

East Herts Council Report

Licensing Committee

Date of Meeting: 18th June 2025

Report by: Oliver Rawlings (Service Manager - Licensing & Enforcement)

Report title: Review of annual licensing activity in the financial year 2024-25

Ward(s) affected: All

Summary – Annual reports are presented to Licensing Committee to ensure oversight of key areas of regulation and allow the authority to evidence that it is fulfilling its responsibilities.

RECOMMENDATIONS FOR Licensing Committee:

(a) That Members review and comment on the Licensing activity in the financial year 2024-25

1.0 Proposal(s)

1.1 That the report is received by members of the Licensing Committee.

2.0 Background

2.1 The council's Licensing and Enforcement Team covers 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.

2.2 This report presents data for the last financial year 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.

3.0 Reason(s)

3.1 During the last financial year, 140 actions were undertaken which are divided between visits, inspections, and investigations. These have been analysed further and are presented in descending order for 2023/24. The previous two years' information is provided in the table for comparison.

Type	2021/2 2 totals	2022/2 3 totals	2023/2 4 totals	2024/2 5 totals
Licensing Act 2003 visits to check statutory notices displayed following receipt of an application	35	32	47	55
Licensing Act 2003 premises visits (routine visits)	8	16	20	30
Licensing Act 2003 investigations (following complaints)	10	21	19	17
Licensing Act 2003 invoice visits	0	2	0	0
Taxi inspections (routine)	75	13	27	34
Taxi investigations (following complaint)	15	30	21	22
Street trading visits & inspections (routine)	0	3	6	0
Street trading investigations (following complaint)	0	2	0	3
Pavement licences visits/inspections/complaints	3	6	5	11
Gambling Act 2006 visits/inspections/complaints	0	0	0	0
Charity collection visits/inspections/complaints	0	0	0	0

Total actions	143	119	140	172
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- 3.2 All complaints have been fully investigated and have resulted in the appropriate action being taken in line with Policy.
- 3.3 The number of taxi inspections was increased due to having two Licensing Enforcement Officers in post. This is linked to work being done to ensure that the garages authorised to inspect licensed vehicles are maintaining the required standards.
- 3.4 No points were issued under Licensing Record Points (LRP) scheme for taxis in this financial year.
- 3.5 The figures for the performance indicators for Licensing activity in 2024/2025 are detailed in the table below and compared with that of 2022/2023 and 2023/24.

Performance indicator – cumulative within the year unless otherwise stated	Targets	2022/2023	2023/2024	2024/2025
Percentage of valid personal licences processed within 2 weeks	85%	100%	90%	96%
Percentage of valid temporary event notices processed within 72 hours	90%	96%	95%	98%
Percentage of applications for new and variation of premises licences processed within 2 calendar months (from date	99%	100%	100%	100%

of validation to issue date)				
Percentage of driver's licences issued within 30 working days of validation	95%	99%	96%	100%

3.6 During the 2024/25 financial year, eight hearings were arranged to decide applications which received representations or objections.

3.7 Two hearings were cancelled at short notice when applicants decided to withdraw their applications and one further application was invalidated a few day before the hearing was due to take place.

Premises and date of hearing	Location	Type of application	Resolved
The Old Bell (08/04/2024)	Sawbridgeworth	Variation of Premises Licence	Granted with offered conditions
Dog & Whistle Festival (19/06/2024)	Brickendon Lane, Brickendon	New Premises Licence (time limited)	Cancelled (Withdrawn)
TBB Events Ltd (25/06/2024)	Links Business Centre, Bishop's Stortford	New Premises Licence	Cancelled (Withdrawn)
Hertfordshire Oktoberfest (11/07/2024)	Hartham Common, Hertford	Variation of Premises Licence	Granted with conditions
Dog & Whistle Festival (10/07/2024)	Hillside Farm, Pepper Hill, Great Amwell	Temporary Event Notice (TEN) x 5	Postponed
Dog & Whistle Festival (17/07/2024)	Hillside Farm, Pepper Hill, Great Amwell	Temporary Event Notice (TEN) x 5	Granted

Premises and date of hearing	Location	Type of application	Resolved
Ware Express (22/07/2024)	High Street, Ware	Temporary Event notice (TEN)	Counter notice issued
Dirtyes (15/10/2024)	Fore Street, Hertford	Review (Police application)	Application invalidated prior to hearing

3.8 More detailed performance data and year-on-year comparison figures can be found in **Appendix A**.

6.0 Implications/Consultations

Community Safety

All decisions are taken and matters considered in line with the prevailing legislation and guidance which, arguably, is primarily concerned with maintaining and promoting community safety.

Data Protection

None arising directly from this report.

Equalities

None arising directly from this report.

Environmental Sustainability

None arising directly from this report.

Financial

None arising directly from this report.

Health and Safety

None arising directly from this report.

Human Resources

None arising directly from this report.

Human Rights

None arising directly from this report.

Legal

None arising directly from this report.

Specific Wards

None arising directly from this report.

7.0 Background papers, appendices and other relevant material

- 7.1 **Appendix A** – Performance data from 1 April 2024 to 31 March 2025. Year-on-Year comparison figures for applications and granted licences, notices, and other permissions.

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