



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE
Telephone: 01353 665555

MEETING: **LICENSING SUB-COMMITTEE**
TIME: 11:00am (or after the preceding Sub-Committee meeting, whichever is later)
DATE: 10th January 2019
VENUE: Council Chamber, The Grange, Nutholt Lane, Ely
ENQUIRIES REGARDING THIS AGENDA: Adrian Scaites-Stokes
DIRECT DIAL: (01353) 665555 EMAIL: adrian.scaites-stokes@eastcambbs.gov.uk

Conservative Members:

Councillor Julia Huffer (Chair)
Councillor Alan Sharp (Vice Chair)
Councillor Michael Allan
Councillor Carol Sennitt

Liberal Democrat Member:

Councillor Sue Austen

Quorum: 3 Members

A G E N D A

1. **Declarations of Interest**
To receive declarations of interest from Members for any items on the Agenda in accordance with the Members Code of Conduct
2. **Application for the Grant of a New Premises Licence – Licensing Act 2003**
To consider the above matter in accordance with the Hearings Procedure (attached)

NOTES:

1.	The maximum capacity for meetings in the Council Chamber has been set by the Fire Officer at 100 persons. Allowing for Member/Officer attendance and room layout constraints, this will normally give a capacity for public attendance of 60.
2.	<p>Fire instructions for meetings:</p> <ul style="list-style-type: none">▪ If the fire alarm sounds please make your way out of the building by the nearest available exit - i.e. the back staircase or the fire escape in the chamber. Do not to use the lifts.▪ The fire assembly point is in the front staff car park by the exit barrier.▪ This building has an auto-call system to the fire services, so there is no need for anyone to call the fire services. <p>The Committee Officer will sweep the area to ensure that everyone is out of this area.</p>
3.	Reports are attached for each agenda item unless marked “oral”.
4.	<p>If required all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail:</p> <p>translate@eastcambs.gov.uk</p>
5.	<p>If the Committee wishes to exclude the public and press from the meeting a resolution in the following terms will need to be passed:</p> <p>“That the press and public be excluded during the consideration of the remaining items no. X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information of Categories 1, 2 and 7 Part I Schedule 12A to the Local Government Act 1972 (as Amended).”</p>

NEW PREMISES LICENCE – HEARING PROCEDURE

Procedure

1. The Chair will welcome the Applicant/ Licence Holder (representative) and where appropriate Complainant(s), introduce Members/ Officers present, and explain the procedure to be followed.
2. The Chair will ask whether the Applicant/ Licence Holder has received the report.
3. The Chair will ask the Licensing Officer to present the report:
Gives a summary:
 - of the application
 - the representations made
 - how the application and any relevant representations relate to the provision of the Licensing Policy statement, any s182 guidance from the Secretary of State, licensing objectives and relevant legislation
4. Members, officers, applicant, objectors and persons making representations will be able to ask questions to clarify the presentation.
5. The Applicant/Applicant's Representative will be invited to address the Committee in support of their case. He or she may call witnesses in support of his/her case.
6. Members, officers, objectors and persons making representations will be able to ask questions of the Applicant or representative.
7. The Responsible Authorities (Health & Safety Officer, Environmental Health Officer, Planning Officer, Police, Fire Service, Social Services, Trading Standards) will be invited to address the Committee in support of their case. He or she may call witnesses in support of his/her case.
8. Members, officers, objectors and persons making representations will be able to ask questions of the Responsible Authorities.
9. The Objectors and persons making representations will be invited to address the Committee in support of their case. They may call witnesses in support of their case.
10. Members, officers, objectors and persons making representations will be able to ask questions of the Objectors and persons making responsible.
11. The Members and Legal Officer will make the decision in public unless the Sub-Committee decide to go into closed session (either by leaving the room or asking all other parties to do so). The Members will make a decision and record reasons for this.
12. The Members of the Sub-Committee will then return to the meeting room/ bring everyone else back into the room. The Chair will announce the decision with reasons and advise that a letter confirming the decision and rights of appeal will be sent within the next 7 days. If refused all present will be advised that the Applicant and all those making representations may appeal to the Magistrate's Court within 21 days of receipt of the Notice of Determination.