

Licensing and Regulatory Sub-Committee

Title	Agenda
Date	Tuesday 8 August 2023
Time	10.00 am (briefing for Members at 9.30am)
Venue	Conference Chamber West Suffolk House Western Way Bury St Edmunds IP33 3YU
Full Members	Carol Bull Ian Houlder Liz Smith
Substitutes	Marilyn Sayer
Membership is drawn from the full membership of the Licensing and Regulatory Committee and is politically balanced as far as is practicable.	
Interests – declaration and restriction on participation	Members are reminded of their responsibility to declare any disclosable pecuniary interest, other registerable or non-registerable interest which they have in any item of business on the agenda, no later than when that item is reached and, when appropriate, to leave the meeting prior to discussion and voting on the item.
Quorum	Three Members
Committee administrator	Helen Hardinge Democratic Services Officer Telephone 01638 719363 Email democratic.services@westsuffolk.gov.uk

PROCEDURE AT A REVIEW HEARING

(A) Pre-hearing

1. Declaration of Interests.
2. Legal Advisor will introduce Members of the Hearing Sub-Committee.
3. Legal Advisor 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 Legal Advisor will ask the Officer of the Licensing Authority, the Committee Administrator and the Legal Advisor to the Sub-Committee to introduce themselves.
5. The Legal Advisor 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 Legal Advisor will ask the Respondent (Licence Holder) to introduce themselves.
7. The Legal Advisor 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 (Where a party reports that they have withdrawn their representation, they will take no further part in the Hearing, and may then leave the hearing if they wish).

(If all relevant representations are withdrawn, then having recorded any amendments to the application, the Hearing shall be dispensed with and notice shall be given in writing by the Licensing Officer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 Legal Advisor 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 Legal Advisor 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 Legal Advisor 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 Legal Advisor 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 Chair 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 Chair 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

Part 1 – public

Procedural matters

1. Election of Chair

To seek nominations for the election of Chair for this Sub-Committee meeting.

2. Apologies for absence

3. Substitutes

Any member who is substituting for another member should so indicate, together with the name of the relevant absent member.

4. Declarations of interest

Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda, **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

The attached hearing procedure will be adopted in considering the undermentioned item:

5. Determination of an Application for the Review of the Premises Licence for Stellar Bar and Coffee House, 56 High Street, Haverhill

1 - 60

Report No: **LSC/WS/23/005**