

NOTICE IS HEREBY GIVEN that a hearing of the **LICENSING SUB-COMMITTEE** will be held in **CIVIC SUITE 1B, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **TUESDAY, 29 JULY 2014** at **10:00 AM** and you are requested to attend for the transaction of the following business:-

A G E N D A

ITEM LED BY

APOLOGIES

1. ELECTION OF CHAIRMAN	
2. INTRODUCTION BY CHAIRMAN	
3. MEMBERS' INTERESTS To receive from Members declarations as to disclosable pecuniary, non-disclosable pecuniary or non pecuniary interests in relation to any Agenda item. See Notes below.	
4. APPLICATION (Pages 1 - 42) To consider an application for a premises licence under Section 18 (3) (a) of the Licensing Act 2003 made by the following:- Applicant: Sawtry Ex Service and Working Men's Club Premises: Gidding Road Sawtry PE28 5TS	Mrs C Allison 388010
5. LICENSING SUB-COMMITTEE PROCEDURE (Pages 43 - 48)	
6. EXCLUSION OF PRESS AND PUBLIC To resolve:- to exclude the press and public from the hearing during the determination of the application.	

<p>7. DETERMINATION</p> <p>To determine the application referred to in agenda item 5.</p>	<p>Chairman</p>
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Dated this 15 day of July 2014



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it -*

- (a) relates to you, or*
- (b) is an interest of -*

- (i) your spouse or civil partner; or*
- (ii) a person with whom you are living as husband and wife; or*
- (iii) a person with whom you are living as if you were civil partners*

and you are aware that the other person has the interest.

(3) *Disclosable pecuniary interests includes -*

- (a) any employment or profession carried out for profit or gain;*
- (b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*
- (c) any current contracts with the Council;*
- (d) any beneficial interest in land/property within the Council's area;*
- (e) any licence for a month or longer to occupy land in the Council's area;*
- (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*
- (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

Other Interests

(4) *If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.*

(5) *A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -*

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*

(b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link - [filming, photography and recording at council meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Mrs A Jerrom, Democratic Services, on Tel No. 01480 388009/e email: Amanda.Jerrom@huntsdc.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (under Councils and Democracy).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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LICENSING SUB-COMMITTEE

29 July 2014

**LICENSING ACT 2003
APPLICATION FOR A NEW PREMISES LICENCE
SAWTRY EX SERVICE & WORKING MEN'S CLUB, GIDDING ROAD, SAWTRY,
HUNTINGDON, PE28 5TS
(Report by Head of Legal and Democratic Services)**

1. INTRODUCTION

1.1 To consider and determine this application for a new premises licence for Sawtry Ex Service and Working Men's Club, 10 Gidding Road, Sawtry, Huntingdon, PE28 5TS, taking into account the policy considerations detailed in paragraph 2 of the report and the representation detailed in paragraph 5.

1.2 Sawtry Ex Service & Working Men's Club is seeking a new premises licence to permit:

Live Music, Recorded Music, anything similar to Live Music, Recorded Music or Dance, (indoors)

Mon – Thur & Sun 11:00 to 00:00
Fri & Sat 11.00 to 01:00

Live Music, Recorded Music, anything similar to Live Music, Recorded Music or Dance, (outdoors)

Mon – Sun 11:00 to 20:00

Supply of alcohol (both on and off premises)

Mon – Thur & Sun 11:00 to 00:00
Fri & Sat 11.00 to 01:00

Hours premises are open to the public

Mon – Thur & Sun 11:00 to 00:30
Fri & Sat 11:00 to 01:30

1.3 A copy of the application and plan are attached to the summary of the application.

2. GENERAL DUTY/ POLICY CONSIDERATIONS

2.1 The Sub-Committee's is reminded that the licensing authority must carry out its functions under the Act with a view to promoting the licensing objectives which are –

- (a) the prevention of crime and disorder,
- (b) public safety,
- (c) the prevention of public nuisance, and
- (d) the protection of children from harm.

2.2 The licensing authority must also have regard to –

- (a) its statement of licensing policy, and

- (b) any statutory guidance issued under Section 182 of the Licensing Act 2003.

3. BACKGROUND

- 3.1 No description of the premises is given although the plan indicates a lounge, bar servery, games room, concert hall, stage room and gardens. The Club currently operates under a Club Premises Certificate (HDC/CPC00017) which was converted and varied under grandfather rights upon the introduction of the Licensing Act 2003. Should the application for a new Premises Licence be granted, we understand that the Club intends to surrender the Club Premises Certificate.

4. LICENSING OBJECTIVES ADDRESSED BY THE APPLICANT

- 4.1 The operating schedule submitted by the applicant in Section M of the application addresses the four licensing objectives. Paragraphs 8.33-8.41 and Section 10 of the government guidance refer to the operating schedule and licence conditions. The applicant has proposed a number of measures in support of the licensing objectives. These include Challenge 25, attendance at Pubwatch, patrols around the club, a noise limiter and 14 days prior written notice of outdoor events. These proposals will be translated directly into conditions that will be attached to the premises licence. They should be appropriate, proportionate and justifiable in meeting the licensing objectives, be readily understood and enforceable.

5. REPRESENTATIONS

- 5.1 During the period for the receipt of representations, no representations were received from the Responsible Authorities. Eleven representations were received by the licensing authority from 'other persons'. One representation is in the form of a petition containing the signatures of fourteen residents of Abbey Close. The representations have been attached in their entirety. Not all matters raised within the representation may be relevant matters for consideration under the Licensing Act 2003.
- 5.2 A person who has submitted a relevant representation is entitled to address the Licensing Sub-Committee at the hearing and ask questions of any other party appearing at the hearing.

6. ACTION BY THE LICENSING AUTHORITY

- 6.1 The Licensing Authority has a duty under the Licensing Act 2003 by promoting the Licensing Objectives. Each objective has equal importance. In carrying out its licensing functions, the Licensing Authority must also have regard to its Statement of Licensing Policy, any Statutory Guidance under the Licensing Act 2003 and is bound by the Human Rights Act 1988. The Council must also fulfil its obligations under Section 17 of the Crime and Disorder Act 1998 to do all that it reasonably can to prevent crime and disorder in its district.

7. OPTIONS

- 7.1 Having regard to the representations and supporting documentation contained and attached to this report and any other information presented at

the hearing, the Licensing Sub-Committee must take such steps as it considers appropriate for the promotion of the licensing objectives. The steps are to grant the licence subject to conditions, modified as necessary, to exclude a licensable activity, or to reject the application. Conditions are modified if they are altered, omitted or any new condition added (Licensing Act 2003 section 18(4) & (5)).

8. RECOMMENDATION

8.1 That Members determine the application on its individual merits.

BACKGROUND INFORMATION

Licensing Act 2003.

Guidance issued under section 182 of the Licensing Act 2003.

The Council's Statement of Licensing Policy.

Contact Officer: Christine Allison, Licensing Manager
☎ 01480 388010

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HDC IPRE 00655



Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/we SAWTRY EX SERVICE AND WORKING MEN'S CLUB, (Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 - Premises Details

Postal address of premises or, if none, ordnance survey map reference or description
SAWTRY EX SERVICE AND WORKING MEN'S CLUB
10 GIDDING ROAD SAWTRY
#
Post town HUNTINGDON CAMBS Postcode PE 28 5TS
Telephone number at premises (if any) 01487 830462
Non-domestic rateable value of premises £10,750

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals * [] please complete section (A)
b) a person other than an individual *
i. as a limited company [] please complete section (B)
ii. as a partnership [] please complete section (B)
iii. as an unincorporated association or [] please complete section (B)

- iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	SAWTRY EX SERVICE AND WORKING MENS CLUB .
Address	10 GIDDING ROAD SAWTRY HUNTINGDON CAMBS . PE28 5TS .
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc.)	
Telephone number (if any)	01487 830462 .
E-mail address (optional)	Juliem981@gmail.com

Part 3 Operating Schedule

When do you want the premises licence to start?

DD MM YYYY

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If you wish the licence to be valid only for a limited period, when do you want it to end?

DD MM YYYY

--	--	--	--	--	--	--	--

Please give a general description of the premises (please read guidance note 1)

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

- | Provision of regulated entertainment | Please tick any that apply |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Tue					
			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Wed					
Thur					
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Tue					
			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Wed					
Thur					
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) out door music finish at 8.00pm		
Mon	11.00	00.00			
Tue	11.00	00.00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Wed	11.00	00.00			
Thur	11.00	00.00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	11.00	01.00			
Sat	11.00	01.00			
Sun	11.00	00.00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	11.00	00.00	<u>Please give further details here</u> (please read guidance note 3) outdoor music finish at 8.00pm		
Tue	11.00	00.00			
Wed	11.00	00.00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur	11.00	00.00			
Fri	11.00	01.00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	11.00	01.00			
Sun	11.00	00.00			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p>Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon	11.00	00.00		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	11.00	00.00	<p>Please give further details here (please read guidance note 3) outdoor music finish at 8.00pm</p>		
Wed	11.00	00.00			
Thur	11.00	00.00	<p>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)</p>		
Fri	11.00	01.00			
Sat	11.00	01.00	<p>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)</p>		
Sun	11.00	01.00			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)					
Mon	11.00	00.00						
Tue	11.00	00.00						
Wed	11.00	00.00						
Thur	11.00	00.00				Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	11.00	01.00						
Sat	11.00	01.00						
Sun	11.00	00.00						

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name	MISS JULIE DAWN MORGAN		
Address	19 FEN LANE SAWTRY HUNTINGDON CAMBS		
Postcode	PE28 5TG.		
Personal licence number (if known)			
Issuing licensing authority (if known)			

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

gaming machine.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	11.00	00.30	
Tue	11.00	00.30	
Wed	11.00	00.30	
Thur	11.00	00.30	<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
Fri	11.00	00.30	
Sat	11.00	00.30	
Sun	11.00	00.30	

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

b) The prevention of crime and disorder

Walk around the club (patrols)
we have mobiles with us.
carry out checks of bags
check ID (challenge 25)
under 18's are stamped so bar staff no.

c) Public safety

Pub watch.
The licensing Authority will be notified.
14 day- In advance in writing when outdoor
events take place.

d) The prevention of public nuisance

We have a Sound Restrictor.

e) The protection of children from harm

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Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11).
If signing on behalf of the applicant, please state in what capacity.

Signature	JDMorgan
Date	12 th June 2014
Capacity	Committee member.

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
MISS JULIE DAWN MORGAN 19 FEN LANE SAWTRY HUNTINGDON			
Post town	CAMBS	Postcode	PE2 8 5TG .
Telephone number (if any)	01487 830715		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
Juliem981@gmail.com			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Sawtry Parish Council would like to register their objection to the application made by Sawtry Club to extend their hours for the following reasons:

- Complaints have been received in the past from residents in Abbey Close (the dwellings are bungalows and the residents are predominantly elderly) which adjoins the car park and rear of the Club about the noise from people using the outside smoking area
- A copy of a petition, delivered to yourselves, signed by 14 residents of Abbey Close detailing incidents has been received by the Parish Council
- Groups of younger people use the smoking area as a meeting place and there is a lot of noise and nuisance as a result of this
- Residents in Westfield Road complain that around midnight every Saturday night groups of young people go past their homes, causing a nuisance with their language and loud voices, property – garden pots, street notices etc is moved/damaged
- Extending the hours would just increase the public nuisance and potential for crime and disorder

Regards

Diane Davis
Clerk to Sawtry Parish Council

Tel: 01487 831771

Office Open: 9.00 – 1.00
Monday to Friday

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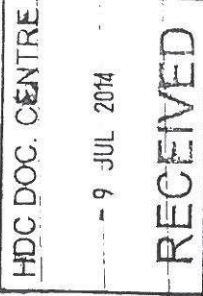
This is a residential area if they want a "night club" I suggest they close the bar service family club and buy a property outside the village Residential.

As stated we strongly object to loud music and long hours

FRIDAY & SATURDAY SUNDAY,

We have lived in our bungalow next door to Sawtry club for over 20 years with present hours! but we very much fear the proposed new set-up.

12 Gidding Road
SAWTRY
CAMBS
PE28 5TS
8.7.2014



Sir/Madam.

Regarding New opening hours for SAWTRY bar service and working mens club.

We strongly object to hours proposed for

FRIDAY SATURDAY SUNDAY

We have no problem with hours proposed for MONDAY-THURSDAY.

A working mens club was always for family use

who are the committee trying to turn this into a

"NIGHT CLUB"

Music three times a week how can they justify this

Mardon, Sarah (Licensing)

From: Diane Davis - Sawtry Parish Council <clerk@sawtry-pc.gov.uk>
Sent: 11 July 2014 12:23
To: Licensing
Subject: Sawtry Club - Application to extend licencing hours

Categories: Yellow Sarah

Sawtry Parish Council would like to register their objection to the application made by Sawtry Club to extend their hours for the following reasons:

- Complaints have been received in the past from residents in Abbey Close (the dwellings are bungalows and the residents are predominantly elderly) which adjoins the car park and rear of the Club about the noise from people using the outside smoking area
- A copy of a petition, delivered to yourselves, signed by 14 residents of Abbey Close detailing incidents has been received by the Parish Council
- Groups of younger people use the smoking area as a meeting place and there is a lot of noise and nuisance as a result of this
- Residents in Westfield Road complain that around midnight every Saturday night groups of young people go past their homes, causing a nuisance with their language and loud voices, property – garden pots, street notices etc is moved/damaged
- Extending the hours would just increase the public nuisance and potential for crime and disorder

Regards

Diane Davis
Clerk to Sawtry Parish Council

Tel: 01487 831771

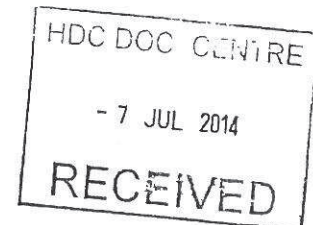
Office Open: 9.00 – 1.00
Monday to Friday

DAM 24097

Bryan Nelson
19, Hatfield Road,
Sawtry PE28 5UF

4th July 2014

Huntingdonshire District Council,
Licensing Section,
Pathfinder House,
St. Marys St.
Huntingdon PE29 3TN



Dear Sirs,

Sawtry Ex-servicemens Club,
Gidding Road, Sawtry
Application for increased licensing hours to
provide alcohol, live music and "anything similar"

I refer to the above mentioned licence application that the Club has submitted to you.

I am a long term, close by neighbour of the Club and I wish to advise you of my concerns and alarm at the licensing times asked for. I object to the granting of the proposed extension to the licencing hours of Sawtry Ex-servicemens Club.

I do not know the current hours that they are licenced to provide alcohol, music and other similar activities. I assume that the applied for extended hours are, probably, blanket coverage and not every single minute will be used for the various activities, every day of the week, every week of the year – at least I hope not!

The Club and car park are surrounded by residential properties, some of which are adjacent or very close by (mine included). The Club is located in an area that is not suitable to hold these types of activities during these proposed licensing hours.

Currently, the sound levels from the Club building, when recorded and live music are played is, often, high enough to be heard in my house. At times the sound levels are higher and I am assuming that this is when the Club's door(s) and/or window(s) are open. The extended licence hours that the Club has applied for could mean that that I will be hearing the music for longer, more frequently and anytime from 11am until the late evening and on occasions until 1a.m. in the morning.

By the entrance to the Club there is a notice on the wall advising customers that this is a residential area and asks them to keep noise to a minimum when leaving. Occasionally, some customers ignore the Club's request as they are leaving, perhaps very late in the evening, there is shouting and/or screaming. Also, occasionally, I have heard car engine(s) revving, excessively and tyres screeching as customers drive off. The applied for extended licensing hours will mean that this occasional nuisance could become more frequent, happen over a longer period and at times up to and after 1a.m.

The extended hours could also mean that customers will be driving into the car park from around 11a.m. until very late into the evening, perhaps, after

midnight to visit the Club. Some of the customers, particularly the late evening /after midnight arrivals, might, already, have been drinking and be boisterous on their way, walking from their cars homes, or elsewhere into the Club.

As well as being held inside the Club, events are held outside. For example, in September 2012 and again, in September 2013 a music day, each advertised as a charity event, was held. After the September 2013 event, I wrote a letter to Sawtry Parish Council dated 17th September 2013 expressing my concerns and a copy is attached. The Parish Council considered the matter and decided that it would be best for me to deal directly with the Club. However, instead of me sending it myself, the Parish Council said they would forward the letter to the Club, if I agreed. I agreed and so they sent the letter to the Club. The Club did not send me a reply to the letter.

I do not know if the Club are planning to have another outside live and recorded music event this year in this residential area and if so, whether my concerns and suggestions will be taken into account.

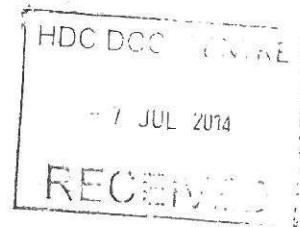
The extended hours applied for, if granted by you will mean that outside events may be longer in duration and this would be of serious concern if the sound levels are high and particularly, as high as those of the music days in September 2012/3.

COPY

Bryan Nelson
19, Hatfield Road,
Sawtry PE28 5UF

17th September 2013

Sawtry Parish Council,
Green End Road,
Sawtry



Dear Sirs,

Live Music day at Sawtry Club on Sunday,
8th September 2013

I refer to my telephone conversation on 9th September 2013 with either the Parish Clerk or her assistant concerning the above mentioned event . As requested, I set out my comments and feelings on this matter .

The event went on for far too long, certainly well over 6 hours and probably around 6.5 hours and perhaps more .

Furthermore, the sound level, particularly for the live bands was far too high, even deafening, in view of the surrounding neighbourhood being a residential area and it was only a small event being held in a small area .

The lorry trailer stage was parked close to a number of residential properties, including mine (c.30/ 40 yards away from my property and the trailer stage was partially facing towards my house) .

I did not know about it until I saw the parked lorry trailer on Friday, 7th September and I wondered whether they were going to have another do, similar to that held last year - they were .

It was mentioned to me during the telephone conversation that it was advertised on the back page of the current edition of Sawtry Eye . I have now looked at the advert and note that the date of the event is shown as 25th August and not 7th September and the time is shown as 12 – 6pm .

Although, the start time is shown as 12 noon, the actual start time of the sound system being used was earlier . Unfortunately, I cannot recall the exact start time but I think it was at least as early as 11.30am . At this time, the testing started, perhaps earlier and shortly afterwards recordings began being played , loudly.

From then on until 5.50pm, the sound system was used for recordings, live bands and announcements with only a few short breaks .

I fully appreciate that it was only one day in the year but the club already holds regular music events e.g. disco's, live bands and karaoke and in addition occasional charity events and other functions .

Yes, it was advertised as a charity event but it still does not justify causing such an anti social problem . If the club wishes to hold such an event with similar sound levels and duration in the future, they should look for a less populated site to hold it, e.g. perhaps they could ask the Sports and Social Club if they could use the Greenfields site, although the residents living on the Old Great North Road might not be too pleased .

Certainly, if this event is held at the same site next year and thereafter there should be changes e.g. a reduction in the duration of the event and I

copy

suggest that it is no more than 4 hours, including testing . Also, the sound level must be reduced by a considerable amount

Am24129



Mr J Lavin & Mrs D Dodson
7 Belgrave square
Sawtry, Huntingdon
Cambs PE28 5UP

8th July 2014

Dear Sir/Madam

Reference Sawtry Ex service and
Workingmens Social Club

We would like to express our objection to the proposed opening hours at the above mentioned Club.

The Club is situated in a heavily residential area.

The neighbouring residents are a mixture of elderly & young families. Not of an age group to want loud music & people leaving the premises late into the night & early morning.

12 ABBEY CLOSE
SAWTRY
HUNTINGDON
PE28 5UG
4-7-14

SUBJECT:
Application by,
SAWTRY EX-SERVICE & WORKING MEN'S CLUB
to extend licencing hours for alcohol
and entertainments.

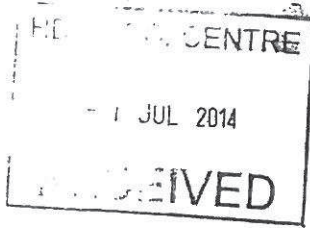
Dear Sir,

I wish to register my objections to
the above application as follows.

- ① My bedroom window is less than
9.5 m from the club car park.
- ② Extended hours will attract more
customers looking for late night venues.
- ③ More noise will be generated
later at night so disturbing the sleep
of local residents.
- ④ Creating a night club culture
will attract drug dealers.
- ⑤ This is a quiet residential
area, unsuitable for late night
drinking and entertainment.

The above concerns are shared by
many other local residents.

AVM 24040



15 Hatfield Road
Sawtry
Huntingdon
PE28 5UF

29-06-2014

Dear Madam/Sir

We object to the extended opening hours at Sawtry Working mens club on 10 Gidding Road Sawtry with live and recorded music.

Because of government legislation on no smoking in the club we do not want to listen to drunken people, and children shouting and running about at the other side of our fence till midnight in the week and 0100 hrs at the weekend as this is near where they smoke outside the club and with the doors open the music will not be contained in the building. Do these people work or go to school or have they on benefits D.W.P.

Dum 24080



8 Gidding Road

Sawtry

Cambridgeshire

PE28 5TS

01487831859

3rd July 2014

To whom it may concern,

RE: Proposal of Licence extension for music and alcohol for Sawtry Ex Service and Working Mens Club, 10 Gidding Road, Sawtry, Cambridgeshire, PE28 5TS

I am writing to object to the above proposal for increased hours for music and alcohol.

As a resident of Gidding Road, my property being next door to the club separated only by a small road, I have seen an increase in undesirable behaviour when the club closes, particularly on Saturday nights. This has become more noticeable over the past 18 months, as patrons are left to shout, sing, swear, brawl and generally cause a nuisance as the club ensures they clear the premises and then leave them to their own devices immediately outside the doors and in the surrounding area. Every Sunday morning I am cleaning up glasses, glass bottles and cans from the immediate area surrounding my home. It has come to the point where during the summer months I am unable to leave my bedroom window open!

I can only imagine that this will escalate further if alcohol is served for longer.

Sawtry is a village and the club is in the centre of a highly populated residential area, therefore I feel that the committee and staff should take further responsibility for their patron's actions when they leave the premises. Until responsibility is taken and accountability realised, please do not increase hours for music and alcohol.

**10 ABBEY CLOSE
SAWTRY
CAMBS
PE28 5UG**

4th July 2014

Huntingdon District Council
Chairman
Licensing Section
Pathfinder House
St Mary's Street
Huntingdon
Cambs
PE29 3TN

SPECIAL DELIVERY

Dear Sir or Madam

Application by Sawtry Working Mens' Club for extension of licensing hours

I write on behalf of my elderly mother, Mrs Brenda Day, who lives at 10 Abbey Close, Sawtry.

My parents bought their bungalow over 20 years ago and were fully aware that the Working Mens' Club backed on to their property. They were assured by the previous owner that the club and its patrons posed no nuisance value and, indeed, this has proved to be the case until the smoking ban came into force.

The club provided a shelter for the smokers at the rear of the club, which is closer to my mother's garden fence. Since the ban she has had to endure weekends when people are talking loudly late into the night and on many occasions children running and playing in the car park until very late. This has at times being quite worrying to hear these noises near the back of her property as she is now a widow.

Several times my mother has had to telephone the club to ask its members to refrain from disturbing her and the other neighbours.

She has recently found out, not by letter or indeed notice in the local paper, but by being informed by a neighbour who happened to see the notice board outside the club that they are applying to extend their licensing hours to 11am to 12 midnight Sunday to Thursday and 11am to 1am (possibly 1:30 am) Friday and Saturday.

This has caused my mother extreme concern and stress. At the moment she is unable to sleep at weekends with her bedroom window open at night due to the disturbance and inconsiderate behaviour of some of the club's members. Now she faces the possibility of being disturbed until 2am every weekend whilst members are using the car park and/or leaving in cars.

Abbey Close is mainly occupied by older people and they are all worried about the impact on their lives if this extension is granted.

Moreover, my mother has consulted with two estate agents who have confirmed that the value of her property will in all likelihood be adversely affected if this change comes into being. More importantly her enjoyment of her home will be severely spoiled.

This letter is written as a formal objection to the granting of this extension of licensing hours and I would ask you to kindly take into account the impact this will have on the neighbouring properties and the detrimental effect this could have on the residents' quality of life.

I have given my mother's address for any reply.

Mr and Mrs N Barrett
12 Belgrave Square
Sawtry
Huntingdon
Cambridgeshire
PE28 5UP

Licensing Section
Huntingdonshire District Council
Pathfinder House
St Marys Street
Huntingdon
PE29 3TN

7th July 2014

For the attention of the Licensing Section,

Dear Sir/Madam,

The Sawtry Club, License Application

I write with connection to the above premises and their recent license application.

I strongly object the license being granted under the following objections:

The Prevention of Public Nuisance

Noise

1. The noise from the Sawtry Club is **EVERY** Saturday night between the hours of 11pm and 2am.
2. The noise is generated from the large amount of people in the 'beer garden' and not from the music played inside the club.
3. The club definitely has more people arriving from 11pm onwards as the other pubs close the noise levels in the car park and mainly in the 'beer garden'
4. The noise is extremely loud and proceeds to get louder as the night goes on. At 10.30pm you can hear very little noise, by 11pm and onwards the noise becomes louder.
5. The noise is people shouting, swearing, arguing, singing, becoming aggressive and carries on until 2pm. This noise can be heard very clearly through closed windows.
6. I don't object to people being outside but I believe the Sawtry Club has an obligation to 'police' the outside areas to ensure that noise levels remain at a minimum after 11pm.
7. The noise is worse in the summer as I don't believe the Sawtry Club has air conditioning so people naturally come outside to cool down. We are unable to open our windows on Saturday nights however warm it is due to the noise levels.
8. The Sawtry Club has signs displayed asking their customers to keep noise to a minimum as it is based in a residential area, these signs are pointless.

9. The introduction of professional security would help to minimise the noise which is made outside in the 'beer garden' for local residents.
10. Restricting access to the 'beer garden' after 11pm would be an ideal solution. I realise people would need outside access for smoking, this could be restricted being allowed outside for smoking NOT for the duration of the evening.
11. We have called the Sawtry Club on a number of occasions after 11pm and asked if they can keep the noise down in the 'beer garden'. The noise does quieten for a short time but within 10/15 minutes it is back to a sleep disturbing level.
12. Professional security would also benefit local residents as the club closes, we are then subjected to arguments, fights, screaming, cars revving and using the car park as an area to perform stunts, play their own extremely loud music from their vehicles.
I appreciate that the Sawtry Club may not be entirely responsible for their patrons once they leave the property but whilst their patrons are in the car park at closing time they surely would want to support the community by ensuring that noise levels are kept to a minimum.

In general the noise is currently unacceptable on a Saturday night from 11pm onwards. We have contacted the council and asked questions before about tackling the noise problem. My husband spoke to someone who suggested we keep a noise log. As a non profit organisation I would have thought that the local Community would be high on their list of priorities.

When we initially bought our property the Sawtry Club was an Ex Service Mans club and we never suffered any sleep disturbance. This noise has only been in the last 24 -36 months.

My husband did speak to someone at the Sawtry Club when our fence was broken during the night. The man confirmed that 2 brothers from the club were fighting on their way home and fell into our fence. The man assured us that he had now banned the brothers and asked them to apologise to us for damaging our property. Of course we received no apology. I appreciate that the club can't be responsible for what happens when their customers leave their premises. I do not think it is fair that our property borders the Sawtry Club car park so we should just accept damage to our property.

13 Abbey Close

Sawtry

Cambs

PE28

Huntingdonshire District Council
5UG

Licensing section

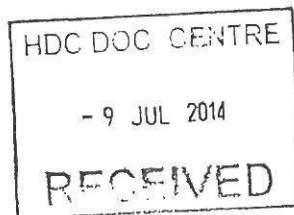
Pathfinder House

St Mary's Street

Huntingdon

Cambs

PE29 3TN



7th July 2014

Dear Sir / Madam

RE: Sawtry ex-service and working mens club

10 Gidding Road

Sawtry

Cambs. PE28 5TG

Date of application: 12/6/14

Proposed increased in licensing hours and time for live music or similar and the same for alcohol.

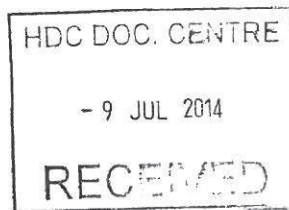
Please can I object to this application on several grounds:

The premises are surrounded by residential properties and by increasing the opening hours there will be an increase in noise levels at closing time affecting those people that live near it.

Consideration is needed on what are the actual benefits to the village community through increasing the opening hours, surely it disrupts more people than in benefits.

Additionally people are not considerate to neighbours and occasionally damage fences along the alleyway adjacent to the club.

Yours faithfully



Abbey Close

Sawtry

Cambs

PE28 5UG

Huntingdonshire District Council

Licensing section

Pathfinder House

St Mary's Street

Huntingdon

Cambs

PE29 3TN

5th July 2014

Dear Sir / Madam

RE: Sawtry ex-service and working mens club

10 Gidding Road

Sawtry

Cambs. PE28 5TG

Date of application: 12/6/14

Proposed increased in licensing hours and time for live music or similar and the same for alcohol.

Please can we, as a close, object to this application on several grounds:

The premises are surrounded by residential properties and by increasing the opening hours there will be an increase in noise levels especially at closing time. Local residents are required to close their windows at night to enable them to sleep, due to the smoking ban in 2007 there has been an increase in noise. Currently noise extends beyond current closing, to the early hour's, this will only increase with extended hours.

Last year there was a major incident involving the police in the car park when they attempted to set fire to a resident's fence. For women living alone or older people this can be frightening and result in a feeling of vulnerability in ones own home... Lengthening licensing hours and increased alcohol consumption will result in more aggressive incidences similar to this occurring.

The social club bouncer prevented one incident last year but on several occasions damage was done to fences along the alley diagonally opposite the club.

We appreciate that the social club is a vital part of the village community but consideration needs to be given to the neighbours as it is also situated in a residential area.

Yours faithfully

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HUNTINGDONSHIRE DISTRICT COUNCIL

LICENSING SUB-COMMITTEE PROCEDURE

1. Introduction

- 1.1 The following proceedings apply to the licensing sub-committees established by the Licensing Committee of the Huntingdonshire District Council acting as the Licensing Authority.

2. Membership

- 2.1 Each licensing sub-committee shall comprise three Members appointed by the Licensing Committee from amongst its membership. A sub-committee shall elect a Chairman from amongst its members at each meeting, for the purpose of that hearing or meeting.
- 2.2 The quorum for hearings and meetings of a sub-committee shall be three members.
- 2.3 Members shall endeavour to be present throughout an individual hearing by a sub-committee. If a member of a sub-committee is required to leave a hearing temporarily, the Chairman shall adjourn the hearing for the duration of the period whilst that member is unavailable. Any member who is absent from a hearing for any reason whilst that hearing is taking place shall be precluded from commencing or continuing to take part in the matter under debate upon his arrival/return and from voting upon the matter at the conclusion of that item of business.
- 2.4 Where the Sub-Committee undertakes a site visit prior to a hearing, a member shall be precluded from taking part in the hearing if he has not attended that site visit.
- 2.5 A member will not take part in a hearing or meeting at which a matter is being discussed which relates to a premises licence, club premises certificate, temporary events notice or personal licence where either the premises or the person is resident in the ward which he represents.

3. Notice of Hearings

- 3.1 Upon the date of a hearing of a sub-committee being arranged, notice shall be given to the parties to the hearing in accordance with the requirements of the Hearings Regulations. For the purposes of this procedure, a party is defined as an applicant for a licence or certificate, a person who has given a temporary events notice, a responsible authority or a person or business that has submitted relevant representations in respect of an application or applied for a review of a licence or certificate and, in certain additional instances, the Chief Officer of Police.
- 3.2 The notice of the hearing shall be accompanied by a copy of this procedure which sets out
 - the right of attendance at a hearing by a party and the right to submit representations etc.

- the consequences if a party does not attend or is not represented at a hearing
 - the procedure to be followed at the hearing
- 3.3 The notice of the hearing will also be accompanied by copies of the documents required by the Hearings Regulations and any particular points upon which the Sub-Committee considers that it will want clarification from a party at the hearing.
- 3.4 Where a hearing is to be held on more than one day, the hearing will be arranged so that it takes place on consecutive working days.

4. Action Following Receipt of Notice of Hearing

- 4.1 Upon receipt of a notice of a hearing, a party is required to give notice to the licensing authority whether
- he intends to attend or be represented at the hearing,
 - he wishes to request permission for any other person to appear at the hearing, accompanied by the name of the person and a brief description of the point(s) to be made by the person, and
 - he considers the hearing to be necessary.
- 4.2 A party should notify the licensing authority within the following timescales-
- 1 working day of the hearing in the case of a cancellation of an interim authority notice following police objections or a counter notice following police objection to a temporary events notice;
 - 2 working days of the hearing in the case of a review of a premises licence following a closure order or the conversion of an existing licence or club premises certificate or an application by the holder of a justices' licence for a personal licence; or
 - 5 working days of the hearing in all other cases.
- 4.3 Notice may be given to licensing authority by electronic means to the address democratic.services@huntsdc.gov.uk but upon sending the notice by this means, a party must also give the notice to the licensing authority in writing.
- 4.4 A sub-committee may dispense with the holding of a hearing if all of the parties have given notice that they consider a hearing to be unnecessary. Where the parties have agreed that a hearing is unnecessary in such circumstances, the Council shall give notice to the parties that the hearing has been dispensed with.
- 4.5 Where a hearing has been dispensed with, the matter which was to have been the subject of the hearing shall be determined at a meeting of the Sub-Committee.

5. Withdrawal of Representations

- 5.1 A party may give notice to the licensing authority no later than 24 hours before the commencement of the hearing that he wishes to withdraw his representations or he may do so orally at the hearing.

6. Extension of Time

- 6.1 The Sub-Committee may extend any of the time limits specified in this procedure where it considers it necessary to do so in the public interest and shall give notice of the extension of time and the reason for it to the parties to the hearing.
- 6.2 The Sub-Committee may adjourn the hearing or arrange for it to be held on specified additional days, where it considers this to be necessary to consider any representations made by a party. The parties to the hearing will be notified of the adjournment or rearrangement.
- 6.3 In considering any extension of time or adjournment, the Sub-Committee will not exercise its powers so that an application is deemed as granted or rejected in accordance with the transitional arrangements specified in the Act.

7. The Hearing

- 7.1 The Sub-Committee may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing or that part of the hearing taking place in public. The Sub-Committee will normally resolve to exclude the public from that part of the hearing during which the Sub-Committee determines the matter which is the subject of the hearing.
- 7.2 Subject to the above, a party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified
- 7.3 At the commencement of the hearing, the Chairman shall introduce the members of the Sub-Committee and any officers in attendance to support the Sub-Committee and shall ask the parties and any persons accompanying them to state their names and addresses or who they represent. The Chairman shall explain to the parties present that the hearing is subject to this procedure, copies of which will have been distributed to the parties with the notice of the hearing, and shall enquire of the persons present whether there are any questions of clarity or explanation about its contents.
- 7.4 The Sub-Committee shall consider any request from another person to appear at the hearing of which notice has been given but such permission shall not be unreasonably withheld.

Procedure in all cases other than an application for a review of a premises licence or a club premises certificate or convictions coming to light after the grant or renewal of a personal licence

- 7.5 The Licensing Officer will present the application. The Chairman will then invite the applicant or his representative to address the Sub-Committee on his application, to respond to any point(s) upon which notice has been given that clarification is required by the licensing authority and to call any person(s) to whom permission has been granted to appear in support of his application.

The applicant will be allowed a maximum period of time of twenty minutes in which to address the Sub-Committee and call persons on his behalf.

- 7.6 The applicant or his representative or any person called on his behalf may then be asked any questions upon their presentation by any member of the Sub-Committee or by any of the other parties present at the hearing or their representatives.
- 7.7 The Chairman will then invite each of the parties at the hearing or their representative sequentially to address the Sub-Committee and call any person(s) to whom permission has been granted to appear. Each party will be allowed a maximum period of time of twenty minutes in which to address the Sub-Committee and call persons on his behalf. The sequence in which each of the parties will be invited to address the Sub-Committee will be at the discretion of the Chairman but will normally be in the order of the Chief Officer of Police, the Fire Authority, the health and safety at work enforcing authority, the local planning authority, the local environmental health authority, the local weights and measures authority, the authority responsible for the protection of children from harm, a navigation or other authority responsible for waterways and any other party that has submitted representations in respect of the application, certificate, notice or other matter appearing before the Sub-Committee.
- 7.8 The party or his representative or any of his witnesses may be asked any questions upon their presentation by any member of the Sub-Committee or by the applicant or his representative or any of the other parties present at the hearing or their representatives.
- 7.9 Where relevant written representations have been received and the party submitting those representations has given notice of his intention not to attend the hearing, the parties present will be invited by the Chairman to indicate whether they wish to comment on the representations submitted. The Sub-Committee may take into account documentary or other evidence submitted by a party either in support of their application, notice or representations either before the hearing or, with the consent of all of the other parties present, at the hearing.
- 7.10 Where appropriate, the Chairman shall remind the parties that their representations should be relevant to the licensing objectives of the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm. The Sub-Committee shall disregard any information given by a party or person permitted to appear which is not relevant to their application, notice or representations or to the licensing objectives. If, in his opinion, the Chairman feels that the representations being made are not relevant, he may, after first reminding the party of the need for relevance, advise the party that he will no longer be heard. Where in the opinion of the chairman, a party is being repetitious, vexatious or slanderous in his remarks, the Chairman may first warn the party and may then advise the party that he will no longer be heard. The ruling of the Chairman shall be final in such circumstances.
- 7.11 The Chairman may require any person who in his opinion is behaving in a disruptive manner at a hearing to leave the hearing and may refuse to permit that person to return or to return only upon complying with such conditions as the Chairman may specify. However any such person may submit any

evidence in writing that they proposed to give orally, provided that they do so before the end of the hearing.

- 7.12 After each party has addressed the Sub-Committee and after comments have been invited on written representations, the applicant or his representative will be invited by the Chairman to sum up his application for a time not exceeding two minutes but without introducing any new evidence to the proceedings.

Procedure in cases relating to an application for a review of a premises licence or a club premises certificate or convictions coming to light after the grant or renewal of a personal licence

- 7.13 In the case of such hearings, the above procedure shall be followed with the exception that the applicant for a review of a premises licence or a club premises certificate or the chief officer of police in the case of an objection notice where convictions have come light after the grant or renewal of a personal licence will be invited to address the Sub-Committee first and to call any person(s) to whom permission has been granted to appear.
- 7.14 After any questions have been dealt with the holder of the licence or certificate will be invited to address the Sub-Committee and to call any person(s) to whom permission has been granted to appear.
- 7.15 There shall be no right of reply for the applicant for a review of the licence or certificate or for the Chief Officer of Police.

8. Determination of Applications

- 8.1 At the conclusion of the hearing, the Sub-Committee will determine the application in accordance with the timescales specified in the Hearings Regulations but, in any event, will endeavour to do so as soon as practicable after the hearing has concluded.
- 8.2 Where a hearing has been dispensed with in accordance with paragraph 4.2 above, the application will be determined by the Sub-Committee within 10 working days of notice having been given to the parties that the hearing has been dispensed with.
- 8.3 The Licensing Authority will notify the applicant and parties of its decision forthwith upon the making of the decision.
- 8.4 A record shall be taken of the hearing by the licensing authority which shall be retained for six years after the date of the determination of the hearing or the disposal of an appeal against the determination.

9. Meetings of the Sub-Committee

- 9.1 Any meetings of the Sub-Committee, other than hearings described above, shall be subject to the proceedings adopted by the Licensing Committee for the conduct of its own business except where otherwise stated above.

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