

# **Item: 4**

**Licensing Committee: 22 August 2019.**

**Civic and Miscellaneous Licensing – Functions Report.**

**Report by Executive Director of Corporate Services.**

## **1. Purpose of Report**

To present a report in relation to the exercise of the Council's functions in terms of the Theatres Act 1968, the Civic Government (Scotland) Act 1982 and the Cinemas Act 1985.

## **2. Recommendations**

The Committee is invited to note:

### **2.1.**

The report in relation to the exercise of the Council's functions in terms of the Theatres Act 1968, the Civic Government (Scotland) Act 1982 and the Cinemas Act 1985, for the period from 1 July 2018 to 30 June 2019, attached as Appendix 1 to this report.

## **3. Introduction**

The Council's Licensing Team processes applications for licences, consents and notifications in terms of the Theatres Act 1968, the Civic Government (Scotland) Act 1982 (the 1982 Act) and the Cinemas Act 1985.

## **4. Functions Report**

The functions report for the period from 1 July 2018 to 30 June 2019 (the period) in relation to the exercise of the Council's functions in terms of the Theatres Act 1968, the Cinemas Act 1985 and the 1982 Act, attached as Appendix 1 to this report, includes information regarding the following:

- The types of licences, consents and notifications governed by the legislation.
- Consultation requirements and periods.
- The number of licences held under the legislation in the Council's area at 30 June 2019.
- The number of applications for licences, consents and notifications in terms of the legislation processed during the period.
- The number of applications for licences, consents and notifications in terms of the legislation refused during the period.

- The number of random taxi and private hire car inspections instructed during the period.
- Commitment of staff time in researching information and preparing reports on a number of matters during the period.
- Commitment of staff time in dealing with enquiries regarding any of the types of licences, consents and notifications governed by the legislation during the period.
- Published documentation available at [www.orkney.gov.uk](http://www.orkney.gov.uk).

## **5. Corporate Governance**

This report relates to the Council complying with its statutory duties as a Licensing Authority and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

## **6. Financial Implications**

There are no direct financial implications to the Council arising from the recommendations of this report.

## **7. Legal Aspects**

### **7.1.**

The Theatres Act 1968 deals solely with theatre licences. The licensing authority is the local authority. The theatre licensing regime currently operated in terms of the 1968 Act will be repealed with effect from 27 January 2021.

### **7.2.**

The Cinemas Act 1985 deals solely with cinema licences. The licensing authority is the local authority.

### **7.3.**

The 1982 Act governs a variety of types of licences, consents and notifications, as detailed in Appendix 1 to this report. The licensing authority is the local authority.

## **8. Contact Officers**

Gillian Morrison, Executive Director of Corporate Services, extension 2103, email [gillian.morrison@orkney.gov.uk](mailto:gillian.morrison@orkney.gov.uk).

Gavin Mitchell, Head of Legal Services, extension 2233, email [gavin.mitchell@orkney.gov.uk](mailto:gavin.mitchell@orkney.gov.uk).

Elaine Sinclair, Legal Clerk, extension 2232, email [elaine.sinclair-hill@orkney.gov.uk](mailto:elaine.sinclair-hill@orkney.gov.uk).

## **9. Appendix**

Appendix 1: Civic and miscellaneous licensing functions report for the period 1 July 2018 to 30 June 2019.

## **Appendix 1.**

# **Orkney Islands Council Licensing Committee**

## **Civic and Miscellaneous Licensing – Functions Report.**

**Period: 1 July 2018 to 30 June 2019.**

### **1. Legislative Background**

The Council's Licensing Team processes applications for licences, consents and notifications in terms of:

- The Theatres Act 1968.
- The Civic Government (Scotland) Act 1982 (the 1982 Act).
- The Cinemas Act 1985.

### **2. Types of Licences, Consents and Notifications**

#### **2.1.**

The Theatres Act 1968 deals solely with theatre licences. The theatre licensing regime currently operated in terms of the 1968 Act will be repealed with effect from 27 January 2021.

#### **2.2.**

The Cinemas Act 1985 deals solely with cinema licences.

#### **2.3.**

Types of licences, consents and notifications governed by the 1982 Act include:

- Indoor Sports Entertainment.
- Knife Dealers.
- Late Hours Catering.
- Market Operators.
- Metal Dealers.
- Public Entertainment.
- Public Procession Notifications.
- Raised Structure Consents.
- Second Hand Dealers.
- Sex Shops.
- Skin Piercing, Tattooing and Acupuncture.
- Street Trading.
- Taxis and Private Hire Cars, Drivers and Booking Offices.
- Window Cleaners.

## **2.4.**

### **2.4.1.**

All applications and notifications require consultation with Police Scotland and other appropriate agencies in accordance with the relevant legislation. For licences in terms of the 1982 Act, the consultation period is prescribed as 28 days, apart from applications for:

- raised structure consents;
- substitution of vehicles; or
- temporary licences.

### **2.4.2.**

The minimum processing period for the majority of applications and notifications is accordingly approximately 6 weeks to allow for necessary administrative work to circulate applications and notifications and to prepare the relevant licences and consents at the conclusion of the consultation period.

## **3. Contextual Information**

### **3.1.**

Numbers of cinema licences in force on 30 June 2019: 1.

### **3.2.**

Numbers of theatre licences in force on 30 June 2019: 28, of which, 24 were operated by the Council as education authority.

### **3.3.**

Numbers of 1982 Act licences in force on 30 June 2019:

Indoor Sports Entertainment.	1.
Knife Dealers.	0.
Late Hours Catering.	2.
Market Operators.	2.
Metal Dealers – Premises Based.	3.
Metal Dealer – Itinerant.	1.
Private Hire Cars.	30.
Private Hire Car Drivers.	14.
Public Entertainment.	0.
Second Hand Dealers.	1.
Sex Shops.	0.
Skin Piercing, Tattooing and Acupuncture.	6.

Street Trading.	14.
Taxis.	40.
Taxi Drivers.	103.
Taxi and Private Hire Car Booking Offices.	2.
Window Cleaners.	10.

### 3.4.

Numbers of applications for licences (including renewal applications), consents for raised structures and notifications of public processions processed from 1 July 2018 to 30 June 2019:

Cinema – 1 year (statutory maximum):	1.
Late hours catering – 3 years:	1.
Market operators – temporary (up to 6 weeks):	2.
Metal dealer – Premises Based – 1 year:	1.
Metal dealer – Premises Based – 3 years:	2.
Metal dealer – Itinerant – 1 year:	1.
Private hire cars – 1 year:	15.
Private hire cars – 3 years:	7.
Private hire car substitutions (to end of licence):	1.
Private hire car drivers – 1 year:	2.
Private hire car drivers – 3 years:	5.
Public entertainment – temporary (up to 6 weeks).	3.
Public procession notifications:	13.
Raised structure consents:	4.
Second hand dealer – 1 year:	1.
Skin piercing, tattooing and acupuncture – 1 year:	3.
Skin piercing, tattooing and acupuncture – 3 years:	1.
Skin piercing, tattooing and acupuncture – variation (to end of licence):	1.
Street trading – 1 year:	13.
Street trading – 3 years:	3.
Taxis – 1 year:	40.
Taxis – 3 years:	1.
Taxi substitutions (to end of licence):	6.
Taxi drivers – 1 year:	51.

Taxi drivers – 3 years:	21.
Taxi and private hire car booking office – 1 year:	2.
Taxi and private hire car booking office – 3 years:	1.
Theatres – 1 year (statutory maximum):	28.
Theatre – temporary for performance of a play:	1.
Window cleaners – 1 year:	4.
Total:	235.

### **3.5.**

Of the 235 applications processed, one was refused by the Committee.

### **3.6.**

Numbers of random taxi and private hire car inspections instructed from 1 July 2018 to 30 June 2019: 57.

### **3.7.**

From 1 July 2018 to 30 June 2019 staff time (multiple hours) was spent researching information and preparing reports on a range of matters including the applications referred to in section 3.4 above and the following additional matters:

- Annual licensing fees review.
- Annual maximum taxi fares and charges review.
- Annual Report in relation to the Committee's Functions in terms of the Theatres Act 1968, the Civic Government (Scotland) Act 1982 and the Cinemas Act 1985.
- Complaints, leading to potential consideration of revocation or suspension of licence.
- Local authority policies on diesel emissions and disabled access in respect of taxis and private hire cars.

### **3.8.**

#### **3.8.1.**

The Council's Licensing Team deals with many enquiries regarding requirements for licences, consents and notifications under the relevant legislation. These are dealt with by telephone, email or letter. Not all enquiries result in applications.

#### **3.8.2.**

Information regarding average numbers of enquiries received and time taken to process is provided in the following table:

<b>Matter.</b>	<b>Average Time (Hours).</b>	<b>Average No. of Enquiries.</b>
Cinema:	0.50.	4 per annum.
Drivers – taxis or private hire cars:	0.50.	4 per week.
Indoor sports entertainment:	2.00.	1 per annum.
Knife dealers:	0.50.	2 per annum.
Late hours catering:	1.00.	2 per annum.
Market operators:	4.00.	2 per annum.
Market operators (temporary):	1.50.	3 per annum.
Metal dealers:	1.00.	2 per annum.
Private hire cars:	0.75.	42 per annum.
Public entertainment:	0.50.	8 per annum.
Public procession notifications:	0.50.	7 per annum.
Raised structure consents:	0.50.	4 per annum.
Second hand dealers:	0.50.	2 per annum.
Skin piercing, tattooing and acupuncture:	0.75.	6 per annum.
Street trading:	0.75.	20 per annum.
Taxis:	0.75.	30 per annum.
Taxi and private hire car booking office licences:	0.50.	1 per annum.
Theatres:	0.50.	4 per annum.
Window cleaners:	0.50.	4 per annum.
Miscellaneous (not categories of licence which are dealt with by the Licensing Team):	0.25.	6 per month.

## **4. Future Developments**

### **4.1.**

As a second phase in the development of the Customer Service Platform, licensing applications will be automated to the extent that this is possible in law. However, this system will take some time to develop.



## **4.2.**

In terms of the draft Immigration (Alcohol Licensing and Late Hours Catering) (Scotland) Regulations 2018, currently before the UK Parliament, the Council may be required to reject applications made for late hours catering licences by individuals not entitled to work in the UK. The process will be similar to that already enacted in relation to applications for taxi and private hire car driver licences. The proposed legislation will impose an additional pressure on the Licensing Service who will require to make this additional check when processing relevant applications.

## **5. Published Documentation**

### **5.1.**

The Council publishes information about cinema licensing, including an application form, in the Related Downloads section of the following webpage:

<https://www.orkney.gov.uk/Service-Directory/C/Cinema.htm>.

### **5.2.**

The Council publishes information about theatre licensing, including application forms, in the Related Downloads section of the following webpage:

<https://www.orkney.gov.uk/Service-Directory/T/Theatres.htm>.

### **5.3.**

The Council publishes information about civic government licensing, including guidance, conditions and application forms, in links from the following webpage:

<https://www.orkney.gov.uk/Service-Directory/L/civic-government-licensing.htm>

### **5.4.**

The Council's Register of civic government licences is published in the Related Downloads section of the following webpage:

<https://www.orkney.gov.uk/Service-Directory/C/Civic-Government-Licences---Approved-Licence-Lists.htm>.

### **5.5.**

The Council publishes information about marches and processions, including a notification form and its Register of approved notifications, in the Related Downloads section of the following webpage:

<https://www.orkney.gov.uk/Service-Directory/L/marches-and-processions.htm>.

## 5.6.

The Committee reviews fees for civic and miscellaneous licence applications annually with effect from 1 April each year. The fees, together with a summary of required supporting documentation for each type of application, are published in the Related Downloads section of the following webpage:

[https://www.orkney.gov.uk/Service-Directory/L/Licences\\_2.htm](https://www.orkney.gov.uk/Service-Directory/L/Licences_2.htm)

## 5.7.

Information about the members of the Committee, together with agendas, reports and Minutes relating to meetings of the Committee, are published in the Related Downloads section of and in links from the following webpage:

<https://www.orkney.gov.uk/Council/C/licensing-committee.htm>.

**Contact:** The Licensing Team, Legal Services, Orkney Islands Council, Council Offices, Kirkwall, Orkney KW15 1NY.

Email: [licensing@orkney.gov.uk](mailto:licensing@orkney.gov.uk).

Phone: 01856 873535 extension 2232.

2019-08-22.