

## HUNTINGDONSHIRE DISTRICT COUNCIL

### LICENSING SUB-COMMITTEE PROCEDURE

#### 1. MEMBERSHIP

- 1.1 The Licensing Sub-Committee shall consist of three Members appointed by the Licensing Committee. A reserve member may also be in attendance in the event that any of the three Members is absent on the date of the hearing or discovers they have a conflict of interest.
- 1.2 At the start of each Sub-Committee hearing a Chair shall be elected from amongst its members.
- 1.2 The quorum for hearings of a Sub-committee shall be three members.
- 1.3 Members should be present throughout the entire hearing. If a member is required to leave temporarily, the Chair shall adjourn the hearing whilst that member is unavailable. If a member is not present for the whole of an item of business, they will not be able to debate or vote on that item.
- 1.4 A member will not take part in a hearing 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 are, or the person is resident in the ward which that member represents on Huntingdonshire District Council.

#### 2. THE HEARING

- 2.1 Prior to the hearing, the Sub-Committee have received copies of all representations and relevant correspondence.
- 2.2 Hearings are normally held in public and are live streamed on the Council's YouTube Channel. However, the public may be excluded 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 determine the outcome of an application at the conclusion of the hearing in private.
- 2.3 The Sub-Committee will determine the application in accordance with the [Council's Statement of Licensing Policy](#), the [Licensing Act 2003](#) and Guidance and Regulations under the Act taking into account the overriding need to promote the four licensing objectives, including [guidance](#) under Section 182 of the Licensing Act.
- 2.4 The Chair may require any person who in his opinion is behaving in a disruptive manner to leave the hearing and may refuse to permit that person(s) to return or may permit them to return with specified conditions. Such a person may, before the end of the hearing, submit

to the authority in writing information which they would have been entitled to give orally had they not been required to leave.

- 2.5 Where appropriate, the Chair 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 will disregard any information which is not relevant to the application, representations or to the licensing objectives. If, the Chair 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 Chair, a party is being repetitious, vexatious or slanderous in his remarks, the Chair may first warn the party and may then advise the party that he will no longer be heard. The ruling of the Chair shall be final.
- 2.6 All questions and statements shall be directed through the Chair.

### **3. HEARING PROCEDURE**

#### **3.1 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.**

##### **1. Introductions**

The Chair will, at the beginning of the hearing 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 Chair 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.

##### **2. Allocation of Time**

The Sub-Committee will generally not expect any of the parties to take more than 20 Minutes to address it, to give further information or to call witnesses. In the case of interested parties, this time allocation is shared between the number of those in attendance. However, the Chair will exercise discretion dependent upon the circumstances of a particular case. Under the regulations an equal maximum time period must be allowed to all parties.

##### **3. The Licensing Authority:**

The Licensing Officer will present the application and representations received by the Council. No recommendation will be made.

The Chair will invite Members of the Sub-Committee, the Applicant, Responsible Authorities and all other parties if they have any questions to clarify the content of the Licensing Officers report.

##### **4. The Applicant:**

The Applicant or their representative will be invited to present their case in support of their application.

If applicable, the applicant can call any witness(es) to give evidence in support of their case.

Once the applicant has presented his / her case, the Chair will invite questions from the Sub-Committee and all other parties present.

#### **5. Responsible Authorities:**

The Chair will invite any Responsible Authorities in attendance to make representations in support of their representation.

If applicable, the Responsible Authority's can call any witnesses to speak in support of their case.

Questions to Responsible Authority Officers will then be invited from all parties present.

#### **6. The Other Persons (people who have made a valid representation).**

The Chair will then invite and interested persons to put forward their case, based on the representation submitted.

Where there are a number of interested parties and the nature of their representations are similar, such parties may decide to appoint a spokesperson to represent the group.

Questions will then be invited from all parties present.

#### **7. Review of Written Representations**

The Sub Committee will review the relevant written representations which have been received. All parties present will be given an opportunity to comment.

The Sub-Committee will consider any requests for permission to present new evidence or information not previously disclosed to all, the parties prior to the hearing. The general rule is that such information or evidence must not be considered unless all parties at the hearing agree to it being considered on the day of the hearing. A request may be made for a short adjournment to allow time for everyone to receive copies of the extra information and to read it.

#### **8. Summing Up**

After all parties have addressed the Sub-Committee, the Applicant or his representative will be invited by the Chair to sum up their application for a time not exceeding five minutes but without introducing any new evidence to the proceedings.

#### **9. Making and Reporting the Decision**

The Sub-Committee will then retire to another room to make their decision. The Council's Legal Officer will accompany members to advise where necessary.

All parties will be sent a decision notice in writing within five working days of the date of the hearing outlining the decision and the reasons to support it. Details of appeal rights will also be sent with the decision notice.

## **10. Record of the Hearing**

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.

### **4.0 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.**

In the case of such hearings, the procedure at 3.1 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 to 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.

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.

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.