



NORTHAMPTON
BOROUGH COUNCIL

NORTHAMPTON BOROUGH COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE
26 JUNE 2017

BRIEFING NOTE: PP16 – Off Licence Checks

Off Licence Checks

Checks on off licences are carried out through a number of different approaches as detailed below.

They are also ordered below in accordance with the priority given to each type of check, with number 1 being the first priority.

1. Complaints Checks/Compliance Checks

Complaints are generated from a variety of sources, for example a member of public complaint, another responsible authority, a councillor and any other interested parties.

Sometimes it is identified that the nature of the complaint is better led by a responsible authority who has the expertise, the necessary powers and is better placed to take the lead. I.e. selling of illicit alcohol will be a joint operation led by trading standards and/or the police. A compliance check may also be carried out by the local authority working in partnership with another authority.

These are the figures used for the performance indicator, as this is complaint driven, it is anticipated that this will reflect a high level of non-compliance. Any follow up visit is not necessarily recorded within these statistics as these may involve a number of partner agencies following up on their own individual areas of expertise and may result in a wider approach and enforcement action being undertaken over several months, potentially resulting in a review. It is not practical for all outcomes to be recorded in a suitable manner to be fed back into this particular performance indicator.

2. Annual Fees

Where a licence holder has defaulted on payment of their annual fees the legislation enables the local authority to suspend the licence.

Non-payment of annual fees can often suggest that there has been a change in management and potentially new management have taken over without formally

notifying the local authority and in turn this may lead to an impact upon the licensing objectives being upheld.

This local authority has adopted a local policy whereby these premises are identified and a visit is made to identify any change in management and potential breaches.

These figures are not recorded as compliance checks and are recorded in accordance with our arrears lists.

3. Week of Action Checks

During community safety weeks of actions, the licensing team will visit a number of off licences within a specified area and carry out a routine check on the licence conditions.

These are not recorded under complaints/compliance checks.

4. Routine Checks

These checks are carried out across the town at various off licences when resources are sufficient.