

To: General Purposes Licensing Committee
Date: 28th May 2012 **Item No:**
Report of: Head of Environmental Development
Title of Report: Update on Miscellaneous Licensing Activity
October 2011 – April 2012

Summary and Recommendations

Purpose of report: To inform Committee of the progress made by the Miscellaneous Licensing Function between October 2011 - April 2012 and future developments.

Report Approved by:

Finance: Paul Swaffield
Legal: Daniel Smith

Policy Framework: A vibrant and sustainable economy

Recommendation(s):

The Committee is recommended to:

- (i) note the contents of the report, and**
- (ii) make comments and recommendations regarding the future work of the Miscellaneous Licensing Function.**

Introduction

1. This is the first report highlighting the work of the Miscellaneous Licensing team. The report informs Committee of progress made by the Miscellaneous Licensing function between October 2011 – April 2012 and future work. The report includes updates on Street Trading Consents, Street Café Licences, Pet Shop licences, Animal Boarding Establishment Licence, Riding Establishment Licence and Charitable Collections.
2. There are currently a number of policies in place across Licensing and Development covering the core Licensing functions administered by the Council. These Policies set the framework for administering and regulating the licensable activities concerned. They guide the Council when it considers applications. They also inform applicants and other

parties of the parameters in which the authority will make decisions and how their needs will be addressed. It is proposed to extend the range of Licensing Policies by the introduction of policies for Street Café Licensing and Charitable Collections.

Street Trading

3. Street Trading Consent renewals took place in March 2012. All Consent fees were collected for the 2011/12 financial year. Three renewal applications were put before Licensing and Registration Sub Committee in accordance with the Street Trading Policy, due to issues with the operation of the Street Trading Consent during the previous 12 months. All three renewal applications were granted with special conditions and powers delegated to the Head of Environmental Development for immediate revocation of Street Trading Consent if these conditions are broken at any time over the new Consent period. The Decision Notices are appended.
4. A review of our Street Trading application process has taken place. This has enabled us to streamline the way we work and to ensure we maintain customer focus.
5. At the meeting of the General Purposes Licensing Committee on 22nd February 2012, Committee agreed to receive a further report reviewing the Street Trading Policy to incorporate the extension of the scheme to the whole of the Oxford City Council area. It is proposed that a full review of the Street Trading Policy is carried out at this stage and the input of Councillors is welcomed. The proposed timetable for the Policy review is set out below.

Actions	Time Frame
Complete Benchmarking Exercise. Compile Best Practice/ Responsible Authority Input and Draft Revised Policy	2 nd July – 31 st August 2012
Report to General Purposes Licensing Committee for Approval of Draft Policy for Consultation	17 th October 2012
Launch Public Consultation	1 st November 2012
End of Public Consultation	17 th December 2012
Review Consultation Responses/ Collate Responses and Revise Draft Policy	December 2012 – 11 th January 2013
Report to General Purposes Licensing Committee for Approval and Recommendation that Council Adopts	19 th February 2013
Council adoption and Implementation of Reviewed Street Trading Policy	April 2013

Street Cafés

5. A meeting was held with Steve Walker from Oxfordshire County Council Highways in December 2011. This meeting helped strengthen partnership working. Highways are keen to work with us to get all unlicensed Street Cafes licensed. It is proposed that a draft Street Café Policy is taken to General Purposes Licensing Committee in February 2013.

Charitable Collections

6. The administration of Charitable Street and House to House Collections is a busy area of work within Miscellaneous Licensing. It is proposed that the guidelines we work to are reviewed and firmed up into a Charitable Collections Policy. This process would follow the review of the Street Trading and Street Café policies.

Animal Boarding Establishment

7. On the 2nd April 2012 we granted our first Animal Boarding Establishment Licence in Oxford. The Animal Boarding Establishment is a family run business in Cowley. The boarding accommodation is brand new and purpose built to a very high standard. We will be revisiting the premises in 6 months for a follow up inspection to see how the establishment is running in practice.

Pet Shop Licence/ Inspection Update

8. Four Pet Shop Licence renewal applications were received during March 2012. Each premise was inspected before re-issuing the licences for the following 12 months. All four pet shops were found to be of a very high standard and very well run by competent licensees.

Legal Considerations

9. There are no legal implications within the content of this report.

Financial Considerations

10. There are no material financial considerations contained within the content of this report that apply to the Authority. The cost of any additional consultation on draft Policies can be met from existing budgets.

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Background papers:

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