

## HOW WE WILL PROCESS APPLICATIONS

The principles the council as the licensing authority will adopt in discharging its licensing functions in respect of applications listed in the table below are as follows: -

- 1) The information provided in any application will be held by the council on computerised and manual files and may also be disclosed to other departments within the council or other organisations, but only in order to ensure compliance with relevant legislation or to detect and prevent fraud or a crime.
- 2) All applicants will be given advice and guidance on making an application together with the opportunity to discuss a “draft application” prior to submission. Advice and guidance on the various types of licence or permit available from the council can also be obtained via the council’s website.
- 3) The council will aim to acknowledge receipt of all correspondence within 5 working days.
- 4) Applications will only be accepted as being “duly made” if they satisfy statutory requirements. In the event of non -acceptance of any application it will be returned with a letter stating the reason.
- 5) Applications will only be rejected where statutory requirements have not been met or, where the council has discretion in the matter, where it appears that the process does not meet the required standards or where the operator has failed to comply with any requests for supplementary information or where the application has been superseded.
- 6) The council will not reject an application without offering the applicant the opportunity to make representations and, where appropriate, to make their application before the relevant committee.
- 7) Within 5 working days of receipt of an application the council will: -
  - (a) Notify the applicant of acceptance or rejection of the application.
  - (b) Notify statutory consultees of acceptance of an application, where appropriate.
- 8) In determining applications, the council will only apply conditions to licences and permits in accordance with the relevant legislation. Where no restriction applies, the council will only seek to apply conditions that are necessary and relevant and where they are not already subject to other primary legislation. The council will adhere to any guidance issued by the Secretary of State.
- 9) Except where paragraphs (4) or (5) apply, the council will apply the following timescales to the processing of applications listed in the schedule below: -
  - (a) Representations may be made within the 28 days beginning with the day following the day on which the application was given to the council.
  - (b) Where representations are received a hearing will be held before the appropriate committee of the council within 20 working days beginning

with the day following the last day on which representations may be made.

- (c) Applications will be determined within 5 working days of receipt, or of the end of the period in which representations may be made, or of the date of a hearing being held (as applicable).

<b>Type of application</b>	<b>May representations be made?</b>	<b>Who may make representations.</b>
<b>Charitable Collections</b>		
House – house collection permit	No	N/a
Street collection permit		
<b>Gambling Act 2005</b>		
Grant of club gaming / club machine permit	Yes	Gambling Commission; Police
Grant, variation, transfer, renewal of gaming machine permit	Yes	Police
Grant, variation, transfer, renewal of family entertainment centre gaming machine permit	Yes	Police; ECC Child Protection; ECC Trading Standards
Grant, variation, transfer, renewal of prize gaming permit	Yes	Police; ECC Child Protection; ECC Trading Standards
Registration of small society lottery	Yes	Gambling Commission
<b>Motor Salvage &amp; Scrap Metal Dealing</b>		
Motor salvage operator licence	Yes	Police
Scrap-metal dealer registration	No	N/a
<b>Street Trading</b>		
Street trading permit Pavement permission	Yes	Police; ECC Highways Dept; Planning Authority; Parish Council; Chamber of Commerce; Adjacent 'frontagers';
Sex establishment licence	Yes	Police; any other statutory authority or member of the public