

**EAST LINDSEY DISTRICT COUNCIL
EXECUTIVE DECISION NOTICE**

1. Decision to be taken:

Covid19 Procedural Update: Licensing Act 2003 - Premises Licence Annual Fees & COVID-19

The holder of a premises licence, under the Licensing Act 2003, is required to pay an annual premises licence fee to the Council. The law requires that the licence is suspended where the license fee is not paid. However, it is possible to delay when that suspension takes effect.

Where businesses are experiencing difficulties as a direct result of the Covid 19 situation and have made the Council's Licensing Team aware of those difficulties, ELDC will consider delaying any suspension of the premise licence and will apply discretion when considering non-payment or late payment of an annual premises licence fee.

In such cases this Authority will delay the start date of the suspension of a premises licence for non-payment of fees – the start date will be delayed for a period of 16 weeks. Such a delay should permit those annual fees to be paid once the emergency period is over and operators have begun to recover from the financial impact of the closure provisions.

2. This is a:

PORTFOLIO HOLDER SUPPORTED OFFICER DECISION

Note: This form should not be used for Key Decisions

3. The following is the decision making body or person:

OFFICER **Alison Penn** after consultation with **Cllr Fry**

4. Financial implications from this decision have been communicated to the Portfolio Holder for Finance and the Leader? Yes

5. The decision was taken on: 01 May 2020

Note: - the above date to be completed by Democratic Services upon publication

6. Contact Officer and details: **Alison Penn, Director of Communities**

7. List of documents submitted for consideration in relation to the matter in respect of which the decision is to be made: Procedural note in place.

8. Where the documents are held and where they can be obtained from (except exempt items) when they become available: N/A

9. The reason for the decision and other alternative options considered and rejected:

Whilst the Council is required to suspend the premises licence if the annual fee is not paid, it is recognised that during this difficult period, many premises licence holders will be generating no, or only a greatly reduced, income. The Council is able to apply discretion due to the current circumstances.

10. Declaration of any conflicts of interest of the decision making body or the individual: None

11. Provide a note of any subsequent dispensations granted by the Head of Paid service: N/A

12. Financial Implications of this Decision:-

Whilst annual income levels are not expected to reduce, the profiling of license fee income to ELDC will be affected.

N.B. Please enter names below, signatures will be retained as a hard copy and will not be published therefore should be provided on page 3 of this form:

13. This decision has been signed off by:

Head of Paid Service/S151 Officer or person presiding

(insert name – signatures should be provided overleaf on page 3)

Adrian Sibley: _____

Leader/Officer

Alison Penn: _____

Portfolio Holder

Cllr Fry: _____