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Agenda for Licensing & Enforcement Committee Wednesday, 16 November 2016; 9.30am



[Members of the Committee](#)

Venue: Council Chamber, Knowle, Sidmouth, EX10 8HL

[View directions](#)

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- 1 Minutes for 24 August 2016 (pages 3-6)
- 2 Apologies
- 3 [Declarations of interest](#)
- 4 [Matters of urgency](#) – none identified
- 5 To agree any items to be dealt with after the public (including press) have been excluded. There are no items that officers recommend should be dealt with in this way.

Part A - Matters for Decision

- 6 **Committee Update – Licensing Act 2003, Gambling Act 2005, Taxis & General Licensing, including Apps A - E** (pages 7-10)
- 7 **To adopt an equivalent procedure for the driver testing arrangements for Hackney Carriage and Private Hire Vehicles, Drivers and Operators**(pages 11-13)
- 8 **Changes in working arrangements for environmental health licences and permits currently issued by the licensing authority**(pages 14-16)

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EAST DEVON DISTRICT COUNCIL

Minutes of a Meeting of the Licensing & Enforcement Committee held at Knowle, Sidmouth on Wednesday, 24 August 2016

Attendance list at the end of the document

The meeting started at 9.30am and ended at 11.20 am

*1 Minutes

The minutes of the meeting of the Licensing & Enforcement Committee held on 17 February 2016, were confirmed and signed as a true record.

*2 Declarations of interest

Councillor Steve Hall

Minute 25

Disclosable Pecuniary Interest – Private Hire Licence Holder

Councillor John O’Leary

Minute 25

Disclosable Pecuniary Interest – Designated Premises Supervisor

Brian Bailey

Minute 25

Disclosable Pecuniary Interest – Hackney Carriage Licence Holder

John Dyson

Minutes 25

Involved with Street Collections for Sidmouth Folk Festival and Trustee of Folk Week

*3 Committee update – Licensing Act 2003, Gambling Act 2005 and General Licensing

The Licensing Manager presented his report - the following issues were highlighted and discussed.

1. Licensing Act 2003

Following a request for licensing statistics from the Home Office (DCMS) in April, an annual mandatory return was provided giving data for all alcohol and late night licences. The data covered the year 2015/16 and showed that 610 Premises Licences, 55 Club Premises and 2087 Personal Alcohol Licences were administered by the team last year. In addition 824 Temporary Event Notices (TENs) were processed and issued. The data highlighted the volume of licences, notices and work achieved by the licensing team over the year.

The Licensing Manager highlighted the national deficit in the fees for licensing that had not kept up with costs. There was the possibility of consultation in 2017 regarding setting fees on a local level. In response to a question, the Licensing Manager reported that the number of outstanding fees owed to the licensing authority was minimal.

On 26 April 2016 an officer attended a joint meeting with the police at a licensed premise in Axminster following reports of disorder both inside and outside the premises. As a result of the visit the police have made late night visits and have been monitoring the premises. No further issues of disorder had been reported.

On 27 April 2016 the licensing manager attended the first meeting of the safety advisory group set up as a multi-agency forum for the Ottery St Mary Tar Barrels which is due to take place on 5 November 2016. On 19 June 2016 the officers attended the Elton John concert held in grounds of Westpoint. Despite re-planning event meetings there were issues over the siting and number of bars set up on the day. Members will also be aware of major traffic issues on the day caused by the number of people driving to the event.

On 7 July 2016 officers attended a licensed members club in Exmouth where the chairman was interviewed about allegations of breaching the Club Premises Certificate as well as running an unauthorised bar with amplified music outside the premises during the Euro 2016 football matches. As a result the club will be submitting a variation application and has been provided with a warning letter outlining the issues and possible offences together with expectations on the future operation of the club.

2. Gambling Act 2005

The Licensing Manager reported that a programme of visits to licensed premises and other premises where gaming was permitted continued and whenever a licensed premises inspection occurs, the existence of gaming machines and any issues of compliance were considered and inspected. On 4 May an officer and a member of the Gambling Commission conducted joint inspections to licensed gambling premises in the district. This was the first occasion that both organisations had worked jointly and five premises were inspected. No offences were detected and it was agreed that joint gambling inspections should take place annually.

3. Taxis

The Licensing team had continued the education based enforcement and monitoring approach to the Hackney Carriage and Private Hire drivers. Close liaison was maintained with partner agencies and the taxi trade to ensure that the principles of consistency, transparency and proportionality were maintained.

The period for renewing private hire licences ended on 31 May 2016 and saw a reduction in the number of private hire driver, vehicle and operator licences that were renewed in comparison with the previous year. The reduction was largely due to some private hire operators retiring from the trade along with one company deciding not to renew private hire licences for their drivers and vehicles.

The draft taxi licensing policy submitted to committee members on 17 February was circulated for formal public consultation, subject to incorporating amendments requested by members at the meeting. These points were in the process of being amended and the draft policy would then be circulated for consultation with the outcome to be finalised at the next committee meeting on 16 November. In response to a question the Licensing Manager confirmed that the licensing authority encouraged new applications for wheelchair accessible taxis; there were currently 4 in the district.

4. General Licensing

Periodic inspections had been completed for one of the six zoos that were licensed with EDDC. The inspections were carried out by Dr Jonathon Cracknell who was an advanced practitioner in veterinary anaesthesia and zoological medicine.

The existing policy concerning charitable street collections was due for review and a draft street collections policy had been finalised. This policy provided guidance for regulating charitable and other collections of money and explained how, when and where individuals and organisations may make a street collection in East Devon. The policy had been working well for the last 9 years and the changes proposed were not substantial. Councillor Dean Barrow reported on problems that had been experienced in Honiton with the seller of periodicals for alleged charitable purposes.

Members noted that there would be a meeting involving the chairman and Heads of Service, to consider the way forward for the proposed changes to the licensing of Street Trading shortly.

5. Consultations

The bi-annual taxi liaison meeting took place on Thursday 7 April 2016, this meeting was normally attended by the Chairman and Vice Chairman, but other members were welcome to attend. One point reported by the trade concerned delays by the DVLA when arranging taxi driver tests for new employees in the summer of 2015. The discussion prompted additional test appointments being made available by the DVLA this summer for new drivers. The next liaison meeting has been arranged for Thursday 27 October 2016 commencing at 2.30pm in the Council Chamber, Knowle, Sidmouth.

The Chairman reported on the prospect of a visit by the Licensing Service to Exmouth Town Council to give some training to town councillors on the Licensing Act 2003 in the autumn.

6. Training

The Licensing Manager reported that it was expected that training would be arranged for Councillors towards the end of the year, particularly as there were a number of new Councillors on the Committee.

RESOLVED: 1. that the report be noted;

- 2.** that the Committee give approval for the draft Street Collection Policy attached as Appendix B to the agenda, to start the formal public consultation process.

Attendance list

Councillors present

- Steve Hall (Chairman)
- Jim Knight (Vice Chairman)
- Megan Armstrong
- Brian Bailey
- Dean Barrow
- Colin Brown
- Jenny Brown
- Bruce de Sarar
- John Dyson
- Steve Gazzard
- John O’Leary

Officers present

- Giles Salter Solicitor
- Steve Saunders, Licensing Manager
- Neil McDonald, Licensing Officer
- Chris Lane, Democratic Services Officer

Apologies

- Councillors:
- Matt Booth
- Douglas Hull
- Geoff Jung
- Cherry Nicholas

Chairman Date

Report to: **Licensing and Enforcement Committee**

Date of Meeting: 16 November 2016

Public Document: Yes

Exemption: None



Agenda item: 6

Subject: **Committee Update -
Licensing Act 2003, Gambling Act 2005, Taxis & General Licensing**

Purpose of report: The report provides an update on the activities of the Licensing Service under the Licensing Act 2003, Gambling Act 2005 and Taxi legislation together with other general licensing matters.

Recommendation: **That the report be noted**

Reason for recommendation: To keep the Council's statutory committee up to date with current arrangements and statistics relating to the Licensing Service.

Officer: Steve Saunders, Licensing Manager, Ext. 2787, ssaunders@eastdevon.gov.uk

Financial implications: There are no financial implications.

Legal implications: There are no legal implications requiring comment.

Equalities impact: Low Impact

Risk: Low Risk

Appendices:

- 7 Report - Alternative driver testing arrangements (DVSA)
- 8 Report - Arrangements for Environmental Health Licences
- Appendix A - Environmental Health Licence types

Link to Council Plan: Living in, working in, enjoying and funding this outstanding place

1 Licensing Act 2003

1.1 Applications Received, Licences Issued and Notices Given

1.1.1 The numbers of applications received, licences issued and notices given will be provided at the end of the year.

1.2 Premises Risk Ratings

1.2.1 Visits to licensed premises within East Devon have continued throughout the summer with no serious issues being found. The high risk premises are also being checked with 23 outstanding premises to be checked before the end of March next year.

- 1.2.2 During Folk Week this year held between 29 July and 5 August 2016 officers attended various venues licensed by Sidmouth Folk Week as well as general licensing visits to premises within the town. All venues were found to be in order and working well. On the Wednesday of Folk Week the Chairman and Vice Chairman accompanied by the Licensing manager completed their usual walk through of the seafront stalls as well as visiting the licensed venues at the Ham and Blackmore Gardens. A visit was also made to the Craft Village at Peacock Lawns and all was found to be in order.
- 1.2.3 On the 4 August 2016 an officer attended the annual Honiton show at the Honiton agricultural ground and various stalls that had been licensed by Temporary Events Notices were checked and found to be in order. As part of the inspection process one stall was identified in the process of preparing to sell alcohol but had not obtained a licence. The trader was required to cease and to remove the stand from the showground.
- 1.2.4 On 12 August 2016 officers attended the Blackdown Hill Beer Festival that is held over two days at Cherryhayes Farm, Smeatharpe. The festival was well run and there were no issues found.
- 1.2.5 On 19 August 2016 an officer attended the Beautiful Days Festival site at Escot Park to check on the set up to ensure it complied with the licence issued for the event. The event was organised within the application submitted although upon inspection one coffee seller was located advertising alcohol sales outside the licence that had been issued and was formally warned to remove alcohol from the stall. The licensed venues within the site were checked as well as a general walkthrough to ensure compliance. This is a well run annual event that has been ongoing at this site for a number of years.
- 1.2.6 On 5 October an officer attended a joint meeting with the police at a licensed premise in Colyton following complaints of disorder and noise nuisance particularly on Carnival night. A discussion was held with the licence holders and agreement reached on how the premises would be operated in the future. No further complaints of disorder or noise have been received since the visit.
- 1.2.7 Officers have been involved with complaints and the management of a licensed club in Exmouth that has a Club Certificate. The Club chairman had been seen at the premises by officers and a number of requests were made in order that the club could comply with the licensing legislation. The club was not compliant and subsequently action was taken to prevent further unlawful activity through the closure of the ground and club building.

1.3 Hearings

- 1.3.1 The numbers of hearings held will be provided for and at the end of the year.

2 Gambling Act 2005

2.1 Applications Received, Licences Issued and Notices Given

- 2.1.1 The numbers of applications received, licences issued and notices given have not been included in this report but will be provided for the end of year period.

2.2 Enforcement

- 2.2.1 The programme of visits to licensed premises and other premises where gaming is permitted continues and whenever a licensed premises inspection occurs, the existence of gaming machines and any issues of compliance are duly considered and inspected.

3 Taxis

3.1 Applications Received and Licences Issued

- 3.1.1 The numbers of applications received and licences issued since the last update have not been included in this report and will be provided at the end of the year.
- 3.1.2 The majority of all hackney carriage driver and vehicle licences expire on the 31 October each year and the Licensing Team has spent a large part of the last six weeks working on

renewing these licences. Almost all of the vehicles due for renewal have now been re-licensed as have the majority of the drivers. The number of drivers re-licensing is expected to rise further in the coming weeks as Officers are in the process of following up on late applications but there is likely to be a slight overall reduction in the total number of drivers renewing mainly due to retirement from the trade. This follows a similar theme with retirements being evident during the private hire renewal period in May of this year.

3.2 Enforcement

- 3.2.1 The Licensing Team has continued the education based enforcement and monitoring approach to the Hackney Carriage and Private Hire drivers and vehicles as we have used with the Licensing Act. Close liaison is maintained with partner agencies and the taxi trade to ensure that the principles of consistency, transparency and proportionality are maintained.
- 3.2.2 The Council holds two meetings between the trade and the Licensing Committee every year with officers and councillors attending. This allows for positive and continued communication and sharing new legislation and trends in the taxi and private hire trade.

3.3 Hearings

- 3.3.1 Since the last report to this committee in August 2016, there has been one Sub Committee hearing relating to taxi licensing applications or licence holders. A hearing was held at the end of September for a hackney carriage vehicle application for a wheelchair accessible vehicle that was older than the four year age restriction. The Committee granted the application as they found the vehicle met a need for wheelchair compliant vehicles in the district, was very well presented being in good condition with an AA report and had been previously licensed with another authority.

3.4 Taxi Licensing Policy

- 3.4.1 A draft taxi licensing policy was submitted to the committee members on 17 February when it was agreed that the draft policy be circulated for formal public consultation, subject to incorporating amendments requested by members at the meeting. However since that time there have been further significant changes in legislation and procedures this year which will need to be included in the draft policy. Whilst the aim had been for the draft policy to be circulated for consultation and then finalised at this committee meeting in November this has not been possible.
- 3.4.2 Licensing staff will be attending a briefing presentation provided by the UK Immigration Service concerning the requirements of the Immigration Act 2016 on 8 November. The presentation will set out the checks and legal requirements necessary under the act for taxi licensing officers in order to comply and also how to examine documents concerning right to work in the UK. This legislative requirement will require an update in the policy but due to the imminent date prior to this committee it will not be possible to fully report. Instead it will be prudent to assess the update from the briefing to establish additions or changes required in the draft policy.
- 3.4.3 Other changes that are to be included in the draft policy relate to updated procedures that are required for new driver applicants concerning supporting and dealing with passengers under disability and equality legislation. Joint training is under review with other licensing authorities and with Devon County Council which has to be properly considered and reported back to the committee before the draft policy can proceed for consultation.

An urgent change of existing taxi policy concerning driver testing arrangements is provided in a separate report to this committee concerning the cessation of national driver tests that are currently provided by the Driver and Vehicle Standards Agency (DVSA) – see separate report on this subject.

- 4. General Licensing including Animal Licensing and Skin Piercing

4.1 Animal, Skin Piercing and Scrap Metal Dealers Licensing Statistics

- 4.1.1 The statistics relating to animal, skin piercing and scrap metal dealer licensing and registrations have not been included in this report but will be provided at the end of the year. The autumn period is a time when many of these licences are due to be renewed. The three year scrap metal licences that were introduced in 2013 will be due for renewal on 1 December.
- 4.1.2 It is now proposed to adapt working arrangements for receiving and issuing environmental health licences which is subject to a further report to the committee members to note – see separate report on this change of arrangements. The licence types referred to can be found in **Appendix A**
- 4.1.3 A special inspection has been carried out for one of the six zoos that are licensed with EDDC. Environmental Health requested this special inspection to ensure the zoo had complied with additional conditions that had been added to the licence following a periodical inspection. The inspectors found that the majority of conditions had been met or were in progress.

4.2 Street Collections Policy

- 4.2.1. The existing policy concerning charitable street collections has been approved for public consultation which will commence later this month. This policy provides guidance for regulating charitable and other collections of money and explains how, when and where individuals and organisations may make a street collection in East Devon. The current policy has been in place since 2007 and has worked well.
- 4.2.2 The results of the public consultation will reported to the committee in February 2017.

5. Consultations and Partnership Working

5.1 Meeting between Members, Taxi Proprietors and Officers

- 5.1.1 A liaison meeting for members, officers and taxi proprietors took place on 7 April 2016 with the meeting occurring every six months to allow members of the taxi trade to discuss relevant topics of interest and to exchange views. The Committee's Chairman and Vice Chairman normally attend these meetings and other members are always welcome. The last liaison meeting occurred on Thursday, 3 November 2016 and will be reported upon in the report to committee in February 2017.

5.2 Meetings between officers and the police licensing team

- 5.2.1 Officers attend formal licensing liaison meetings on a monthly basis with the police licensing team to exchange information and discuss licensing issues within the East Devon Area. This exchange of information is considered useful when specific problems or incidents involving licensed premises require joint investigation.

5.3 Meetings between officers and the police licensing team

5.4 Officers attend Licensees meeting

- 5.4.1 Officers attend Licensees meeting within the East Devon area whenever possible as we feel that these meetings should be supported and are a useful forum for the exchange of ideas, information and keeping up to date with issues within each area. Attendance by council and police licensing staff is keenly sought by the licensing trade.

6. Licensing Team update

- 6.1 Since the last meeting held in August, further staffing changes have occurred in the licensing team with the retirement of Mr Jackson who for many years was involved in taxi licensing. Interviews for the vacant post will take place later this month and an update will be provided to the committee at the next meeting in 2017. The licensing team has experienced considerable change over the last six months with almost complete change in each of the roles within the team.

Report to: **Licensing and Enforcement Committee**



Date of Meeting: 16 November 2016

Public Document: Yes

Exemption: None

Review date for release: None

Agenda item: 7

Subject: **To adopt an equivalent procedure for the driver testing arrangements for Hackney Carriage and Private Hire Vehicles, Drivers and Operators**

Purpose of report: This report seeks Members' approval to amend the current statement of policy through changes in procedures nationally

Recommendation: **That a standard assessment equivalent to the Driving and Vehicle Standards Agency (DVSA) taxi driving assessment test be adopted by the district council.**

Reason for recommendation: All councils have been formally notified by DVSA that they will no longer provide taxi driving assessment tests after 31st December 2016. It is a requirement of our current policy for all driver applicants to pass this assessment prior to being issued a taxi or private hire driver licence to ensure public safety at all times.

Officer: Steve Saunders, Licensing Manager, ssaunders@eastdevon.gov.uk tel 01395 517587

Financial implications: On the basis that applicants will continue to pay for their taxi driving assessment directly with the assessor, it raises no financial concerns

Legal implications: None
The legal implications are set out within the main report.

Equalities impact: Low Impact

Risk: Low Risk

Links to background information: Click here to enter links to background information; appendices online; and previous reports. These must link to an electronic document. Do not include any confidential or exempt information.

Link to Council Plan: Living in, working in, enjoying and funding this outstanding place

1 Background

- 1.1 The existing taxi policy is based on the statutory duty of the Council to ensure that public safety is not compromised when considering issuing hackney carriage and private hire driver licences. Each case is considered on its own merits and as well as confirming the medical health and character of each applicant, the licensing authority also needs to be satisfied that an applicant is a fit and proper person regarding driving ability and standards before issuing a licence.
- 1.2 The existing policy specifies “New applicants for a hackney carriage or private hire driver’s licence who have not held one issued by the district council in the 12 months immediately before making the application or who have had their licence revoked are required to have passed the Driving and Vehicle Standards Agency (DVSA) taxi assessment test prior to issue of a licence or be able to produce a pass certificate which has been issued by the DVSA not earlier than 12 months before the application date”.
- 1.3 The DVSA standard driving assessment test requirement was adopted by this council in 2006.
- 1.4 The recommendation is that the due to the DVSA ending its involvement, to reflect the equivalent standard be met with policy detailing “New applicants for a hackney carriage or private hire driver’s licence who have not held one issued by the district council in the 12 months immediately before making the application or who have had their licence revoked are required to have passed the driving standard assessment equivalent to the Driving and Vehicle Standards Agency taxi driving assessment test prior to issue of a licence or be able to produce a pass certificate which has been issued by the DVSA not earlier than 12 months before the application date”.
- 1.5 The DVSA testing arrangements also relate to any existing licensed hackney carriage or private hire driver whose DVLA licence shows 6 or more penalty points issued in a one-year period or 9 or more penalty points in a 3-year period thereby being required to take a DVSA taxi driver assessment. Given that it will not be possible to retest licensed test drivers with 6 or more penalty points through the DVSA in the future, it is considered necessary to ensure retesting arrangements continue through a driving standard assessment equivalent to the Driving and Vehicle Standards Agency taxi driving assessment test.
- 1.6 As with existing procedures, applicants will book and pay for their taxi driving assessment directly with the equivalent assessor.
- 1.7 The DVSA is an executive of the Department of Transport and has applied professional standards in testing drivers over the last ten years. Where applicants have not met the required standards a test a pass certificate would not be provided. The equivalent testing standards are necessary to maintain the national standard to ensure public safety.
- 1.8 New applicants seeking hackney carriage or private hire driver’s licence very soon will be unable to book a test appointment before the end of this year once existing DVSA appointments have been taken. This amendment is necessary to allow applicants to seek an equivalent test immediately in November and December 2016 to avoid delays in the application process.
- 1.9 The proposal to adopt an equivalent testing arrangement was reported to the taxi trade association in East Devon on 3rd November and was supported by those attending.
- 1.10 East Devon will be signposting new taxi applicants to the Devon Driver Academy at Westpoint Arena as the equivalent alternative for driver tests. Exeter City licensing use this option for taxi driver refresher training and a licensing officer undertook the training/test to

assess the standard being delivered. The academy is part of Devon County Council and is marketed at the offices and on their paperwork with the council logo.

- 1.11 Although there will be a slight increase in the fee for test (£78 currently with DVSA and £99 with the academy) new drivers will be able to arrange a test in a more timely manner with an appointment being available in approximately two weeks from booking. Westpoint is closer to travel to than the current DVSA testing stations and is also located in this district. Under previous DVSA arrangements some applicants travelled to Dorset or Somerset when bookings had been filled locally. This option also includes an assessment and some tuition beforehand, something which the current DVSA test doesn't offer.

Report to: **Licensing and Enforcement Committee**



Date of Meeting: 16 November 2016

Public Document: Yes

Exemption: None

Review date for release: None

Agenda item: 8

Subject: **Changes in working arrangements for environmental health licences and permits currently issued by the licensing authority**

To keep the Council's statutory committee up to date with proposed changes in procedures for issuing environmental health and general licences

Purpose of report:

Recommendation: **To note proposed changes in working arrangements for dealing with general and environmental health licences currently administered by the licensing service**

Reason for recommendation: The Licensing Service is currently responsible for the administration of the Council's animal welfare, skin piercing and scrap metal licensing functions. The process for receiving applications and fees, conducting inspection visits and issuing licences is currently undertaken by staff from two services.

Officer: Steve Saunders, Licensing Manager, ssaunders@eastdevon.gov.uk tel 01395 517587

Financial implications: None

Legal implications: The legal implications are set out within the main report.

Equalities impact: Low Impact

Risk: Low Risk

Links to background information: **Appendices:**
Appendix C - Environmental Health's licences and transfer dates

Link to Council Plan: Living in, working in, enjoying and funding this outstanding place

1 Background

1.1 The Licensing Service took over the administration of additional licensing functions from the Environmental Health Service in 2009 and is currently responsible for the administration functions for the Council's animal welfare, skin piercing and scrap metal licensing licences.

Environmental Health previously had responsibility for the Council's animal welfare and skin piercing licensing arrangements until the change in working procedures.

- 1.2 Under the current arrangements, staff from the Environmental Health Service conduct licence application inspection visits, oversee the enforcement regime and have specialist knowledge of those licences types whilst licensing staff receive the licence applications and fees and complete the process by issuing licences. Overall the current process involves staff from two services with differing databases assessing and issuing each licence.
- 1.3 Following a review by the managers of both services, it is now proposed to transfer the administration work for these licences back to Environmental Health from the Licensing service. It is proposed that a phased transfer of the licences will occur between the teams at the time when renewal applications for the licences occur in the months ahead.
- 1.4 It is the aim to complete the transfer of administering the licences by the end of this financial year. The realignment of these functions would commence with the forthcoming renewal of scrap metal licences that are due by 30 November and would continue with animal licence renewals through December 2016.
- 1.5 The two services currently involved in these functions use different operating systems which do not fully support the procedures for receiving, allocating and issuing licences. The Environmental Health Service operate the Uniform database whereas licensing use Lalpac. Although both are effective systems it means that the staff involved in the process have cross over with two databases at times.
- 1.6 The use of two different databases does not support the drive and aim of the council at this time to increase efficiency and to avoid duplication under systems thinking principles. The current process may not always support the best interest of our customers, professional bodies and staff engaged in those applications.
- 1.7 It is also recognised that the current administration and staffing arrangements in Environmental Health are sufficient to undertake the work currently being completed by licensing to administer the licences and fees. The proposed change will allow Environmental Health staff to complete all the existing work in conjunction with inspections and enforcement visits (where appropriate) from receipt to issuing each licence.
- 1.8 Any complaints or reports concerning quality and standards of premises for these licences are already reported to and investigated by Environmental Health.
- 1.9 The Environmental Health's licences are set out in **Appendix C** to include the types of licences and the dates for transfer between services.

Environmental Health Licences

Licence Type	Renewal & Transfer of Service
Pet Shops	December 2016
Dog Boarding/Breeding	December 2016
Riding and DWA	Throughout each year
Zoos	Every 3 years, annual interim
Home boarding	Throughout each year
Scrap Metal Dealer (Collector)	December 2016 and onwards
Scrap Metal Dealer (Site)	December 2016 and onwards
Skin Treatments	Upon application

(Acupuncture / Tattooists / Electrolysis / Ear & Body Piercing)