

A4 – APPENDIX A –PROPOSED 2025 ENFORCEMENT SCHEDULE

Schedule of Routine Licensing Inspections

Licence Type	Number of Licences, Permits etc (January 2025)	Proposed Routine Inspection
Street Collections	25*	At least five Street Collections will be checked 'on-street' each year to check for compliance with Regulations. The reports from the inspections will then identify any further matters requiring action.
Private Hire Vehicles	28	<p>The vehicles are subject to two mechanical tests (under 10 years old) and a MOT each year.</p> <p>Any vehicle that is aged 10 years plus will be required to have an additional mechanical test each year, bringing it to three in total.</p> <p>Visual Inspections are carried out following reports of damage or accident to the vehicle.</p> <p>Visual Inspections are carried out as part of the Operators check.</p>
Hackney Carriage Vehicle	191	<p>The vehicles are subject to two mechanical tests (under 10 years old) and a MOT each year.</p> <p>Any vehicle that is aged 10 years plus will be required to have an additional mechanical test each year, bringing it to three in total.</p> <p>Visual Inspections are carried out following reports of damage or accident to the vehicle.</p> <p>At least 12 taxi rank inspections will be carried out throughout the year to check on compliance. A visual inspection will also be carried out at this time.</p> <p>The Council will seek to conduct a joint operation with Essex Police which will involve stopping and inspecting vehicles, checking on compliance and safety of the vehicle.</p>
Private Hire Operators	11	The Council will seek to inspect a quarter of private hire operators within a year to check compliance with the conditions of their Licence; including daily and periodic vehicle maintenance checks.
Private Hire / Hackney Carriage Drivers Licence	285	Drivers are seen each year through routine daily interactions with the licensed trade. This includes application process, during vehicle and rank inspections as well as any complaints received. The

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		Council will monitor numbers of licenses seen with a view to one fifth of all licences being seen in a year.
Sex shops/Sexual Entertainment Venues	1	At least one visit will be undertaken to the establishment to check on compliance.
Street Trading Consent (Except at Dovercourt Market)	7	At least two visits per year by an Authorised Council Officer. The reports from the inspection will then identify any further matters requiring action.
Street Trading Consent (Dovercourt Market)	17	At least two visits per year by an Authorised Council Officer. The reports from the inspection will then identify any further matters requiring action.
Scrap Metal Site Licence	13	At least one compliance check to be carried out throughout the period of the licence by an authorised Council Officer. One fifth of all licences will be routinely inspected each year. The Council will seek to do joint enforcement operations with Essex Police.
Temporary Event Notice (TENS) under Licensing Act 2003	365*	The Council will seek to visit at least five events authorised by a TEN throughout the year to ensure that the organisers are aware of their responsibilities under such Notices. The reports from the inspection will then identify any further matters requiring action.
Premises Licences under Licensing Act 2003	574	40% of licensed premises will receive a compliance visit within the year. A rolling programme of visits to licensed premises is underway to check compliance by the Premises Licence. The reports from the inspection will then identify any further matters requiring action. The Council seeks to conduct joint inspection exercises throughout the year with other responsible authorities e.g. Police and Environmental.
Club Premises Certificates under Licensing Act 2003	53	10% of licensed premises will receive a compliance visit within the year. A rolling programme of visits to licensed premises is underway to check compliance by the Premises

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		<p>Licence. The reports from the inspection will then identify any further matters requiring action.</p> <p>The Council seeks to conduct joint inspection exercises throughout the year with other responsible authorities e.g. Police and Environmental.</p>
Adult Gaming Centres under Gambling Act 2005	16	One visit every other year by an Authorised Council Officer. The reports from the inspection will then identify any further matters requiring action. As such 50% of licenced will be visited routinely this year/
Betting Premises under Gambling Act 2005	11	One visit every other year by an Authorised Council Officer. The reports from the inspection will then identify any further matters requiring action.
Bingo Premises under Gambling Act 2005	15	One visit every other year by an Authorised Council Officer. The reports from the inspection will then identify any further matters requiring action.
Family Entertainment Centres under Gambling Act 2005	0	One visit every other year by an Authorised Council Officer. The reports from the inspection will then identify any further matters requiring action.
Unlicensed Family Entertainment Centres under Gambling Act 2005	26	One visit every other year by an Authorised Council Officer. The reports from the inspection will then identify any further matters requiring action.
Prize Gaming Permits under Gambling Act 2005	1	One visit every other year by an Authorised Council Officer. The reports from the inspection will then identify any further matters requiring action.
Club Gaming & Club Machine Permits under Gambling Act 2005	20	One visit every other year by an Authorised Council Officer. The reports from the inspection will then identify any further matters requiring action.
Licensed Premises Gaming Machine Permits under Gambling Act 2005	20	These will be inspected on the same basis as the LA2003 Premises Licence held.
Licensed Premises Machine Notifications under Gambling Act 2005	122	These will be inspected on the same basis as the LA2003 Premises Licence held.
Boats	29	At least two visits will be made to the Harbours
Boatman	38	At least two visits will be made to the Harbours
Pavement Licence	3	One visit every other year by an Authorised Council Officer. The reports from the inspection will then identify any further matters requiring action.

* These numbers are from year 2024. New applications will come in throughout the year.