

# Licensing and Regulatory Sub- Committee



**Forest Heath**  
District Council

<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Monday 29 January 2018</b>
<b>Time:</b>	<b><u>9.30am</u> – Briefing for Members of the Sub-Committee in the Training Centre</b>  <b><u>10.00am</u> – Hearing Commences in the Council Chamber</b>
<b>Venue:</b>	<b>Council Chamber</b> <b>District Offices</b> College Heath Road Mildenhall
<b>Full Members (3):</b>	Simon Cole Brian Harvey Carol Lynch
<b>The membership of this Sub-Committee is drawn from Members of the full Licensing and Regulatory Committee and needs not to be politically balanced.</b>	
<b>Substitutes:</b>	Named substitutes are not appointed
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
<b>Quorum:</b>	Two Members
<b>Committee administrator:</b>	<b>Helen Hardinge</b> Democratic Services Officer <b>Tel:</b> 01638 719363 <b>Email:</b> <a href="mailto:helen.hardinge@westsuffolk.gov.uk">helen.hardinge@westsuffolk.gov.uk</a>

## **LICENSING ACT 2003: PROCEDURE AT A REVIEW HEARING**

### **(A) Pre-hearing**

1. Declaration of Interests.
2. Chairman will introduce members of the hearing Sub-Committee.
3. Chairman will ask the applicant to:-
  - (a) introduce themselves and any person representing or assisting them; and
  - (b) confirm that they have received copies of the relevant representations to be considered at the hearing.
4. The Chairman will ask the officer of the Licensing Authority, the Committee Administrator and the Legal Advisor to the Sub-Committee to introduce themselves.
5. The Chairman will ask responsible authorities and other persons that have made a relevant representation to introduce themselves and ascertain whether a spokesman or spokesmen have been nominated for the other persons.
6. The Chairman will ask the Respondent (Licence Holder) to introduce themselves.
7. The Chairman will ask all parties to the hearing whether they wish to withdraw or amend their application or representation. (Where a party reports that they have withdrawn their representation, they will take no further part in the hearing, and may then leave the hearing if they wish).

(If all relevant representations are withdrawn, then having recorded any amendments to the application, the hearing shall be dispensed with and notice shall be given in writing by the Licensing Officer forthwith).
8. The Chairman will ask the officer of the Licensing Authority to report any requests from a party to the hearing for permission for a witness to appear in support of their representation. Any such requests will be determined by the hearing Sub-Committee.
9. The Sub-Committee will determine if the Substitute Member is required.
10. The Chairman will ask the officer of the Licensing Authority to report any supporting documentary or other information

that a party to the hearing wishes to present. If there is any such material, it will be distributed to the parties to the hearing.

The Chairman will ask all the parties to the hearing whether they consent to it being admitted. Only if they all agree will the material be distributed to the Members of the Sub-Committee, who may then take it into account.

11. The Chairman will invite the applicant or his representative and other parties to the hearing to estimate the time required to present their case and ask questions of other parties to the hearing.
12. The Sub-Committee will then determine the maximum period of time allowed for each party to put their case.

**(B) Hearing**

**The Application:**

13. The Chairman will ask the officer of the Licensing Authority to summarise the matter under consideration, and the Members, and all other parties to the hearing may then ask questions of the Licensing Authority officer.

**The applicant's case:**

14. The applicant or his representative will be invited to speak in support of their case and the Members of the Sub-Committee, officers of the Licensing Authority and all other parties to the hearing may then ask questions of the applicant.
15. The applicant will be invited to call any witnesses, and the Members of the Sub-Committee, officers of the Licensing Authority and all other parties to the hearing may then ask questions of the applicant and any witnesses.

**Relevant representations:**

16. Responsible authorities making representations will be invited to speak in turn and to call any witnesses, and Members of the Sub-Committee, officers of the Licensing Authority and all other parties to the hearing may ask questions of the responsible authorities and their witnesses.
17. Other persons making representations will be invited to speak in turn (commencing with the nominated spokesman/spokesmen) and to call any witnesses.

Members of the Sub-Committee, officers of the Licensing Authority and all other parties to the hearing may ask questions of the interested parties and their witnesses.

**Respondent:**

18. The Respondent (the License Holder or their representative) will be invited to speak and to call any witnesses, and Members of the Sub-Committee, officers of the Licensing Authority, the applicant and those who have made relevant representations may ask questions of the respondent.

**Summing Up:**

19. The applicant or his representative will be asked to sum up their case.
20. Responsible authorities and interested parties making representations will be asked to sum up their case.
21. The Respondent will be asked to sum up their case.

**Determining the application:**

22. Members and the officer of the Licensing Authority may ask any final questions or seek clarification from parties to the hearing and will then give all other parties to the hearing an opportunity to respond on that point.
23. Unless the Sub-Committee resolves otherwise the Sub-Committee will retire into private session. The members of the Sub-Committee, the Legal Advisor and the Committee Administrator leave the meeting to determine the application.
24. Where advice has been given in private session, this will be reported to all parties to the hearing and they will be invited to respond. If necessary, the Sub-Committee may then resolve to go back into private session.

**The Decision:**

26. Having determined an application, the Chairman or the Legal Advisor will announce the decision, together with the reasons for it and will also outline rights of appeal.
27. The decision and rights of appeal will be confirmed in writing by the officer of the Licensing Authority forthwith.

# **Agenda**

## **Procedural Matters**

### **Part 1 - Public**

**1. Apologies for Absence**

**2. Substitutes**

**3. Election of Chairman**

**4. Exclusion of Press and Public**

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### **Part 2 – Exempt**

**5. Review of Combined Hackney/Private Hire Driver's Licence (Exempt: Para 1) 1 - 12**

Report No: **LSC/FH/18/001**

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# Agenda Item 5

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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