

**LICENSING ACT 2003
THE LICENSING REGISTER**

(Report by Head of Administration)

1. INTRODUCTION

- 1.1 The Act requires each licensing authority to keep a register containing certain information that is prescribed either in the Act or in Regulations. The Act also defines the arrangements for the inspection of the register by members of the public and the supply of copies. A licensing authority may charge a reasonable fee for the supply of a copy and the Committee are requested to determine the level of charges.

2. THE REGISTER

- 2.1 The register is a comprehensive document, containing not just each premises and personal licence and club premises certificate issued and each temporary events notice received. It also has to contain 28 other categories of information listed in the Act and a further 7 listed in subsequent Regulations. This includes applications, operating schedules and plans.

The software company supplying the licensing system that is being used by the authority is developing a register for the purposes of the Act but this has yet to be issued.

The Act requires the authority to make the information in the register available for inspection by any member of the public without payment during office hours. If requested, the authority must also supply a copy of any information in the register at a reasonable fee. This will include plans supplied by applicants and licensees.

3. CHARGING

The information in the register will be held electronically but, pending the implementation of electronic document management, some of the information such as plans will have to be held in a hard copy format. It is therefore

4. RECOMMENDED

that a charge of 50 pence be made for each A4 or larger page supplied as an extract from the licensing register.

BACKGROUND DOCUMENTS

None

**CONTACT OFFICER: Mr R Reeves
01480 388003**