

Report to: Licensing Committee: 11 June 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 January – 31 March 2026** 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	11	11	0	
Vary the DPS	14	13	1	Invalid Docs received
Transfer of Premises Licence	9	8	1	Invalid Docs received
Minor Variation	3	3	0	
Variation to Premises Licence	5	5	0	
New Premises Licence	4	3	1	Invalid docs received
New Club Premises Certificate	0	0	0	
Change of name/address of PLH	2	2	0	
Review of Licence	0	0	0	
Surrendered Licences	2	2	1	Invalid surrender
Temporary Event Notices	61	61	1	Rejected due to insufficient time

1.2.1 By way of comparison, the number of Temporary Event Notices received for the same period last year was 90. 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	5	16	21	
Ambulance Drivers	25	10	35	
Hackney Carriage Vehicles	3	18	21	
Private Hire Vehicles	5	7	12	
Private Ambulance Vehicle Licence	8	34	42	

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
0	0	0	0

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
World Cancer Care	February 2026	£177	141.60

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