

**LICENSING AND SAFETY COMMITTEE  
23 APRIL 2009**

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**ANNUAL REPORT AND SERVICE PLAN  
(Chief Officer: Environment and Public Protection)**

**1 PURPOSE OF DECISION**

- 1.1 This report covers the activities carried out by the Licensing Section during the period 1 April 2008 to 31 March 2009. It is brought to the Committee to consider and comment upon the work completed.
- 1.2 In addition the report also includes the proposed Service Plan for the period 2009-2012 and the work plan for the period 2009-2010. The Committee is also asked to consider and comment upon these documents.

**2 RECOMMENDATIONS**

- 2.1 **That the Annual Report of the Licensing Section be received and the work carried out in 2008-2009 noted; and,**
- 2.2 **That, subject to any comments the Committee may have, the Service Plan 2009-2012 and associated work plan for 2009-2010 be approved.**

**3 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

Borough Solicitor

- 3.1 The legal implications are identified within the report.

Borough Treasurer

- 3.2 There are no significant financial implications arising from the recommendation in this report.

Equalities Impact Assessment

- 3.3 There are no implications arising from the recommendation in this report.

Strategic Risk Management Issues

- 3.4 There are no strategic risk management implications arising from the recommendation in this report.

## **4 SUPPORTING INFORMATION**

- 4.1 Attached as Annex A is a list of those licences, registrations, permits and consents that are current as of 1 May 2009 or issued within the last year. This is a single indicator of the number of transactions that the Licensing Service has with businesses operating within the Borough. Legislation requiring a licence/permit for a business activity is generally enacted on health and safety grounds to protect users of a service or those that might be affected due to their proximity to the licensed premises.
- 4.2 Attached as Annex B is a copy of the work plan for the Licensing Section for 2008-2009 which was approved by this Committee at its meeting in July 2008. The final column headed "How we did" details progress against the service action, target or measure set. Members are asked to note the progress made against that work plan.
- 4.3 Attached to the report as Annex C is a copy of the draft Service Plan for the period 2009-2012. This is a new document and seeks to set out the overriding purpose and objectives of the Licensing Service over the next 3 years given the external drivers, such as international and national pressures and priorities, and internal and local drivers such as pressures and priorities from the Council itself and from businesses and residents within the Borough. The objectives and service actions within that document, if approved, set the parameters for those activities to be included within the Licensing work plan for 2009-2010. The proposed work plan is attached as Annex D.
- 4.4 Despite being short of staff for four months, the main priorities of the work plan were completed as detailed within Annex B. A site audit was carried out of all 460 park homes at the Warfield Park site, which will form the basis of a report to identify levels of compliance with the site licence and planning conditions. All programmed visits to licensed premises were completed as required and late night enforcement shifts were carried out at least once a month to monitor compliance by licence holders.
- 4.5 Seven warning letters have been sent in respect of persistent or more serious breaches of licence conditions and legislation at licensed premises. The only appeal against a decision of the Licensing Panel, in respect of the suspension of a premises licence for a town centre nightclub, was subsequently withdrawn and the premises has since been transferred to new ownership.
- 4.6 A large amount of work has taken place during the year to improve relations with the taxi trade. The trade have formed a union under the banner of the Bracknell Licensed Taxi Forum and regular meetings have taken place to communicate issues and consult on various matters. The penalty points scheme has been re-launched as a consistent means of dealing with breaches of licence conditions, and no appeals have yet been received against penalty points allocated to licence holders. A multi-agency check with VOSA and TVP took place in January, at which approximately 60 vehicles and their drivers went through a series of mechanical and licence checks. Of those vehicles checked, four had bald tyres and there were a small number of minor breaches of licence conditions.

Background Papers

None.

Contact for further information

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