

Report to: Licensing Committee: 19 March 2026

Director Lead: Matthew Finch, Director - Communities and Environment

Lead Officer: Damian Wilkins, Environmental Health & Licensing Manager

| Report Summary | |
|----------------------------------|---|
| Report Title | Update on Performance Matters |
| Purpose of Report | To provide Members of the Committee with details of the various activities undertaken by the Licensing Team in relation to the different types of licensing matters covered by the Licensing Act 2003; Hackney Carriage/Private Hire Drivers, Private Ambulance Drivers, House to House and Street Collections. |
| Recommendations | That the Licensing Committee note the types and volumes for licences processed in the previous quarter. |
| Reason for Recommendation | That Members are kept informed. |

1.0 Background

1.1 This report covers the period from **1 October to 31 December 2025** inclusive and sets out the range and number of licence applications during this period. It also highlights any activity required as a result of the applications received relating to the Licensing Act 2003.

1.2 Licensing Act 2003 Activity Report

| Application Type | Number Received | Number Issued | Number Refused | Comments |
|-------------------------------|-----------------|---------------|----------------|---|
| Personal Licence | 12 | 12 | 0 | |
| Vary the DPS | 17 | 17 | 0 | |
| Transfer of Premises Licence | 2 | 2 | 0 | |
| Minor Variation | 2 | 2 | 0 | |
| Variation to Premises Licence | 0 | 0 | 0 | |
| New Premises Licence | 5 | 5 | 0 | |
| New Club Premises Certificate | 0 | 0 | 0 | |
| Change of name/address of PLH | 6 | 5 | 0 | 1 address change application form awaiting payment |
| Review of Licence | 0 | 0 | 0 | |
| Surrendered Licences | 0 | 0 | 0 | |
| Temporary Event Notices | 77 | 76 | 1 | Insufficient time |

1.2.1 By way of comparison, the number of Temporary Event Notices received for the same period last year was 92. The list of temporary event notices are provided in **Appendix A**.

1.3 Hackney Carriage/Private Hire/Private Ambulances Activity Report

1.3.1 A new applicant for a Hackney Carriage/Private Hire Drivers or Private Ambulance Drivers Licence has to undergo various checks. These include a: Disclosure & Barring check; DVLA check; two references are required; Group II medical; and knowledge & ability tests. The table covers the same reporting period as above and sets out the range and number of licence applications during this period. The table also highlights any activity required as a result of the applications.

1.3.2

| Application Type | New | Renewal | Issued | Comments |
|--|-----|---------|--------|---|
| Hackney Carriage/ Private Hire Driver | 14 | 17 | 27 | 3 new applications failed knowledge tests, 1 still in progress. |
| Ambulance Drivers | 7 | 11 | 17 | 1 new application withdrawn. |
| Hackney Carriage Vehicles | 13 | 13 | 26 | |
| Private Hire Vehicles | 1 | 7 | 8 | |
| Private Ambulance Vehicle Licence | 8 | 21 | 29 | |

1.4 Street Collections

1.4.1 The table below sets out the numbers of collections undertaken within the reporting period and the charities supported. The organisations undertaking the collections are required to complete a return that sets out the 80 % of the collection that is returned to the charity:

| Charity | Date | Total Amount Collected | % Returned to Charity |
|--------------------------|-------------|------------------------|-----------------------|
| Southwell District Lions | 08-23/12/25 | £8,001.41 | 97% |

1.5 House to House Collections

1.5.1 The table below sets out the numbers of collections undertaken within the reporting period and the charities supported. The organisations undertaking the collections are required to complete a return that sets out the 80% of the collection that is returned to the charity:

| Charity | Date | Total Amount Collected | Returned to Charity |
|---|--------------|------------------------|---------------------|
| Child And Teenage Cancer and Leukaemia Foundation | October 2025 | Nil | Nil |
| Yorkshire Children's Trust | October 2025 | Nil | Nil |

| | | | |
|---|--------------------------------|--------|---------|
| Child And Teenage Cancer and Leukaemia Foundation | November 2025 | £45 | £45 |
| Yorkshire Children's Trust | November 2025 | Nil | Nil |
| Cancer Research & Genetics UK | 22 nd November 2025 | £243 | £194.40 |
| Children with Cancer UK Charity | 25 th November 2025 | £72 | £61.20 |
| Child And Teenage Cancer and Leukaemia Foundation | December 2025 | £24 | £24 |
| Yorkshire Children's Trust | December 2025 | Nil | Nil |
| Ukraine Appeal | 8 th December 2025 | Nil | Nil |
| Children with Cancer UK Charity | 11 th December 2025 | £58.25 | £49.51 |

2.0 Proposal/Options Considered

2.1 This report is intended to provide Members with an update of the various activities undertaken by the Licensing Team in relation to the different types of licensing matters covered by the Licensing Act 2003, Hackney Carriage/Private Hire Drivers, Private Hire Ambulance Drivers together with House to House and Street Collections.

3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

| Implications Considered | | | |
|---|----|----------------------|----|
| Yes – relevant and included / NA – not applicable | | | |
| Financial | NA | Equality & Diversity | NA |
| Human Resources | NA | Human Rights | NA |
| Legal | NA | Data Protection | NA |
| Digital & Cyber Security | NA | Safeguarding | NA |
| Sustainability | NA | Crime & Disorder | NA |
| LGR | NA | Tenant Consultation | NA |

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None