

PUBLIC PROTECTION COMMITTEES: 5 July 2011

Report of the Head of Regulatory and Supporting Services Officer

**LICENSING SERVICE – SUMMARY OF GENERAL LICENSING ACTIVITIES
2010/2011**

1. Background

This report has been prepared to provide summarised information to the Committee on the work undertaken by the Licensing Service during the year from 1 April 2010 to 31 March 2011.

2. Licensing Activity

The following figures represent a cross section of recorded information on various aspects of the work of the Licensing service during the period in comparison with previous years.

ACTIVITY	TOTAL 2006/07	TOTAL 2007/08	TOTAL 2008/09	TOTAL 2009/10	TOTAL 2010/11
Number of applications received and processed.	9671	9861	11136	12013	9426
Number of activities/premises/persons licensed.	7497	8463	9003	9329	10195
No. of Reviews of Premises Licences	3	4	3	2	3
No of Licensing Sub-Committee Considerations	87	85	77	82	95
Number of information reports presented to Committee.	47	42	45	38	67
Number of complaints received about activities, persons and businesses etc.	302	377	461	507	481
Number of verbal/written warnings distributed to licence holders	1148	936	806	657	889
Number of disciplinary cases considered by the Public Protection Committee	134	120	124	131	86
Number of prosecutions processed	128	222	139	237	175
Number of stop notices issued.	49	42	74	68	67
Number of PNC Checks processed.	629	854	828	629	777
Number of drivers undertaking Disability Awareness Training	176	229	205	190	84
TOTAL	19871	21235	22901	23883	22345

2.1 Number of applications processed (9426)

The number of applications received in respect of the issue of alcohol and entertainment licences to premises and persons has now stabilised as has the level of gambling licences. During 2005/06 the Licensing Act was implemented which required all previously premises to make an application for licence and increased the

number of applications markedly. The number of applications received has substantially decrease from 12013 to 9426 as a result of the decision during the year to cease requiring vehicles to apply for vehicle tests at the Cardiff Bus testing station. Instead of dealing with these applications the authority is issuing notices providing permission for licensed vehicles to be tested at MOT testing stations. The amount of work remains the same although as we do not record the issue of notices the statistics have reduced. Allowing for this change there continues to be an increase in the number of applications dealt with in total. It should be noted that not all applications result in a licence being issued.

ACTIVITY	2006/07	2007/08	2008/09	2009/10	2010/11
Number of applications received and processed.	9671	9861	11136	12013	9426
Percentage change from Previous year	-15.89	1.96	12.93	7.88	-21.53*

* Applications for vehicle testing have been replaced by the issue of vehicle test notification.

2.2 Number of Licences in force during the year (10195)

This represents the total number of licences in force at the end of the financial year 2009/10. The figure differs from the number of applications dealt with as a number of licences may be issued twice a year while others are issued for three years. Additionally there may have been many applications in respect of a single licence, a licensed premises may for example submit applications for variation, transfer or change of Designated Premises Supervisor, which would not increase the total number of licences held. The following table details the number of licences existing at the end of the 2009/10 financial year in comparison with previous years.

The figure for the number of hackney carriage and private hire drivers who held a licence on 31 March 2011 has reduced for the first time in many years from 2045 to 2001, by just over 2%. This may have been influenced by the restriction on the issue of hackney carriage vehicle licences and the introduction of the BTEC requirement. First time applicants for the grant of a drivers licence has reduced from about 220 to 133 during the year.

Description	No. 2006/07	No. 2007/08	No. 2008/09	No. 2009/10	No. 2010/11
Animal boarding establishments	5	6	8	9	21
Dangerous Wild animals	0	0	0	0	0
Dog breeding establishments	1	0	0	1	0
Performing Animal Registration	0	1	1	0	1
Pet Shops	23	22	17	22	24
Riding Establishments	0	1	2	2	0
Personal Licence	1628	1986	2313	2589	2883
Premises Licence	1153	1164	1154	1177	1208
Club Premises Certificate	82	82	80	80	77
Temporary Event Notices Received	623	611	532	537	747
Hypnotism	0	0	0	2	3
Hackney Carriage/Private Hire Drivers	1601	1879	2023	2045	2001
Hackney Carriage Vehicles	702	815	840	896	887
Private Hire Vehicles	783	797	865	839	838
Private Hire Vehicle Operators	11	18	24	28	26

Description	No. 2006/07	No. 2007/08	No. 2008/09	No. 2009/10	No. 2010/11
Pleasure boats	0	0	0	0	0
Sex Establishments	4	4	4	4	7
Premises: Acupuncture, tattooing etc.	20	62	70	77	90
Personal: Acupuncture, tattooing etc.	33	69	88	97	102
Street Traders (including Consents)	343	237	183	156	126
Street Collection Licences	111	114	125	121	158
House to House Collection Permits	7	14	26	12	28
Carol Permits for Charitable Collections	N/A	36	44	59	57
Game Dealers	15	0	0	0	0
Scrap Metal Dealers	15	12	14	13	15
Track Betting	1	0	0	0	1
Amusement with Prize Machines	0	0	0	0	0
AWP in Public Houses	96	0	0	216	311
Small Lottery Registrations	231	240	217	224	220
Gambling Licences	0	0	81	79	79
Gambling Permits	0	0	235	287	285
Gambling TUN and OUN	0	0	0	0	0
TOTAL	6893	7497	8463	9003	10195

2.3 **Total of Hackney Carriage Vehicles Licensed (887).**

The decision to reintroduce limiting hackney carriage vehicle licences increased interest in obtaining a licence until the limit was reached. As at 31 March 2011 there were 887 licences compared with the 896 that were in force on the same date the previous year. Although this figure is now likely to remain constant due to the limit it will fluctuate to reflect the fact that there will be some vehicles which are being prepared for relicensing on not licensed on the day. The number of licensed drivers decreased from 2045 to 2001, which reflects the reduced number of applicants that applied for the grant of a licence. It should be noted that during the year the number of licensed private hire vehicles remained constant changed from 839 to 838 on the day.

2.4 **Number of Information Reports Presented to Committee (67).**

In addition to the ordinary reports on applications made to Committee a large number of reports are prepared to advise on general matters such as changes of legislation, policy and strategy amendments and complex individual applications. During the year for example reports have been made on the adoption of controls on sexual entertainment venues, an application for a hackney carriage fare increase, and the result of Government consultation on Rebalancing the Licensing Act.

2.5 **Number of complaints received (481)**

There were 481 complaints received about activities, persons and businesses that are licensed, or may require a licence. This figure represents a 5% decrease from the 507 complaints received the year before. Complaints about taxis decreased during the year by over 11%, all but one of the complaints concerned hackney carriage drives. Complaints about alcohol licensed premises also decreased by 4.5%. Of the total number nearly 45% of complaints relate to Hackney Carriage Drivers and their vehicles.

	2006/07	2007/08	2008/09	2009/10	2010/11
Hackney Carriage & Private Hire	191	207	242	243	216
Animal Related	N/A	23	15	20	23
General Licensing	28	7	26	14	31
Alcohol and Entertainment Premises Licensing	83	113	177	196	187
Gambling Premises	N/A	0	1	10	0
Street Trading	N/A	27	0	24	24
TOTAL	302	377	461	507	481

The licensing section aims to respond to ninety percent of all complaints made within five days. During the year 433 complaints (90.02%) were responded to within 5 days, 32 (4.49%) between 6 and 10 days while 16 (4.65%) took longer than 10 days to respond to.

2.6 Number of verbal/written warnings distributed to licence holders (889)

This represents the number of verbal/written warnings issued to licence holders. The majority of such warnings are issued to hackney carriage and private hire vehicle drivers. The majority of street trading matters are dealt with directly through the courts because they are repeat offenders in accordance with the Licensing Enforcement Policy. These warnings are reported to committee each month together with details of Stop Notices and legal proceedings.

2.7 Number of Disciplinary Cases Considered by Committee (86)

This represents the total number of cases considered for disciplinary actions by the Public Protection Committee. The reduction in numbers reflects the reduction in first time applicants for the grant of a licence during the year. The imposition of penalty points on drivers licence is a highly effective means of ensuring compliance however on some occasions the Committee has to take other enforcement measures such as suspension or revocation. The following table details those cases in which the Committee agree to take disciplinary action.

	2006/07	2007/08	2008/09	2009/10	2010/11
Penalty Point Imposed	48	31	34	46	38
Suspended	1	3	5	3	5
Revoked	2	2	4	9	4
TOTAL	51	36	43	58	47

2.8 Number of prosecutions processed (175)

This represents the number of prosecutions submitted by enforcement officers. Street Trading and nuisance pedlars continue to be an ongoing problem, with 48% (88) of the total prosecutions relate to street trading offences. However as the number of events in the City have reduced which has meant the City is less attractive to illegal street traders. Hackney Carriage/Private Hire disciplinary reports are more often dealt with by the Public Protection Committee rather than through the court system. However 20% of prosecutions (37) were related to the hackney carriage and private hire function. Twenty one percent (39) prosecutions were in respect of Premises Licences, the majority of which (12% of total) was in relation to the provision of late night refreshment.

2.9 Number of Vehicle Stop Notices Issued (67)

A Vehicle Stop Notice is issued where a vehicle is believed to be in a dangerous, unsafe or damaged condition. It prevents a vehicle from further use as a licensed vehicle and is only used as a final alternative or where there is a serious risk to public safety. The number of cases where it was necessary to issue a statutory stop notice remained static reducing from 68 to 67.

3. Performance Indicators.

3.1 The Licensing Service has adopted performance indicators targets to enable the performance of the service to be measured.

Renewal of a Hackney Carriage / Private Hire Drivers Licence to be determined on the day of application.	Target	No.	Achieved
Number of applications received		1932	
Number of applications determined	100%	1932	100.00%
Renewal of a Hackney Carriage / Private Hire Vehicle Licence to be determined on the day of application.			
Number of applications received		2196	
Number of applications determined	100%	2196	100.00%
Notify all taxi licence holders 28 days prior to the expiry of their licence.			
Number of licence holders to be notified.		3744	
Number of taxi license holders notified.	100%	3744	100.00%

4. Financial Implications

There are no financial implications arising directly from this report.

5. Legal implications

This report is for information purposes only and, as such, there are no legal implications arising directly from it.

6. Recommendation.

That the report on the work of the licensing service during the year be noted.

Dave Holland **9 June 2010**
HEAD OF REGULATORY AND SUPPORTING SERVICES OFFICER

This report has been prepared in accordance with procedures approved by the Corporate Management Team.

Background papers: None.