

Retention Schedule - Governance - Regulatory Services - Licensing

May 2018

Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)

Service	Function	Document Description	Retention Period
Governance	Licensing	Procedures	Until superseded
Governance	Licensing	Complaints, enquiries, comments, worksheet records	Upon case closure: CY +5 years CY+2 years retain full information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)
Governance	Licensing	Animal Boarding	12 months after expiry of licence
Governance	Licensing	Dangerous Wild Animals	12 months after expiry of licence
Governance	Licensing	Dog breeding	12 months after expiry of licence
Governance	Licensing	Pet Shop and other establishments where animals are bred or kept for the purpose of carrying out business	12 months after expiry of licence
Governance	Licensing	Riding establishment licences	3 years after the last entry
Governance	Licensing	Zoos	12 months after expiry of licence
Governance	Licensing	Directions made under the Zoo Licensing Act	6 years after the date of the direction
Governance	Licensing	Licensing and registers (Excluding Animals)	
Governance	Licensing	Applications	Validity of licence plus 1 year
Governance	Licensing	Acupuncture, tattooing, ear piercing and electrolysis	12 months after expiry of licence
Governance	Licensing	Gaming	12 months after expiry of licence
Governance	Licensing	Gaming competition annual statements of competitions	CY + 2 years
Governance	Licensing	Hackney carriages and private hire vehicles. (Including drivers)	12 months after expiry of licence
Governance	Licensing	Hairdresser's register	6 years from cessation of registration
Governance	Licensing	Hypnotism	12 months after expiry of licence
Governance	Licensing	Late night café	12 months after expiry of licence
Governance	Licensing	Licensing authority's register	To be kept up to date
Governance	Licensing	Market and street trading	12 months after expiry of licence
Governance	Licensing	Pleasure boats and pleasure vessels	12 months after expiry of licence
Governance	Licensing	Guidance to Local Authorities from The Gambling Commission	To be kept up to date
Governance	Licensing	Information on a register for the use of the Gambling Commission	To be kept up to date
Governance	Licensing	Occasional notice	Recommend life of the notice plus 2 years
Governance	Licensing	Temporary use notice	Recommend life of the notice plus 2 years
Governance	Licensing	Application to vary a licence	Recommend life of the licence plus 2 years
Governance	Licensing	Lottery tickets information	Recommended life of the permit plus 2 years
Governance	Licensing	Club gaming permit	Recommend life of the permit plus 2 years

Governance	Licensing	Club machine permit	Recommend life of the permit plus 2 years
Governance	Licensing	Prize gaming permits	Recommend life of the permit plus 2 years
Governance	Licensing	Three year licensing policy	Recommend current plus previous one
Governance	Licensing	Statement of small society lottery	To be retained for at least 18 months Schedule 11 -55
Governance	Licensing	Premises – Sale of Alcohol etc Premises Licence Personal Licence Temporary event licence	Recommend whilst licence relevant + 6 years
Governance	Licensing	Scrap metal dealer Licence to be issued by local authority <input type="checkbox"/> Site licence <input type="checkbox"/> Collectors licence	Recommend length of licence plus 3 years
Governance	Licensing	Receipt of metal Disposal of metal	3 years beginning with the day on which the metal is received or disposed of
Governance	Licensing	Sex establishment	12 months after expiry of licence
Governance	Licensing	Street traders	12 months after expiry of licence
Governance	Licensing	Theatre licences	12 months after expiry of licence
Governance	Licensing	Notices of hearings Reply to notice of hearing Hearing has been dispensed with Withdrawal of representations Information not given orally because of	6 years from date of determination or subsequent appeal
Governance	Licensing	Prescribed form for a temporary event	Date of event plus two years
Governance	Licensing	Form of acknowledgment	Date of event plus 20 years
Governance	Licensing	Counter notice	Date of event plus two years
Governance	Licensing	Information and documents to accompany the notice of hearing. Records of proceedings	6 years from the date that application or review is finally determined including any appeal or judicial review
Governance	Licensing	Sunday Trading	12 months after all entries have been superseded or deleted
Governance	Licensing	Accounts and annual reports of exempt and other excepted charities	CY + 6 years CY + 12 years if relating to land
Governance	Licensing	Accounts including Statement of account	CY + 6 years Where the charity ceases to exist within a period of 6 years from the last accounts then to be kept by the last charity trustees unless the Commissioners consent in writing to the records being destroyed or otherwise disposed of.
Governance	Licensing	Simple Cautions	6 years
Governance	Licensing	Enforcement notices	As long as notice is enforceable/ withdrawn (e.g. recipient moves away from address served, etc.) then CY +5 years CY+2 years retain fully information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)
Governance	Licensing	Prosecutions	6 years. 6 years after court case or significant action