

APPENDIX A

SUMMARY OF THE COUNCIL'S LICENSING FUNCTIONS

1. Licensing Act 2003

- (i) **Premises Licences / Club Premises Certificates**
covers: music, dancing, films, plays, indoor sports, boxing, wrestling, sale of alcohol, late night refreshment, (for premises such as pubs, clubs, cinemas, theatres, community halls, takeaway premises, schools, burger vans, restaurants, off licences, supermarkets, hotels, etc)
- (ii) **Personal Licences**
Licences to sell alcohol (issued by the District in which you reside, not where you work)
- (iii) **Temporary Event Notices**
Temporary permissions for licensable activities that would ordinarily require a premises licence / club premises certificate (such as charitable / community race nights, dances / discos, etc)

2. Gambling Act 2005

- (i) **Premises Licences**
inc: betting shops, casinos, bingo premises, adult gaming centres (amusement arcades for 18yrs of age and above), family entertainment centres (low value gaming machines for use by children), track betting premises (such as bookmakers at greyhound tracks)
- (ii) **Gaming Permits**
inc: club gaming permits (allows bingo, raffles, poker, etc in members' clubs), equal chance gaming permits (similar to club gaming permits but for commercial clubs)
- (iii) **Gaming Machine Permits**
inc: licensed premises gaming permits (alcohol licensed premises with 3 or more gaming machines), automatic notifications (alcohol licensed premises with 1 or 2 gaming machines)
- (iv) **Small Society Lotteries**
(registrations to allow non-commercial raffles, 100's club, etc)
- (v) **Temporary Use Notices / Occasional Use Notices**
(similar to 1 (iii) above)

3. Hackney Carriage and Private Hire Licensing

- (i) **Vehicle Licences**
- (ii) **Drivers' Licences**
- (iii) **Operators Licences**

4. Street Trading

licences to trade on the public highway (such as burger vans in lay-bys, market stalls, ice cream vans, etc): excludes tables and chairs outside of pubs/restaurants and advertising structures such as A boards as these are dealt with by the County Council

5. Street Collections

any person collecting money or other property for charitable purposes in a public space

6. Door to Door Collections

any person collecting money or other property for charitable purposes by means of a door to door collection (inc: charity clothes collection bags, rose sellers in pubs / restaurants, etc)

7. Animal Licensing

- (i) **Animal Boarding Establishments**
(cats and dogs only)
- (ii) **Home Boarding Establishments**
(cats and dogs only)
- (ii) **Riding Establishments**
stables that hire out horses for riding or instruction; excludes livery yards
- (iii) **Pet Shops**
any person that trades in pets whether from a shop, home or any premises
- (iv) **Dangerous Wild Animals**
any person that keeps a dangerous wild animal whether at a sanctuary, home or any premises: dangerous wild animals include primates, non-domestic cats (such as lynx, serval, cheetah), reptiles, lizards, snakes, scorpions, etc)
- (v) **Zoos**
(can include small premises such as bird of prey centres, animal parks, etc)
- (vi) **Dog Breeding Establishments**
(premises which keep dogs for the purpose of breeding in excess of four litters per year)

8. Sex Establishment Licensing

- (i) **Sex Shops**
- (ii) **Sex Cinemas**
- (iii) **Sexual Entertainment Venues**
(such as lap dancing / pole dancing / strip clubs)

9. Scrap Metal Dealers

10. Motor Salvage Operators

11. Other Miscellaneous Licensing
(undertaken by Environmental Health Officers rather than Licensing Officers)

- (i) **Skin Piercing Licensing**
inc: acupuncture, tattooists, cosmetic piercing, electrolysis, semi-permanent skin colouring
- (ii) **Food Premises Registrations**
any premises that stores, prepares, distributes or sells food (such as: restaurants, hotels, shops, cafes, canteens, market stalls, mobile catering vans, food delivery vans, etc)
- (iii) **Caravan Site Licensing**
- (iv) **Regulation of Industrial Processes**
regulation of industries that emit significant levels of air pollution, water pollution, land contamination, energy use and accident prevention for certain larger industrial sites (such as: manufacturers of plywood or glass, petrol stations, dry cleaners, vehicle re-sprayers, crematoria)
- (v) **Houses in Multiple Occupation**
regulation of any building or flat in which two or more households share basic amenities