

EAST HERTS COUNCIL

LICENSING COMMITTEE – 26 JUNE 2019

REPORT BY HEAD OF HOUSING AND HEALTH

REPORT ON LICENSING ACTIVITY 2018-19

WARD(S) AFFECTED:            ALL

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**Purpose/Summary of Report**

To update members on activity in the licensing department:

- processing licences;
- enforcement activity; and
- other implementation of the Service Plan.

<b><u>RECOMMENDATIONS FOR LICENSING COMMITTEE:</u></b>
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<b>That the report be received</b>
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1.0 Background

1.1 The council's Licensing and Enforcement Team covers the licensing of taxi drivers and operators, licensed premises and temporary events notices, along with more infrequent applications relating to, among other things, scrap metal dealing and gambling.

1.2 This report presents data by full quarters on processing and enforcement, delegated decisions and Licensing Sub Committee involvement, on licences, notices, and permits, and applications including:

- Alcohol, entertainment, and late night refreshment licences under the Licensing Act 2003,

- Gaming under the Gambling Act 2005,
- Taxi drivers, vehicle proprietors and operators.

1.3 The report also contains details of projects being undertaken and service development.

## 2.0 Report

2.1 See **Essential Reference Paper 'B'** for performance data for 1st April 2018 to 31st March 2019. This contains the numbers of applications or notices received, and totals of current licences.

2.2 During the financial year 2018-19 the enforcement team have undertaken 255 actions which are divided between visits, inspections and investigations. These have been analysed further and are recorded as:

Type	2018/19 totals
Taxi inspections and investigations	17
Taxi complaints	43
Taxi camera investigations	0
Licensing Act 2003 complaints	28
Licensing Act 2003 premises visits	13
Checks of statutory notices	64
Gambling visits/complaints	16
Invoice visits/chase ups	74
Charity collection complaints	0
<b>Total actions</b>	<b>255</b>

All complaints have been fully investigated and have resulted in the appropriate action being taken in line with policy.

- 2.3 In respect of premises licensed under the Licensing Act 2003, the alleged 6 breaches of the licences have been addressed in accordance with our Licensing Enforcement Policy. A number of complaints are in relation to the same premises and from the same complainants.
- 2.4 At the time of reporting there are 6 outstanding invoices for annual fees under either the Gambling Act 2005 or the Licensing Act 2003. There have been 6 premises suspended under the Licensing Act and no premises licence revoked due to non-payment of fees.
- 2.5 The enforcement team's work involves insuring that all documentation for taxi drivers and vehicles is up-to-date and therefore ensuring licences are valid. During the financial year 2018-19 87 documents have not been produced before the expiry date on record.
- 2.6 Under the licensing points system a total of 30 points have been issued to 11 licence holders. The majority of these points were issued as a result of drivers breaching traffic regulation orders (TRO's), for example parking on double yellow lines with the rest mainly relating to failure to produce documents on time.
- 2.7 The figures for the quarterly performance indicators for licensing in 2018/2019 are detailed in the table below:

<b>Performance indicator – cumulative (reported quarterly) within the year unless otherwise stated</b>	<b>2018/19</b>	<b>Target</b>
Percentage of valid personal licences processed within 2 weeks	100%	85%
Percentage of valid temporary event notices processed within 72 hours	87%	90%
Percentage of applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date)	87%	99%
Percentage of driver’s licences issued within 30 working days of validation	97%	95%

- 2.8 Work is ongoing in relation performance indicators throughout the authority. Currently a number of the PI's are skewed if an application receives a representation or there is a matter outside of current policy that needs to be considered.
- 2.9 Further details regarding decision making, project and policy work and licensing matters dealt with by Environmental Health can be found at **Essential Reference Paper 'C'**.
- 3.0 Implications/Consultations
- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

#### Background Papers

None.

Contact Member: Councillor Peter Boylan – Executive Member for Neighbourhoods [peter.boylan@eastherts.gov.uk](mailto:peter.boylan@eastherts.gov.uk)

Contact Officer: Jonathan Geall – Head of Housing and Health, Extn: 1594. [jonathan.geall@eastherts.gov.uk](mailto:jonathan.geall@eastherts.gov.uk)

Report Author: Oliver Rawlings – Service Manager Licensing and Enforcement, Extn: 1629. [oliver.rawlings@eastherts.gov.uk](mailto:oliver.rawlings@eastherts.gov.uk)