



Licensing and Enforcement Committee

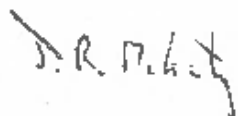
**Meeting: Tuesday, 11th June 2024 at 6.30 pm hours in North Warehouse,
The Docks, Gloucester, GL1 2EP**

Membership:	Cllrs. Millard (Chair), Brooker (Vice-Chair), Bowkett, Evans, Hyman, Norledge, O'Donnell, Patel, Radley, Simms and Taylor
Contact:	Democratic and Electoral Services 01452 396126 democratic.services@gloucester.gov.uk

AGENDA

1.	APOLOGIES To receive any apologies for absence.
2.	ELECTION OF CHAIR AND VICE-CHAIR To confirm the appointments made at the Annual Meeting of Council of Councillor Millard as Chair and Councillor Brooker as Vice-Chair of the Committee.
3.	DECLARATIONS OF INTEREST To receive from Members, declarations of the existence of any disclosable pecuniary, or nonpecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.
4.	MINUTES (Pages 5 - 8) To approve as a correct record the minutes of the meeting held on the 12th December, 2023.
5.	PUBLIC QUESTION TIME (15 MINUTES) The opportunity is given to members of the public to put questions to the Chair provided that questions do not contravene the provisions set out Council Procedure Rule 10.01. To ask a question at this meeting, please submit it to democratic.services@gloucester.gov.uk by 12 noon on Thursday 6 June 2024 or telephone 01452 396203 for support. Questions and responses will be published at least 24 hours before the meeting. Supplementary questions may be put and answered during the meeting, subject to the relevant time limit.
6.	PETITIONS AND DEPUTATIONS (15 MINUTES, MAXIMUM 3 MINUTES PER PERSON) The opportunity is given to members of the public to present a petition or deputation provided that any such petition or deputation does not contravene the provisions set out Council

	<p>Procedure Rule 11.01.</p> <p>To present a petition or deputation at this meeting, please provide the subject matter to democratic.services@gloucester.gov.uk.</p>
7.	<p>PAVEMENT LICENSING – LEVELLING UP AND REGENERATION ACT 2023 (Pages 9 - 18)</p> <p>To present to members, the report of the Corporate Director. The purpose of the report is to inform Members that the Pavement Licensing regime introduced during the Covid pandemic had now been made permanent.</p>
8.	<p>QUARTERLY REPORT (Pages 19 - 24)</p> <p>To receive the report of the Corporate Director. The purpose of the report is to outline to Members, details of key Licensing Activities carried out from 1 March 2024 to 31 May 2024, including applications and service requests received, details of any enforcement work, progress updates of the work plan and any changes in Licensing Law.</p>
9.	<p>EXCLUSION OF PRESS AND PUBLIC</p> <p>To consider the following resolution should members wish to discuss agenda item 10.</p> <p>“That the press and public be excluded from the meeting during the following item of business on the grounds that it is likely, in view of the nature of proceeding, that if members of the press or public are present during consideration of this item there will be disclosure to them of exempt information as defined in Paragraphs 1, 2, 3 & 7 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.”</p>
10.	<p>EXEMPT MINUTES OF LICENSING AND ENFORCEMENT SUB-COMMITTEES (Pages 25 - 42)</p> <p>To receive the exempt minutes of the following meetings of the Licensing and Enforcement Sub-Committee, if members decide they wish to discuss them:</p> <ul style="list-style-type: none"> - 16th January 2024 (x2) - 17th April 2024 (x2).
11.	<p>DATE OF NEXT MEETING</p> <p>Tuesday, 10th September at 6.30 p.m.</p>



Jon McGinty
Managing Director

Date of Publication: Monday, 3 June 2024

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NOTES

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area. For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with

whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.



LICENSING AND ENFORCEMENT COMMITTEE

MEETING : Tuesday, 12th December 2023

PRESENT : Cllrs. Brooker (Chair), Kubaszczyk (Vice-Chair), Ackroyd, J. Brown, Campbell, Chambers-Dubus, Hyman and Radley

Officers in Attendance

Licensing Team Leader
Senior Lawyer, One Legal
Democratic Services Officer

APOLOGIES : Cllrs. Bowkett, Finnegan, Patel, Tracey, Trimnell and Williams

26. DECLARATIONS OF INTEREST

There were no declarations of interest.

27. MINUTES

RESOLVED – That the minutes of the meetings held on Tuesday 12th September 2023 and Monday 20th November 2023 were approved and signed by the Chair as a correct record.

28. PUBLIC QUESTION TIME (15 MINUTES)

There were no public questions.

29. PETITIONS AND DEPUTATIONS (15 MINUTES, MAXIMUM 3 MINUTES PER PERSON)

There were no petitions nor deputations.

30. HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING FEES AND CHARGES 2024/2025

30.1 The Licensing Team Leader introduced the report of the Corporate Director seeking to determine the level of Hackney Carriage and Private Hire license fees for 2024-25. He advised Members that Hackney Carriage and Private Hire licensing fees were set locally by the Council, and were last changed in

LICENSING AND ENFORCEMENT COMMITTEE
12.12.23

2016 with an increase of 3%. The Licensing Team Leader explained that due to the Covid-19 pandemic, Members had decided not to apply any increase to the fees in recognition of the impact the pandemic had had on the trade.

- 30.2 As fees had not seen an increase since 2016, the Licensing Team Leader confirmed that the report proposed a 2% increase to Hackney Carriage and Private Hire driver, vehicle and Private Hire operator fees for the 2024-25 financial year, noting that the proposed and current fees were outlined in Appendix 1. He also noted that the only fees which would see a significant increase were the Hackney Carriage and Private Hire Knowledge tests.
- 30.3 Councillor J. Brown asked whether the proposed fees would be put out to consultation if the Committee accepted the recommendations. The Licensing Team Leader confirmed that they would.
- 30.4 Referring to the narrative at 3.9 in the report and the fees and charges outlined in Appendix 1, Councillor J. Brown observed that the proposed increase would increase Private Hire Knowledge Tests from £31 to £58. She asked whether the tests took place in-house or externally. The Licensing Team Leader confirmed that the tests took place in-house. He explained that the proposed increase was to reflect that the fee for these tests had not increased for several years, and the revised fee needed to reflect the costs to the Council, such as Officer time, for undertaking the tests.
- 30.5 The Chair moved to accept the recommendations outlined in the report. With no dissent, the recommendations were accepted.

RESOLVED – That the Licensing and Enforcement Committee: -

- 1) Approve the proposed hackney carriage and private hire licence fees shown in Appendix 1 for a 28-day public consultation as required by Section 70 of the Local Government (Miscellaneous Provisions) Act 1976.
- 2) If no objections are received within 28 days of publication of the notice that the proposed increase to the fees and charges for hackney carriage and private hire licences will come into effect from 1 April 2024.
- 3) If objections are received within the 28 days, then the objections will need to be considered at the March 2024 meeting of the Licensing and Enforcement Committee.

31. QUARTERLY UPDATE

- 31.1 The Chair asked whether any Member had any questions pertaining to the quarterly report. Members indicated that they had read the report and understood its content.
- 31.2 The Chair thanked Officers for preparing the report and for their work over the quarter.

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RESOLVED – That the Licensing and Enforcement Committee **NOTE** the contents of the report.

32. EXCLUSION OF PRESS AND PUBLIC

There was no requirement to exclude the press and public as no Member indicated that they wished to discuss agenda item 9.

33. LICENSING AND ENFORCEMENT SUB-COMMITTEE MINUTES

RESOLVED – That the minutes of the meetings of the Licensing and Enforcement Sub Committee held on Thursday 5th October 2023 and Wednesday 22nd November 2023 were noted.

34. DATE OF NEXT MEETING

Tuesday 12th March 2024.

Time of commencement: 6.30 pm hours

Time of conclusion: 6.35 pm hours

Chair

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Meeting:	Licensing and Enforcement Committee	Date:	11 June 2024
Subject:	Pavement Licensing – Levelling Up and Regeneration Act 2023		
Report Of:	Corporate Director		
Wards Affected:	All		
Key Decision:	Yes	Budget/Policy Framework:	Yes
Contact Officer:	Darren Mountford, Licensing Team Leader		
	Email:	darren.mountford@gloucester.gov.uk	Tel: 396240
Appendices:	Appendix 1 – Proposed amended standard licence conditions.		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 To inform Members that the Pavement Licensing regime introduced during the Covid pandemic has now been made permanent.

2.0 Recommendations

2.1 Licensing and Enforcement Committee is asked to **RESOLVE** to:-

2.2 Approve the proposed fees for new and renewal applications with immediate effect;

2.3 Agree to the proposed standard licence period of two years with immediate effect;

2.4 Agree to the proposed amended standard conditions for all licences.

3.0 Background and Key Issues

3.1 On 25 June 2020, the Government announced relaxations to planning and licensing laws to help the hospitality industry recover from the coronavirus lockdown. The Business and Planning Act 2020 made it easier for premises serving food and drink such as bars, restaurants and pubs to seat and serve customers outdoors through temporary changes to planning procedures and alcohol licensing.

3.2 Initially, the legislation was temporary, with the pavement licensing aspect expiring on 30 September 2021. This was then extended several times with the current expiry being 30 September 2024.

3.3 The Council has historically issued Tables & Chairs Permits under the Highways Act 1980 and ran this in parallel with the temporary Pavement Licence process.

- 3.4 The temporary legislation was due to expire at the end of September 2024, however, the government has made the scheme permanent, with some amendments, through the Levelling Up & Regeneration Act 2023 which received Royal Assent last year and came into force on Sunday 31 March 2024.
- 3.5 This has now meant that applicants who are seeking permission for tables and chairs (and other furniture) in connection with the consumption of food and drink, are required to apply under the Business and Planning Act 2020 for a pavement licence rather than applying under the Highways Act 1980.
- 3.6 Any premises that have had a permit under the Highways Act issued must apply for a Pavement Licence. If they apply before the expiry date of their permit, then the Act states that this should be treated as a renewal.
- 3.7 For members ease the table below summarises some of the amendments from the Levelling Up & Regeneration Act: -

<u>Changes</u>	<u>Business Planning Act 2020</u>	<u>Levelling Up and Regeneration Act 2023</u>
Licence length	Max 1 year	Max 2 years
Fees	£0-£100	£0-£500 (new applications) £0-£350 (renewals)
Renewals	No renewal process	Renewal requirements introduced
Consultation time frame	7 days	14 days
Determination time frame	7 days	14 days
Public Space Protection Order (PSPO)	Not included as an exemption	Included as an exemption
Enforcement	Permits for revocation and serving of notices	Permits for revocation and serving of notices and also permits the removal of furniture, storage of it, recovery of costs incurred and disposal of it. Furthermore, instead of revocation the licence can be amended in prescribed circumstances.

- 3.8 Officers have drafted a set of Standard Conditions in relation to pavement licences granted. A copy of the proposed conditions is attached as **Appendix 1**.
- 3.9 The Business and Planning Act 2020 provided that licences could only be granted for a maximum of 1 year, subject to the end date of the temporary provisions at the time. The Levelling Up and Regeneration Act 2023 provides that licences can be issued up to a maximum of 2 years.
- 3.10 Officers are proposing that all licences are issued for the full two-year period unless circumstances are such that it would be appropriate for a lesser time period.

- 3.11 The Business and Planning Act 2020 provided that local authorities could charge a maximum of £100 to consider applications and grant a licence. Members of this Committee agreed that the Council would not charge a fee to assist businesses, even though the administration of the process would incur costs for staff to consider, issue and inspect applications and premises.
- 3.12 The Levelling up and Regeneration Act 2023 recognises that even those authorities that charged £100 under the temporary provisions were still operating the scheme at a loss and now provides that the Council may charge up to a maximum of £500 for new applications and up to £350 for renewal applications.
- 3.13 Having carried out an analysis of costs to fully administer the regime, Officers are proposing that the fee for new applications will be **£205** and the fee for a renewal application will be **£100**.

4.0 Social Value Considerations

- 4.1 When determining applications, the licensing authority will give due regard to the public and highway safety of other highway users. The statutory conditions also take account of the needs of persons with mobility and visual impairments.

5.0 Environmental Implications

- 5.1 There are no 'Environmental' implications arising out of the recommendations in this report.

6.0 Alternative Options Considered

- 6.1 To continue to not charge a fee for applications. This has been discounted as the Council are currently operating at a loss and the original decision to not charge was taken during the pandemic when hospitality businesses were suffering.
- 6.2 To issue a licence for a lesser period than the maximum. This has been discounted as it will benefit businesses with security in the knowledge that they will hold the licence for the maximum period, subject to circumstances, and will benefit the Council in allowing officers to concentrate on the new applicants and active compliance rather than continually administering applications.

7.0 Reasons for Recommendations

- 7.1 The new provisions have already come into force and the Council are now statutorily obliged to consider and deal with pavement licences application made under the amended Business and Planning Act 2020.
- 7.2 The administration of the pavement licence regime requires staff time. The Council are currently operating at a loss when dealing with these applications and it is considered that the Council should recover its cost in administering the scheme.
- 7.3 There are a number of amendments to the previous temporary regime which require consideration and implementation.

8.0 Future Work and Conclusions

- 8.1 To look at drafting a Pavement Licence Policy and bring it before members of the Licensing and Enforcement later in the year.
- 8.2 If members approve the recommendations within paragraph 2 of the report, Officers can start to process applications received for new/renewals, charge the approved fee and grant the licence for a 2 year period.

9.0 Financial Implications

- 9.1 There are resource implication in administering the pavement licensing regime which include advice, administration, compliance and enforcement. There are staff costs associated to this.
- 9.2 The new provisions allow for the Council to remove, store and ultimately dispose of furniture in prescribed circumstances. This will be a cost to the Council but the Act allows for full recovery of those costs from the licence holder.

(Financial Services have been consulted in the preparation this report.)

10.0 Legal Implications

- 10.1 When determining pavement licence applications, the Council must have regard to the Guidance issued by the Secretary of State.
- 10.2 Paragraph 2.1 of the Guidance states that to help support local businesses and give them more certainty, the expectation is that local authorities are pragmatic and will grant licences for the maximum period of 2 years, unless there are good reasons for granting a licence for a shorter period such as plans for future changes in use of road space.
- 10.3 The Council will need to consider a number of factors, when determining whether to approve a pavement application. These include whether local conditions might be needed to make it possible to approve an application which would otherwise be unacceptable.

(One Legal have been consulted in the preparation this report.)

11.0 Risk & Opportunity Management Implications

- 11.1 The risk of not charging a fee is that the Council do not recover costs in association with this area of work.
- 11.2 The risk of not issuing licences for the maximum term is that the regime may become burdensome and require additional resource to consider applications on a more frequent basis.

12.0 People Impact Assessment (PIA):

- 12.1 The screen stage considered risks to customers in the areas of gender, disability, age, ethnicity, religion, sexual orientation or community cohesion. therefore, a full PIA was not required.

13.0 Other Corporate Implications

Community Safety

13.1 The overall aim of the licensing regime is public protection.

Sustainability

13.2 None

Staffing & Trade Union

13.3 None

Background Documents:

Business and Planning Act 2020 (as amended)
Levelling Up and Regeneration Act 2023
DLUHC Pavement Licence Guidance

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APPENDIX 1

STANDARD CONDITIONS

National Conditions

1. The licence holder must ensure that no activity undertaken by them by the placing of furniture on the highway will:

(a) prevent traffic, other than vehicular, from:

(i) entering the relevant highway at a place where such traffic could otherwise enter it (ignoring any pedestrian planning order or traffic order made in relation to the highway),

(ii) passing along the relevant highway, or

(iii) having normal access to premises adjoining the relevant highway,

(b) prevent any use of vehicles which is permitted by a pedestrian planning order or which is not prohibited by a traffic order,

(c) prevent statutory undertakers having access to any apparatus of theirs under, in, on, or over the highway, or

(d) prevent the operator of an electronic communications code network having access to any electronic communications apparatus kept installed for the purposes of that network under, in, on or over the highway.

2. The licence holder must ensure clear routes of access are maintained, taking into account the needs of disabled people, and the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in the Department for Transport's Inclusive [Mobility document](#).

3. Where the furniture to be put on the relevant highway consists of seating for use by persons for the purpose of consuming food or drink, the licence holder must make reasonable provision for seating where smoking is not permitted.

Local Conditions

4. Permission to operate under a pavement licence does not imply an exclusive right to the area of public highway. The licence holder must be aware that Gloucester City Council and others (e.g. town and parish councils, police, highways authority, statutory undertakers) will need access at various times (including emergencies) for maintenance, installation, special events, improvements or any other reasonable cause. This may mean that area covered by the pavement licence will need to cease operating and/or be removed for a period of time. On these occasions there would be no compensation for loss of business.

- 5, Tables and chairs must not be placed in position outside of permitted times. When the licence is not in use, all tables and chairs and other furniture must be stored securely inside a premises away from the highway.
6. Unless another more restrictive condition has been attached to the licence in response to particular concerns raised during the public consultation period, the licence holder must not place any furniture on the highway in pursuance of this licence before 08:00hrs on any day and must remove all furniture placed on the highway in pursuance of this licence when the premises close or by 22:00hrs on any day, whichever is the earliest.
- 7.The licence holder must at all times hold a current certificate of insurance that covers the activity for third party and public liability risks, to a minimum value of £5 million.
8. The area of the highway covered by the licence must be kept clean and tidy at all times. This will include washing down the area and removing any refuse and litter on the highway in the vicinity of the removable furniture.
9. The licence holder shall not use or allow to be used any music playing, music reproduction or sound amplification apparatus or any musical instruments, radio, or television receiving sets in the area of the highway covered by the licence.
10. The licence holder is not to make or cause to be made any claim against the City or County Council in the event of any property of the licence holder becoming lost or damaged in any way from whatever cause.
11. An unimpeded pedestrian route must be maintained at all times for people wishing to use the footway as per the National Licence Conditions
- 12.Tables and chairs and other furniture placed in the area of the highway covered by the licence must not cause an obstacle to independent mobility for blind and partially sighted people when using pavements.
13. The licensee should ensure that the area operates in a safe and orderly manner, thereby ensuring that any safety risk or nuisance to customers, other users of the public highway or any adjacent land or premises, is minimised.
14. During the hours of darkness suitable and sufficient lighting must be provided to ensure safe use of the area. Any proposals to provide additional lighting to the licensed areas must be agreed with the Highway Authority.
15. The licence holder is not permitted to make any fixtures, or excavations of any kind, to the surface of the highway without prior written approval. Any costs incurred as a result of damage to the highway, due to the positioning of tables and chairs etc, will be recovered in full from the licence holder by Gloucester City Council or the Highway Authority.
16. The premises must ensure that if alcohol is sold from the business that all necessary permissions under the Licensing Act 2003 are in place.

17. The licence must be displayed on the premises with a plan of the agreed layout of the area covered by the pavement licence and the types of furniture that have been agreed to be used on the highway.

18. Gloucester City Council reserves the right to revoke this licence at any time if any of the above conditions are not fulfilled and maintained.

19. The licence holder must ensure that the area covered by the licence is monitored regularly by staff to ensure that all of the conditions above are being adhered to.

NB. In these conditions the term 'highway' is the same definition as that in the Business and Planning Act 2020. Generally, these are public footpaths restricted to pedestrians or are public roads and places to which vehicle access is restricted or prohibited.

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Meeting:	Licensing and Enforcement Committee	Date:	11 June 2024
Subject:	Members Update for Licensing and Enforcement Committee		
Report Of:	Corporate Director		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
	For Information		
Contact Officer:	Darren Mountford, Licensing Team Leader		
	Email:		Tel: 396240
	darren.mountford@gloucester.gov.uk		
Appendices:	1. Licensing Forward Plan		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To outline to Members, details of key Licensing Activities carried out from 1 March 2024 to 31 May 2024, including applications and service requests received, details of any enforcement work, progress updates of our work plan and any changes in Licensing Law.
- 1.2 To seek suggestions from members as ways to improve the format and content of this report.

2.0 Recommendations

- 2.1 Members of the Licensing and Enforcement Committee note the contents of this report.

3.0 Updates on Licensing Activities in the last Quarter

- 3.1 During this quarter, the licensing functions were carried out by the Licensing and Community Wellbeing Teams.

Licensing Applications

- 3.2 Between 1 March 2024 and 31 May 2024 a total of 229 licensing applications were received.
- 3.3 In addition to the administration of licensing applications a number of service requests are also received. These can consist of complaints and enquiries about various Licensing matters.

4.0 Enforcement Work

Sub-Committees Held between December 2023 and February 2024

Taxi and Private Hire Hearing

- 4.1 On 17 April 2024 an existing driver was referred to the Licensing and Enforcement Sub-Committee to question whether they continued to be a fit and proper person to hold a Hackney Carriage Drivers Licence following the accumulation of 9 DVLA penalty points in accordance with the Council's Hackney Carriage and Private Hire Regulatory Guidelines. Members resolved to take no further action.
- 4.2 On 17 April 2024 an existing driver was referred to the Licensing and Enforcement Sub-Committee to question whether they continued to be a fit and proper person to hold a Private Hire Operators Licence after being convicted of using an unlicensed driver to carry out work for the company. Members resolved to give the Driver a written warning and that the operator undertook a test on the rule books and to provide a written statement of the measures they have put in place to stop this happening again.

Licensing Act 2003 Hearing

- 4.3 None

Out of Hours and daytime Enforcement

4.4 Taxi and Private Hire Enforcement

Licensing Officers have continued to monitor activities of drivers and conditions of their Licence. Officers have issued Council internal penalty points to drivers for failing to display their vehicle plates in the right position, failing to notify the council of speeding offences and not displaying their door panels.

4.5 Licensed Premises

Licensing Officers have a close working relationship with the Police, Trading Standards and Environmental Protection and regularly share information to ensure compliance at licensed premises. Officers have visited a number of premises over the last few months undertaking risk assessments and making sure they are adhering to the conditions of licence.

Officers have also been working with the Sundry Debtors Team to discuss unpaid invoices of annual fees and where appropriate have visited the premises to cover any debt owed.

4.6 Animal Licensing

Rebecca Tuck, Community Wellbeing Officer has recently passed the OFQUAL Level 3 in inspecting licensable activities involving animals. Rebecca can now undertake inspections on behalf of Gloucester City Council for licensable activities involving animals.

5.0 **Legislative Updates**

None

6.0 **Future Work**

None

7.0 **Forward work plan and Conclusions**

7.1 The table in appendix 1 outlines our proposed work plan for Full Licensing and Enforcement Committee meetings over the next 12 months. As the year goes on, additional matters may need to be brought to Members attention or further requests may be presented for decision. However, the items listed illustrate expected matters that are scheduled for consideration Committee dates are in **bold** and shaded grey.

7.2 At each quarterly Licensing and Enforcement Committee meeting, we will continue to update Members on any activities carried out in the last quarter, this will include a summary of what has happened in the team, including number of new Licences, any enforcement work carried out and details of any appeals or prosecutions held, the outcomes of those hearings and any further court cases pending.

8.0 **Financial Implications**

8.1 There are no financial implications attached to the recommendations in this report.

(Financial Services have been consulted in preparing this report.)

9.0 Legal Implications

9.1 There are none at this time.

(One Legal have been consulted in the preparation this report.)

10.0 Risk & Opportunity Management Implications

10.1 In Compliance with the Council's risk management strategy any decisions made which are unreasonable or unlawful could be open to legal challenge resulting in loss of image, reputation and potential financial penalty. There is no risk to the Authority connected to this report, as it is for information only.

11.0 People Impact Assessment (PIA):

11.1 There are no key decisions included in this report.

11.2 A separate PIA will be carried out for each Policy when it is brought before the Licensing and Enforcement Committee.

12.0 Other Corporate Implications

Community Safety

12.1 None

Sustainability

12.2 None

Staffing & Trade Union

12.3 None

Background Documents: None

Licensing Forward Plan

LICENSING AND ENFORCMENT COMMITTEE	POLICY ITEM
September 2024	<ul style="list-style-type: none"> • Quarterly Licensing Update for members • CIP review • Statement of Principles (Gambling Act 2005) • Street Trading Policy review • Table and Chairs Highways Act Policy and A-Board review
December 2024	<ul style="list-style-type: none"> • Quarterly Licensing Update for members • CIP (following consultation) • Street Trading Policy review (following consultation) • Licensing fees
March 2025	<ul style="list-style-type: none"> • Quarterly Licensing Update for members

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