

## INDICATION TIME LINES FOR ACTIVITIES UNDERTAKEN BY THE REGULATORY (LICENSING) TEAM

Item (1)	Type (2)	Statutory Time Limit (3)	First Response (4)	Normal time Required (5)	Tacit Approval? (6)	Remarks (7)
Hackney Carriage and Private Hire Drivers (New)	Licence	N/A	5 days	10 days once all documents in order to determine application (grant/minded to refuse).	No	<p>If a full 'valid' application is not received within 6 months, the application will be deemed to be unsuccessful.</p> <p>Following notification of the council being minded to refuse the application an applicant has 21 days to make representations. A hearing will be arranged after this date.</p>
Hackney Carriage and Private Hire Vehicle (New)	Licence	N/A	5 days	10 days once all documents in order to determine application (grant/minded to refuse).	No	<p>If a full valid application is not received within 4 weeks, the application is deemed to be unsuccessful.</p> <p>MOT certificates must be dated within four weeks of the submission of the application.</p>
Hackney Carriage and Private Hire Driver (Renewing)	Licence	N/A	5 days	10 days once all documents are in order to determine application (grant/minded to refuse).	No	<p>A full Application should be received approximately 6 weeks before licence expiry. This ensures adequate time for DBS certificate to be dispatched and for it to be provided in support of the application. No licence will be issued until DBS certificate is seen. If the licence expires in the meantime, the licence has expired.</p>

<b>Item (1)</b>	<b>Type (2)</b>	<b>Statutory Time Limit (3)</b>	<b>First Response (4)</b>	<b>Normal time Required (5)</b>	<b>Tacit Approval? (6)</b>	<b>Remarks (7)</b>
Hackney Carriage and Private Hire Vehicle (Renewing)	Licence	N/A	5 days	10 days once all documents are in order to determine application (grant/minded to refuse).	No	If documents are not received by the expiry date of the licence then the licence cannot be renewed. In this instance a 'NEW' vehicle application must be submitted.  MOT certificates must be dated within four weeks of the application.
House to House collections	Permit	N/A	5 days	14 days	Yes	Collections should not take place until granted.
Minor Variation of Premises or Club Premises Licence	Licence	15 days	5 days	15 days	No. However, if response outside 15 days tacit rejection occurs.	If not determined the application is deemed rejected.
Personal Licence	Licence	N/A	5 days	1 month	No	If relevant offence the police are consulted.
Premises or club premises licence	Licence	N/A	5 days	2 months	Yes	28 day consultation period. Should objections be received a hearing will be called within 20 working days
Private Hire Operators Licence	Licence	N/A	5 days	10 days once all documents in order to determine application (grant/minded to refuse).	No	If a full valid application is not received within 6 months, the application will be deemed to be unsuccessful.  Following notification of the council being minded to refuse the application an applicant has 21 days to make representations.

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Scrap Metal Collector or Site	Licence		5 days	3months	No	<p>If a full valid application is not received within 6 months, the application will be deem to be unsuccessful.</p> <p>Following notification of the council being minded to refuse the application, an applicant has 14 days to make representations.</p>
Review of the premises licence or club premises certificate	Licence	N/A	5 days	2 months	Yes	28 day consultation period. Should objections be received a hearing will be called within 20 working days.
Sexual Entertainment Venues	Licence	N/A	5 days	3 months	No	
Skin Piercing, Tattooists, Electrolysis and Acupuncture	Registration	N/A	5 days	28 days	No	Trading cannot commence prior to consent being granted.
Small Lotteries, Gambling machine permits & notifications	Permit	N/A	5 days	14 days	Yes	
Service Requests & Complaints (Licensing)	N/A	N/A	5 days	3 months (to conclusion)	N/A	
Street Collections	Permit	N/A	5 days	14 days	Yes	Collections should not take place until granted.

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Street Trading	Consent	N/A	5 days	28 days	No	Trading cannot commence prior to consent being granted.
Temporary Event Notices (Late)	Notice	1 working day	1 working day	1 working day	Yes	Notification is made to the responsible authorities. Objections must be made within three working days. This may result in a counter notice stopping the TEN.
Temporary Event Notices (Standard)	Notice	1 working day	1 working day	1 working day	Yes	Notification is made to the responsible authorities. Objections must be made within three working days. This may result in a hearing being called to determine the TEN. A hearing has to be held and decision given at least 24 hours before the event.
Transfer of Hackney Carriage/ Private Hire vehicle plate	Licence	N/A	5 days	14 days (once all documents are received).	No	Including written notification of accident if applicable.
Transfer premises licence and club premises licence	Licence	N/A	5 days	14 days	Yes	Application can be made with immediate effect.
Variation of a premises or club premises licence	Licence	N/A	5 days	2 months	Yes	28 day consultation period. Should objections be received a hearing will be called within 20 working days.
Vary Designated Premises Supervisor	Licence	N/A	5 days	14 days	Yes	Application can be made with immediate effect.

**Notes:** columns in the table below include a number of brackets after the heading. Explanations of these numbers are as follows.

1. **Item.** The title of the transaction required, for example “registration of a food business” “Application for a hackney carriage/private hire licence”.
2. **Type.** This shows the type of transaction, such as a licence, permit consent or approval.
3. **Statutory Time Limit.** If it is a legal time limit for the determination of the application, this is shown here.
4. **First response time.** The council will acknowledge your application and make attempt to make a first response to you within this time.
5. **Normal time limit required.** The council will determine the application as quickly as possible and the time in which a determination can normally be expected is shown here. This includes time for committee hearing if necessary.
6. **Tacit Approval.** In certain cases, if a determination is not made within a set time limit, the application will be deemed to have been successful. Entries in this column will include a simple “yes” or “No” or “not applicable”.
7. **Remarks.** This column may be used for other additional comments that may be needed or may be helpful to the applicant.