

End of year report- Licensing Services 2015/2016

Maximise income from fees and charges	Baseline (from previous year if applicable)	Target	Outcome
To support the Council's growth agenda and undertake a fees and charges review	N/A	By March 2016	Completed Dec 2015

To approve applications for licensed premises within specified timescale	Baseline (from previous year if applicable)	Target	Outcome
90% of new hackney carriage and private hire vehicle licenses to be processed within 24 hours.	97%	95% new	98% new (60 applications)
90% of renewal hackney carriage and private hire vehicle licenses to be processed within 48 hours.	96%	95% renewal	97% renewal (195 applications)
% of Temporary event notices processed within statutory period	100%	100%	100% (261 applications)
To maximise income to cover cost of the provision of the licensing service	N/A	By March 2016	Completed Dec 2015 * (see * variance)
To Implement the taxi licensing deregulation measures for 3 year hackney carriage and private hire licences and 5 year private hire operator licences.	N/A	By Oct 2015	Completed Oct 2015
To undertake a review of existing street trading policies.	N/A	By March 2016	Completed March 2016

*In order to maximise income, the Service have been ensuring that where a fee was permitted to be charged it was being charged without exception, and they were not being overlooked.

When the Service has been undertaking enforcement visits to ensure compliance this has uncovered administrative failings which required an application to be submitted to put everything in order. These applications generally required a fee to be paid.

In addition the Service went through a fees and charges review to ensure the level of fees reflected the true time taken to deal with each regulatory power we have. Increases in fees charged resulted from this review.

Appendix b

To carry out statutory programmed inspections of businesses to ensure the safety, well-being and protection of residents, visitors and employees	Baseline (from previous year if applicable)	Target	Outcome
Annual Inspection of licensed animal boarding establishments, dangerous wild animal establishments, dog breeding establishments, pet shop premises, riding establishments and zoo premises.	100%	100%	100% 47 inspections

Offer advice and guidance on licensable activities	Baseline (from previous year if applicable)	Target	Outcome
Taxi licensing trade meeting	N/A	1per year	2 held (July 15 / Mar 16)

Trained staff and comprehensive understanding of the service by the service delivery Champion	Baseline (from previous year if applicable)	Target	Outcome
% of Appraisals undertaken	100%	100%	100%
Service awareness briefings for Service Delivery Champion	4	4	4