

28 September 2022 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 16.09.22

The meeting will also be livestreamed to YouTube on the Council's channel here:

https://www.youtube.com/channel/UCLT1f_F5OfvTzxjZk6Zqn6g



Licensing Committee

Membership:

Chairman, Cllr. Clack; Vice-Chairman, Cllr. Abraham
Cllrs. Bonin, Dr. Canet, Carroll, Edwards-Winsler, Esler, Layland, Pett, Raikes, Roy,
Waterton and Williams

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 23 March 2022 and 10 May 2022 and the Licensing Hearings held on the 1 April 2022, 19 April 2022, 4 May 2022, 9 May 2022, 17 May 2022 and 18 July 2022 as a correct record.	(Pages 1 - 26)	
2. Declarations of interest Any interests not already registered		
3. Actions from the previous meeting		
4. Hackney Carriage And Private Hire Licensing: Licence Fees And Charges 2023/24	(Pages 27 - 34)	Sharon Bamborough Tel: 01732227325
5. Pavement Licensing/Off Sales - Legislative Update 2022	(Pages 35 - 36)	Sharon Bamborough Tel: 01732227325
6. Licensing Partnership Annual Update	(Pages 37 - 82)	Sharon Bamborough Tel: 01732227325
7. Work Plan	(Pages 83 - 84)	

EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting. Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

LICENSING COMMITTEE

Minutes of the meeting held on 23 March 2022 commencing at 7.00 pm

Present: Cllr. Clack (Chairman)

Cllr. Abraham (Vice Chairman)

Cllrs. Bonin, Coleman, Edwards-Winser, Hunter, Layland, Pett, Raikes and Waterton

Apologies for absence were received from Cllrs. Dr. Canet and Carroll

Cllr. Osborne-Jackson was present via a virtual platform

26. Minutes

Resolved: That the Minutes of the Licensing Committee held on 4 January 2022 and the Licensing Hearing held on 31 January 2022, be agreed and signed by the Chairman as a correct record subject to two spelling amendments in paragraph 3 Minute 7 of the Licensing Hearing Minutes.

27. Declarations of interest

No additional declarations of interest were made.

28. Actions from the previous meeting (if any)

There were none.

29. Hackney Carriage and private hire licensing: Hackney Carriage fare tariff

The Senior Licensing Officer presented the report which highlighted the proposed fees and charges for implementation, as set out in Appendix A of the report.

Members considered the proposed new Hackney Carriage Fare Tariff taking into account the response received following the trade and public consultation which took place between 6 January 2022 and 7 February 2022.

Members discussed the economic implications to taxi drivers through the increase in fuel costs and lack of business through the pandemic. They also took into account the continued need to provide a safe and cost effective taxi service to the customers. It was also brought to the Members attention that the taxi drivers would be responsible for the re-calibration of their meters along with any associated costs if the new fares were agreed.

Agenda Item 1

Licensing Committee - 23 March 2022

Resolved: To agree to the adoption of the new Hackney Carriage Fare Tariff commencing 1 May 2022 as set out in Appendix A, with the late night hire charge to continue at 11pm.

30. Work plan

The work plan was noted.

THE MEETING WAS CONCLUDED AT 7.33PM

CHAIRMAN

LICENSING COMMITTEE

Minutes of the meeting held on 10 May 2022 commencing at 7.35 pm

Present: Cllr. Clack (Chairman)

Cllrs. Abraham, Bonin, Dr. Canet, Carroll, Edwards-Winser, Layland, Pett, Raikes, Waterton, Williams and Esler

Cllr. Pender was also present.

31. Declarations of interest

There were none.

32. Appointments to Licensing (Hearing) Sub-Committees

The Committee considered a report setting out the proposed memberships for the Sub-Committees for Licensing Hearings.

Resolved: that the memberships of the Licensing Sub-Committees as set out below be approved:

Sub-Committee A - Cllrs. Abraham, Bonin, Carroll

Sub-Committee B - Cllrs. Pett, Edwards-Winser, Dr Canet

Sub-Committee C - Cllrs. Esler, Layland, and vacancy

Sub-Committee D - Cllrs. Raikes, Williams, Waterton

Cllr. Clack to be a floating Member

THE MEETING WAS CONCLUDED AT 7.45 PM

CHAIRMAN

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LICENSING HEARING

Minutes of the meeting held on 1 April 2022 commencing at 10.30 am

Present: Cllr. Edwards-Winser (Chairman)
Cllr. Abraham
Cllr. Bonin

Also Present:	Amy Foster	Applicant
	Jonathan Searle	Applicant's business partner
	Peter Fleming	Respondent
	David Lagzdins	Legal Advisor (SDC)
	Jessica Foley	Senior Licensing Officer (SDC)
	Elinor Jones	Democratic Services Officer (SDC)

4. Appointment of Chairman

Resolved: That Cllr. Edwards-Winser be appointed Chairman of the meeting.

(Cllr. Edwards-Winser in the Chair).

5. Declarations of interest

There were none.

6. LICENSING ACT 2003 NEW APPLICATION - The Suave, 14 South Park, Sevenoaks, Kent. TN13 1AN

The Chairman welcomed everyone to the meeting.

The Hearing gave consideration to the report by the Senior Licensing Officer giving details of the application which had been submitted by Miss Amy Foster for a Premises Licence for The Suave, 14 South Park, Sevenoaks, TN13 1AN. Her business partner, Mr Jonathan Searle, also attended the hearing.

The Sub-Committee heard from the Applicant who updated the Committee with her reasons for applying for the licence, explaining that she wanted to provide new job opportunities for the local area while showcasing a selection of wines and ales for her customers.

The Hearing then listened to the Respondent who explained his concerns regarding the size, the unusual lay out of the premises and the locality of the business premises, stating that the premises were very small and situated on a main route to a primary school. He also had concerns regarding the very narrow pavement which was not adequate for tables and chairs.

Agenda Item 1

Licensing Hearing - 1 April 2022

The Sub-Committee then proceeded to ask questions to the Applicant in relation to the day to day running of the business and asked what procedures were in place for smoking clientele and refuse storage and collection. The Applicant's business partner advised that the refuse would be stored and collected from the side street and smokers would only be allowed to smoke in the court yard at the rear of the premises. He confirmed that customers would not be permitted to smoke at the front of the property and a sign would be displayed to say this. No application had been made for a pavement licence.

The applicant gave the Chairman a letter of support which had been received on her behalf from another business nearby which the chairman read out to the meeting. The respondent asked the applicant what security measures they had installed and the applicant advised that CCTV cameras would be remotely operational internally and externally, a fire alarm system would be installed and the business would become a member of the local PubWatch scheme.

In response to a question, the respondent explained his concern at the layout of the premises as the property was split with an upper and lower level, that it may not provide sufficient space for customers to move around and access certain facilities.

At 10:57 the Hearing Members withdrew to consider the issues raised and they were accompanied by the Council's Legal Advisor, the Licensing Officer and Clerk to the Hearing for the purposes of providing advice only.

At 11:15 the Hearing Members, Council's Legal Advisor and Clerk to the Hearing Returned to the Council Chamber.

The Chairman confirmed that the full detailed decision would be made and provided to the interested parties thereafter by the notice of determination. He advised the Hearing that the Sub-Committee had come to the conclusion that the premises licence be granted.

Resolved: That the Licence be granted subject to minor amendments in proposed conditions for the purpose of enforceability with the full decision to be published within 5 working days and provided to the parties thereafter. An informative to be included to explain that in the Sub-Committee's view it would be highly inappropriate for a pavement licence to be granted for the pavement at the front of the premises.

THE MEETING WAS CONCLUDED AT 11.22AM

CHAIRMAN

LICENSING HEARING

Minutes of the meeting held on 19 April 2022 commencing at 10.30 am

Present: Cllr. Pett (Chairman)

Cllrs. Raikes and Waterton

Also Present:	Cllr. Thornton	Member for Seal and Weald (SDC)
	Jason Springham	Applicant's Representative
	David Lagzdins	Legal Advisor (SDC)
	Susan Lindsey	Senior Licensing Officer (SDC)
	Andy Binnie	Democratic Services Officer (SDC)

7. Appointment of Chairman

Resolved: That Cllr. Pett be appointed as Chairman of the sub-Committee

(Councillor Pett in the Chair)

8. Declarations of interest

There were none.

9. Licensing Act 2003 New Application - Little Elses, Morelys Road, Weald, Sevenoaks TN14 6QX

The Chairman welcomed everyone to the meeting and introduced those present.

The hearing gave consideration to the report by the Senior Licensing Officer, giving details of an application for a time limited premises license by Hang Out Festivals LTD for the premises at Little Elses, Morley's road, Weald. The application had received 5 representations in objection to the application. She advised that the objector at Appendix E in the agenda had withdrawn their representation and should not be considered as part of the decision-making process of the Hearing. It was noted that the application had been made at a similar time to a permanent premises license application for the same property. However only comments in relation to the time-limited application were to be considered as part of the Hearing.

The Applicant's Representative gave an introduction to their application. The Applicant's Representative noted concerns over traffic and parking and laid out measures of mitigation. The Applicant's Representative explained that professional traffic controllers were being hired and the site would allow over 700 cars into the premises. The event would also employ private security to prevent security breaches and a sound team to monitor sound pollution to the local area. A 9pm finish would ensure attendees would be leaving the event at a reasonable time.

Agenda Item 1

Licensing Hearing - 19 April 2022

The event was also branded as a Community festival which would raise money for local artists and various businesses.

In the absence of the objectors, the Sub-Committee put their concerns to the Applicant's Representative.

Members raised concerns as to parking arrangements. In response it was confirmed that Event attendees were expected at under 1000 and parking would be adequate to accommodate the numbers. Many attendees may travel by taxi or be local. Attendees would not be permitted to bring alcohol into the event or to take away from it.

It was noted that distance to accident and emergency facilities in the draft event plan may be inaccurate and the Applicant's Representative confirmed this would be corrected. The event area would also be monitored by volunteers to ensure individuals could not gain illegitimate entry to the event.

Members discussed the objections to noise pollution. The Applicant's Representative confirmed that sound technicians would be present and music would be stopped every 40 minutes to ensure regular breaks to the sound at the event. Since the original application, the Applicant's Representative had also decided to remove the £5 parking charge at the event to reduce the likelihood of attendees parking off-site.

Members noted objections that the granting of the license may set a precedent for larger events in the area. The Applicant's Representative confirmed that organisers were planning annual one-time events which would grow organically.

Environmental concerns were discussed by the Committee and the Applicant's Representative confirmed that special tracks were being put down to prevent damage due to heavy rain and footfall. Litter would also be dealt with by the security teams and volunteers.

The meeting was adjourned at 10:57 and the Hearing Members withdrew to consider the application accompanied by the Legal Advisor and Clerk.

At 11:19 the Hearing Members, Council Legal Advisor and Clerk returned to the Council Chamber.

The Chairman confirmed that the full detailed decision would be made and provided to the interested parties thereafter by the notice of determination. He advised the Hearing that the Sub-Committee had come to the conclusion that the time-limited premises licence be granted subject to the condition that the organisers ensure that dedicated and manned contact numbers were made accessible and available in the case of complaints to those that had made representations to the hearing, Weald Parish Council and Sevenoaks District Council Environmental Health Team.

Licensing Hearing - 19 April 2022

Resolved: That the Licence be granted subject to minor amendments in proposed conditions for the purpose of enforceability and subject to the condition that the organisers ensure that dedicated and manned contact numbers be made accessible and available in the case of complaints to:

- i. those that have made representations to the hearing
- ii. Weald Parish Council and;
- iii. Sevenoaks District Council Environmental Health Team,

with the full decision to be published within 5 working days and provided to the parties thereafter.

THE MEETING WAS CONCLUDED AT 11.19 AM

CHAIRMAN

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LICENSING HEARING

Minutes of the meeting held on 4 May 2022 commencing at 10.30 am

Present: Cllr. Layland (Chairman)

Cllrs. Bonin and Edwards-Winser

Also Present:	Scott King	Applicant
	Laura King	Applicant
	Mr Jason Springham	Applicants' Representative
	Cllr MacArthur	SDC Councillor
	Cllr Thornton	SDC Councillor
	Jessica Foley	Senior Licensing Officer (SDC)
	David Lagzdins	Legal Advisor (SDC)
	Andy Binnie	Democratic Services Officer (SDC)
	Charles Hook	Environmental Health Officer (SDC)
	Jonathan Evans	Representor
	Jessica Mauve	Representor
	Jane Morgan	Representor
	Victoria Bryden	Representor

10. Appointment of Chairman

Resolved: That Cllr Layland be appointed as Chairman of the sub-Committee

(Councillor Layland in the Chair)

11. Declarations of interest

There were none.

12. LICENSING ACT 2003 NEW APPLICATION- 22/00428/LAPRE - Little Elses, Morelys Road, Weald, Sevenoaks TN14 6QX

The Chairman welcomed everyone to the Hearing and introduced those present.

The Hearing gave consideration to the report by the Senior Licensing Officer. A new application had been received for a Premises Licence pursuant to Section 17 Licensing Act 2003 for the premises at Little Elses, Morley's Road, Weald. 16 representations against the application had been made by local residents, 14 representations in support of the application had been made by local residents and 3 representations had been received by Responsible Authorities, Environmental Health and Planning.

It was noted that the comments made at Appendix E had been withdrawn and would not be considered as part of the hearing. It was also noted that the application had been made at a similar time to a time limited Premises Licence application for the same property. However only comments in relation to the permanent premises application were to be considered as part of the Hearing.

The Applicants and the Applicants' Representative gave an introduction to their proposals. Members were informed of the supplementary information that the applicants had provided to the hearing including complimentary comments made on Facebook regarding the event. The applicants had applied to license more than was necessary for their events and were willing to accept limitations. They had made an application after a survey carried out by the Parish Council indicated that local people would be supportive of more community events. At the events, traffic marshalls and security would be on-site to ensure any parking or public nuisance problems were dealt with.

The Applicants stated that they had no desire to extend the events until 23:00 hours every night as the events were aimed at a family-friendly audience. The applicants expressed they would be content if the events finished earlier but had applied for the maximum durations merely for convenience.

Members asked questions of clarification of the Applicants. Space for Emergency Services would be accommodated upon entry to the site. Ticketing would take place on the main field so as to not disrupt road users.

The Representors were then asked to present their concerns and objections to the Hearing. Concerns were raised as to the scale of the proposed licence as a year-round application. It was noted that the Applicants had not advertised their application online and so the comments found in the Applicants' supplementary information may not be representative. The Parish Council had also not commented on the application formally and so their views may have not been as supportive. It was suggested that the licence would encourage additional events over 500 people which would cause inconvenience and nuisance to the surrounding neighbours.

Members asked questions of clarification of the Officers present. It was confirmed that once a licence had been granted it would be able to be transferred to new people should licence holders leave. It was also confirmed that any issues with the licence could be called up for review to the Licensing Partnership.

The Environmental Health Officer then presented the concerns laid out in his representation to the Hearing. The Officer recommended a condition for a dedicated noise consultant to monitor the noise levels and ensure it did not breach standards.

Members asked questions of clarification of the Officer. The sound limits were measured and calculated from the closest domestic property to monitor noise levels and ensure that noise did not exceed 15 decibels over background noise.

Licensing Hearing - 4 May 2022

The Representatives were invited to ask clarifying questions of the applicants and applicants' representative. Concerns were raised as to the possibility of inebriated attendees leaving the property and disturbing local residents. It was confirmed that a controlled environment would be created by event security to ensure that no alcohol was brought onto the property and alcohol was not served to inebriated individuals.

Some concern was raised as to the space for taxis to be called. It was confirmed by the applicants representative that a paddock for taxis would be made available and dedicated traffic officers would ensure that taxis would be informed and correctly directed to ensure exit from the premises was not interrupted. Special flooring would also be put down should the land be affected by heavy rain. An updated traffic management plan would also be completed.

It was suggested that dedicated and manned contact numbers be made available to the relevant parties before and during the events should there be any concerns. It was confirmed that a Temporary Event Notice could be applied for in addition to the Premises Licence should the licence be limited. It was confirmed by Officers that an occasion would qualify as an event if licensable activities were to take place.

The Environmental Health Officer recommended that the licence be restricted to 12 days per year for events over 500 people as a reasonable suggestion.

Officers answered questions of clarification.

At 11:49am the sub-Committee was adjourned for informal discussions to take place between the parties. Members withdrew accompanied by the Democratic Services Officer.

At 12:25pm Members and the Democratic Services Officer returned to the Council Chamber.

The Legal Advisor confirmed that an informal agreement had been reached between the parties. It had been agreed that:

- i) The licence should be amended to apply to only 12 days per year for any number of attendees.
- ii) There should be no less than 13 days between events (although events may carry over more than one day)
- iii) 3 of the 12 days may be for the exhibition of films for open-air cinema until 22:00 hours
- iv) the other 9 additional events should terminate at 21:30 hours
- v) Environmental Health's suggested conditions should apply to events with over 500 attendees
- vi) contact details should be made available to the Parish Council and Local Residents upon request.

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Licensing Hearing - 4 May 2022

The meeting was adjourned at 12:32pm and the Hearing Members withdrew to consider the application and agreed terms accompanied by the Legal Advisor and Democratic Services Officer.

At 12:43pm the Hearing Members, Council Legal Advisor and Democratic Services Officer returned to the Council Chamber.

The Chairman confirmed that the full detailed decision would be made and provided to the interested parties thereafter by the Notice of Determination within 5 working days. It was noted that the agreement reached by the parties was based on assurances provided by the applicant to the interested parties and there was concern, particularly from interested parties, should the licence be transferred in the future.

The Chairman advised the Hearing that the Sub-Committee had come to the conclusion that the Premises Licence be granted subject to the conditions agreed by the parties and conditions given by Environmental Health with the addition of an alteration that the applicant must inform Environmental Health of tickets available for sale (rather than tickets sold).

Resolved: That the Licence be granted subject to minor amendments in proposed conditions for the purpose of enforceability and the informative with the full reasoning as detailed in the Notice of Determination as attached as an appendix to these minutes.

THE MEETING WAS CONCLUDED AT 12.44 PM

CHAIRMAN

LICENSING HEARING

Minutes of the meeting held on 9 May 2022 commencing at 11.30 am

Present: Cllr Hunter (Chairman)

Cllrs. Layland and Waterton

Cathy Emmins	Applicant
Sandie Ridout	Applicant
Cllr Fleming	SDC Councillor
Cllr Osborne-Jackson	SDC Councillor
Cllr Thornton	SDC Councillor
Jessica Foley	Senior Licensing Officer (SDC)
David Lagzdins	Legal Advisor (SDC)
Andy Binnie	Democratic Services Officer (SDC)

13. Appointment of Chairman

Resolved: That Cllr Hunter be elected as Chairman.

(Cllr Hunter in the Chair)

14. Declarations of interest

There were none.

15. LICENSING ACT 2003 NEW APPLICATION - Lime Tree Workshop, 9A - 11 Lime Tree Walk, Sevenoaks, Kent. TN13 1YH

The Chairman welcomed everyone to the Hearing and introduced those present.

The Hearing gave consideration to the report by the Senior Licensing Officer. A new application had been received for a Premises Licence pursuant to Section 17 of the Licensing Act 2003. It was highlighted that 4 representations had been made to the Hearing by local residents against the application and not 3 as mentioned in the report. It was highlighted that the exhibition of films at section K of the licence application had been amended by the Applicants. The application was not asking for the licensable activity of showing films and this was not to be considered by the Hearing.

The Applicants were invited to present their proposals. The Applicants emphasised that the premises was primarily a work-space and not a drinks venue. The licence applied for sought approval to sell alcohol at professional events such as fundraisers or networking occasions. The Applicant explained that no parties, birthdays or sports events would be hosted at the venue.

The Applicants outlined that the Premises would be open to the public from 08:00 until 18:00 hours and for Members from 07:00 to 19:00 hours. The licensing hours were requested from 08:00 hours until 23:00 hours to allow for a business brunch style experience and fundraisers, local womens groups etc.. The Applicants were interested in putting on wine-tasting events by professional external companies. The professional events were expected to end no later than 22:00 hours.

The Applicants outlined that no noise or public nuisance complaints had been made to the Authorities regarding the premises and no concerns had been raised to the Applicants directly. It was explained that parking was not available at the premises and this was highlighted to patrons on the Applicants' website. Patrons with cars were encouraged to walk or make use of Sevenoaks Car Parks. A shower had been installed to encourage cycling to the venue, the Applicant also outlined that bike storage was being looked into.

It was highlighted that parking bays were only available for residents within the immediate areas which had been subject to alterations during planning construction works through the normal processes.

It was also outlined that Sevenoaks District Council were looking to hire the venue to host professional events in the future.

Members asked questions of clarification of the Applicants.

The premises operated a membership programme whereby Members could attend from 07:00 until 19:00 hours and obtain discounts on the facilities work-spaces.

Some concern was raised about licensing hours early in the morning on a Sunday. The Applicants had applied for the maximum licensable hours.

The meeting was adjourned at 12:00pm and the Licensing Sub-Committee Members withdrew to consider the application accompanied by the Legal Advisor and Democratic Services Officer.

At 12:25 the Licensing Sub-Committee Members, Legal Advisor and Democratic Services Officer returned to the Chamber.

The Chairman confirmed that the full detailed decision would be made and provided to the interested parties thereafter by the Notice of Determination within 5 working days. The Chairman informed the Hearing that the sub-Committee had come to the decision that, having had regard to the representations made by the Applicants and interested parties, the Licensing objectives, the Statutory Guidance issued under Section 182 of the Act and the Council's Statement of Licensing Policy the Sub-Committee's decision was that the application be granted for the following licensable hours:

Monday to Thursday from 08:00 until 22:30 hours

Friday to Saturday from 08:00 until 23:00 hours

Licensing Hearing - 9 May 2022

Sunday from 10:00 until 20:00 hours

An informative was added that anyone could call for a Review of a Premises Licence if adequate concern arose.

Resolved: That having had regard to the representations made by the applicant and the interested parties, the Licensing Objectives, Statutory guidance issued under section 182 of the Licensing Act 2003 (as amended) and the Council's licensing policy the Sub-Committee's decision was to grant the licence for the following licensable hours:

Monday to Thursday from 08:00 until 22:30 hours

Friday to Saturday from 08:00 until 23:00 hours

Sunday from 10:00 until 20:00 hours,

subject to minor amendments in proposed conditions for the purpose of enforceability and an informative to confirm that the Premises licence could be subject to a Review if complaints arose. The Full decision notice would be published within 5 working days of the hearing.

THE MEETING WAS CONCLUDED AT 12.27 PM

CHAIRMAN

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LICENSING HEARING

Minutes of the meeting held on 17 May 2022 commencing at 10.30 am

Present: Cllr. Clack (Chairman)
Cllr. Bonin
Cllr. Pett

Also Present:	Mr Patel	Applicant
	Mr Crockard	Applicant's Representative
	Mr Gibson	Respondent's Representative
	David Lagzdins	Legal Advisor (SDC)
	Susan Lindsey	Senior Licensing Officer (SDC)
	Charlotte Sinclair	Democratic Services Team Leader (SDC)

1. Appointment of Chairman

Resolved: That Cllr Clack be appointed as Chairman of the Licensing Hearing.

2. Declarations of interest

There were none.

3. LICENSING ACT 2003 - Swanley Locals, 31 Azalea Drive, Swanley

The Chairman welcomed everyone to the meeting.

The Hearing gave consideration to the report by the Senior Licensing Officer giving details of an application for a premises licence for Swanley Locals, 31 Azalea Drive, Swanley, BR8 8HS. She provided a brief overview of the application, explaining that the application was for the sale of alcohol for consumption off the premises Monday - Sunday 06:00 - 23:00 at a local convenience store and that during the consultation period 9 representations had been received. Members' attention was also brought to the further representation made by one of the objectors. The steps the Applicant intended to take to promote the Licensing Objectives were set out on pages 23 - 26 of the report.

The Sub-Committee were advised that appropriate weight needed to be given to the steps the applicant intended to take to promote the licensing objectives, and to consider representations presented by all parties, Home Office Guidance, the Sevenoaks District Council Statement of Licensing Policy and any other relevant legislation. It was also brought to Members' attention that paragraph 10.15 of the Section 182 Statutory Guidance of the Licensing Act states that unless there are good reasons, based on the licensing objectives, for restricting hours, then the sale of alcohol should be in-line with the shops retail opening hours. The Hearing was

reminded that all parties had the right to appeal within 21 days of the publication of the Notice of Determination.

The Applicant's representative advised that his client had offered additional conditions and restrictions and believed that these would be enough to mitigate any public nuisance complaints. He advised that the store had a separate slip road access for delivery and waste collections, however he would not be able to guarantee a time when deliveries happened as it came from a central company.

The Objector's representative advised that in the past there had been aspects of anti-social behaviour and his client had worked hard with the public and police to reduce this. Their concern with the application was that there had been no acknowledgment of previous anti-social behaviour or provided specific steps to address them.

Members asked questions of clarification.

The Licensing Sub-Committee heard from the Environmental Health representative who had concerns that deliveries and waste collections could cause a public nuisance to the local residents without further conditions this. However, he acknowledged that such noise would only have a limited connection to the licensed activities.

The Applicant's representative advised that the Applicant would want to work with neighbours and avoid any anti-social behaviour, and that he was an experienced convenience store operator.

At 11.19am the Hearing Members withdrew to consider the issues raised, accompanied by the Council's Legal Advisor and Clerk to the Hearing for the purpose of providing advice only.

At 11.42 am the Hearing Members, Council's Legal Advisor and Clerk to the Hearing returned.

Resolved: That having had regard to the representations made by the applicant and the interested parties, the Licensing Objectives, Statutory guidance issued under section 182 of the Licensing Act 2003 (as amended) and the Council's licensing policy the Sub-Committee's decision was to grant the licence in line with the application subject to minor amendments to proposed conditions for the purpose of enforceability. In coming to the decision limited weight had been given to the letters of support, however the Committee were satisfied that the conditions proposed would meet the licensing objections including the prevention of public nuisance and the protection of children from harm. Noting restrictions on deliveries and waste collection, refusal book CCTV and Challenge 25. The Full decision notice would be published within 5 working days of the hearing.

THE MEETING WAS CONCLUDED AT 11.45 AM

CHAIRMAN

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LICENSING HEARING

Minutes of the meeting held on 18 July 2022 commencing at 10.30 am

Present: Cllr. Raikes (Chairman)
Cllrs. Abraham, and Waterton

Also Present: Cllr Fleming Leader SDC
Cllr. Osborne-Jackson Member for Leigh and Chiddingstone Causeway (SDC)
Cllr. Streatfeild Member for Peshurst, Fordcombe and Chiddingstone (SDC)
Cllr. Williams Member for Brasted, Chevening and Sundridge (SDC)
Louise Kleinschmidt Chiddingstone Parish Council
Janey Lewis Respondent
Karen Roche Respondent
Natasha Wicks Respondent
Carolyn Moss Respondent
Sam Kirkaldy Respondent
Neil Sidaway Respondent
Emma Welch Applicant
David Lagzdins Legal Advisor (SDC)
Susan Lindsey Senior Licensing Officer (SDC)
Charlotte Sinclair Democratic Services Team Manager (SDC)

1. Appointment of Chairman

Resolved: That Cllr Raikes be appointed Chairman of the meeting.

(Cllr Raikes in the Chair)

2. Declarations of interest

There were none.

3. LICENSING ACT 2003 NEW APPLICATION - Lockskimmers Farm, Lockskimmers, Chiddingstone, Kent TN8 7NA

The Chairman welcomed everyone to the Hearing.

The Hearing gave consideration to the report by the Senior Licensing Officer giving details of an application for a new premises license for Lockskimmers Farm. She provided a brief overview of the application, explaining that during the

Agenda Item 1

Licensing Hearing - 18 July 2022

consultation period 36 representations had been received from local residents and the Parish Council.

The Applicant addressed the Hearing, setting out her experience within the Hospitality industry and reasons as to why she was bringing this application forward. She advised having an outside area licensed would allow more flexibility. The events would not be large scale and would be family friendly on a pre-booking basis only. The applicant addressed the concerns raised by some of the objectors.

In response to questions from the Sub-Committee Members, the Applicant advised that there were pedestrian and cycle paths within Lockskinner, but that there would be no alcohol on sale for those using those paths, unless it was a pre-booked event. There were 11 Public Houses within walking distance of the site and did not intend to pick up passing trade in this way. Numbers of attendees would remain low, at approximately 25 people.

The Hearing heard from some of the respondents, who expressed concerns with the number of people who could use the site at one time, noise, access and the size of the licensed area including wooded areas.

In response to the concerns raised the Applicant advised that the one mobile bar would not be suitable enough to accommodate large numbers and that each location's use within the site would be pre-planned and appropriate for its uses. It was not intended to be used for weddings.

The Council's Legal Advisor advised the Hearing that under the Licensing Act 2003 amplified and recorded music at events up to 500 people was no longer regulated at sites with an alcohol licence and the application did not request for the playing of live or recorded music so was not something that should come into the Sub-Committee's considerations.

At 11.15am the Hearing Members withdrew to consider the issues raised, accompanied by the Council's Legal Advisor and Clerk to the Hearing for the purpose of providing advice only.

At 11.40am the Hearing Members, Council's Legal Advisor and Clerk to Hearing returned to the Chamber.

On returning to the Chamber, the Hearing heard from the Applicant who had offered a revised map reducing the area that could be licenced. Further questioning took place between the Committee Members and respondents.

At 11.43am the Hearing Members withdrew to consider the additional information accompanied by the Council's Legal Advisor and Clerk to the Hearing for the purpose of providing advice only.

At 11.50am the Hearing Members, Council's Legal Advisor and Clerk to Hearing returned to the Chamber.

Licensing Hearing - 18 July 2022

The Chairman informed the Hearing that the Sub-Committee had had regard to the representations made by the Applicant and interested parties, the Licensing objectives, the Statutory Guidance issued under Section 182 of the Act and the Council's Statement of Licensing Policy and was therefore granting the application subject to the revised map and a full decision notice would be issued within 5 working days to all interested parties.

He also informed the Hearing that concerns regarding the impact on highways were primarily for consideration by the local planning authority or the highways authority. The Hearing were also advised that a review could be sought with evidence should there be a breach of the Licence or any objectives undermined.

Resolved: That the Premises Licence in respect of Lockskinners Farm, Lockskinners, Chiddingstone, Kent TN8 7NA, subject to the revised map and mandatory conditions contained in the notice of determination to follow within 5 working days, be granted.

THE MEETING WAS CONCLUDED AT 11.52 AM

CHAIRMAN

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**HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING: LICENCE FEES AND CHARGES
2023/2024**

Licensing Committee - 28th September 2022

Report of: Chief Officer, Planning & Regulatory Services

Status: For consideration and decision

Key Decision: Yes

Portfolio Holder: Cllr. Margot McArthur

Contact Officer: Sharon Bamborough Ext. 7325

Recommendation to Licensing Committee:

1. To determine whether or not to increase to the fees and charges in regard to taxi/private hire licensing.

Option 1: to leave fees unchanged (current fees set out at Appendix A)

Option 2: to increase the fees by 5% (a table showing the current and increased fees is attached at Appendix B)

It is the recommendation of the Service that fees should remain at their current levels and not be increased at this time (Option 1).

2. Subject to the decision made above, that the Licensing Committee recommend that the fee levels as set out in Appendix A to the report remain unchanged for 2023/24 or that the fees set out at Appendix B (which have the increase) are appropriate for consultation with the taxi trade.

If, following consultation, (note consultation would only be required if members choose Option 2) there are no adverse comments to the proposed levels the recommendation is that the proposed fees and charges are implemented from 1st April 2023

Reason for recommendation:

- To ensure that the Council complies with its statutory duty and ensure that the 'taxi licensing' service remains self-financing, in accordance with the Council's Service and Budget Plan.
- To allow a longer period of time to assess whether the current fees have achieved the required budgetary income for the current year

Agenda Item 4

Introduction and Background

- 1 The taxi licensing service is required to be self-financing. Fees were substantially reviewed last year and instead of a simply inflationary increase, they were completely re-worked and the increases to fees were substantially more than inflation in several areas. They were based around assumptions of number of applications received.
- 2 Monitoring of income and expenditure has been carried out since the new fees came into effect in April 2022, but it is too soon to establish whether the fees introduced will deliver the desired outcome of delivering the service within budget - in some areas we are achieving the budgeted income but in others we are not. This may fluctuate and change during the remainder of this financial year.
- 3 As we are not in a position to establish whether or not the previous revision of fees has delivered the desired outcome, the service is recommending that the fees remain unchanged for 2023/24 for now. Analysis will be carried out in April 2023 to ascertain whether the 2022/23 fees delivered the budgeted income.
- 4 If however, the committee are of the mind that regardless of the current status a fee increase should be considered as all costs are increasing (due to inflation) - a proposed table of fees which incorporates a 5% increase to the current fees has been produced for the purposes of consultation with the trade.
- 5 All Vehicle Proprietors, Private Hire Operators and Drivers would be emailed to advise them of the proposed fees (or in the case where emails are not available or fail to send, letters will be sent) giving licence holders the opportunity to lodge any comments or objections in writing.
- 6 A notice would be published in a local newspaper, on the Sevenoaks District Council website, and at the Council Offices. This notice will state where objections should be addressed and the end date of the consultation period.
- 7 A consultation period of 28 days from the date on which the notice is published would be held.
- 8 Once the consultation period had expired, if there have been no objections received or those received have subsequently been withdrawn, then the *new* fee structure will take effect from 1st April 2023.
- 9 If objections are received during the consultation period and not withdrawn then this matter, including the objections received, will be brought back before the Licensing Committee for consideration in January 2023.

Other options Considered and/or rejected

If the Licensing Committee were minded not to approve these fees the Council would not be able to meet the Council's Service and Budget Plan or ensure the Taxi Licensing Service was self-financing.

Key Implications

Financial

The cost of licence fees takes into account the need to maintain a ‘self-financing’ position for the service.

Legal Implications and Risk Assessment Statement

Should parts of industry believe the authority’s fees are at a level which is greater than the costs of the statutory functions then it would be open to them to undertake a ‘judicial review proceeding’. Should this arise, the authority would need to evidence how it arrived at the fee levels to demonstrate that they have been calculated on a cost recovery basis only.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council’s ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Appendices

Appendix A - Table of current 2022-2023 fees

Appendix B - Table of possible increased fees for 2023-2024

Background Papers

None

Richard Morris
Chief Officer Planning and Regulatory Services

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FEES FOR 2022-2023

Hackney Carriage Driver Licence

	Cost
Knowledge Test	£51.50 per test
EQUO online test	£66
New Driver application	£264 for three years
Driver Renewal application	£183 for three years

Dual Driver Licence

	Cost
Knowledge Test	£51.50 per test
EQUO online test	£66
New Driver application	£264 for three years
Driver Renewal application	£183 for three years

Hackney Carriage Vehicle Licence

	Cost
New and Renewal Application	£325 for one year

Private Hire Operator Licence

	Cost
New application for 5 year licence	£747
Renewal for 5 year licence	£586
New application for 3 year licence	£534
Renewal for 3 year licence	£374
New application for 1 year licence	£324
Renewal for 1 year licence	£164

Private Hire Driver Licence

	Cost
Knowledge Test	£51.50
EQUO Online Test	£66 per test
New Driver application	£264 for three years
Driver Renewal application	£183 for three years

Private Hire Vehicle Licence

	Cost
New and Renewal Application	£297 for one year

Agenda Item 4

Additional Costs

	Cost
DBS application	£40
DBS administration fee	£30
Change of Driver Licence type	£54
Replace Vehicle Plate	£18
Replace Driver Badge	£24
Change of Ownership of licensed vehicle	£27
Duplicate paper licence	£10
Temporary Replacement	£33
Add or remove a name from a vehicle licence	£18
Change of name and address (driver badge not included)	£18
Private hire exemption certificate	£42
General Admin Fee	£30

If a vehicle licence is surrendered within 6 months of issue, a refund of **£113** will be issued.

APPENDIX B

FEES FOR 2023-2024

Hackney Carriage Driver Licence

	Current fees	2023-24 with 5% uplift
	Cost	
Knowledge Test	£51.50 per test	£54 per test
EQUO online test	£66	£69
New Driver application	£264 for three years	£277 for three years
Driver Renewal application	£183 for three years	£192 for three years

Dual Driver Licence

	Cost	
Knowledge Test	£51.50 per test	£54
EQUO online test	£66	£69
New Driver application	£264 for three years	£277 for three years
Driver Renewal application	£183 for three years	£192 for three years

Hackney Carriage Vehicle Licence

	Cost	
New and Renewal Application	£325 for one year	£341 for one year

Private Hire Operator Licence

	Cost	
New application for 5 year licence	£747	£784
Renewal for 5 year licence	£586	£615
New application for 3 year licence	£534	£561
Renewal for 3 year licence	£374	£393
New application for 1 year licence	£324	£340
Renewal for 1 year licence	£164	£172

Private Hire Driver Licence

	Cost	
Knowledge Test	£51.50	£54
EQUO Online Test	£66 per test	£69
New Driver application	£264 for three years	£277 for three years

Agenda Item 4

	Cost	
Driver Renewal application	£183 for three years	£192 for three years

Private Hire Vehicle Licence

	Cost	
New and Renewal Application	£297 for one year	£312 for one year

Additional Costs

	Cost	
DBS application	£40	No change
DBS administration fee	£30	£32
Change of Driver Licence type	£54	£57
Replace Vehicle Plate	£18	£19
Replace Driver Badge	£24	£25
Change of Ownership of licensed vehicle	£27	£28
Duplicate paper licence	£10	£11
Temporary Replacement	£33	£35
Add or remove a name from a vehicle licence	£18	£19
Change of name and address (driver badge not included)	£18	£19
Private hire exemption certificate	£42	£44
General Admin Fee	£30	£32

If a vehicle licence is surrendered within 6 months of issue, a refund of £119 will be issued.

PAVEMENT LICENSING/OFF SALES - LEGISLATIVE UPDATE 2022

Licensing Committee - 28 September 2022

Report of: Chief Officer Planning and Regulatory Services

Status: For Information

Key Decision: No

Executive Summary: This update Members on changes to legislation in relation to pavement licensing and provision of off sales

This report supports the Key Aim of: Sustainable Economy

Portfolio Holder: Cllr. Margot McArthur

Contact Officer: Sharon Bamborough, Ext. 7325

Recommendation to Licensing Committee:

To note the report.

Reason for recommendation: To ensure the Licensing Committee are updated on relevant changes to licensing legislation.

Introduction and Background

- 1 There have been some recent changes to legislation in respect of Pavement licensing and off sales of alcohol which Members may find of interest.
- 2 The pavement licensing and additional off sales are contained within the Business and Planning Act 2020.

Business and Planning Act 2020

- 3 In July 2020, the Business and Planning Act 2020 came into effect which introduced, for a temporary period, relaxations to planning and licensing laws to help the hospitality industry recover from the coronavirus lockdown. The Business and Planning Act 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.
- 4 This moved the responsibility for licensing of furniture on the highway from the County Council (Highways Service) to the District Council level and was taken on by Licensing.

Agenda Item 5

- 5 It also provided that where an existing premises licence (issued under the Licensing Act 2003) authorised the sale of alcohol for consumption *on* the premises, they could also provide sale of alcohol for consumption *off* the premises.
- 6 Initially the duration of these schemes was intended to end on 30.09.2021. The government extended the scheme to 30.09.2022.
- 7 **This has been further extended to 30 September 2023**, to allow time for government to introduce further legislation which will permanently pass the licensing of furniture on the highway (Pavement Licensing) to District Council level.

Key Implications

Financial

None.

Legal Implications and Risk Assessment Statement.

None.

Equality Assessment

The information contained within this report has a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

Appendices

None

Background Papers

[The Business and Planning Act 2020 \(Pavement Licences\) \(Coronavirus\) \(Amendment\) Regulations 2022 \(legislation.gov.uk\)](#)

[Business and Planning Act 2020 \(legislation.gov.uk\)](#)

Richard Morris

Deputy Chief Executive and Chief Officer - Planning & Regulatory Services

LICENSING PARTNERSHIP UPDATE REPORT 2021/22

Licensing Committee - 28 September 2022

Report of: Chief Officer Planning and Regulatory Services

Status: For Information

Key Decision: No

Executive Summary: This report is an annual update on the performance and activity of the Licensing Partnership

This report supports the Key Aim of: Sustainable Economy

Portfolio Holder: Cllr. Margot McArthur

Contact Officer: Sharon Bamborough, Ext. 7325

Recommendation to Licensing Committee:

To note the performance of the Licensing Partnership as contained within the report and to ask the Head of the Licensing Partnership to continue to provide an annual update on the Licensing Partnership activity to the Licensing Committee each municipal year.

Reason for recommendation: To ensure the Licensing Committee are updated on the performance of the Licensing Partnership.

Introduction and Background

- 1 The Council is a member of the Licensing Partnership with Maidstone Borough Council, Tunbridge Wells Borough Council and London Borough of Bexley, which provides line management responsibilities to their respective licensing enforcement teams and an administration team at Sevenoaks to carry out the processing of licence applications, notices, permits and representations.
- 2 The Licensing Partnership has completed 12 years of working together, with London Borough of Bexley becoming a partner as of 31st October 2016.
- 3 This arrangement provides each council with sovereignty over its policies and decision making processes whilst operating within a partnership that

Agenda Item 6

gives resilience and capacity to deal with the fluctuating demands on the service through the year.

- 4 This report is an annual update on the performance and activity of the Licensing Partnership.

2021 - 2022 Performance report

- 5 The performance of the Licensing Partnership has been generally good despite the challenges of the past two years of moving the processing of work to be done by staff mostly working from home during the lockdowns and beyond.
- 6 The indicators for each of the four authorities and the combined Licensing Partnership results are attached as **Appendix A**
- 7 This has been another challenging year due to the Pandemic and its after effects (but not as challenging as the previous one), but we are returning to normal
- 8 The general processing and consultation on applications within timeframe has been maintained but there will have been times when performance may not have hit targets. This would have been to various factors, such as the usual annual leave as well as staff vacancies/recruitment/training.
- 9 The Partnership handled a large amount of work in 2021/22, application volumes were still down in certain areas on the previous years due to the Pandemic, (for example, very few temporary event notices were submitted compared to a normal year). However, other new areas of work were required which kept the teams busy. The performance measures should be read in conjunction with the entire volumes of work delivered. The headlines of the performance are as follows:
 - In this time period, over 9140 applications, notices, permits and other pieces of work were received / carried out across the partnership.
 - From this total, over 2583 pieces of work were for Sevenoaks.
 - Taking into account the different amounts of time needed for different types of applications, and the differing nature of the work carried out for some of the partners, Sevenoaks' share of processing work accounted for approx. 26% of the processing work of the entire partnership in 2021/22
 - Over **27,350** emails were received in the main Licensing inbox and actioned for all four partners
 - Just under **10,000** calls were received to main licensing hotline and dealt with by the Hub team for all four partners. Sevenoaks' share was approx. 3150

Performance against Service Plan objectives 2021/22

10 Objective 1: To oversee and lead the Licensing Partnership to deliver efficiency savings and achieve performance targets

a) This is ongoing and performance is monitored on a weekly and monthly basis. Please see Appendix A for a report on Key Performance Indicator targets.

b) 1:1 meetings and regular face to face meeting with staff are carried out routinely

c) the Licensing Partnership Board meets 4 times a year.

Performance against the targets is included in Appendix A

11 Objective 2: Be open and proactive about undertaking of licensing functions for other local authorities.

Result: we have not received any requests or expressions of interest during this year and have not actively pursued any.

12 Objective 3: Seek further efficiency savings in processes and use of online facilities

- Review (ongoing) processes and procedures of Hub team officers and streamline / change to save time on unnecessary record keeping

Result: achieved

- A move towards paper free workplace for Hub team

Result: achieved (resulting in time savings and reduction in costs)

13 Objective 4: *Ensure all online forms are implemented and in use by customers and explore other software solutions*

- The library of on line forms should implemented across the four partners - to include new forms for Bexley (Special Treatments) and any updates needed for existing ones

Result: testing on-going, not fully in use yet - it has not been possible to achieve this in year due to the demands on officers not having spare capacity to do testing in the time frame initially planned)

- Complete testing and go live with electronic record management system, Enterprise (from Idox)

Agenda Item 6

Result: achieved - system has gone live though further development desired.

- 14 Objective 5: Undertake a programme of training for Members and officers. Ensure all new Members on each Licensing Committee receive appropriate training.

Result: training has been given as and when required

- 15 Objective 6: *Revision of Policies & Procedures*

- Complete the review Gambling Act 2005 Policies across the Partnership in readiness for January 2022 when they must come into force

Result: achieved

- Review Street trading policy at Maidstone regarding designation of street trading pitches

Result: completed

- A review of the Hub Team Admin procedures and update where necessary

Result: Achieved but included in new 2022/23 service plan as there are always requests from 17m partners to review certain practices or procedures

- To review taxi policies in Maidstone, Tunbridge Wells and Sevenoaks as needed.

Result: Achieved

- Adapt procedures and requirements in the face of the Coronavirus pandemic to support the trade whilst adhering to regulations

Result: achieved and on-going

- 16 Objective 7 - *Health, Safety and Well Being of Staff*

- Ensure risk assessments are carried out and reviewed as appropriate and at least once a year.

Result: achieved

- Ensure 1:1 meetings are carried out on a regular basis.

Result: achieved

- Ensure any H&S workplace requirements related to the 2020 pandemic are adhered to and workable solutions are in place.

Result: achieved and on-going

The new service plan for 2021/22 is attached as **Appendix B**

Key Implications

Financial

Financial implications have been dealt with in the body of the report.

Legal Implications and Risk Assessment Statement.

This is a report to update on the progress of the Licensing Partnership. There are no legal implications as it is for information only.

Equality Assessment

The information contained within this report have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Appendices

Appendix A - Performance data 2021/22

Appendix B - Service plan for 2022/23

Background Papers





















None

Richard Morris

Deputy Chief Executive and Chief Officer - Planning & Regulatory Services

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All Authorities - Licensing - Percentage of renewal invitations sent out by deadline

Authority	Q1 2021/22			Q2 2021/22			Q3 2021/22			Q4 2021/22			2021/22		
	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status
SEVENOAKS	100%	95%		100%	95%		95.45%	95%		100%	95%		98.61%	95%	
MAIDSTONE	99.10%	95%		100.00%	95%		99.33%	95%		100.00%	95%		99.65%	95%	
BEXLEY	100%	95%		100%	95%		100%	95%		100%	95%		100%	95%	
TUNBRIDGE WELLS	100%	95%		98.4%	95%		91.53%	95%		100%	95%		96.9%	95%	

All Authorities - Number of renewals

Authority **Sevenoaks**

	No. sent within deadlines	No. of renewal invitations
Q1 2021/22	147	147
Q2 2021/22	164	164
Q3 2021/22	231	242
Q4 2021/22	236	236
2021/22	778	789

Authority **Maidstone**

	No. sent within deadlines	No. of renewal invitations
Q1 2021/22	110	111
Q2 2021/22	115	115
Q3 2021/22	149	150
Q4 2021/22	192	192
2021/22	566	568





















Authority **Bexley**

	No. sent within deadlines	No. of renewal invitations
Q1 2021/22	57	57
Q2 2021/22	46	46
Q3 2021/22	62	62
Q4 2021/22	75	75
2021/22	240	240

Authority **Tunbridge Wells**

	No. sent within deadlines	No. of renewal invitations
Q1 2021/22	150	150
Q2 2021/22	184	187
Q3 2021/22	227	248
Q4 2021/22	190	190
2021/22	751	775

All Authorities - Licensing - Percentage of valid personal licenses processed within 14 working days

Authority	Q1 2021/22			Q2 2021/22			Q3 2021/22			Q4 2021/22			2021/22		
	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status
MAIDSTONE	96.55%	95%		94.74%	95%		100.00%	95%		100.00%	95%		97.75%	95%	
SEVENOAKS	100%	95%		95.45%	95%		100%	95%		100%	95%		98.44%	95%	
BEXLEY	96.3%	95%		96.67%	95%		100%	95%		100%	95%		98.41%	95%	
TUNBRIDGE WELLS	100%	95%		100%	95%		100%	95%		92.31%	95%		98.39%	95%	

All Authorities - Number of valid personal licences processed in 14 days

Authority SEVENOAKS

	No. processed within two weeks	Total number of licences
Q1 2021/22	12	12
Q2 2021/22	21	22
Q3 2021/22	18	18
Q4 2021/22	12	12
2021/22	63	64

Authority MAIDSTONE

	No. processed within two weeks	Total number of licences
Q1 2021/22	28	29
Q2 2021/22	18	19
Q3 2021/22	22	22
Q4 2021/22	19	19
2021/22	87	89





















Authority BEXLEY

	No. processed within two weeks	Total number of licences
Q1 2021/22	26	27
Q2 2021/22	29	30
Q3 2021/22	40	40
Q4 2021/22	29	29
2021/22	124	126

Authority TUNBRIDGE WELLS

	No. processed within two weeks	Total number of licences
Q1 2021/22	19	19
Q2 2021/22	16	16
Q3 2021/22	14	14
Q4 2021/22	12	13
2021/22	61	62

All Authorities - Licensing - Percentage of unopposed applications for new and variation of premises licences processed within two calendar months

Authority	Q1 2021/22			Q2 2021/22			Q3 2021/22			Q4 2021/22			2021/22		
	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status
MAIDSTONE	100%	95%		100%	95%		100%	95%		100%	95%		100%	95%	
SEVENOAKS	100%	95%		100%	95%		100%	95%		100%	95%		100%	95%	
BEXLEY	100%	95%		100%	95%		100%	95%		100%	95%		100%	95%	
TUNBRIDGE WELLS	100%	95%		100%	95%		100%	95%		100%	95%		100%	95%	

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Code LPI_LIC 03(s) number of unopposed applications for new and variation of premises licences processed within two calendar months

	No. processed within 2 months	Total applications received
Q1 2021/22	4	4
Q2 2021/22	6	6
Q3 2021/22	7	7
Q4 2021/22	5	5
2021/22	22	22

Code LIC 026

	No. processed within 2 months	Total applications received
Q1 2021/22	9	9
Q2 2021/22	23	23
Q3 2021/22	15	15
Q4 2021/22	15	15
2021/22	62	62





















Code LPI_LIC 03(B)

	No. processed within 2 months	Total applications received
Q1 2021/22	11	11
Q2 2021/22	12	12
Q3 2021/22	11	11
Q4 2021/22	8	8
2021/22	42	42

Code LPI_LIC 03(TW)

	No. processed within 2 months	Total applications received
Q1 2021/22	12	12
Q2 2021/22	15	15
Q3 2021/22	14	14
Q4 2021/22	6	6
2021/22	47	47

All Authorities - Licensing - Percentage of valid temporary event notices processed within one working day of receipt

Authority	Q1 2021/22			Q2 2021/22			Q3 2021/22			Q4 2021/22			2021/22		
	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status
SEVENOAKS	95.45%	95%		100%	95%		97.83%	95%		100%	95%		98.66%	95%	
MAIDSTONE	96.08%	95%		100.00%	95%		95.88%	95%		100.00%	95%		98.10%	95%	
BEXLEY	100%	95%		100%	95%		97.25%	95%		100%	95%		98.99%	95%	
TUNBRIDGE WELLS	95.83%	95%		98.68%	95%		98.85%	95%		100%	95%		98.6%	95%	

All Authorities - Number of temporary event notices

Authority SEVENOAKS

	No. processed in one working day	Total no. event notices received
Q1 2021/22	42	44
Q2 2021/22	86	86
Q3 2021/22	90	92
Q4 2021/22	76	76
2021/22	294	298

Authority MAIDSTONE

	No. processed in one working day	Total no. event notices received
Q1 2021/22	49	51
Q2 2021/22	105	105
Q3 2021/22	93	97
Q4 2021/22	63	63
2021/22	310	316
















Authority BEXLEY

	No. processed in one working day	Total no. event notices received
Q1 2021/22	47	47
Q2 2021/22	72	72
Q3 2021/22	106	109
Q4 2021/22	68	68
2021/22	293	296

Authority TUNBRIDGE WELLS

	No. processed in one working day	Total no. event notices received
Q1 2021/22	46	48
Q2 2021/22	75	76
Q3 2021/22	86	87
Q4 2021/22	75	75
2021/22	282	286

All Authorities - Licensing - Percentage of driver and operator licenses issued within 12 days of validation

Authority	Q1 2021/22			Q2 2021/22			Q3 2021/22			Q4 2021/22			2021/22		
	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status
SEVENOAKS	96%	90%		100%	90%		100%	90%		100%	90%		99.24%	90%	
MAIDSTONE	100.00%	90%		100.00%	90%		95.83%	90%		100.00%	90%		98.73%	90%	
TUNBRIDGE WELLS	100%	90%		88%	90%		100%	90%		97.37%	90%		97.16%	90%	

All Authorities - Number of driver and operator licenses issued

Authority LPI_LIC 05(s)

	No issued within 12 days	Total no licenses issued
Q1 2021/22	24	25
Q2 2021/22	29	29
Q3 2021/22	41	41
Q4 2021/22	36	36
2021/22	130	131

Authority LIC 022

	No issued within 10 days	Total no licenses issued
Q1 2021/22	26	26
Q2 2021/22	16	16
Q3 2021/22	23	24
Q4 2021/22	13	13
2021/22	78	79

Authority LPI_LIC 05(TW)

	No issued within 12 days	Total no licenses issued
Q1 2021/22	22	22
Q2 2021/22	22	25
Q3 2021/22	56	56
Q4 2021/22	37	38
2021/22	137	141

All Authorities - Licensing MPs - Premises compliance

Authority	Q1 2021/22			Q2 2021/22			Q3 2021/22			Q4 2021/22			2021/22		
	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status
SEVENOAKS	65	45	✓	63	45	✓	63	45	✓	72	45	✓	263	180	✓
MAIDSTONE	39	20	✓	28	20	✓	84	20	✓	61	20	✓	212	80	✓
BEXLEY	146	90	✓	157	90	✓	195	90	✓	120	90	✓	618	360	✓
TUNBRIDGE WELLS	35	45	✗	60	45	✓	106	45	✓	40	45	✗	241	180	✓

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All Authorities - Licensing MPs - Taxi compliance

Authority	Q1 2021/22			Q2 2021/22			Q3 2021/22			Q4 2021/22			2021/22		
	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status
MAIDSTONE	15	20	✗	4	20	✗	25	20	✓	46	20	✓	90	80	✓
SEVENOAKS	69	45	✓	88	45	✓	99	45	✓	71	45	✓	327	180	✓
TUNBRIDGE WELLS	104	45	✓	98	45	✓	97	45	✓	115	45	✓	414	180	✓

Agenda Item 6

All Authorities - Licensing MPIs - Percentage of Hackney Carriage, Private Hire driver and Driver & Operator licenses issued within 12 days of validation

Authority	Q1 2021/22			Q2 2021/22			Q3 2021/22			Q4 2021/22			2021/22		
	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status
MAIDSTONE HC	100.00%	90%		100.00%	90%		100.00%	90%		100.00%	90%		100.00%	90%	
SEVENOAKS HC	100%	90%		100%	90%		100%	90%		100%	90%		100%	90%	
SEVENOAKS PH	100%	90%		100%	90%		100%	90%		100%	90%		100%	90%	
SEVENOAKS OPERATORS	75%	90%		100%	90%		100%	90%		100%	90%		95.65%	90%	
MAIDSTONE DRIVER/OPERATORS	100.00%	90%		100.00%	90%		95.83%	90%		100.00%	90%		98.73%	90%	
TUNBRIDGE WELLS DUAL DRIVERS	100%	90%		90%	90%		100%	90%		96.88%	90%		97.37%	90%	
TUNBRIDGE WELLS DRIVER/OPERATORS	100%	90%		80%	90%		100%	90%		100%	90%		96.3%	90%	
MAIDSTONE DUAL DRIVER	100%	90%		100%	90%		100%	90%		100%	90%		100%	90%	

All Authorities - Number of Hackney Carriage, Private Hire driver and Driver & Operator licenses issued

Authority SEVENOAKS HACKNEY CARRIAGE & DUAL DRIVERS

	No issued within 12 days	Total no licenses issued
Q1 2021/22	16	16
Q2 2021/22	20	20
Q3 2021/22	17	17
Q4 2021/22	18	18
2021/22	71	71

Authority SEVENOAKS PRIVATE HIRE DRIVERS

	No issued within 12 days	Total no licenses issued
Q1 2021/22	5	5
Q2 2021/22	5	5
Q3 2021/22	17	17
Q4 2021/22	10	10
2021/22	37	37

Authority SEVENOAKS OPERATORS

	No issued within 12 days	Total no licenses issued
Q1 2021/22	3	4
Q2 2021/22	4	4
Q3 2021/22	7	7
Q4 2021/22	8	8
2021/22	22	23

Authority MAIDSTONE DRIVER & OPERATOR LICENCES

	No issued within 10 days	Total no licenses issued
Q1 2021/22	26	26
Q2 2021/22	16	16
Q3 2021/22	23	24
Q4 2021/22	13	13
2021/22	78	79

Agenda Item 6

Authority MAIDSTONE HACKNEY CARRIAGE DRIVERS

	No issued within 10 days	Total no licenses issued
Q1 2021/22	7	7
Q2 2021/22	5	5
Q3 2021/22	7	7
Q4 2021/22	3	3
2021/22	22	22

Authority MAIDSTONE DUAL DRIVERS

	No issued within 10 days	Total no licenses issued
Q1 2021/22	15	15
Q2 2021/22	8	8
Q3 2021/22	11	11
Q4 2021/22	6	6
2021/22	40	40

Authority TUNBRIDGE WELLS DRIVERS & OPERATORS

	No issued within 12 days	Total no licenses issued
Q1 2021/22	22	22
Q2 2021/22	22	25
Q3 2021/22	56	56
Q4 2021/22	37	38
2021/22	137	141

Authority TUNBRIDGE WELLS DUAL DRIVERS

	No issued within 10 days	Total no licenses issued
Q1 2021/22	18	18
Q2 2021/22	18	20
Q3 2021/22	44	44
Q4 2021/22	31	32
2021/22	111	114

All Authorities - Percentage of continuation fees invoices issued 1 month in advance of fee being due

Authority	Q1 2021/22			Q2 2021/22			Q3 2021/22			Q4 2021/22			2021/22		
	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status
SEVENOAKS	100%	95%		99.46%	95%		100%	95%		100%	95%		99.75%	95%	
MAIDSTONE	100%	95%		100%	95%		100%	95%		100%	95%		100%	95%	
TUNBRIDGE WELLS	100%	95%		99.55%	95%		100%	95%		100%	95%		99.79%	95%	

All Authorities - Continuation fees invoices issued

Authority SEVENOAKS

	No of invoices sent by due date	No of invoices due
Q1 2021/22	114	114
Q2 2021/22	184	185
Q3 2021/22	54	54
Q4 2021/22	46	46
2021/22	398	399
















Authority MAIDSTONE

	No of invoices sent by due date	No of invoices due
Q1 2021/22	97	97
Q2 2021/22	254	254
Q3 2021/22	102	102
Q4 2021/22	92	92
2021/22	545	545

Authority TUNBRIDGE WELLS

	No of invoices sent by due date	No of invoices due
Q1 2021/22	123	123
Q2 2021/22	220	221
Q3 2021/22	65	65
Q4 2021/22	76	76
2021/22	484	485

All Authorities - Continuation fees not received and action taken within a month of overdue date

Authority	Q1 2021/22			Q2 2021/22			Q3 2021/22			Q4 2021/22			2021/22		
	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status
SEVENOAKS	100%	95%		100%	95%		100%	95%		100%	95%		100%	95%	
MAIDSTONE	100%	95%		100%	95%		100%	95%		100%	95%		100%	95%	
TUNBRIDGE WELLS	100%	95%		100%	95%		100%	95%		100%	95%		100%	95%	

All Authorities - Renewal Fees

Authority SEVENOAKS

	no of renewal fees not received	action within month of due date
Q1 2021/22	11	11
Q2 2021/22	17	17
Q3 2021/22	25	25
Q4 2021/22	21	21
2021/22	74	74
















Authority MAIDSTONE

	no of renewal fees not received	action within month of due date
Q1 2021/22	20	20
Q2 2021/22	24	24
Q3 2021/22	51	51
Q4 2021/22	20	20
2021/22	115	115

Authority TUNBRIDGE WELLS

	no of renewal fees not received	action within month of due date
Q1 2021/22	12	12
Q2 2021/22	19	19
Q3 2021/22	39	39
Q4 2021/22	22	22
2021/22	92	92

All Authorities - Action after suspension

Authority	Q1 2021/22			Q2 2021/22			Q3 2021/22			Q4 2021/22			2021/22		
	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status
MAIDSTONE	100%	95%		100%	95%		100%	95%		100%	95%		100%	95%	
SEVENOAKS	100%	95%		100%	95%		100%	95%		100%	95%		100%	95%	
TUNBRIDGE WELLS	100%	95%		100%	95%		100%	95%		100%	95%		100%	95%	

All Authorities - Action after suspension - resolved

Authority SEVENAOKS

	Number resolved	Number needed resolving
Q1 2021/22	7	7
Q2 2021/22	12	12
Q3 2021/22	16	16
Q4 2021/22	8	8
2021/22	43	43






Authority MAIDSTONE

	Number resolved	Number needed resolving
Q1 2021/22	5	5
Q2 2021/22	6	6
Q3 2021/22	15	15
Q4 2021/22	11	11
2021/22	37	37

Authority TUNBRIDGE WELLS

	Number resolved	Number needed resolving
Q1 2021/22	15	15
Q2 2021/22	21	21
Q3 2021/22	23	23
Q4 2021/22	9	9
2021/22	68	68

Bexley - Percentage of unopposed applications for new and variation of Special treatments licences processed within 2 calendar months (from date of validation to issue date) (LBB & Hub)

Authority	Q1 2021/22			Q2 2021/22			Q3 2021/22			Q4 2021/22			2021/22		
	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status	Value	Target	Status
BEXLEY	93.75%	95%		96.15%	95%		100%	95%		100%	95%		96.92%	95%	

Bexley – Special Treatment applications

Authority	MPI_LIC 09(B) bexley
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	No. processed within 2 months	Total applications received
Q1 2021/22	45	48
Q2 2021/22	25	26
Q3 2021/22	26	26
Q4 2021/22	30	30
2021/22	126	130

Licensing Service Plan 2022/23

Licensing
Partnership



Contents

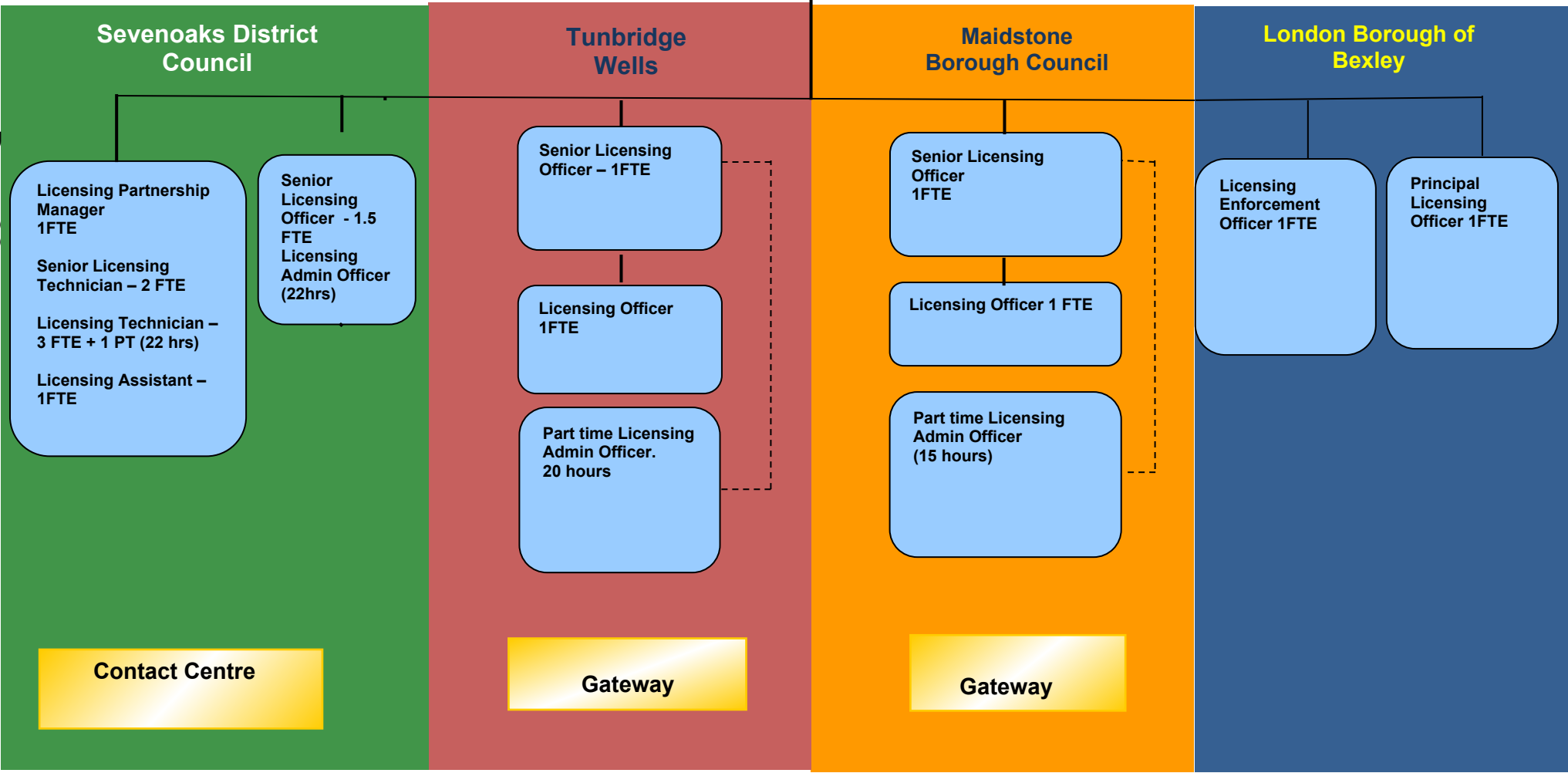
Section		Page Number
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2	What we do	5
3	2022/23 Service Objectives	6 - 16
4	Performance indicators and targets	17 - 18

1. Who we are

Team	Licensing Partnership comprising London Borough of Bexley, Maidstone Borough Council, Sevenoaks District Council and Tunbridge Wells Borough Council
Head of Service	Sharon Bamborough
Chief Officers	Gary Stevenson (Tunbridge Wells), John Littlemore (Maidstone), Richard Morris (Sevenoaks) and Jane Richardson (LB of Bexley)

Our Structure Chart

**Head of Licensing Partnership
1 FTE**



2. What we do

Key Tasks	<ul style="list-style-type: none">■ Manage and oversee the Licensing Partnership.■ Seek to promote the licensing objectives of the relevant legislation.■ Our aim is to protect the public but also allow legitimate businesses within the area to prosper.■ To ensure that the legitimate taxis and private hire trade are able to provide a safe mode of transport to the residents and users within the Partnership's area.■ Compliance – ensure compliance of licensed premises, activities and events following grant of respective licences, permits and / or notices.■ To ensure that unlicensed premises, taxis/private hire and activities are investigated and appropriate action is taken.■ To enhance customer service while ensuring compliance with legislation.■ Fulfilling statutory duty whilst optimising cost savings and maintaining individual client's Council sovereignty.■ Take advantage of economies of scale to buy services and optimise the collaborative working between partners
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3. 2020/21 Service Objectives

Objective 1	To oversee and lead the Licensing Partnership to deliver efficiency savings and achieve performance targets	Responsible Officer	Sharon Bamborough
Performance Measure	Description	2022/23 Target or Outcome (to be achieved by 31.03.2023)	
LPI LIC 001	Send out renewal invitations for all licences/permits etc. 2 months (or 4 months for animal licensing) before the expiry date of the licence and if a valid renewal application is not received before the expiry of a licence send a failure to renew letter out within 1 week of the licence expiring and advise the appropriate Authorities accordingly. (Hub Team)	95%	
LPI LIC 002	The percentage of valid personal licences processed within 14 working days (Hub Team)	95%	
LPI LIC 003	Percentage of <i>unopposed</i> applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date) [All]	95%	
LPI LIC 004	The percentage of valid temporary event notices served on Responsible Authorities within one working day of receipt (Hub Team)	95%	
LPI LIC 005	The percentage of driver and operator licences issued within 12 working days of validation (Hub team)	90%	
MPI LIC 05a	Percentage of Hackney Carriage driver licences issued within 12 working days of validation (Hub team)	90%	
MPI LIC 05b	Percentage of Private Hire driver licences issued within 12 working days of validation	90%	

MPI LIC 05c	Percentage of Private Hire Operator licences issued within 12 working days of validation	90%
MPI LIC 017	<p>Taxi Compliance (licensing officers at Sevenoaks, Tunbridge Wells and Maidstone):-</p> <ul style="list-style-type: none"> • start action/investigation on receipt of complaints/intelligence within 5 working days (includes visits/letters/interviews etc) • reactive/proactive enforcement investigations ongoing/completed • warnings / penalty points issued • vehicle compliance checks 	<p>Non London partners only: 15 actions per month per authority</p> <p>Except MBC who have re-set to 80 per year (equates to 7 per month)</p>
MPI LIC 018	<p>Premises compliance (all licensing officers throughout partnership) :-</p> <ul style="list-style-type: none"> • notice checks to be carried out within one week of initial display • start action/investigation on receipt of complaints/intelligence within 5 working days (includes visits/letters/interviews etc) • carry out proactive visits in accordance with risk rating system • attend enforcement meetings/briefings/collaborate with partners on multi-agency approach 	<p>Non London partners – 15 actions per month per authority</p> <p>Except MBC who have re-set to 80 per year (equates to 7 per month)</p> <p>Bexley – 30 actions per month</p>
MPI LIC 019	<p>(for partners where Hub team arrange annual fee collection -does not apply to Bexley)</p> <ul style="list-style-type: none"> (i) Send out invoices for continuation fees for licences/permits issued under the Licensing Act 2003 and Gambling Act 2005 at least 1 month in advance of the fee being due (ii) Where those fees are not received by the due date, take action to suspend/revoke licence/permit within 1 month of the fee being due. <p>(Hub Team)</p>	95%

MPI LIC 020	Action after suspension - Licensing officers to visit /establish status and resolve within one month and start/take any necessary action (all licensing officers throughout partnership except Bexley) (all licensing officers throughout partnership)	95%
BPI LIC 021	Percentage of <i>unopposed</i> applications for new and variation of Special treatments licences processed within 2 calendar months (from date of validation to issue date) [LBB & Hub]	95%
Link to Sevenoaks Corporate Plan	Providing value for money	Link to Sevenoaks Community Plan Safe Communities
Link to Maidstone Statagic Plan	Keeping Maidstone an attractive place for all - Ensuring there are good leisure and cultural attractions	
Link to Tunbridge Wells Key Objectives in the Vision	Providing Value	Link to Strategic Compass To ensure we operate in a business-like way
Link to Bexley Corporate Plan (Shaping our Future Together)	Innovation and self sufficiency	

Objective 2	Be open and proactive about undertaking of licensing functions for other local authorities.	Responsible Officer	Sharon Bamborough
Performance Measure	Description	2022/23 Target or Outcome	
Action	Promote the partnership and be open to enquiries with potential partners to undertake licensing functions for a 5 th partner.	Further functions carried out for other partners.	
Action	Implement the required processes/changes to ensure an additional partner is integrated within the Licensing Partnership	A smooth integration of any additional partners	
Link to Sevenoaks Corporate Plan	Providing value for money	Link to Sevenoaks Community Plan	Safe Communities
Link to Maidstone Corporate Priorities	Securing a successful economy for Maidstone Borough		
Link to Bexley corporate plan	Innovation and self sufficiency – a commercial approach		
Link to Tunbridge Wells Corporate Priorities	To support a prosperous borough	Link to Strategic Compass	Providing value

Objective 3	Seek further efficiency savings in processes and use of online facilities		Responsible Officer	Sharon Bamborough
Performance Measure	Description		2022/23 Target or Outcome	
Action	Continuous review of processes and procedures of Hub team officers and streamline / change as and when requested by partner officers		More efficient working or meeting new legal requirements On-going	
Link to Sevenoaks Corporate Plan	Supporting and developing the local economy	Link to Sevenoaks Community Plan	Safe Communities	
Link to Bexley corporate plan	Innovation and self sufficiency – a commercial approach	Link to Maidstone Corporate Priorities	Securing a successful economy for Maidstone Borough	
Link to Tunbridge Wells Corporate Priorities	To support a prosperous borough	Link to Strategic Compass	Providing value	

Objective 4	Ensure all online forms are implemented and in use by customers and explore other software solutions	Responsible Officer	Sharon Bamborough
Performance Measure	Description	2022/23 Target or Outcome	
Action	The library of on line forms should implemented across the four partners – to include new forms for and any updates needed for existing ones	Complete the introduction/update of all online forms. On-going	
Action	Further development of electronic record management system, Enterprise (from Idox)	Increased efficiency and monitoring tools, with enhanced reporting options On-going	
Link to Sevenoaks Corporate Plan	Supporting and developing the local economy	Link to Sevenoaks Community Plan	Safe Communities
Link to Bexley corporate plan	Innovation and self sufficiency – a commercial approach	Link to Maidstone Corporate Priorities	Securing a successful economy for Maidstone Borough
Link to Tunbridge Wells Corporate Priorities	To support a prosperous borough	Link to Strategic Compass	Providing value

Objective 5	Undertake a programme of training for Members and officers. Ensure all new Members on each Licensing Committee receive appropriate training.		Responsible Officer	Sharon Bamborough
Performance Measure	Description		2022/23 Target or Outcome	
Action	Deliver a programme of training to the Members and officers.		Train any new members to Licensing committee and ad hoc training to any other new members appointed for all partners To be achieved by 31/03/2023	
Action	Deliver/facilitate training on required topics for officers as needed		To be achieved by 31/03/2023	
Link to Sevenoaks Corporate Plan	Keeping the district safe	Link to Sevenoaks Community Plan	Safe Communities	
Link to Bexley corporate plan	Growth that benefits all – the right skills for jobs of today and tomorrow	Link to Maidstone Corporate Priorities	Securing a successful economy for Maidstone Borough – range of Employment Skills and opportunities across the Borough	
Link to Tunbridge Wells Corporate Priorities	Our People	Link to Strategic Compass	To have relevant skills	

Objective 6	Revision of Policies & Procedures		Responsible Officer	Sharon Bamborough/Lorraine Neale/Sharon Degiorgio/Samantha Laing/Michael Moss
Performance Measure	Description		2022/23 Target or Outcome	
Action	In July 2022, SB to liaise with relevant staff at LBB to start the planning (data analysis) for review of Cumulative Impact Policy due in June 2023, and keep under review to ensure the data will be ready for the following year		Achieve statutory obligations. To be achieved by 31/03/2023	
Action	Continue the review of the Hub Team Admin procedures and update where necessary		To improve efficiency, reduce errors and speed up processing On-going	
Action	To review taxi policies in Maidstone, Tunbridge Wells and Sevenoaks as and when needed.		To respond to changing needs of public and trade and to keep in line with corporate objectives On-going	
Action	To continue to take part in the Kent and Medway Energy and Low Emissions Implementation Plan lead by KCC (for SDC/MBC/TWBC only)		To contribute to net zero aspirations (new)	
Link to Sevenoaks Corporate Plan	Supporting and developing the local economy	Link to Sevenoaks Community Plan	Safe Communities	
Link to Bexley corporate plan	Innovation and self sufficiency – a commercial approach	Link to Maidstone Corporate Priorities	Securing a successful economy for Maidstone Borough	

Link to Tunbridge Wells Corporate Priorities	To support a prosperous borough	Link to Strategic Compass	Providing value
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Objective 7	Health, Safety and Well Being of Staff		Responsible Officer	Sharon Bamborough
Performance Measure	Description		2022/23 Target or Outcome	
Action	Ensure risk assessments are carried out and reviewed as appropriate and at least once a year.		Risk assessments are in place and are reviewed. To be achieved by 31/03/2023	
Action	Ensure 1:1 meetings are carried out on a regular basis.		All Senior Licensing Officers and Licensing Partnership Manager to ensure meetings take place.	
Action	Ensure staff have complied with any employer requirements in terms of completing workstation assessments both in office and at home if working from home occurs		All Senior Licensing Officers and Licensing Partnership Manager to ensure their staff have completed assessments, HoLP to ensure seniors /LPM have done so	
Link to Sevenoaks Corporate Plan	Supporting and developing the local economy	Link to Sevenoaks Community Plan	Safe Communities	
Link to Bexley corporate plan	Innovation and self sufficiency – a commercial approach	Link to Maidstone Corporate Priorities	Securing a successful economy for Maidstone Borough	
Link to Tunbridge Wells Corporate Priorities	To support a prosperous borough	Link to Strategic Compass	Providing value	

4. Measuring our Performance

Performance Indicators and Target Setting

Code	Description	Collection period	2022/23 target
LPI LIC 001	Send out renewal invitations for all licences/permits etc. 2 months (or 4 months for animal licensing) before the expiry date of the licence and if a valid renewal application is not received before the expiry of a licence send a failure to renew letter out within agreed timescales of the licence expiring and advise the appropriate Authorities accordingly. (Hub Team)	Monthly	95%
LPI LIC 002	The percentage of valid personal licences processed within 14 working days (Hub Team)	Monthly	95%
LPI LIC 003	Percentage of <i>unopposed</i> applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date) [All]	Monthly	95%
LPI LIC 004	The percentage of valid temporary event notices served on Responsible Authorities within one working day of receipt (Hub Team)	Monthly	95%
LPI LIC 005	The percentage of driver and operator licences issued within 12 working days of validation (Hub team)	Monthly	90%
MPI LIC 05a	Percentage of Hackney Carriage driver licences issued within 12 working days of validation (Hub team)	Monthly	90%
MPI LIC 05b	Percentage of Private Hire driver licences issued within 12 working days of validation (Hub team)	Monthly	90%

Code	Description	Collection period	2022/23 target
MPI LIC 05c	Percentage of Private Hire Operator licences issued within 12 working days of validation (Hub team)	Monthly	90%
MPI LIC 012	Length of time from validation to issue of HC vehicle licence (MPI) - target 12 working days (Hub team)	Monthly	90%
MPI LIC 013	Length of time from validation to issue of PH vehicle licence (MPI) - target 12 working days (Hub team)	Monthly	90%
MPI LIC 017	<p>Taxi Compliance (licensing officers at Sevenoaks, Tunbridge Wells and Maidstone):-</p> <ul style="list-style-type: none"> start action/investigation on receipt of complaints/intelligence within 5 working days (includes visits/letters/interviews etc) reactive/proactive enforcement investigations ongoing/completed warnings / penalty points issued vehicle compliance checks 	Monthly	<p>Non London partners only: 180 each (equates to 15 actions per month per authority)</p> <p>Except MBC who have re-set to 80 per year (equates to 7 per month)</p>
MPI LIC 018	<p>Premises compliance (all licensing officers throughout partnership)</p> <ul style="list-style-type: none"> notice checks to be carried out within one week of initial display start action/investigation on receipt of complaints/intelligence within 5 working days (includes visits/letters/interviews etc) carry out proactive visits in accordance with risk rating system 	Monthly	<p>Non London partners – 180 each (equates to 15 actions per month per authority)</p> <p>Except MBC who have re-set to 80 per year (equates to 7 per month)</p> <p>Bexley – 360 (equates to 30 actions per month)</p>

	<ul style="list-style-type: none"> attend enforcement meetings/briefings/collaborate with partners on multi-agency approach 		
Code	Description	Collection period	2022/23 target
MPI LIC 019	<p>(for partners where Hub team arrange annual fee collection)</p> <p>Send out invoices for continuation fees for licences/permits issued under the Licensing Act 2003 and Gambling Act 2005 at least 1 month in advance of the fee being due and where those fees are not received by the due date to take action to suspend/revoke licence/permit within 1 month of the fee being due. (Hub Team)</p>	Monthly	95%
MPI LIC 020	<p>Action after suspension - Licensing officers to visit /establish trading status within one month and start/take any necessary action (all licensing officers throughout partnership except Bexley)</p>	Annual	95%
BPI LIC 021	<p>Percentage of <i>unopposed</i> applications for new and variation of Special treatments licences processed within 2 calendar months (from date of validation to issue date) [LBB & Hub]</p>	Monthly	95%

Licensing Committee work plan (as at 13/9/22)

28 September 2022

- Hackney Carriage And Private Hire Licensing: Licence Fees And Charges 2023/24
- Licensing Partnership Annual Update
- Pavement Licensing/Off Sales - Legislative Update 2022

3 January 2023

- Gambling Act 2005: Licence Fees
- Sexual Entertainment Licensing Fees
-

22 March 2023

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