
Licensing Service

2017/18 Annual Report

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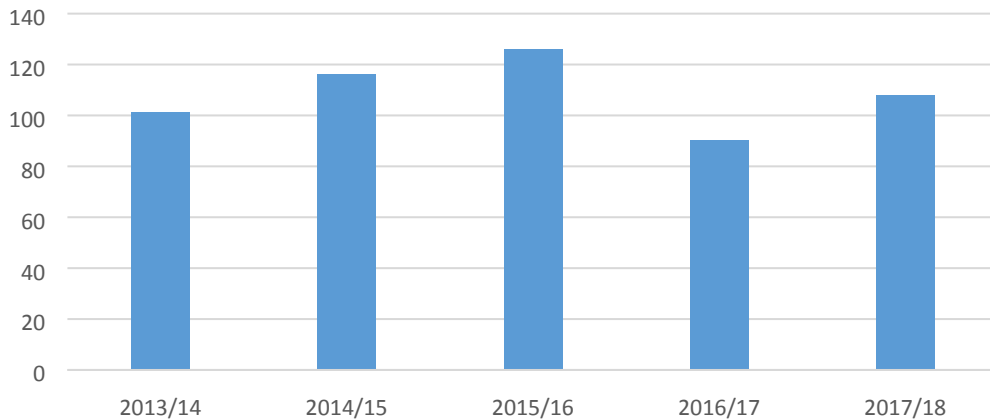
1. Introduction

- 1.1 The purpose of this document is to report on the activities and performance of the Service during the 2017/18 municipal year and to show aims and targets for the forthcoming year. The Licensing Service has presented an annual report to the Licensing Committee since 2009.
- 1.2 Responsibility for discharging many of the Council's licensing functions and the enforcement of licensing legislation lies with the Licensing Service. The Service is also responsible for the development and review of alcohol and entertainment licensing, gambling and sex establishment policies as well as providing guidance and assistance on the various licensing, registration and permitting processes.
- 1.3 Officers conduct pro-active inspections of licensed premises to ensure compliance with authorisations and advise businesses of their responsibilities. The enforcement functions involve investigations into complaints of alleged unauthorised activity as well as targeted night visits in order to witness and resolve allegations. Formal enforcement actions are taken when merited.
- 1.4 Officers also fulfil the responsible authority role on behalf of the Licensing Authority as defined under the Licensing Act 2003 and the Gambling Act 2005. This entails reviewing new and variation applications and considering making representations in line with the Council's Licensing Policy.

2. Licensing Act 2003

Premises licences granted

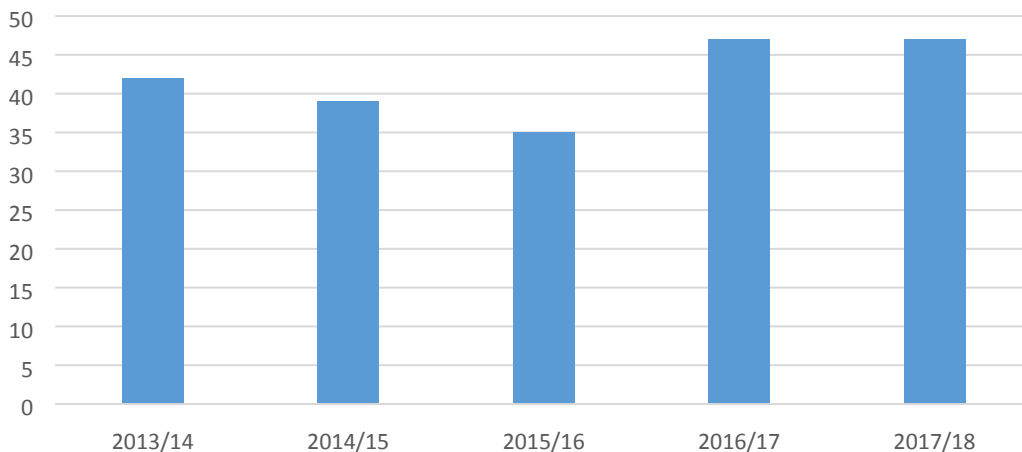
A premises licence authorises a premises to be used for the sale or supply of alcohol, the provision of regulated entertainment, or the provision of late night refreshment, under the Licensing Act 2003.



1. Premises licences issued

- 2.1 Fig. 1 highlights the numbers of new licences granted. The number of new licences granted remains same when compared to the previous year. Statistically the trend had been upwards over the last five years.

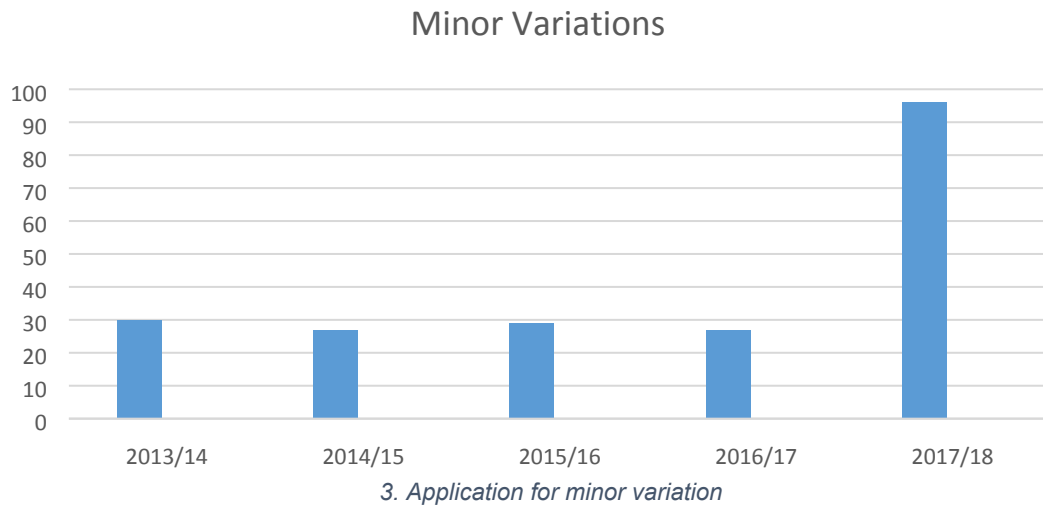
Variations of existing premises licences/certificates



2. Variations of existing premises licences/certificates

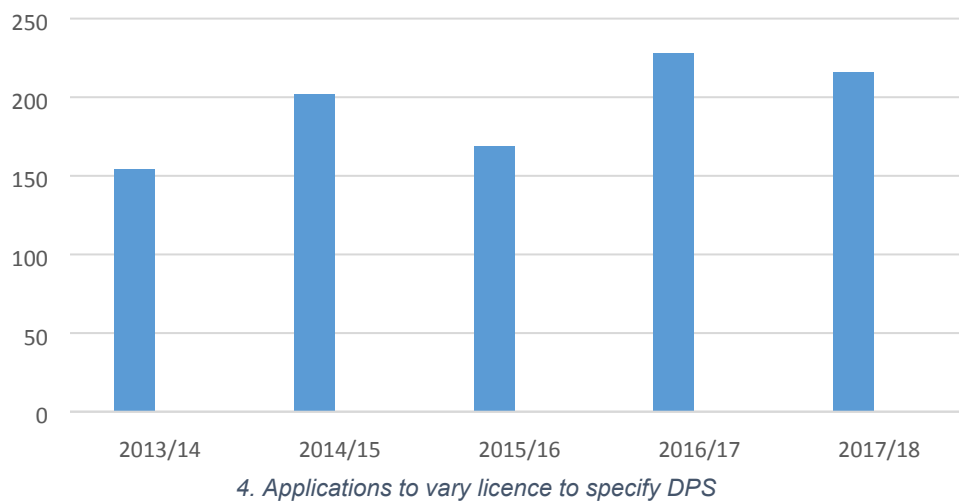
- 2.2 Fig. 2 highlights that the number of full variations of licences/certificates increased when compared with the previous years.

Minor variations



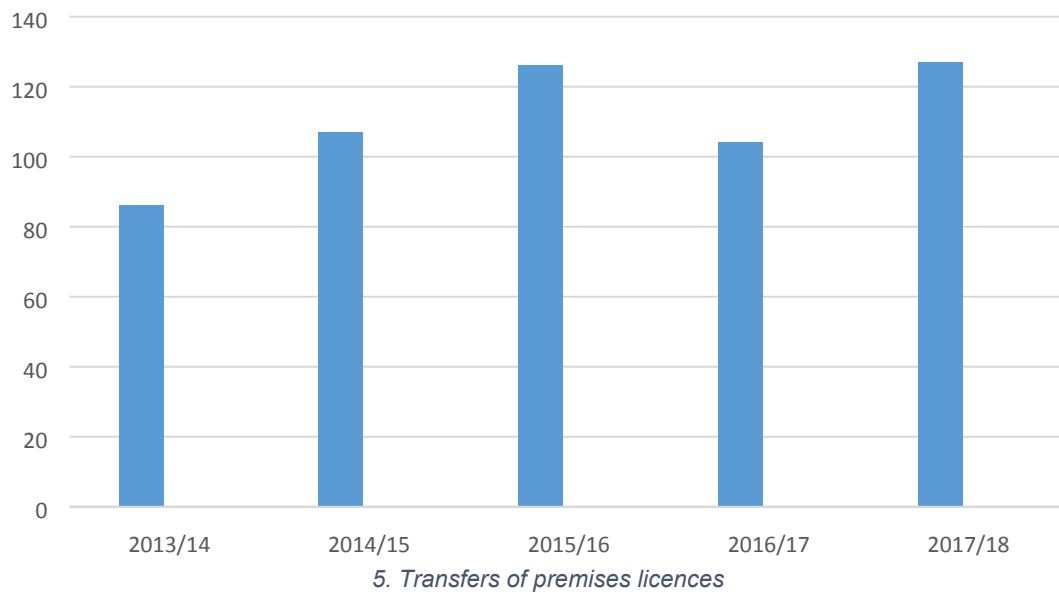
- 2.3 The number of minor variation applications has increased by 72% when compared with previous years, this is due mainly to the introduction of late night levy on 1 November 2017.

Variations to specify an individual as DPS



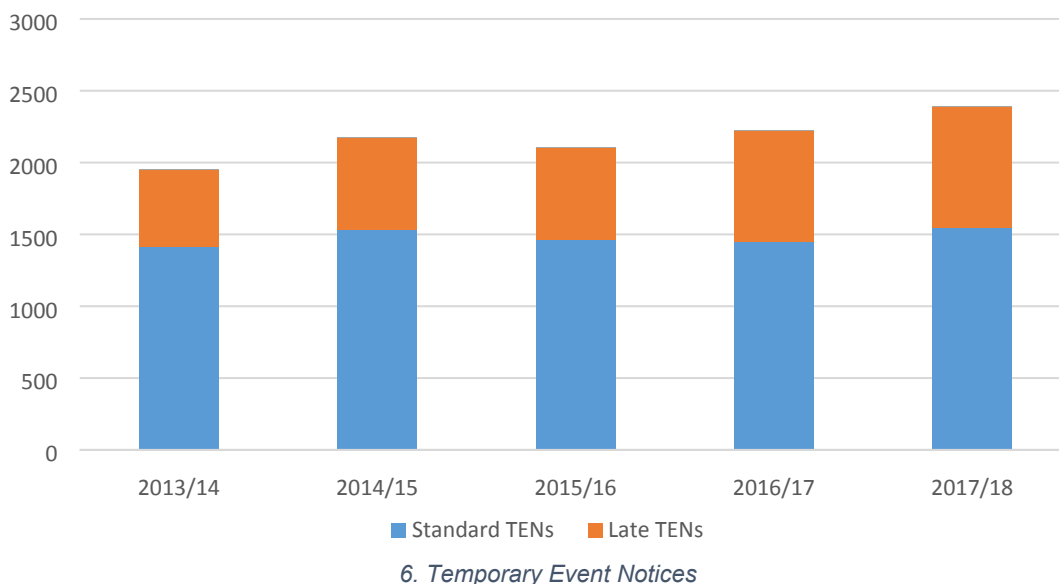
- 2.4 Where a premises licences authorises the supply of alcohol, there is a requirement for a personal licence holder to be nominated as the designated premises supervisor. The Service generally receives a high volume of these each year. The figure received in 2017/18 is slightly less when compared with previous year.

Transfer of premises licences



- 2.5 The number of licences being transferred between operators has risen consistently over the last three years. This may be as a result of a net increase in the overall number of licences.

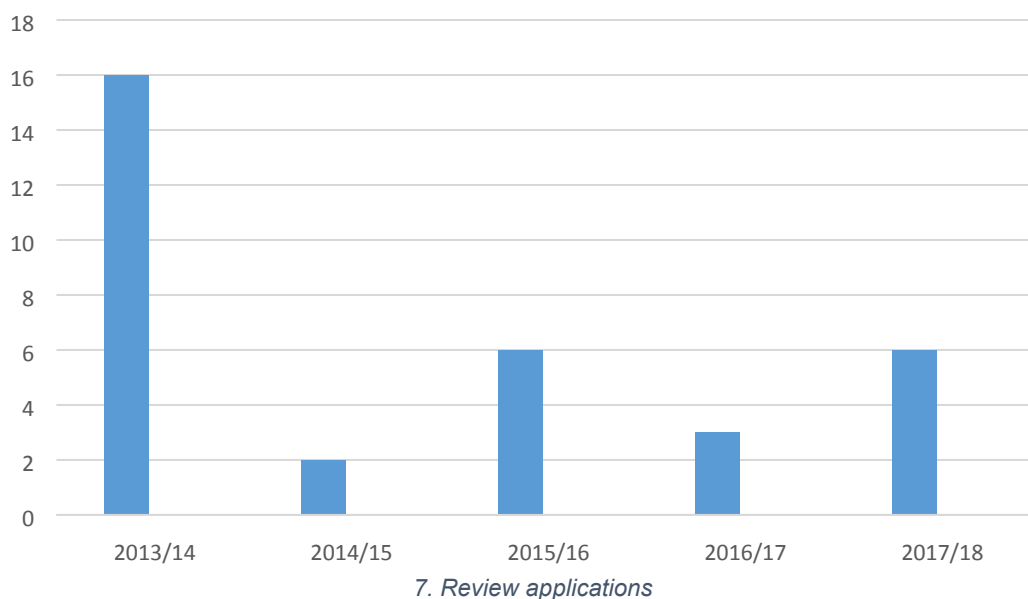
Temporary Event Notices (TENs)



- 2.6 The overall number of TENs received increased from the previous year. This is despite the Home Office guidance suggesting late TENs are to “assist premises users who are required for reasons outside their control to, for example, change the venue for an event at short notice...”

- 2.7 It should also be noted that on 1 January 2016 the limit for the amount of TENs that can be given in respect of a premises in a calendar year rose from 12 to 15. This may, therefore, have an impact on the figures this year.
- 2.8 Also notable is the impact of late TENs. On 25 April 2012 it became possible for a person to give a late TEN. This has resulted in well over 500 additional TENs in each of the last 5 years, which has had an impact on resources for the Licensing, Environmental Protection and Police Licensing teams.

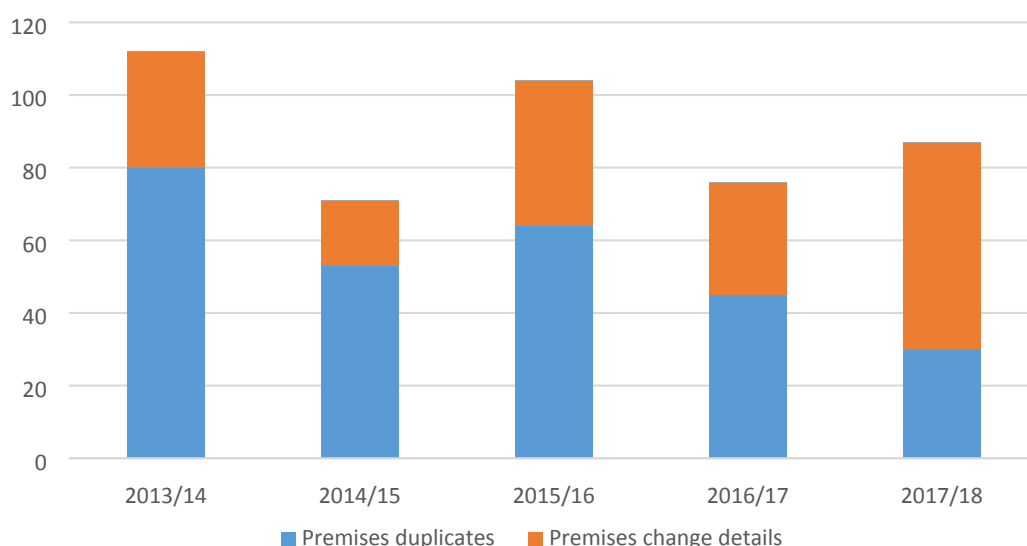
Reviews of premises licence/club premises certificates



- 2.9 The Service received six review applications last year. However, the figures remain some way below historic averages.

Premises Licences – Requests for Duplicates and Change of Details

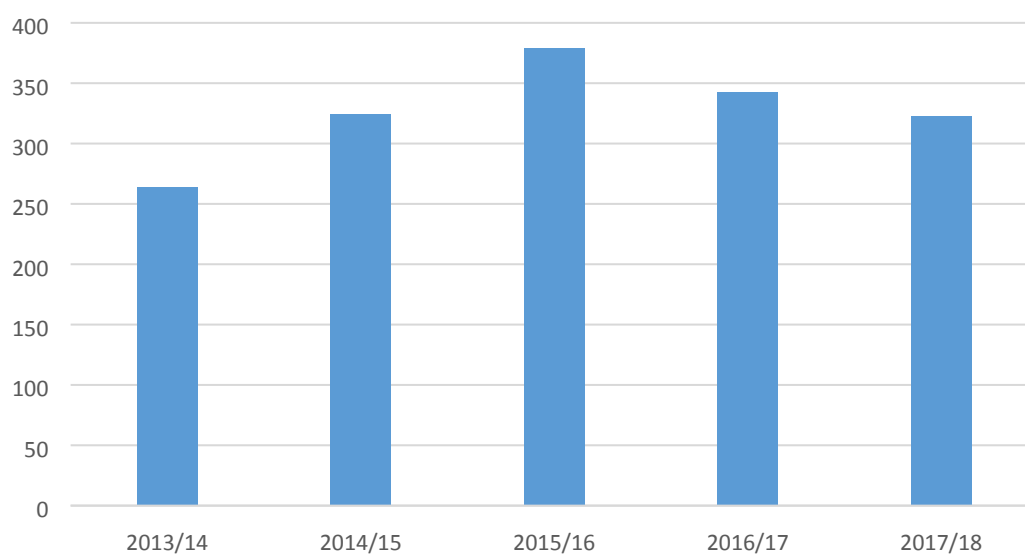
2.10 The Service has experiences demand due to requests for duplicate documents. This is primarily a desktop administrative process involving the reprint of the two-part licence. And although the numbers being requested are significant, they appear to fluctuate year-on-year.



8. Change of details & duplicate premises licences

2.11 Fig. 7 above illustrates that around two thirds of requests are for lost licences. However, the proportion of requests for changes to details, such as the licensee changing a registered address, accounted for around 40% of the demand last year.

Personal licences

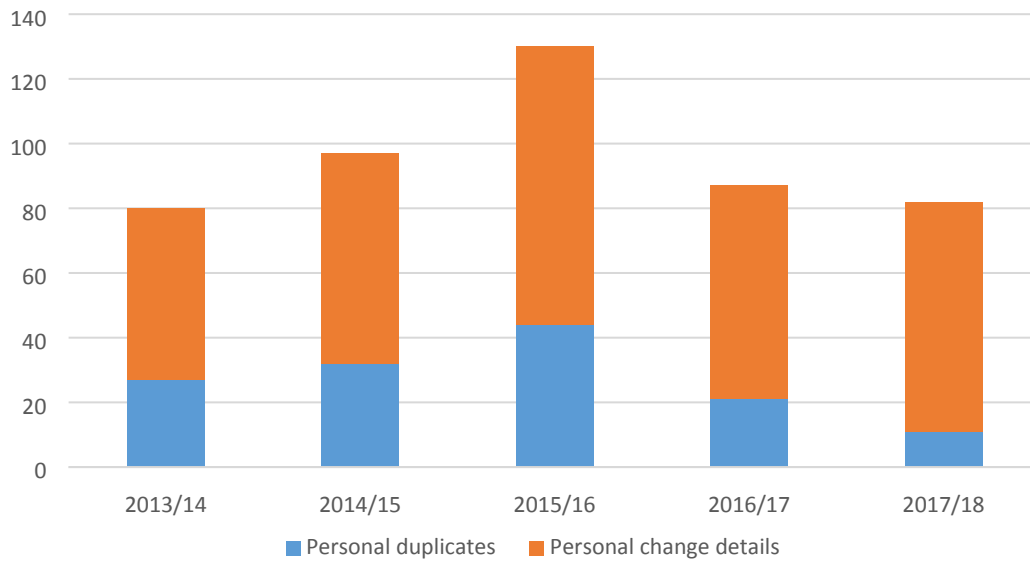


9. Personal licences issued

2.12 Grants of new personal licences fell 6% last year to 323, following three consecutive years of growth as illustrated above. The Council has granted 4178 personal licences since the commencement of the Licensing Act 2003.

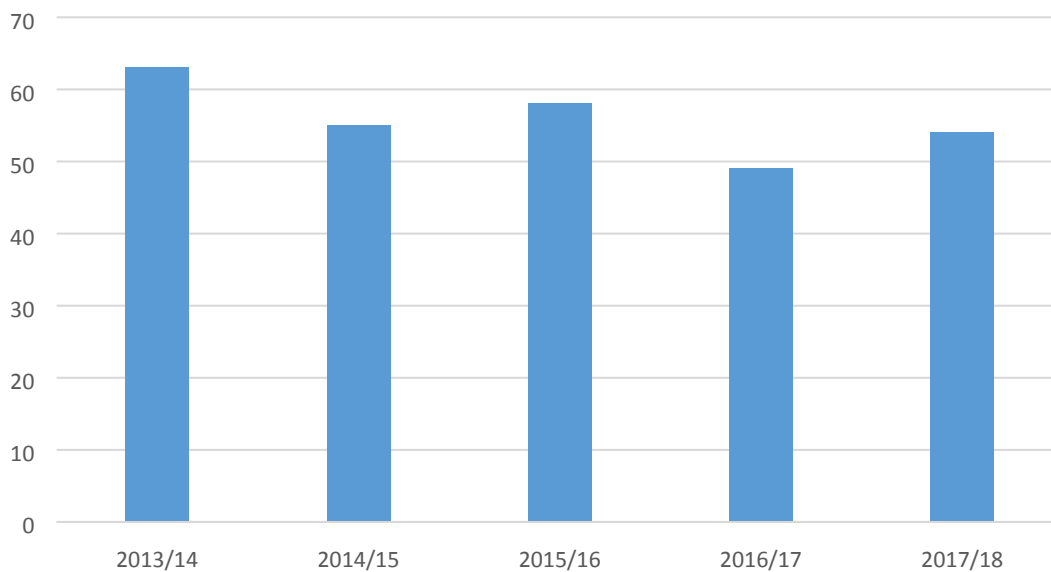
Personal licences – Requests for Duplicates and Change of Details

2.13 Similar to premises licences, the Service receives requests for personal licences to be reprinted. Again this is a desktop administrative process. The number received fell 41% on the previous year.



10. Personal licence duplicates and change of details

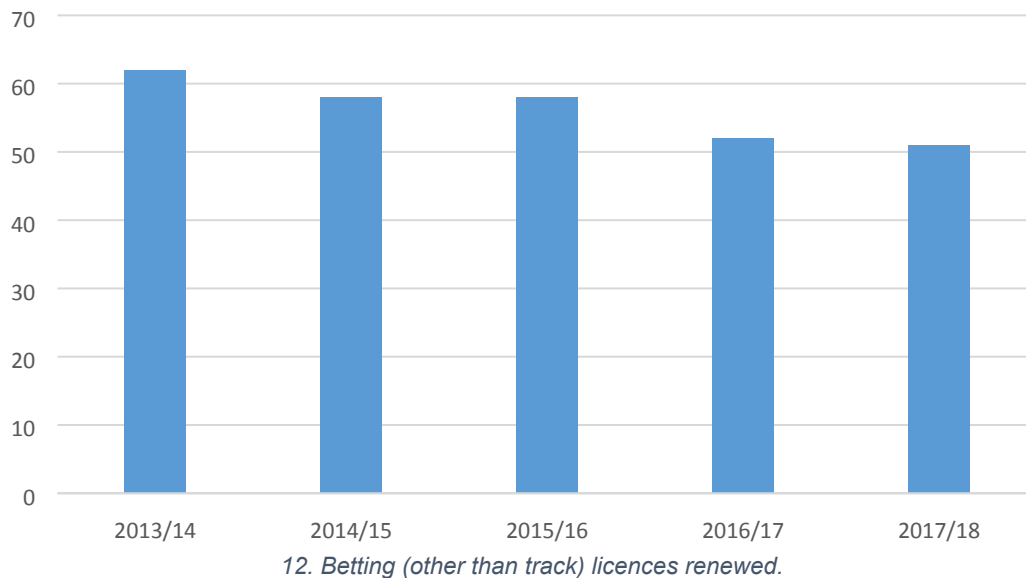
Licensing Sub-Committee



11. Licensing Sub-Committee

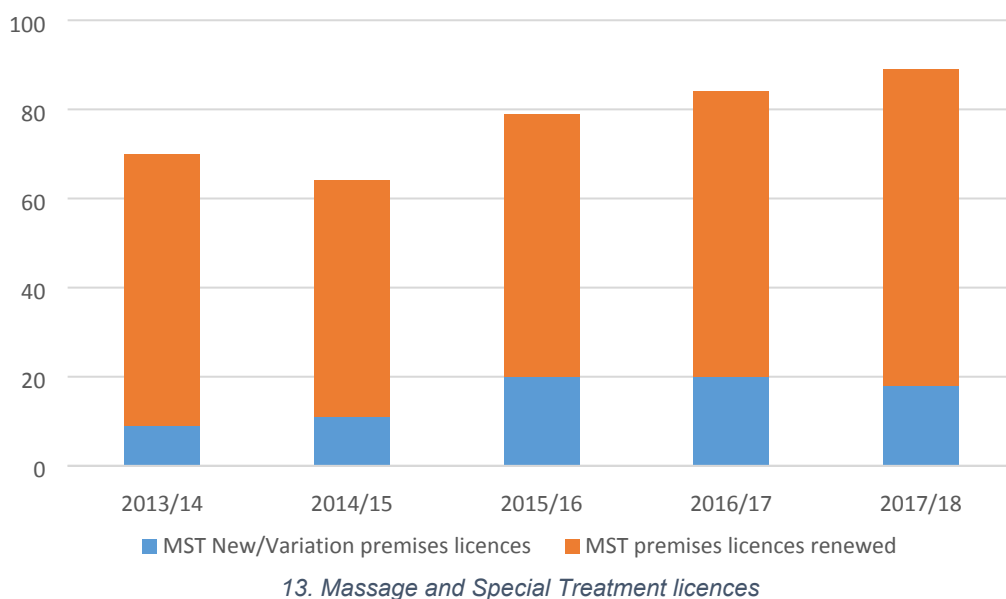
2.14 Licensing Sub-Committees sat on more occasions than the previous year, reflecting the slightly increased number of new licences and variations granted.

3. Gambling Act 2005



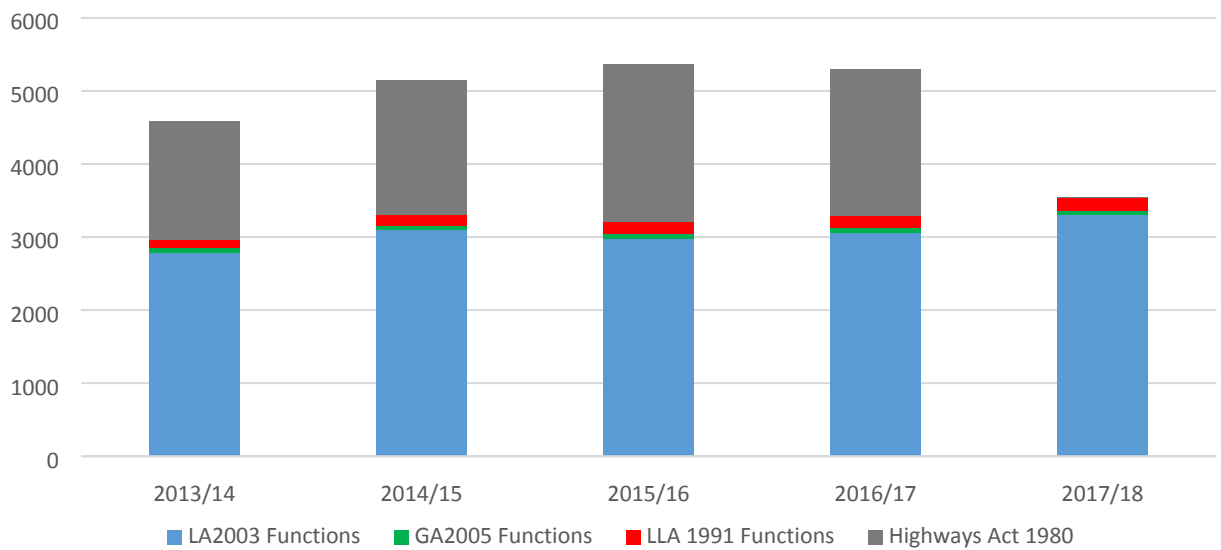
3.1 The number of betting licences fell further to 51, which is consistent with recent years. This is now at the lowest level the Council took over the responsibility of gambling licensing in 2007.

4. Massage and Special Treatments (MST) Licences



4.1 The majority of MST premises licences comprise of applications to renew existing licences issued in a previous year. The overall number of premises is currently 84 which is the highest net figure in the last five years.

5. Summary of key activities



14. Key activity types

- 5.1 When key intervention types across functions are grouped, it can be seen from Fig. 16 above that the amount of correspondence being received by the Service remains stable.

6. Look back / Projects

The table below sets out the projects planned by the Service last year.

Objectives	What we will do	Purpose	Status
Publish revised Statement of Licensing Policy	<ul style="list-style-type: none"> • Consultation with key stakeholders and prepare report for Licensing Committee • Full Council decision by February 2018 • Policy effective March 2018. 	<p>To set out the principles applied when considering applications under the Licensing Act 2003 whilst promoting the 4 licensing objectives.</p> <p>To manage the growth of the vibrant night time economy.</p> <p>To support a safe, diverse and vibrant night time economy and growth of the hospitality sector.</p> <p>To manage the impact of anti-social behaviour and nuisance.</p> <p>To reduce negative impacts of alcohol on health, wellbeing and quality of life for consumers and residents.</p>	<ul style="list-style-type: none"> • Consultation ran from 6 November 2017 to 12 January 2018. • Policy approved by Full Council on 18 July 2018, effective 1 August 2018.
Introduce the Late Night Levy from 1 November.	<ul style="list-style-type: none"> • Collaborative working with MOPAC, Community Safety, other external agencies, local authorities and local businesses and communities. • Monitor collection and effectiveness 	<p>To support a safe and vibrant night time/hospitality economy.</p> <p>To support the work of the Community Safety service to reduce crime, anti-social behaviour and other nuisance.</p>	<ul style="list-style-type: none"> • Levy introduced on 1 November 2017. • Late night levy board established, Terms of Reference approved.
Introduce pre-application advice scheme	<ul style="list-style-type: none"> • Develop delegated powers report. • Introduce and advertise service. 	<p>To secure additional revenue for the Council</p> <p>To ensure the Council is not subsidising businesses.</p> <p>To work towards cost neutrality by 2020.</p>	<ul style="list-style-type: none"> • Currently being progressed

Objectives	What we will do	Purpose	Status
Review Massage and Special Treatment Functions	<ul style="list-style-type: none"> - Review current procedures and processes - Benchmark with other authorities - Delegated powers report/report to the Licensing Committee. - Revised arrangements in place 	<p>To ensure function up-to-date and aligned with other function types</p> <p>To find efficiencies and rationalise working practices.</p>	<ul style="list-style-type: none"> • Currently being progressed
Begin review of Statement of Principals under the Gambling Act 2005	<ul style="list-style-type: none"> - Review local area profile and policy requirements - Prepare for consultation with key stakeholders and prepare report for Licensing Committee - Full Council decision by October 2018 - Statement effective from January 2019. 	<p>To set out the principles applied when considering applications under the Gambling Act 2005 whilst promoting the 3 licensing objectives.</p> <p>To identify and highlight any negative impacts on vulnerable adults, children, health, wellbeing and quality of life for residents.</p>	<ul style="list-style-type: none"> • Currently being progressed

7. Planned Activity for 2018/19

Objectives	What we will do	Purpose
Monitor the performance of the Late Night Levy.	<ul style="list-style-type: none"> • Collaborative working with Met Police via MOPAC, Community Safety, other external agencies, local authorities and local businesses and communities. • Monitor effectiveness against agreed targets • Prepare report to the Licensing Committee after first full year of the levy. 	<ul style="list-style-type: none"> • To support a safe and vibrant night time/hospitality economy. • To support the work of the Community Safety service to reduce crime, anti-social behaviour and other forms of nuisance arising from the sale of alcohol late at night.
Introduce pre-application advice scheme (subject to outcome of pilot)	<ul style="list-style-type: none"> • Develop delegated powers report. • Introduce and advertise service. 	<ul style="list-style-type: none"> • To assist new and existing businesses • Recover costs for the Council • To work towards cost neutrality by 2020.
Review Massage and Special Treatment Functions	<ul style="list-style-type: none"> • Review current procedures and processes • Benchmark with other authorities • Delegated powers report/report to the Licensing Committee. • Revised arrangements in place 	<ul style="list-style-type: none"> • To ensure function up-to-date and aligned with other function types • To find efficiencies and rationalise working practices.

APPENDIX

Licensing Service – Summary table

Activity	13/14	14/15	15/16	16/17	17/18	% change from previous year
New premises licences granted	101	116	126	90	108	▲ 16%
Variation of existing premises licence granted	42	39	35	47	47	● 0%
Minor variation premises licences issued	30	27	29	27	96	▲ 71%
Transfers of premises licences processed	86	107	126	104	127	▲ 18%
Variations of licence to specify individual as DPS processed	154	202	169	228	216	▼ 5%
Standard TENS	1412	1531	1462	1446	1547	▲ 6%
Late TENS	537	642	645	777	844	▲ 7%
Reviews of premises licences	16	2	6	3	6	▲ 50%
Premises licences – Duplicates following theft/loss	80	53	64	45	30	▼ 50%
Premises licences – Changes of details	32	18	40	31	57	▲ 45%
New personal licences issued	264	324	379	343	323	▼ 6%
Personal licence – duplicates following theft/loss	27	32	44	21	11	▼ 90%

Activity	13/14	14/15	15/16	16/17	17/18	% change from previous year
Personal licence – change of details	53	65	86	66	71	▲7%
Premises licences revoked	1	1	1	1	5	▲80%
Premises licences surrendered	8	16	7	12	36	▲66%
Licensing Sub-committee hearings	63	55	58	49	54	▲9%
Licensing appeals	4	7	6	2	6	▲66%
New Sex Establishment premises licences Issued	0	0	0	0	0	● 0%
Sex Establishment premises licences renewed	5	5	5	4	3	▼33%
Betting shop premises licences renewed	62	58	58	52	51	▼1%
Bingo premises licences	1	1	0	0	0	● 0%
Adult Gaming Centres	3	3	3	2	2	● 0%
Gambling premises licences issued	1	1	0	0	0	● 0%
Lotteries registered	6	7	8	4	4	● 0%
Notification of gaming permits issued	3	2	4	4	8	▲50%
MST New/variation premises licences	9	11	20	20		● 0%
MST Premises licences renewed	61	53	59	64		▲8%

Activity	13/14	14/15	15/16	16/17	17/18	% change from previous year
Transfer of MST premises licences	4	3	2	2	0	● 0%
MST Practitioner licences	51	79	91	93	77	▼ 20%
Explosives registration	18	15	6	8	7	▼ 14%

Review applications

2013/14	Postcode	Applicant	Type	Determined	Outcome
BE	N1	Police	Review	09/05/2013	Conditions modified
BF	N1	Other Persons	Review	23/05/2013	Conditions modified
BG	EC2A	Other Persons	Review	05/06/2013	Conditions modified
BH	EC2A	Police	Expedited Review	14/06/2013	Conditions modified, following transfer of licence
BI	N16	Other Persons	Review	28/06/2013	Conditions modified
BJ	E8	Police	Review	03/07/2013	Hours/conditions modified
BK	N16	Other Persons	Review	11/07/2013	Application withdrawn
BL	N16	Other Persons	Review	11/07/2013	Conditions modified, following transfer of licence
BM	E8	Police	Review	26/07/2013	Conditions modified
BN	E8	Other Persons	Review	23/08/2013	Conditions modified
BO	N16	Police	Expedited Review	19/11/2013	Conditions modified
BP	N16	Trading Standards	Review	26/11/2013	Application withdrawn
BQ	E8	Police	Expedited Review	06/12/2013	Licence suspended for 3 months, or until Police satisfied
BR	N16	Police	Review	19/12/2013	Licence suspended for 1 month, or until Police/LFB satisfied
BS	N16	Police	Review	20/12/2013	Licence Surrendered
BT	E8	Police	Review	25/02/2014	Revoked

2014/15	Postcode	Applicant	Type	Determined	Outcome
BV	E8	Police	Expedited Review	14/07/2014	Revoked
BW	E8	Police	Review	16/02/2014	Conditions modified

2015/16	Postcode	Applicant	Type	Determined	Outcome
BX	EC1V	Police	Review	08/05/2015	Hours/conditions modified
BY	E1	Licensing Authority	Review	12/06/2015	Revoked
BZ	EC1V	Police	Review	14/07/2015	Hours/conditions modified
CA	EC2A	Police	Review	05/11/2015	Conditions modified
CB	E1	Police	Review	05/11/2015	Conditions modified
CD	EC2A	Police	Review	05/11/2015	Conditions modified
CE	EC2A	Police	Review	05/11/2015	Conditions modified

2016/17	Postcode	Applicant	Type	Determined	Outcome
CF	N1	Police	Review	12/04/2016	Conditions modified
CG	E2	Police	Review	27/04/2016	Licence revoked
CH	E9	Police	Review	29/04/2016	Licence surrendered before hearing took place
CI	N4	Trading Standards	Review	21/07/2016	Licence suspended, conditions modified

2017/18	Postcode	Applicant	Type	Determined	Outcome
CJ	EC2A	Police	Review	01/02/2018	Licence revoked
CK	EC2A	Licensing Authority	Review	22/02/2018	Licence revoked
CL	E8	Environmental Enforcement	Review	18/07/2017	Conditions modified
CM	N1	Trading Standards	Review	05/12/2017	Licence revoked
CN	E8	Police	Review	12/12/2017	Licence revoked
CO	E9	Review triggered following a	Review	11/05/2017	Licence revoked

		Closure Order under the Anti- Social Behaviour, Crime and Policing Act 2014			
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