



## **LICENSING AND SAFETY COMMITTEE**

**21 OCTOBER 2021**

### **SUPPLEMENTARY PAPERS**

**TO: ALL MEMBERS OF THE LICENSING AND SAFETY COMMITTEE**

The following papers have been added to the agenda for the above meeting.

These were not available for publication with the rest of the agenda.

Kevin Gibbs  
Executive Director: Delivery

	<b>Page No</b>
<b>8. ANNUAL REPORT 2020/21</b>	<b>3 - 8</b>

This is revised copy of the Annual Report annexes which was circulated to members after the meeting

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# Agenda Item 8

## Appendix A – Number of licence valid at date stated

Type	01/04/17	01/04/18	01/04/19	01/04/20	01/04/21
Private Hire Operators	43	43	50	50	28
Private Hire Vehicles	174	169	176	184	107
Private Hire Vehicles (with dispensation)				5	5
Private Hire Drivers	139	153	167	145	94
Dual (Hackney Carriage and Private Hire) Drivers	165	164	157	160	140
Hackney Carriage Vehicles	85	85	77	78	52
Home to School Drivers	11	7	12	20	16
Home to School Vehicles	35	33	33	47	46
Home to school Operator	0	0	0	0	0
Animal Boarding Establishments and dog breeders	5	5	8	10	20
Home Boarders of Dogs	30	34	45	43	39
Riding Establishments	7	6	5	4	6
Performing Animals	4	5	5	0	0
Pet Shops	7	7	6	7	5
Scrap Metal Site	2	2	2	2	2
Scrap Metal Mobile Collectors	7	3	3	6	6
Dermal Personal and Premises Registration				206	216
Personal Licences	1292	1358	1424	1498	1532
Premises Licences	231	234	234	193	179
Premises Licences application (no alcohol)				47	47
Temporary Event Notices	239	271	280	294	26
Club Premises Certificates	21	21	20	18	17
Street Traders	12	17	17	22	23
Street Collections	26	30	33	29	4
House to House Collections	17	29	23	31	22
Lotteries	56	58	65	38	37
Licensed Premises Gaming Machine Permits	13	13	13	13	14
Notification of 2 or less Gaming Machines	30	29	29	29	29
Club Machine Permits	9	8	8	7	6
Club Gaming Permits	0	0	0	9	0
Bingo Premises	1	1	0	0	0
Adult Gaming Centres	1	1	1	0	0
Betting Premises	12	11	10	10	10
<b>TOTALs</b>	<b>2734</b>	<b>2856</b>	<b>2966</b>	<b>3205</b>	<b>2728</b>

Note: for TENs, street collections and house to house collections, the figure given is the total number of notices / applications received within the calendar year

## Appendix B – Number of applications received by year, with application outcome

Type	2020/2021					2019/2020				
	Total	I	W	R	P	Total	I	W	R	P
Private Hire Operators	19	18			1	26	25			1
Private Hire Vehicles	142	132		1	9	219	208			11
Private Hire (with Dispensation)	8	6			2					
Private Hire Drivers	70	57	1		12	82	66	2		14
Chauffeur Drivers	3	2			1	17	14	2		1
Dual (Hackney Carriage and Private Hire) Drivers	57	48			9	57	54			3
Hackney Carriage Vehicles	71	67			4	86	84			2
Home to School Drivers	20	13	1		6	25	16			9
Home to School Vehicles	49	49				48	47			1
Animal Boarding Establishments	13	4			9	13	12			1
Home Boarders of Dogs	21	3			18	20	16			4
Dog Breeder	0	0				0	0			
Riding Establishments	4	3			1	4	4			
Performing Animals	1				1	0	0			
Pet Shops	3	2			1	2	2			
Scrap Metal Site	0	0				2	2			
Scrap Metal Mobile Collectors	2	2				3	3			
Hairdressers	0	0				1	1			
Personal Licences	40	33			7	82	77			5
Premises licence - variation	7	7				12	12			
Premises licence - minor variation	5	5				11	10			1
Premises licence - vary DPS	32	31			1	70	70			
Premises licence - transfer	17	16			1	6	5			1
Premises licence - new	15	9	1		5	9	6			3
Late Temporary Event Notices	3	3				55	48	1		6
Temporary Event Notices	23	23				239	233	1		5
Club Premises Certificates	1	1				1			1	
Street Traders	45	42			3	42	39			3
Street Collections	5	4	1			29	28			1
House to House Collections	25	25				31	29			2
Lotteries	1	1				7	7			
Licensed Premises Gaming Machine Permits	1	1				0	0			
Gaming Machine Notifications						0	0			
Club Machine Permits						2	2			
Club Gaming Permits						0	0			
Bingo Premises	1	1				0	0			
Adult Gaming Centres						0	0			
Betting Premises						0	0			

### Key:

I = licences issued, W = applications withdrawn, R = applications refused or rejected, P = applications pending decision, e.g. awaiting documentation before licence issued

**Appendix C – penalty points issued by year**

Offence	Times points issued		
	2018/2019	2019/2020	2020/2021
Failure to notify conviction/caution/FP	4	1	0
Failure to comply with traffic sign	1	0	0
Private Hire vehicle parked on rank	0	0	0
Failure to display plate or stickers	3	1	0

### Licensing Service KPI and key information

KPI	Target	Q1	Q2	Q3	Q4	2020/21	Notes (Comments)
% of premises that have applied for a designated premise supervisor (DPS) variation visited within 28 days of application (reported cumulatively)	75%	2/7 28.6%	1/18 5.6%	1/23 4.4%	6/29 20.7%	10/77 13%	Lots of DPS changes taking place and unable to carry out many inspections. Identified low risk premises such as large supermarkets where staff change regularly
% of licensing applications processed within statutory timescales or 5 days	Base	124/150 82.7%	122/169 72.2%	134/156 85.9%	93/123 75.6%	473/598 79.1%	
% of Temporary Event Notices processed within statutory timescales (3 days)	Base	2/2 100%	5/5 100%	15/15 100%	4/4 100%	26/26 100%	
% of licensing complaints/requests for advice dealt with appropriately within 10 working days (Whole service KPI)	90%	175/200 87.5%	196/200 98%	154/158 97.5%	184/191 96.3%	709/749 94.7%	Q1 was in the very first lockdown period when the service was adjusting to new regulations and restructure to manage the responses across the 3 authorities.

Measure of Volume	Target	Q1	Q2	Q3	Q4	2020/21	Notes (Comments)
Number of licences Revoked/Suspended	N/A	14	3	2	21	40	
Number of Licensing – General Inquiries/advice	N/A	42	42	35	28	147	
Number of Complaints made about those licenced (or unlicensed) by the authority	N/A	14	9	20	17	60	
Number of Contacts directly attributable to the trade making contact	N/A	9	4	4	5	22	
Number of Covid related inquiries	N/A	3	7	3	7	20	
Total Inquiries	N/A	68	62	62	57	249	

Detailed Breakdown of the types of demands

	Recorded Licensing interactions/advice	Covid Advice/Enforcement	General Inquiries and Requests	Requests from the trade for information, meetings, updates	Complaints about licence holders/premises, non-compliance or unlicensed activities
Licensing Area	2020/21	2020/21	2020/21	2020/21	2020/21
L - Animal	38	6	21	3	8
L - Premises	55	6	35	3	11
L - Street Trading	41	2	30	1	8
L - Taxi	85	6	36	14	29
L - TEN	11	0	10	0	1
Licensing	19	0	15	1	3
<b>Total</b>	<b>249</b>	<b>20</b>	<b>147</b>	<b>22</b>	<b>60</b>

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