

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Casino Licence	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Premises Licence - Bingo	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Premises Licence- AGC	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Permits Licence FEC	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Permits Licence Betting non-track	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Permits Licence Betting Track	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Occasional Use Notice	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date notice expires	6	0	
Temporary Use Notice	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date notice expires	6	0	
Unlicensed Family Entertainment Centre	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date permit expires	6	0	
Club Gaming Permits	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date permits expires	6	0	
Club Machine Permit	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date permits expires	6	0	
Alcohol Licence Gaming Machine Permit	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date permits expires	6	0	
Prize Gaming Permit	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date permit expires	6	0	
Small Society Registration	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date registration expires	6	0	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Personal Licence (authorising sale of alcohol)	All records relating to the administration of personal alcohol and entertainment licences	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Premises Licence (authorising sale of alcohol, provision of regulated entertainment and late night refreshment)	All records relating to the administration of the licences for premises which sell alcohol and provide regulated entertainment	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Temporary Event Notice (authorising sale of alcohol, provision of regulated entertainment and late night refreshment)	All records relating to the administration of the aforesaid.	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Stage hypnotism permission	All records relating to the administration of licences for stage hypnotism	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Dog breeding licence	All records relating to the administration of dog breeding licences	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Animal Boarding - Cats	All records relating to the administration of boarding animals licences	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Animal Boarding - Dogs	All records relating to the administration of boarding animals licences	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Dangerous Wild Animals licence	All records relating to the administration of dangerous wild animals licences	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Riding establishment licence	All records relating to the administration of riding establishment licence schemes	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Sex establishment licence	All records relating to the administration of licences for sex establishments	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	

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Street collection permit	All records relating to the administration of street licence collection schemes	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Street trading consent	All records relating to the administration of Street Trading licences	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Hackney carriage (taxi) drivers licence	All records relating to the administration of hackney carriage drivers licence schemes	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Hackney carriage (taxi) licence	All records relating to the administration of hackney carriage licence schemes	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Private hire operators licence	All records relating to the administration of private hire operators licence schemes	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Private hire vehicle licence	All records relating to the administration of private hire vehicle licence schemes	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Pleasure boat licence	All records relating to the administration of pleasure boat licence scheme	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Riding establishment licence	All records relating to the administration of riding establishment licence schemes	Limitation Act 1980 (Section 2)		http://www.legislation.gov.uk/ukpga/1980/58/section/2	FALSE	Date licence expires	6
Caravan site licence	All records relating to the administration of caravan licence schemes	Limitation Act 1980 (Section 2)		http://www.legislation.gov.uk/ukpga/1980/58/section/2	FALSE	Date licence expires	6
Horse on the Commons Registration	All records relating to the administration of grazing land including permits to graze				TRUE		Permanent
Scrap metal dealer/motor salvage operator	All records relating to the registration of scrap metal sites	Limitation Act 1980 (Section 2)		http://www.legislation.gov.uk/ukpga/1980/58/section/2	FALSE	Date licence expires	6

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Moveable dwelling site licence	All records relating to the creation and management of moveable dwelling site licences	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukpga/1980/58/section/2		FALSE	Date of application or issue	6