

A meeting of the **LICENSING COMMITTEE** will be held in **MEETING ROOMS 0.1A AND 0.1B, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **TUESDAY, 21 JUNE 2016 ON THE RISING OF THE LICENSING AND PROTECTION COMMITTEE** and you are requested to attend for the transaction of the following business:-

PLEASE NOTE VENUE

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 5 - 10)

To approve as a correct record the Minutes of the meetings of the Licensing Committee held on 20th October 2015 and 18th May 2016.

**Democratic Services
388169**

2. MEMBERS INTERESTS

To receive from Members declarations, as to disclosable pecuniary and other interests in relation to any Agenda item.

3. LICENSING COMMITTEE

To receive a presentation by the Head of Community Service on the services within the remit of the Committee.

**C Stopford
388280**

4. SCHEME OF DELEGATION (Pages 11 - 24)

A copy of the powers delegated by or on the recommendation of the Licensing Committee, as set out in the Council's previous Constitution, are attached for the purpose of assisting the discussion on this matter.

**C Stopford
388280**

5. LICENSING SUB COMMITTEE (Pages 25 - 26)

To receive a summary of the meetings of the Licensing Sub-Committee that have taken place since the last meeting of the Committee.

**C Bulman
388234**

6. FEEDBACK FROM ANNUAL TRAINING

An opportunity for Members to provide any feedback on the recent Licensing Act and Gambling Act training held on 7th June 2016.

**C Stopford
388280**

Dated this 13th day of June 2016



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.

Non-Statutory Disclosable Interests

(4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*

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

(c) it relates to or is likely to affect any body –

(i) exercising functions of a public nature; or

(ii) directed to charitable purposes; or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.

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 Claire Bulman, Democratic Services Officer, Tel: 01480 388234 / email Claire.Bulman@huntingdonshire.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 Elections & 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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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the LICENSING COMMITTEE held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Tuesday, 20 October 2015.

PRESENT: Councillor R Fuller – Chairman.

Councillors K M Baker, D Brown,
Mrs S Conboy, J W Davies, R S Farrer,
D J Mead and P D Reeve.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors R Harrison, Ms L Kadic, S M Van De Kerkhove and R J West.

8. MINUTES

The Minutes of the meeting held on 23rd June 2015 were approved as a correct record and signed by the Chairman.

9. MEMBERS INTERESTS

No declarations of interest were received.

10. GAMBLING ACT 2005 - STATEMENT OF PRINCIPLES 2015

Consideration was given to a report by the Head of Community (a copy of which is appended in the Minute Book) to which was attached a revised draft Statement of Principles under the Gambling Act 2005.

The draft Statement had been approved for public consultation by the Licensing Committee at its meeting on 23rd June 2015. Consultation had taken place over a 10 week period between 26th June and 4th September 2015 and Members were advised that the Statement had now been amended to take into account where appropriate, consultation responses and the draft fifth edition of the Gambling Commissions Guidance to Local Authorities. Member's attention was also drawn to the addition of a new section within the Statement to reflect the forthcoming introduction of a new Social Responsibility Code.

Having been advised that the current Statement was scheduled to expire on 30th January 2016 and that the Council was required to adopt and publish a new Statement in advance of that date or it would be unable to fulfil its licensing duties, it was

RESOLVED

that the Council be recommended to approve the Statement of Principles under Section 349 of the Gambling Act 2005 as set out in Appendix 1 of the report now submitted, for a period of three years commencing on 31st January 2016.

11. LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY

Consideration was given to a report by the Head of Community (a copy of which is appended in the Minute Book) to which was attached a revised draft Statement of Licensing Policy under the Licensing Act 2003. The Statement sets out how the Council will exercise its statutory duties and had been re-drafted in its entirety to incorporate changes in legislation, Government Guidance and the Local Government Association Best Practice Framework for the review of licensing policy statements.

The draft Statement had been approved for public consultation by the Licensing Committee at its meeting on 23 June 2015. Consultation had taken place between 26th June and 4th September 2015 in accordance with the Cabinet Office guidelines and Members were advised that the Statement had now been amended to take into account, where appropriate, consultation responses.

In reviewing the consultation responses, the Chairman expressed his disappointment at the limited number of responses received from Town and Parish Councils. Having discussed possible reasons for this, it was suggested that future consideration could be given to the methods of engagement with other local authorities.

In response to a specific question regarding the planning and licensing regimes, the Panel were reminded that these were separate regimes and that Licensing Committees were not bound by decisions made by a planning committee and vice versa. The Head of Community outlined the benefits of the Licensing Committee in being able to review and amend conditions attached to a licence at a later date.

Having been advised that the current Statement was scheduled to expire on 6th January 2016 and that the Council was required to adopt and publish a new Statement in advance of that date or it would be unable to fulfil its licensing duties under the Licensing Act 2003, it was

RESOLVED

that the Council be recommended to approve the Statement of Licensing Policy under the Licensing Act 2003 as set out in Appendix 1 of the report now submitted, for a period of five years commencing on 7th January 2016.

12. CLASSIFICATION OF FILM

With the assistance of a report by the Head of Community (a copy of which is appended in the Minute Book) the Panel considered a draft policy and procedure for dealing with matters relating to film classification.

By way of background, Members were advised that the Council's responsibilities relating to film classification had been amended and incorporated into the Licensing Act 2003. Under the Act, the Council as the Licensing Authority is the classification body for the public

exhibition of unclassified film shown in the District. In addition the Authority may also be asked to reclassify films or receive appeals from distributors against decisions by the British Board of Film Classification (BBFC). The purpose of the new policy was to establish a consistency of practice and promote efficiency and speed up the determination period for applications.

In considering the contents of the proposed policy, a Member expressed concern at the proposal to delegate the determination of requests for the classification or re-classification of films. In response, Members were reminded that such requests were infrequent, that the proposal represented best practice from other authorities, it enabled the Authority to respond more efficiently and that such decisions were not currently made by the full Committee. In addition the Head of Community reiterated that if Members were unhappy with the decisions that were being made, there was always the opportunity to refer the matter back to the full Committee. In response to other comments that the proposed policy made no provision for applicants to appeal against the Council's decision, Members were informed that this replicated current practice.

Whereupon and subject to amendment to paragraph 4.2 of the proposed policy, to make clear that the determination of any requests must be undertaken by three individuals at all times and that either the Chairman or Vice-Chairman must be involved, it was

RESOLVED

- (a) that the policy and procedure for the classification of film (as set out in Appendix 1 of the report now submitted) be adopted; and
- (b) that the Head of Community, or in his absence the Licensing Manager, in consultation with the Chairman and Vice-Chairman of the Licensing Committee (or nominated representatives of the Committee) be authorised to determine requests to amend the classification of films by the BBFC and to classify films that have not been classified which are intended for public exhibition in the District.

13. LICENSING SUB COMMITTEES

With the aid of a report by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book) the Panel noted the details of the two meetings of the Sub-Committee that had taken place between 7th July and 21st September 2015.

Chairman

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the LICENSING COMMITTEE held in Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 18 May 2016.

PRESENT: Councillors Mrs B E Boddington, Mrs S Conboy, J E Corley, S J Criswell, Mrs S A Giles, D J Mead, Mrs J Tavener, D R Underwood, D Watt and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors J W Davies and R Fuller.

1. ELECTION OF CHAIRMAN

RESOLVED

that Councillor R Fuller be elected Chairman of the Committee for the ensuing Municipal Year.

2. MEMBERS INTERESTS

No declarations were received.

3. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

that Councillor J W Davies be appointed Vice-Chairman of the Committee for the ensuing Municipal Year.

Chairman

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<p>Licensing Sub-Committee</p> <p>The sub committee shall consist of 3 members - drawn from the Licensing Committee</p>	<p>The Licensing Committee has delegated the following functions to a Sub-Committee in accordance with the Licensing Act 2003 -</p> <ul style="list-style-type: none"> To determine an application for the renewal of a personal licence where an objection notice is submitted by the Police (S121) To revoke a personal licence (S124) To determine an application for a premises licence where relevant representations are received (S18) To determine an application for a provisional statement where relevant representations are received (S31) To determine an application to vary a premises licence where relevant representations are received (S35) To determine an application to vary a premises licence in relation to a premises supervisor where relevant representations are received (S39) To determine an application to transfer a premises licence where relevant representations are received (S44) To cancel an interim authority notice where an objection is submitted by the Police (S48) To determine an application for the review of a premises licence (S52) To determine a review of a premises licence following a closure order (S167) To determine an application for a club premises certificate where relevant representations are received (S72) To determine an application to vary a club premises certificate where relevant representations are received (S85) To determine an application for the review of a club premises certificate (S88) To issue a counter notice to a temporary events notice where an objection notice is submitted by the
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	<p>Police (S105)</p> <p>To determine applications for Premises Licences in respect of which representations have been made (and not withdrawn) (S163)</p> <p>To attach a condition to a Premises Licence or exclude a default condition (S163)</p> <p>To determine an application to vary a Premises Licence in respect of which representations have been made (and not withdrawn) (S187)</p> <p>To determine an application for a transfer of a Premises Licence in respect of which representations have been made (and not withdrawn) (S188)</p> <p>To reinstate a lapsed Premises Licence in respect of which representations have been made (and not withdrawn) (S195)</p> <p>To review a Premises Licence and determine action following review (S201 and 202)</p> <p>To determine application for provisional statement in respect of Premises Licence where representations have been made (and not withdrawn) (S204)</p> <p>To issue a counter notice in response to Temporary Use Notice (S224)</p> <p>To make an Order to remove exemptions from specified premises in respect of which representations have been made (and not withdrawn) (S284)</p> <p>To determine an application for a Club Gaming Permit and a Club Machine Permit and for renewal of a permit in respect of which representations have been made (and not withdrawn) (Schedule 12 – Para 5, 10 and 24)</p> <p>To determine an application for the variation of a Club Gaming Permit and Club Machine Permit where representations have been made (and not withdrawn) (Para 15)</p> <p>To cancel a Club Gaming Permit and Club Machine Permit in respect of which representations have been made (and not withdrawn) (Para 21)</p> <p>To cancel Licensed Premises Gaming Machine Permit or variation of number or category of machines in</p>
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	<p>respect of which representations received (and not withdrawn) (Para 16)</p> <p>To determine an application for a personal licence with unspent convictions (S120)</p> <p>To determine an objection notice from the Police in response to convictions after the grant of a personal licence (S124)</p> <p>To decide to object when the local authority is a consultee and not the relevant authority considering the application (S13 (4)(g))</p>
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POWERS DELEGATED BY OR ON THE RECOMMENDATION OF THE LICENSING COMMITTEE

Source	The Power Delegated	Delegated to	Date of Delegation	Remarks
Licensing Act 2003	To make changes to the proceedings adopted for hearings of the Licensing Sub Committees	Head of Community	19.01.05	After consultation with the Chairman and Vice-Chairman of the Licensing Committee
Licensing Act 2003 (S120)	To determine applications for personal licences where there is no objection from the Police	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S121)	To determine an application for the renewal of a personal licence where there is no objection from the Police	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S18)	To determine an application for a premises licence where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S31)	To determine an application for a provisional statement where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S35)	To determine an application to vary a premises licence where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	

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Source	The Power Delegated	Delegated to	Date of Delegation	Remarks
Licensing Act 2003 (S39)	To determine an application to vary a premises licence in relation to a premises supervisor where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S41)	To determine a request to be removed as a designated premises supervisor	Head of Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S41A)	To determine an application for a minor variation of a premises licence	Head of Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S41B)	To decide whether to consult other responsible authorities on minor variation applications	Head of Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S41D)	To determine an application to vary a premises licence at community premises to include alternative licence condition where there is no objection from the Police	Head of Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S41D)	To determine an application to vary a premises licence at community premises to include alternative licence condition where there is no objection from the Police	Head of Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S44)	To determine an application to transfer a premises licence where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S47)	To cancel an interim authority notice where no objections have been submitted	Head of Community or, in his absence, the Licensing Manager	23.10.12	

Source	The Power Delegated	Delegated to	Date of Delegation	Remarks
Licensing Act 2003 (S55A)	To suspend a premises licence for non-payment of annual fee	Head of Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S72)	To determine an application for a club premises certificate where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S85)	To determine an application to vary a club premises certificate where no relevant representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	
Licensing Act 2003 (S86A)	To determine an application for a minor variation of a club premises certificate	Head of Community or in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 (S90)	To withdraw a club premises certificate where a club ceases to be a qualifying club	Head of Community or, in his absence, the Licensing Manager	23.10.12	After consultation with the Chairman or Vice-Chairman of the Committee
Licensing Act 2003 (S92A)	To suspend a club premises certificate for non-payment of annual fee	Head of Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003 Various	To determine that a hearing is unnecessary where representations are received	Head of Community or, in his absence, the Licensing Manager	19.01.05	After consultation with the Chairman or Vice-Chairman of the Committee
Licensing Act 2003 Various	To determine whether a representation is frivolous, vexatious etc	Head of Community or, in his absence, the Licensing Manager	19.01.05	After consultation with the Chairman or Vice-Chairman of the Committee
Licensing Act 2003 Various	To instigate proceedings for the contravention of the provisions of the Act	Head of Community or, in his absence, the Licensing Manager	19.01.05	After consultation with the Chairman or Vice-Chairman of the

Source	The Power Delegated	Delegated to	Date of Delegation	Remarks
Licensing Act 2003 (S13(4)(Za))	To act on behalf of the Licensing Authority as a Responsible Authority and to decide whether to make representations when the Licensing Authority is the relevant Licensing Authority	Head of Community or, in his absence, the Licensing Manager	23.10.12	
Licensing Act 2003	To make representations under S13(4)(d) of the Act (on behalf of local planning authority)	Head of Development, or in his absence, the Planning Policy Manager (Development Management)	18.06.08	
Licensing Act 2003	To act on behalf of the environmental health authority under S13(4)(e) of the Act	Head Community	18.06.08	
Licensing Act 2003	To determine a minor variation application to vary a club premises certificate (S86)	Head of Community or, in his absence, the Licensing Manager	16.09.09	
Licensing Act 2003	To determine a minor variation application to vary a premises licence (S41)	Head of Community or, in his absence, the Licensing Manager	16.09.09	
Licensing Act 2003	To determine an application for the mandatory alcohol condition requiring a designated premises supervisor in respect of a premises licence to be disapplied (S19)	Head of Community or, in his absence, the Licensing Manager	16.09.09	
Gambling Act 2005	To act on behalf of the licensing authority under S157(a) of the Act	Licensing Manager	18.06.08	
Gambling Act 2005	To act on behalf of the environmental health authority under S157(g) of the Act	Head of Community	18.06.08	
Section 163	To determine applications for Premises Licence where no relevant representations received	Head of Community or, in his absence, the Licensing Manager	13.06.07	

Source	The Power Delegated	Delegated to	Date of Delegation	Remarks
Section 162	To decide whether a representation is vexatious, frivolous, or would certainly not influence the authority's determination of an application	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with Chairman or Vice-Chairman of the Licensing Committee
Section 187	To determine an application to vary a Premises Licence in respect of which no representations have been received	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 188	To determine an application for transfer of a Premises Licence where no representations received	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 193	To revoke a Premises Licence for failure to pay an annual fee	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 194	To determine that a Premises Licence has lapsed	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 195	To reinstate a lapsed Premises Licence where no representation has been received	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 198	To reject an application for a review of a Premises Licence on various grounds	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee
Section 200	To initiate review of Premises Licence	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 201	To determine that representation about a review of a Premises Licence is frivolous, vexatious or will certainly not influence a review of a Premises Licence	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee

Source	The Power Delegated	Delegated to	Date of Delegation	Remarks
Section 204	To determine application for provisional statement in respect of which no representations have been received	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 205	To decide whether to disregard representations made in respect of an application for a Premises Licence after issue of a provisional statement	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee
Section 218	To issue counter notice to Temporary Use Notice where the number of permitted days are exceeded	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 221	To object to a Temporary Use Notice	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 284	To make an Order to remove exemptions from specified premises where no representations have been received	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Section 346	To institute criminal proceedings in respect of an offence under the provisions of the Act	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee
Schedule 10 Paragraph 8	To determine an application for a Family Entertainment Centre Gaming Machine Permit	Head of Community or, in his absence, the Licensing Manager	13.06.07	Refusal to be exercised only after consultation with Chairman or Vice-Chairman of the Licensing Committee

Source	The Power Delegated	Delegated to	Date of Delegation	Remarks
Paragraphs 14 and 15	To notify a lapse of a Family Entertainment Centre Gaming Permit	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee
Schedule 11 Paragraph 44	To register a society for the small society lottery	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Paragraphs 47 and 48	To refuse an application for the registration of a society for the small society lottery	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee
Paragraph 50	To revoke the registration of a society for the small society lottery	Head of Community or, in his absence, the Licensing Manager	13.06.07	After consultation with the Chairman or Vice-Chairman of the Licensing Committee
Paragraph 54	To cancel the registration of a society for a small society lottery for non-payment of annual fee	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Schedule 12 Paragraphs 5, 10 and 24	To determine an application for a Club Gaming Permit and Club Machine Permit and for renewal of a permit where no representations have been received	Head of Community, or in his absence, the Licensing Manager	13.06.07	
Paragraph 15	To determine an application for the variation of a Club Gaming Permit and Club Machine Permit where no representations received	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Paragraph 21	To cancel a Club Gaming Permit and Club Machine Permit where no representations have been received	Head of Community or, in his absence, the Licensing Manager	13.06.07	

Source	The Power Delegated	Delegated to	Date of Delegation	Remarks
Paragraph 22	To cancel a Club Gaming Permit and Club Machine Permit for failure to pay an annual fee	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Schedule 13 Paragraphs 4, 15 and 19	To determine an application for grant, variation or transfer of a Licensed Premises Gaming Machine Permit	Head of Community or, in his absence, the Licensing Manager	13.06.07	Refusal and limitation on number of machines only after consultation with Chairman or Vice-Chairman of the Licensing Committee
Paragraph 17	To cancel Licensing Premises Gaming Machine Permit and variation of number or category of machine where no representations have been received	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Paragraph 17	To cancel Licensed Premises Gaming Machine Permit for failure to pay annual fee	Head of Community or, in his absence, the Licensing Manager	13.06.07	
Schedule 14 Paragraphs 9 and 18	To determine applications for a Prize Gaming Permit and applications for the renewal of Permits	Head of Community or, in his absence, the Licensing Manager	13.06.07	Refusal only after consultation with Chairman or Vice-Chairman of Licensing Committee
Paragraph 15	To determine that Prize Gaming Permit has lapsed	Head of Community or, in his absence, the Licensing Manager	13.06.07	

Source	The Power Delegated	Delegated to	Date of Delegation	Remarks
Scrap Metal Dealers Act 2013	To appoint suitably qualified and competent persons to act as 'authorised persons' to determine and issue licences and enforce the provisions of the Act	Head of Community or, in his absence, the Licensing Manager	13.11.13	
	To determine the licensing fees and to review them annually and as appropriate	Head of Community or, in his absence, the Licensing Manager		
	To initiate prosecutions under the Act			After consultation with the Chairman and Vice-Chairman of the Committee
Licensing Act 2003	To determine requests to amend the classifications of films by the BBFC and to classify films that have not been classified which are intended for public exhibition in the District.	Head of Community or, in his absence, the Licensing Manager.	20.10.15	After Consultation with the Chairman and Vice-Chairman of the Licensing Committee) or nominated representatives.

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Agenda Item 5

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Subject Matter: LICENSING SUB COMMITTEES

Meeting/Date: Licensing Committee – 21st June 2016

Executive Portfolio: Councillor S Criswell – Executive Councillor for Community Resilience.

Report by: Elections and Democratic Services Manager.

1. INTRODUCTION

- 1.1 The Licensing Sub Committee comprising three Members of the Licensing and Committee is convened when necessary to determine such matters which have been delegated to it in accordance with the Licensing Act 2003. Below is a summary of the meetings that have taken place since the last meeting of the Committee. Full copies of the Records of a Hearing are available on request.

Meeting Date	Chairman	Application	Determination
5th November 2015	R Fuller	Application for a premises licence under Section 18 (3) (a) of the Licensing Act 2003 made by the following – Grosik Sklep 115 High Street Huntingdon PE29 3LD	The Sub-Committee agreed to grant the application, with the addition of conditions proposed by the applicant and modified by the Sub-Committee.
27th January 2016	R Fuller	Application for a review of a premises licence made under Section 51 of the Licensing Act 2003 by Cambridgeshire Constabulary. Cromwell's Bar Café 137 High Street Huntingdon PE29 1NF	The Sub-Committee decided that no further action be taken other than to issue an informal warning and to recommend improvements.

2. RECOMMENDATION

- 2.1 The Panel are invited to note the above information.

BACKGROUND PAPERS

Agenda, Reports and Records of the Licensing Sub Committee meetings held on 5th November 2015 and 27th January 2016.

Contact Officer: Mrs C Bulman, Democratic Services - ☎ 01480 388234.

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