

RECORDS INVENTORY

Corporate Records Management / Freedom of Information Act 2000

Service Unit: Environmental Services

Service Area: Commercial Services/ Licensing

Title of Record	What information does it contain?	Is it in the Publication Scheme?	How is it stored (paper / electronic)?	If paper, where is it located?	How long is it kept? (Legislative guideline or common practice?)	Does it contain personal information?	Is there a charge for making it available?
Accident notifications record	Details of accident notifications received and whether investigated	No	Paper	Commercial Services team	Ongoing	Only name of person and location of accident	Free to inspect, charge for copies
Advice and Information leaflets & factsheets on a range issues, including policy matters	Advice provided	(NO) - add?, separate detail - e.g. street trading, list of consent streets?	Paper/ electronic (web)	Commercial services and licensing unit	ongoing	No	No charge
Animal Boarding Establishments	Name and address; type and number of animals	No (need to check if public register)	Electronic (NV) & Paper	Licensing unit	Ongoing	Yes (contact details of licensee)	?

Charitable collections	Name and contact address of charitable concern and collector; plus financial returns. Legislation to be superseded 08/09?	To be added	Electronic (diamond) and paper files for financial records	Licensing section	Ongoing	yes	Lists of charity name and approved collection dates/ locations freely available & Internet & TWM
CRB disclosure applications	Name and date of application, payment and receipt date	No	Electronic (excel)	Not applicable	Ongoing: kept until CRB invoice reconciled	Yes (name)	Not available
Dangerous Wild Animals	Name and address of licence holder; details of animals held	No	Electronic (NV) and paper	Licensing unit files	Ongoing	Yes (name and address)	Not available
Dog Breeding Establishment	Name and address of establishment and proprietor	No (need to check if public register)	Electronic (NV) & Paper	Licensing unit	Ongoing	Yes (contact details of licensee)	Free to inspect, charge for copies
Gambling Act 2005	Statutory register – to be defined by Regulation, from 2007	No	Electronic, web portal (licenceflo)			To be defined	To be defined
Hackney Carriage Drivers	No public register required but name added to vehicle register if offences committed in that vehicle		Electronic (diamond)		Ongoing	Yes	N/A

Hackney Carriage Vehicles	Public Register (statutory) of Vehicle proprietors (Town Police Clauses Act 1847 S. 42)	Yes	Electronic (diamond)		Ongoing	Yes - proprietor(s) name and address and any offences committed	Free to inspect,
Horse Riding Establishments	Name and address of establishment and proprietor; details of horses	No (need to check if public register)	Electronic (NV) & Paper	Licensing unit	Ongoing	Yes (contact details of licensee)	?
Licence files	Records relating to administration, inspection and complaints about individual licences and registrations	No	Paper/ electronic (acolaid, diamond, licenceflo)	Licensing unit filing	Ongoing	Yes	?
Licensing Act 2003	Statutory register of all applications and licences (Licensing Act 2003 S8(1) & Sch 3)	No (to be added)	Electronic (LicenceFlo, web) : Paper files maintained for premises licences because plan can't be scanned..		Ongoing	Yes, and no. The regulations are unclear but guidance suggests that personal information shouldn't be in the register.	Free to inspect
Pet shops	Name and address of shop and proprietor; animal stock list	No (need to check if public register)	Electronic (NV) & Paper	Licensing unit	Ongoing	Yes (contact details of licensee)	?

Private Hire vehicle - Drivers	Public register (statutory) of all licensed drivers (LG(MP)Act 1976 Pt II S51(3))	Yes	Electronic (diamond)		Ongoing	No - name, date granted, period granted for and licence number	Available to view at office
Private Hire Vehicle – Operator licences	No public register. File includes home addresses, licence dates etc	No	Electronic (diamond)		Ongoing	Yes	N/A
Private Hire Vehicle Proprietors	No public register. File includes home addresses, licence dates etc	NO	Electronic (diamond)		Ongoing	Yes	N/A
Property files	Records about individual premises: environmental health complaints, food/ Health & Safety inspections, accident notifications etc	No	Paper / Electronic (Acolaid)	Environmental Services Filing	ongoing	Yes	?
Public Register of Caravan Sites	Register of caravan site licences issued, required by statute (Caravan Sites & Control of Development Act 1960 S25(1))	(NO) - needs to be added	Paper/ electronic	Licensing unit	Ongoing	No - name of licence holder and address of site only - not home address.	Free to inspect charge for copies

Register of Food Premises	Register of food premises registration forms received, (Food Hygiene (Registration of Premises) Regs 1991)	Yes	Electronic (acolaid, web)		Ongoing	No	Free to inspect, charge for copies(?)
Register of Game Dealers	Public register of persons licensed to deal in game (Game Licences Act 1860)	Yes, NB may be deregulated in 2007/8	Electronic (acolaid)		Ongoing	Yes, name and place of abode	5p charge
Register of health and safety and food safety notices (those not in the public register)	Copies of notices served. Food Safety Act 1990 and Health and Safety at Work etc Act 1974	No	Paper (and service recorded in Acolaid)	Commercial Services team	Ongoing	No, name and address (business or personal) only	Free to inspect, charge for copies
Register of Health and Safety Notices	Public register of HSW notices served, if they affect public safety (Environment & Safety Information Act 1988)	Yes	Paper	Commercial Services, Notice register	Ongoing	?	?
Register of Late Night Refreshment Houses	Public register (Late Night Refreshment Houses Act 1969)	Yes	Electronic (acolaid)		Ongoing	No	Free to inspect, charge for copy
Register of Motor Salvage Operators	Statutory register of all motor salvage operators (Motor Salvage Operators Regulations 2002 S2(3))	(NO) - needs to be added	Electronic (acolaid)		Ongoing	Yes (full name, date of birth, addresses)	?

Register of Scrap Metal Dealers	Statutory Register of scrap metal dealers (Scrap Metal Dealers Act 1964) http://www.opsi.gov.uk/RevisedStatutes/Acts/ukpga/1964/cukpga_19640069_en_1	Yes	Electronic (acolaid)		Ongoing	?	?
Register of Sunday Trading Premises	NO LONGER REQUIRED (Sunday Trading Act 1994 as amended)	Yes (needs to be removed)	Electronic (acolaid)		N/a	No	Free to inspect
Sampling records	Details of samples taken, where from and results	No	Paper and electronic (Acolaid)	Commercial Services team	Ongoing	No, business details only	Free to inspect, charge for copies
Society Lotteries	Name and contact address of society and promoters; financial details – to be replaced by Gambling Act register 07/08	No	Electronic (diamond) and paper files for financial records	Licensing section	Ongoing	Yes	Not available
TB/Heat Treatment Orders	TB2 notifications of restrictions on herd movements from Defra	No	Paper and electronic (Acolaid)	Commercial Services team	Ongoing	No, only name and address of herd owner	Free to inspect, charge for copies
Zoo licences	Name and address of zoo and proprietor; animal stock list	No (need to check if public register)	Electronic (NV) & Paper	Licensing unit	Ongoing	Yes (contact details of licensee)	?