STATUTORY INSTRUMENTS

1964 No. 1247

SHOPS AND OFFICES

The Offices, Shops and Railway Premises Annual Reports Order 1964

Made - - - - 30*th July* 1964
Coming into Operation 13*th August* 1964

The Minister of Labour by virtue of the powers conferred on him by sections 60(1) and 80(3) of the Offices, Shops and Railway Premises Act 1963(a) (hereafter in this Order referred to as "the Act") and of all other powers enabling him in that behalf, hereby makes the following Order:—

1.—(1) This Order may be cited as the Offices, Shops and Railway Premises Annual Reports Order 1964 and shall come into operation on 13th August 1964.

(2) The Interpretation Act 1889(b) shall apply to the Interpretation of this Order as it applies to the interpretation of an Act of Parliament.

2. Every annual report made to the Minister of Labour in pursuance of section 60(1) of the Act—

(*a*) in the case of a report made by any local authority or by the London County Council, shall contain particulars with respect to the matters arising under the Act which are specified in Schedule 1 to this Order, and

(*b*) in the case of a report made by any authority discharging in any area the functions of fire authority under the Fire Services Act 1947(c), shall contain particulars with respect to the matters arising under the Act which are specified in Schedule 2 to this Order.

Dated 30th July 1964.

Joseph Godber,
Minister of Labour.

(a) 1963 c. 41. (b) 52 & 53 Vict. c. 63 (c) 10 & 11 Geo. 6. c. 41.

SCHEDULE 1 Article 2(*a*)

OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

Particulars to be included in the annual reports to the Minister of Labour by local authorities and the London County Council under section 60

Name of Authority.....

TABLE A—REGISTRATIONS AND GENERAL INSPECTIONS

Period covered.....

Class of premises	Number of premises registered during the year	Number of registered premises at end of year	Number of registered premises receiving a general inspection during the year
(1)	(2)	(3)	(4)
Offices			
Retail shops			
Wholesale shops, warehouses			
Catering establishments open to the public, canteens			
Fuel storage depots			
Totals			

TABLE B—NUMBER OF VISITS OF ALL KINDS BY INSPECTORS TO REGISTERED PREMISES

TABLE C—ANALYSIS OF RECORDED PARTICULARS OF PERSONS EMPLOYED IN REGISTERED PREMISES BY WORKPLACE

Class of workplace	Number of persons employed
(1)	(2)
Offices	
Retail shops	
Wholesale departments, warehouses	
Catering establishments open to the public	
Canteens	
Fuel storage depots	
Total	

Total Males .....

Total Females .....

TABLE D—EXEMPTIONS

Class of premises	No. of exemptions current at 31st December	No. of exemptions granted or extended during year	No. of applications refused or exemptions withdrawn during year	No. of cases in cols. (3) and (4) where employees opposed application	Appeals to Courts against refusal to grant or extend an exemption or against the withdrawal of an exemption	
					No. made	No. allowed
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Part I—space (sec. 5(2))						
Offices						
Retail shops						
Wholesale shops, warehouses						
Catering establishments open to public, canteens						
Fuel storage depots						
Part II—temperature (sec. 6)						
Offices						
Retail shops						
Wholesale shops, warehouses						
Catering establishments open to public, canteens						
Fuel storage depots						

TABLE D—EXEMPTIONS (*contd.*)

Part III—sanitary conveniences (sec. 9)

Offices						
Retail shops						
Wholesale shops, warehouses						
Catering establishments open to public, canteens						
Fuel storage depots						

Part IV—washing facilities (sec. 10)

Offices						
Retail shops						
Wholesale shops, warehouses						
Catering establishments open to public, canteens						
Fuel storage depots						

TABLE E—PROSECUTIONS

Prosecutions instituted of which the hearing was completed in the year

Section of Act or title of order or regulations (1)	Number of persons or companies prosecuted (2)	Number of informations laid (3)	Number of informations leading to a conviction (4)

Number of complaints (or summary applications) made under section 22.....

Number of interim orders granted.....

TABLE F—INSPECTORS

Number of inspectors appointed under section 52(1) or (5) of the Act .....

Number of other staff employed for most of their time on work in connection with the Act .....

In this Schedule—

" general inspection " means any inspection of premises to which the Act applies which is undertaken for the purpose of ascertaining whether all the relevant provisions of the Act and instruments thereunder are complied with as respects those premises; and

" registered premises " means any premises in respect of which a notice under section 49 of the Act has been received by a local authority or by the London County Council, and the expression " premises registered " shall be construed accordingly.

SCHEDULE 2 Article 2(*b*)

OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

Particulars to be included in the annual reports to the Minister of Labour by fire authorities under section 60

Name of fire authority.....

Period covered .....

Part I—Offices and Shops (excluding railway offices)

1. Number of premises registered with the fire authority on 31st December ... ...
2. Estimate of number of premises appearing to require fire certificates under section 29 (including those already certified) ... .
3. Number of premises for which fire certificates were in force on 31st December ... ...
4. Number of premises in respect of which applications for fire certificates have been received under section 29 at any time up to 31st December but certificates not yet issued ... ...
5. Number of premises in respect of which fire certificates were issued during the year ending 31st December (excluding those issued as a result of a notice under section 30(3)) ... ...
6. (*a*) Number of notices received under section 30(3) in the year ending 31st December ... ...
   (*b*) Number of certificates amended or new certificates issued under section 30(4) in the year ending 31st December ... .

Part II—Railway Premises and Railway Offices

7. Number of premises for which fire certificates were in force on 31st December ... ...
8. Number of premises in respect of which applications for fire certificates have been received under section 29 at any time up to 31st December but certificates not yet issued ... ...
9. Number of premises in respect of which fire certificates were issued during year ending 31st December (excluding those issued as a result of a notice under section 30(3)) ... ...
10. (*a*) Number of notices received under section 30(3) in the year ending 31st December ... ...
    (*b*) Number of certificates amended or new certificates issued under section 30(4) in the year ending 31st December ... .

Part III—General

11. (*a*) Number of appeals heard during the year under section 31 ... .
    (*b*) Of these, number successful ... ...
12. Prosecutions during the year ... ...
    (*a*) Number of persons or companies prosecuted ... ...
    (*b*) Number of informations laid ... ...
    (*c*) Number of informations leading to a conviction ... ...
13. (*a*) Number of complaints (summary applications in Scotland) heard under section 32 during the year ... ...
    (*b*) Of these, number successful ... ...

In this Schedule "railway offices" means office premises occupied by railway undertakers for the purposes of the railway undertaking carried on by them and situate in the immediate vicinity of the permanent way (not being office premises comprised in hotels).

EXPLANATORY NOTE

(This Note is not part of the Order, but is intended to indicate its general purport.)

This Order prescribes the matters concerning which particulars are required by section 60(1) of the Offices, Shops and Railway Premises Act 1963 to be contained in the annual reports to be made to the Minister of Labour under that subsection by local authorities, fire authorities and the London County Council.