

ANNEX 1

List of procedures

Procedure	Legislation	Section	Time frame	Locally or nationally set	% dealt with in timeframe	Overriding reason relating to right public interest
Animal boarding licence	Animal Boarding Est Act 1963	Animal Health / Licensing	28 days	Locally	75% - inspection are required for grant applications.	Clear risk to animal welfare of inappropriate premises or unsuitable management of an animal boarding establishment. The premises may need to be inspected by a vet. Tacit authorisation should not apply.
Caravan site licence	Caravan Sites and Control of Development Act 1960 Mobile Homes Act 2013	Housing	2 months	Nationally	99% - once all relevant information is received	Risk to public safety, the council and fire authority have a legitimate interest in the outcome of applications. Tacit authorisation should not apply.

<p>Dangerous wild animal licence</p>	<p>Dangerous Wild Animal Act 1976</p>	<p>Animal Health / Licensing</p>	<p>2 months</p>	<p>Locally</p>	<p>100% - we currently only licence 1 DWA.</p> <p>The premises will need to be inspected by a vet and animal health officers before a licence can be issued. If works are required further inspections may be required.</p>	<p>Clear risk to animal welfare of inappropriate premises or unsuitable owners. Tacit authorisation should not apply.</p>
<p>HMO</p>	<p>Housing Act 2004</p>	<p>Housing</p>	<p>21 days</p>	<p>Nationally</p>	<p>90% - once a full application has been received. Premises inspection need to be undertaken, issues can arise with getting access to premises.</p>	<p>Risk to public safety, the council and fire authority have a legitimate interest in the outcome of applications. Tacit authorisation should not apply.</p>

Occupation of road for building works	Highways Act 1980	Highways	3 weeks	Locally	<p>100 % - if the request is of an urgent nature.</p> <p>As much notice as possible is requested as these can be looked at in isolation, other works within the authority area need to be taken into consideration.</p>	Risk to public safety, the council has a legitimate interest in the outcome of applications. Tacit authorisation should not apply.
Pavement cafe licence	Highways Act 1980	Highways	8 – 10 weeks	Locally	90% - if planning permission if already in place.	Risk to public safety, the council has a legitimate interest in the outcome of applications. A statutory legal process has to be undertaken. Tacit authorisation should not apply.

Petroleum storage licence	Petroleum (Regulations) Acts 1928 & 1936	Trading Standards / Licensing	12 weeks new grants 28 days renewals	Locally	95% - dependant on the number of inspections required.	Risk to public safety, the council and fire authority have a legitimate interest in the outcome of applications. Tacit authorisation should not apply.
Premise licences and Club premise certificates	Licensing Act 2003	Licensing	Uncontested applications 28 days, if required further 20 working days to hold hearing	Nationally	99% - since the Licensing Act came into force in 2005 approx 5 hearings have been held outside the nationally set timeframes with agreement of all parties involved.	Where relevant representations (relevant to one or more of the four licensing objectives, prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm) are made tacit authorisation should not apply, as the application will be determined at a Licensing Sub-Committee hearing. All parties can agree that the committee can be held after the

						timeframe set by legislation.
Riding establishments	Riding Est Act 1964 (amended 1970)	Animal Health / Licensing	8 weeks	Locally	80% - due to vet inspections and receiving the vet inspection fees.	Clear risk to animal welfare of inappropriate premises or unsuitable management of a riding establishment. A licence cannot be issued until such time that a vet inspection has been carried out this is required by legislation. Tacit authorisation should not apply.
Safety at sports grounds & regulated stands	Safety of Sports Grounds Act 1975 Part 111 of the Fire Safety of Places of Sport Act 1987	Licensing	16 weeks	Locally	Not known, last application processed over 10 years ago.	Risk to public safety, the council, police, fire and sports grounds safety authorities have a legitimate interest in the outcome of applications. It is a requirement of the legislation that the applicant must provide specific documentation

						to the satisfaction of all parties before the certificate can be issued. Tacit authorisation should not apply.
Scrap Metal Dealers	Scrap Metal Dealers Act 2013	Licensing	28 days	Locally	100% - as no objections have been received to date.	Risk to crime and disorder, the council and police have a legitimate interest in the outcome of applications. There is an overriding public interest in ensuring the suitability of applicants is assessed before licences are issued. Tacit authorisation should not apply.
Sex establishments licence	Local Government (Miscellaneous Provisions) Act 1982	Licensing	There is a 28 day objection period. Applications are determined by	Locally	95% - all parties have agreed a hearing date.	Risk to public safety and crime and disorder, the council, and police have a legitimate interest in the outcome of applications. Committee dates may

			committee within the councils pre planned cycle of committee meetings.			need to be changed if all parties are unable to attend. Tacit authorisation should not apply.
Skip, scaffolding, cherry pickers and hoardings licence	Highways Act 1980 S139	Highways	5 working days	Locally	90% - on occasion agreements have to be reached and restrictions have to be placed on the licence.	To ensure there is no danger, obstructions or nuisance to ordinary users of the highway, tacit authorisation should not apply.
Street trading consent	Local Government (Miscellaneous Provisions) Act 1982	Licensing	28 days	Locally	90% - further information or site visits may be required regarding some proposed trading locations.	To ensure there is no danger, obstructions or nuisance to ordinary users of the highway, tacit authorisation should not apply.
Street works licence	S 50, New Roads & Street Works Act 1991, S	Highways	10 working days	Locally	100 % - if the request is of an urgent nature.	To ensure there is no danger, obstructions or nuisance to ordinary users of the highway,

	171 Highways Act 1980				As much notice as possible is requested as these cannot be looked at in isolation, other works within the authority area need to be taken into consideration.	tacit authorisation should not apply. If a utility company has planned work a notification must be posted on the national street works registers months in advance to book the space.
Zoo licence	Zoo Licensing Act 1981	Animal Health / Licensing	At least 2 months notice is required	Nationally	Not know – no applications received to date	Clear risk to animal welfare of inappropriate premises or unsuitable management of an animal boarding establishment. A licence cannot be issued until such time that a vet inspection has been carried out. Legislation also specifies certain notice requirements. Tacit authorisation should not apply.