

## HUNTINGDONSHIRE DISTRICT COUNCIL

### LICENSING AND PROTECTION SUB-COMMITTEE PROCEDURE

#### 1. INTRODUCTION

- 1.1 The following proceedings apply to the Licensing and Protection Sub-Committees established by the Licensing and Protection Committee of Huntingdonshire District Council.

#### 2. MEMBERSHIP

- 2.1 The Licensing and Protection Sub-Committee shall consist of four Members appointed from the Licensing and Protection Committee. In the event of the Chair of the Licensing and Protection Committee not being present, the Sub-Committee shall elect a Chair from amongst its members for the purpose of that meeting.
- 2.2 The quorum for meetings of a Sub-Committee shall be three members but a Sub-Committee shall always try to ensure that four members are present.
- 2.3 Members should endeavour to be present throughout the entire meeting. If a member is required to leave temporarily, the Chair shall adjourn the meeting whilst that member is unavailable. If a member is absent whilst that meeting is taking place, for any reason, they will not be able to take part in the matter under discussion on their arrival / return and can not vote on that matter.
- 2.4 A member will not take part in a meeting at which a matter is being discussed which relates to an application / case where either the applicant / licence holder is resident in or the premises is situated in the ward which s/he represents.

#### 3 NOTICE OF MEETINGS

- 3.1 When the date of a Sub-Committee is arranged, notice shall be given to all parties.
- 3.2 The notice of the meeting shall be followed with a copy of the meeting agenda, 5 working days prior to the meeting.

#### 4 THE MEETING

- 4.1 The Sub-Committee may exclude the public from all or part of a meeting where it considers the public interest in so doing outweighs the public interest in the meeting or that part of the meeting taking place in public. The Sub-Committee will normally resolve to exclude the public from that part of the meeting during which it determines the matter.

- 4.2 Subject to the above, a party may attend the meeting and may be assisted or represented by any person whether or not that person is legally qualified.
- 4.3 At the start of the meeting, the Chair will introduce the members of the Sub-Committee and any officers in attendance and shall ask the parties and any persons accompanying them to state their names and addresses or who they represent.
- 4.4 The Chair will explain to those present that the meeting is subject to this procedure, copies of which will have been distributed to the parties with the agenda for the meeting and shall ask if there are any questions of clarification or explanation about its contents.
- 4.5 The Licensing Officer will then present the application / case for consideration.
- 4.6 The Chair will then invite the applicant / licence Holder, or his representative to address the Sub-Committee on his application / case and to respond to any points upon which clarification is required. S/he may also call any person(s) to whom permission has been granted to appear in support of his/her application or case.
- 4.7 The applicant / licence holder, his representative or any person called on their behalf may be asked any questions upon their presentation by any Member of the Sub-Committee or by an officer of the Council.
- 4.8 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.
- 4.9 After the applicant / licence holder or his representative has addressed the Sub-Committee and after comments and questions have been invited, they will be invited to leave the meeting and await the decision of the Sub-Committee. An Officer from Legal Services will remain with the Sub-Committee to provide legal advice only.

## **5 Determination of Applications / Cases**

- 5.1 At the conclusion of the meeting, the Sub-Committee will determine the application / case as soon as practicable after the meeting has concluded.
- 5.2 The Licensing Authority will notify the applicant / licence Holder and parties of its decision as soon as possible.