

**TO: LICENSING AND SAFETY COMMITTEE
6 JUNE 2019**

**ANNUAL REPORT
Public Protection Manager**

1 INTRODUCTION

- 1.1 This report covers the activities carried out by the Licensing Service of the Public Protection Partnership in the Bracknell Forest area during the period 1 April 2018 to 31 March 2019.

2 SUPPORTING INFORMATION

- 2.1 Attached as Annex A is a list of the licences, registrations, permits and consents that are current as of 1 April 2019 or were processed within the last year. The list includes details of numbers for the previous three years for comparison purposes. This is a single indicator of the number of transactions that the Licensing Section 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 or their interaction with a licensed person.
- 2.2 The Licensing Service considers and issues a range of licences and permits required by businesses in order that they can deliver a range of services and goods to residents and visitors to Bracknell Forest. The service is aware that the licensing function, whilst offering protection, can also act as a barrier to others who wish to deliver services or supply goods and every effort is made to assist businesses to understand and progress rapidly through the licensing process. The service therefore has a number of functions including business advice, processing of applications, monitoring compliance and where necessary taking enforcement action.
- 2.3 A number of the licences require the submission of documents which have to be validated by the Licensing Service. These include such items as vehicle insurance documents and inspection certificates, driving licences, medical reports, DBS disclosures and risk assessments. These checks are essential to ensure the continued confidence of the Council, and ultimately the user, in the safety of the service or goods being supplied.
- 2.4 From 2016/2017, the service set itself a target to issue licences within 5 working days of receipt of a complete and valid application on 95% of occasions. This is in addition to various statutory deadlines which must be met. The service achieved 83% in 2018/19, compared with 79% in 2017/18.
- 2.5 A breakdown of the number of licences valid at 01/04/2019 can be seen at **Annex A**.
- 2.6 A breakdown on the number of applications received during the year 2018/19 along with the application outcome can be seen at **Annex B**.
- 2.7 A further aspect is that of assisting businesses to grow whilst complying with the legal requirements and conditions. The service provides an extensive range of advice and information sheets via the Council's website. Additionally officers regularly meet with applicants or licence holders to give guidance, such as attendance at Pubwatch meetings run by the trade, and meeting private hire operators at their offices and taxi

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drivers at the ranks. The Licensing Section dealt with 728 complaints and requests for service in 2018/2019 (compared with 814 in 2017/2018).

- 2.8 Officers use a risk based assessment programme to visit licensed premises to check compliance and provide assistance and advice for those businesses. In 2018/19 officers carried out 170 inspections (36 in 2017/18). A number of these visits were carried out with Home Office Immigration Compliance and Enforcement, in their role as a responsible authority under the Licensing Act 2003.
- 2.9 The 170 inspections were made up as follows:
- 113 inspections of premises licensed under the Licensing Act 2003
 - 41 private hire operator base checks
 - 11 street trader checks
 - 5 scrap metal site checks
- 2.10 In 2018/19, 181 spot checks were carried out on licensed vehicles, through school checks, taxi rank visits and checks carried out with Thames Valley Police.
- 2.11 In 2018/19, penalty points were issued on 8 occasions for three different offence types, compared to 20 occasions in 2017/18. A breakdown of penalty points issued is attached an **Annex C**.
- 2.12 Over the course of the year, the following licences and applications were considered by Licensing Panels:
- April 2018 – private hire driver renewal – granted with a written warning
 - April 2018 – premises licence review – licence revoked
 - May 2018 – new premises licence – granted
 - July 2018 – new street trading consent – granted
 - July 2018 – premises licence variation – granted with conditions
 - July 2018 – street trading consent variation – granted
 - July 2018 – new premises licence – refused
 - October 2018 – street trading consent review – consent revoked
 - October 2018 – street trading consent variation – consent granted
 - January 2019 – new premises licence - granted
- 2.13 Other areas of work that were completed in 2018/19 include:
- Officers assisted RBWM with checking licensed vehicles during Royal Ascot
 - The Safety Advisory Group received forms for 60 local events during 2018/19 (57 in 2017/18), and continues to receive positive feedback from event organisers who see it as helpful to them delivering safe events.

3 EQUALITIES IMPACT ASSESSMENT

3.1 None.

4 STRATEGIC RISK MANAGEMENT ISSUES

4.1 None.

Background Papers

None

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