



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

LICENSING SITE VISIT GUIDANCE FOR LICENSING ACT 2003 HEARINGS

1. The decision on whether to organise a Site Visit to an application site for Members of the Licensing Hearing Sub-Committee rests with the Environmental Services Manager subject to the Council's Hearings Procedure for Licensing Sub-Committees. The reason(s) why a Site Visit is considered necessary will be given to the applicant, the objectors, the responsible authorities, statutory consultees or any representatives of these.
2. The Site Visit will take place at a date and time fixed by the Environmental Services Manager. The Sub-Committee Hearing Members will attend accompanied by the Licensing Officer. The Legal Officer may also attend.
3. Members will view the site from the nearest public place. Only with the consent of the relevant landowner, obtained by the Licensing Officer, will they go on any premises. They will keep together as a group and should not engage individually with any applicant(s), objector(s), responsible authorities, statutory consultees or any of their representatives as part of the formal organised site visit.
4. For the avoidance of doubt, it should be noted that no decision, or indication of a decision on the application will happen on the site visit, the visit being purely a fact finding exercise to appreciate the physical context, or any other relevant matter felt necessary to assist in the deliberation of the application. Even if present, no representations will be made by the applicant, the objectors, the responsible authorities, statutory consultees or any representatives of these. However, Members may ask questions seeking clarification of facts that are relevant to the four Licensing Objectives through the Licensing Officer.
5. Site Visits can put Members and the Licensing Authority at risk of accusations of bias and pre-determination. For avoidance of doubt a visit by a Member for orientation purposes is not considered as a site visit provided the Member does not enter the site or engage in discussion with anyone about the application. Members should not take part in informal site visits with the applicant, the objectors, the responsible authorities, statutory consultees, or any representatives of these, even if requested by any of them to do so. Anyone making such a request should be referred to this Guidance.