenda Item

REPORT OF LEAD LICENSING OFFICER
To: LICENSING COMMITTEE
Subject: LICENSING SERVICE – ANNUAL BUSINESS REPORT
Date: 24 JULY 2019 **Reference:**

PURPOSE OF REPORT:

To provide information to Members on the performance of the Licensing Service.

1. INTRODUCTION

This report provides a summary of the performance of the Licensing Service between 1st April 2018 and 31st March 2019.

2. REPORT

The report provides information under the following headings:

- Business Activity and Performance
- Financial Performance
- Enforcement and Inspection Activity

Members will have received some of this information through the Quarterly Business Review mechanism but this report provides additional detail which will be of interest to Members.

Business Activity and Performance

Demand on the Service has decreased this last year – 765 applications compared with 803. This is mainly due to a decrease in Licensing Act applications. Average processing times have reduced. A breakdown of the applications received appears in Table 1.

A more detailed analysis of licenses issued is provided in Appendix A.

Table 1 – Number of Applications

Licence	Applications		Target Processing Time		Average Processing Time	
	2017/18	2018/19	2017/18	2018/19	2017/18	2018/19
Licensing Act 2003	432	401	6 days	6 days	3.9	2.3
Taxis	231	232	6 days	6 days	1.4	1.5
Other (GA2005 etc.)	140	132	6 days	6 days	6.4	3.6
Total	803	765	6 days	6 days	3.9	2.5

Financial Performance

Revenue for the financial year stands at £127,551 which is £4,881 above the previous year's income. The increase in income is due to the revised animal activity licencing fees introduced as a result of the new legislation. A breakdown of income is shown in Table 2.

Table 2 – Income

Licence	Income 2017/18	Income 2018/19	Variance
LA 2003	68,372	66,010	-2,362
Taxis	40,868	40,948	+80
Other	13,430	20,593	+7,163
Total	122,670	127,551	4,881

Enforcement and Inspection Activity

Pro-active premises licence and hackney carriage/private hire vehicle inspections were not undertaken during 2018/19. The pro-active inspection programme will commence again during the 2019/20 financial year. 45 animal welfare inspections were undertaken 2018/19.

The Service continues to work with other agencies such as the police and fire service to provide co-ordinated enforcement where appropriate.

There were 2 Licensing Sub-Committee hearings during the year.

3. IMPLICATIONS

Legal Implications

None

Financial Implications

None

Human Resources Implications

None

Sustainability Implications

None

Equality/Diversity

None

Risk Management

None

Compliance with Policies and Strategies

All regulatory activity is carried out in accordance with current policy and procedures.

Data Protection (GDPR) Implications

None

Lead Member Views

Councillor James, Lead Member, has been consulted.

4. CONCLUSIONS

Demand on the service during the year has reduced which has resulted in a reduction in processing times.

5. RECOMMENDATIONS

It is recommended that Members note the content of the report.

SUPPORTING INFORMATION

Consultations:	None
Contact Officer:	Chris Parkhouse
Background Papers:	Licensing data area/files

APPENDIX A

Summary of licenses issued

Licensing Act 2003

Type of application	2017/18	2018/19
Premises Licences	95	83
Personal Licences	79	73
Temporary Event Notices	258	245
TOTAL	432	401

Taxis/Private Hire

Type of application	2017/18	2018/19
Driver Licences	83	85
Vehicle Licences	138	138
Operator Licences	10	9
TOTAL	231	232

Other Applications

Type of application	2017/18	2018/19
Animal Welfare Licences	44	43
Boat and Boatman Licences	10	11
Gambling Licences	11	10
Small Society Lotteries	29	19
Scrap Metal Dealers	3	3
Street and House to House collections	43	46
TOTAL	140	132
GRAND TOTAL	803	765

APPENDIX B

Summary of current live licences

Licensing Act 2003

Type of licence/certificate	
Premises Licences	324
Personal Licences	1356
Club Premises Certificates	26

Taxis/Private Hire

Type of licence	
Driver Licences	132
Hackney carriage vehicle	49
Private hire vehicle	58
Operator Licences	17

Gambling Act

Type of licence/permit/notification	
Betting Premises	3
Adult Gaming Centre	3
Family Entertainment Centre	1
Unlicensed Family Entertainment Centre	3
Bingo	1
Club Machine Permit	5
Gaming Machine Permit	2
Licensed Premises Gaming machine notifications	48
Small Society Lotteries	95

Other Applications

Type of licence	
Animal Activity Licences	42
Boat and Boatman Licences	10
Scrap Metal Dealer Licences	14