



**TO: MEMBERS OF THE  
LICENSING COMMITTEE**

**Reply to:** Allison Taylor  
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**Date:** 5 June 2013

Dear Councillor

**ANNUAL LICENSING COMMITTEE – THURSDAY 13 JUNE 2013.**

You are invited to attend a meeting of the Annual Licensing Committee to be held on **Thursday 13 June 2013 at 10.00 am** in a Committee Room at the City Hall, College Green, Bristol BS1 5TR.

The agenda for the meeting is set out overleaf and supporting papers are attached.

Yours sincerely,

A handwritten signature in blue ink that reads 'Allison Taylor'. The signature is written in a cursive style.

Allison Taylor  
Democratic Services Officer

## **PUBLIC INFORMATION SHEET**

The attention of the public is drawn to the sheet at the back of the agenda giving information on the emergency evacuation procedures, attending meetings and inspecting reports and background papers.

### **A G E N D A**

#### **1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

#### **2. ANNUAL BUSINESS**

- (A) MEMBERSHIP**
- (B) APPOINTMENT OF CHAIR**
- (C) APPOINTMENT OF VICE-CHAIR**
- (D) TERMS OF REFERENCE**
- (E) DATE AND TIMES OF MEETINGS**
- (F) ESTABLISHMENT OF SPECIAL PURPOSES SUB- COMMITTEE**
- (G) ESTABLISHMENT OF OTHER SUB-COMMITTEES**
- (H) DELEGATIONS TO SUB-COMMITTEES AND OFFICERS**

*(Report of Director of Corporate Services)*

#### **3. PUBLIC FORUM**

##### **Statements and Petitions**

Any local resident or Councillor, provided they have given notice in writing or by electronic mail to the Head of Legal Services not later than 12 noon the working day before the day of the meeting, may present a petition or submit a statement on the work of the Licensing Committee. In the case of a statement, a copy of the submission should be included. For this meeting, this means that your statement(s) must be received at the latest by **Wednesday 12 June 2013**.

The notice should be addressed to the Democratic Services Office (Room 220), City Hall, College Green, Bristol BS1 5TR and marked **for the attention of Allison Taylor or to [allison.taylor@bristol.gov.uk](mailto:allison.taylor@bristol.gov.uk)**.

The total time allowed for public forum business is **30 minutes**.

## Questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Proper Officer no later than three clear working days before the day of the meeting. For this meeting, this means that your question(s) must be received at the latest by **5pm Friday 7 June 2013**.

There is provision for accepting late **urgent** questions provided the Chair of the Committee has agreed to accept them. If the Chair does not agree to accept late questions s/he will either direct that they will be answered at the next ordinary meeting of the Licensing Committee or indicate the date by which a written response will be provided, in accordance with Licensing Committee Procedure Rule 9.4

### 4. **MINUTES OF THE MEETINGS HELD ON:-**

- A) 29 May 2012
- B) 21 February 2013

### 5. **ANNOUNCEMENTS FROM THE CHAIR.**

### 6. **LICENSING POLICY STATEMENT.**

*(Oral Report from Interim Strategic Director Neighbourhoods)*

### 7. **REVIEW HEARING – ARC BAR.**

A hearing was adjourned to 13 June to consider the above review. Parties were notified there was no need to attend following the Council being informed that some of the parties had to attend court on that day. The Sub-Committee members were de-warned and the matter moved to this meeting to recommend the Committee fix a date to which the review would stand adjourned. The Court has now been cancelled but it has not been possible to rearrange the Sub-Committee at short notice, so the Committee is asked to fix a date and identify the Sub-Committee that will consider the application.

#### **Recommended:**

**That the Committee delegate to a Sub-Committee the hearing of the review application made by the Chief Constable in respect of premises known as Arc Bar, fix a date and identify the Sub-Committee that will consider this application.**

# Public Information Sheet – Licensing Committee

## Emergency Evacuation Procedure

- (i) In the event of a fire you will hear a continuous alarm.
- (ii) Do not panic - members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes and assemble behind the Central Library beyond the Norman Archway.  
Lifts must not be used under any circumstances.

Please note: both alarms are tested every Monday at 9.30am (for approx. 30 seconds). These arrangements apply to meetings held in the City Hall, College Green. Where the meeting is held elsewhere, local arrangements will apply.

## Public Access Information

Please contact the Democratic Services Officer named on the agenda if you require further information regarding the following:

## Attendance at Meetings

Committee meetings are open to the public and a limited amount of seating is available in each meeting room. You may however be asked to leave the meeting if any “exempt” (confidential) business is considered. This will normally be shown on the agenda.

## Inspection of Papers

If you wish to inspect the minutes or reports (other than those which are exempt) relating to any item on this agenda please contact either the Democratic Services Officer (phone number at the top of the agenda sheet) or the Modern Records Office (tel: 0117 9222376). The background papers listed in a report may also be inspected. Please notify the Democratic Services Officer if you wish to see these. He/she will arrange with the report author for papers to be made available to you at a mutually convenient time.

We can also arrange for copies of individual reports or minutes to be supplied to you or for an annual subscription to the papers for any meeting. A charge will be made for this service. Alternatively, all

meeting information may be inspected on the council's Internet website at: [www.bristol.gov.uk](http://www.bristol.gov.uk)

## Other formats and languages and assistance for those with hearing impairment

Committee papers can be provided in other formats (e.g. large print, audio tape, Braille etc) or in community languages, upon request. Please contact the Democratic Services Officer if you would like such papers giving as much notice as possible. It should be noted that re-formatting or translation of papers before the date of a particular meeting cannot be guaranteed.

Committee rooms in the City Hall are fitted with infrared induction loops to assist people with hearing impairment. These can be used with either a neck loop (for hearing aid users) or with a handset. The Democratic Services Officer will be able to provide you with these. Hearing aid users need to switch the hearing aid to the "T" position.

## Public Forum

Residents who are affected by the business of the Committee and Councillors, may present a petition or submit a statement at ordinary meetings of the Licensing Committee and at Licensing Sub-Committee meetings. Petitions and statements presented to the Licensing Sub-Committees can be received only in respect of hearings already decided and licence applications not subject to a hearing. Petitions and statements in respect of licence applications are subject to restrictions as to who may make representations and the timescale within which they must be made and further information on such representations is available from the Licensing Office (tel: 0117 9142500).

Such petitions and statements will be accepted provided notice is given in writing or by electronic mail to the Head of Legal Services.

The notice must include:

Their name;

Their full address;

(in the case of a petition) the wording of the petition; or

(in the case of a statement) a copy of the submission.

The notice must be received no later than **noon on the working day prior** to a meeting. The petition or statement must relate to the terms of reference and role and responsibilities of the Committee or Sub-Committee concerned.

Where the statement or petition concerns business to be considered by hearings of the Licensing Sub-Committees, the Head of Legal Services will return the statement or petition concerned and will inform the resident or Councillor of procedures governing the making of such representations including the restrictions upon who may make representations and the times within which they must be made.

Individuals presenting petitions may be required to read out the objectives of the petitions.

Statements, provided they are of reasonable length, will be copied and circulated to all relevant Councillors and will be made available to the public attending the meeting by not later than 1 hour before it is due to begin.

You may also ask a **question** of the Chair at a committee meeting. This must be submitted to us, together with your name and address, in writing not less than 3 clear working days before the date of the meeting. A written response will be available 1 hour before the meeting, which will be circulated to all who are present.

Statements, petitions and questions, which relate to specific Items on the agenda will be taken into account by the meeting when it considers the item concerned. The committee meeting will decide how these should be dealt with (e.g. by correspondence or by a future report etc).

**Please note that by participating in public forum business, it will be assumed that your consent is given to the recording of your name and the details of your submission in the documentation that is circulated to committee. This information will also be made available at the meeting to which it relates and placed in the official minute book as a public record (and is available for inspection upon request with the other documents for the meeting concerned).**

**Where appropriate, we will endeavour to remove other personal details such as contact details. However, because of time constraints we cannot guarantee this and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Public Forum statements will not be posted on the Council's website.**

**Other committee papers may be placed on the Council's website and information contained within them may be searchable on the internet. Please note that for copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements as supporting paperwork.**

The Chair of the meeting has discretion to allow statements petitions and questions from members of the public who are not residents of Bristol if they have a business address in the city or can demonstrate some other genuine interest in an agenda item. He/she also has discretion to take statements, petitions and questions in an appropriate order (i.e. not necessarily in order of receipt). The meeting may enter a dialogue with members of the public **during the public forum** if appropriate. The public forum session may last for up to 30 minutes, although the Chair, with the consent of the meeting, can extend this timescale.

Please contact the Democratic Services Officer named on the agenda if you require any further information regarding the above.

## **Register of Interests**

To ensure an accountable, open and transparent local democracy, a Register of Interests for Councillors, Co-optees and Advisers is available for public inspection. Please contact the Democratic Services Officer named on the agenda if you wish to view the Register.

**PROCEDURE TO BE FOLLOWED AT HEARING**

**The procedure to be followed at hearing (information provided in accordance with regulation 7 (1))**

In accordance with regulation 21 the following procedure has been determined for this hearing, subject to the provisions of the regulations and of the council's Licensing Procedure Rules:

**General**

The hearing will take place in public. The sub committee may exclude the public from all or part of the hearing but may only do so 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. Any party considering that the greater public interest is served by the public (which can include another party or parties) being excluded from all or any part of the hearing should make this view known to the Licensing Authority (in writing to the Licensing Manager) as soon as possible and in any event not less than two working days before the hearing is due to commence. The party asserting this should provide in writing full reasons supporting the request.

The Authority will make a record of the hearing. The form of that record is a matter of choice for the Authority and may include the hearings being subject to digital or tape recording.

The hearing will take the form of a discussion led by the Authority. The Authority has taken steps to ensure it is well placed to lead the discussion, for example by seeking clarification on certain points and requesting that this clarification be provided in writing and in advance of the hearing. All parties are asked to give full co-operation in ensuring the hearing can proceed smoothly and as anticipated in the regulations and under the Council's procedure rules.

All parties are reminded that, whilst this hearing will be conducted fairly and the decision will be made by Councillors who are committed to acting judicially, these are not court proceedings and should not be treated as such. This is a meeting of the local authority; the sub committee will conduct the hearing in accordance with the governing legislation. Parties must bear in mind that the hearing is not intended to be adversarial and this is reinforced in the regulations, for example the general prohibition on cross-examination contained in regulation 23. The Authority can only permit cross-examination where that would be required for it to "consider the representations,

application or notice as the case may be". If at any stage of the hearing the Authority considers cross-examination to be necessary on this ground the Chair will so rule, give directions for the conduct of that part of the meeting and the procedure set out below will be varied accordingly. The Authority expects all parties and their representatives to fully co-operate in ensuring the discussion it is bound to lead proceeds in an appropriate manner; it is expected that the parties will deal with the sub committee and each other with mutual respect. The parties and their representatives are informed that any disruptive behaviour may result on the person responsible being required to leave the meeting.

### **Appointment of Chair**

The sub committee will appoint one of its number to Chair the meeting;

### **Outlining the procedure**

The chair will explain the procedure the sub committee proposes to follow at the hearing (as set out in detail in the following paragraphs).

### **Administrative announcements**

The Chair will make necessary announcements (e.g. reference to the evacuation procedure, requiring all present to switch off any mobile telephones or other equipment which may disturb the meeting).

### **Identification of persons participating in the hearing**

The chair will ensure that all members of the sub committee, the parties and their representatives identify themselves for the record and for the benefit of those present.

### **Withdrawal of Representations [Regulation 10.]**

The Licensing Manager will inform the sub committee if any Party has given Notice under regulation 10 withdrawing the representations they have made (Regulation 10 permits a party to withdraw their representations by giving notice to the authority no later than 24 hours before the day the hearing is due to commence).

The Chair will then ascertain if any Party wishes to exercise their rights under regulation 10 (b) to withdraw any representations they have made and, if so, will permit the Party to do so at this stage of the hearing.

### **Non appearance of parties**

If any party fails to attend or to be represented at the hearing the Licensing Manager will inform the sub committee whether or not the party had informed the authority in accordance with regulation 8 of his/her non-attendance. The sub committee will consider how to proceed in consequence of that non-attendance in accordance with the rules indicated above.

### **Appearance of other persons at the hearing**

The Licensing Manager (or his representative) will advise the sub committee if any request has been made by any Party, in accordance with and within the time provided for in regulation 8, seeking permission for any other person (other than a person the party intends to represent him/her) to appear at the hearing. Where such a request has been made it will be considered in accordance with regulation 22.

### **Additional material**

The Licensing Manager (or his representative) will inform the sub committee if any documentary or other information has been produced by a party prior to the hearing in support of their application, representations or notice (applicable); if so, the sub committee will decide (in accordance with regulations 18 and 19) whether or not to take the material into account. Where such material has been provided at the hearing (rather than prior to it) the Chair will ascertain if all parties consent to the material being taken into account.

### **Identifying who will be addressing the sub committee**

The Chair will ascertain which parties seek to exercise their right to address the sub- committee during the hearing and whether those party will personally exercise that right or will appear by their representative. Where a large number of interested parties are involved in a hearing, the Chair will inform all parties of their rights under regulation 24 and will ascertain if the interested parties are agreeable to the appointment of a spokesperson/spokespersons so as to avoid duplication and prevent the hearing becoming unnecessarily prolonged.

### **Exercise of other rights/other preliminary business**

If there is a preliminary issue remaining to be determined (e.g. if the Authority considers a decision remains to be made concerning the relevance of any representations from interested parties) then the Chair will ensure the sub committee deals with the issue at this stage of the hearing.

The Chair will then ascertain if any party has any procedural point to raise before the hearing gets underway. It is anticipated the parties will have notified this in advance so that the sub committee can review the procedure if necessary prior to the beginning of the main part of the meeting. Parties are therefore discouraged from raising procedural points at this late stage and should only do so where they consider that they would otherwise not be likely to receive a fair hearing if the sub committee proceeded in the manner indicated here. When raising any point at this stage Parties will be asked to explain why they have not given prior notice to the sub committee.

## **Maximum time for parties to exercise their rights under section 16**

The Chair will indicate the maximum time allowed for each party to exercise their rights under section 16 (set out in detail above in this Notice – in summary: provide clarification on points notified by the Authority, if permitted, question any other party and address the authority. See the Notice of hearing for the time provisionally directed by the sub committee).

## **Points of clarification**

The Licensing manager (or his representative) will inform the meeting of any written responses received in response to any requests for clarification made by the Licensing Authority prior to the hearing. The Chair will indicate whether or not those written responses have been read by the members of the sub-committee. The Chair may adjourn the meeting for a sufficient period so as to enable those responses to be read where appropriate. The chair, assisted by the licensing manager (or his representative), will ensure that any responses which ought to have been provided to any other party have in fact been received by them. Where appropriate the Chair will ask the Licensing Manager (or his representative) to summarise the responses received for the benefit of the public hearing.

The Licensing Manager (or his representative) will inform the sub committee if any parties have not responded in writing to the points of clarification sought from them.

Where points of clarification remain outstanding the parties will be asked to give the further information at this stage of the hearing. The time taken to do so will be deducted from the maximum time allowed for that party to exercise its regulation 16 rights (and as this rule is binding on the sub committee parties are strongly urged to take the opportunity afforded to them to provide any points of clarification (as set out in the next section of this document) in writing prior to the meeting)

## **Opening address**

The Chair will ascertain if the applicant (either in person or through a representative) wishes to utilise any of his/her maximum allocated time to make an opening address and if so how much of it is to be used in this manner. If the Applicant decides to make an opening speech the same facility will be afforded to the other parties should they wish to avail themselves of it, but otherwise the meeting will move directly to a discussion of the relevant issues.

## **Questions**

Once any opening speeches are completed are completed the Chair will begin the discussion by posing any relevant questions which have been

brought forward by any of the Parties in response to the Authority's request for clarification.

The Chair will then ask any questions s/he wishes to pose to any of the parties. When questions concern matters of fact the sub committee requires the party (and not their representative, if any) to provide the response in person. Where the question focuses upon issues concerning law, statutory guidance or local policy, a party may either respond directly or through his/her representative but, particularly where some other parties are unrepresented, not both.

The other members of the sub committee will then each have an opportunity to put any further questions they may have to any of the parties present.

The Chair will then ask the Licensing Manager (or his representative) and the Committee's legal advisor if there are any further questions they consider the sub committee may need answers to in order to make their decision.

The Chair will ascertain if the parties agree that all areas which can be explored questioning of the parties have been dealt with; if the Chair is satisfied that some relevant questions have not been put then this will be done at this stage.

### **Closing speeches**

The chair will then ask each of the parties in turn if they wish to make a closing speech to the sub committee. Any party making a closing speech must not exceed the maximum allocated time remaining to them. The order in which the closing speeches may be made shall be a matter for the chair to determine but where there are a large number of parties present s/he will indicate if asked why the particular order has been chosen (e.g. order of the date of receipt of the representations, or by reference to the particular points or licensing objectives they principally relate to). In any event the Chair will ensure that the Applicant, if using some or all of his/her maximum allocated time to make a closing speech, is the last party to make such an address and therefore has the final word.

Once any closing addresses are completed the Chair will bring the hearing to a conclusion. The committee will then proceed to deliberate in accordance with Rule 20.3 of the Council's licensing procedure rules

## **APPENDIX A - RIGHTS OF PARTIES AT HEARING**

### **Rights of a party at the hearing. [Regulation 15]**

1. A party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified, subject to points 2. and 3. below.
2. The licensing authority may exclude the public 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 take place in public.
3. For the purposes of point 2 above a party and any person assisting or representing a party may be treated as a member of the public.
4. A party shall be entitled to:
  - (a) In response to a point upon which the authority has given notice to a party that it will want clarification, give further information in support of their application, representations or notice.
  - (b) If given permission by the authority, question any other party; and
  - (c) Address the authority.

### **Representations and supporting information. [Regulation 16]**

1. At the hearing a party shall be entitled to-
  - (a) in response to a point upon which the authority has given notice to a party that it will want clarification under regulation 7(d), give further information in support of their application, representations or notice,
  - (b) if given permission by the Authority, question any other party; and
  - (c) address the Authority.

### **Consequences of not attending or not being represented. [Regulation 20]**

1. If a party has informed the authority that he does not intend to attend or be represented at a hearing, the hearing may proceed in his absence
2. If a party who has not so indicated fails to attend or be represented at a hearing the authority may:
  - (a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
  - (b) hold the hearing in the parties absence.
3. Where the authority holds the hearing in the absence of a party, the authority shall consider at the hearing the application, representations or notice made by that party.
4. Where the authority adjourns the hearing to a specified date it must notify the parties of the date, time and place to which the hearing has been adjourned.

### **Withdrawal of Representations [Regulation 10.]**

A party may withdraw representations they have made either by giving notice

to the authority no later than 24 hours before the day on which the hearing is to be held or orally at the hearing

**Behaviour during Hearing [Regulation 25]**

The Authority may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may-

- a) refuse to permit that person to return, or
- b) permit him to return only on such conditions as the Authority may specify,

but such a person may, before the end of the hearing, submit to the Authority in writing any information which they would have been entitled to give orally had they not been required to leave.

## **APPENDIX B**

### **POINTS FOR CLARIFICATION**

*Please note: All parties are asked to provide clarification on these points in advance of the hearing. Ideally the sub committee would wish to receive the response at the same time as you serve the Notice required under regulation 8, or as soon as possible thereafter. You are reminded that if you do not provide the response in writing and in advance then the time you take to exercise your regulation 16 rights will be reduced by the time you take to provide the clarification sought at the meeting. The sub committee is keen to narrow the issues as much as possible in advance of the hearing, in the interest of ensuring a properly focussed discussion and to ensure that the hearing itself is not unduly prolonged. Your co-operation is appreciated.*

#### **1. Points of clarification sought from all Parties**

##### **1(a) Guidance issued by the secretary of state**

- (i) Are there any parts of the Secretary of States Guidance that you consider to be relevant to your application/representations/notice as appropriate?
- (ii) If so please specify the paragraph(s) of that Guidance and the relevance to the point(s) you are making.
- (iii) If you are asking the Licensing Authority to depart from (that, is, not to apply) any of the guidance that you consider to be relevant, please clarify the reasons why you think it should do as you wish

##### **1(b) Statement of Licensing Policy for the City of Bristol**

- (i) Are there any parts of the Council's policy that you consider to be relevant to your application/representations/notice as appropriate?
- (ii) If so please specify the paragraph(s) of that policy and the relevance to the point(s) you are making. If you are asking the Licensing Authority to depart from (that, is, not to apply) any of the policy please clarify the reasons why you think it should do as you wish

##### **1(c) Questions of other parties**

- (i) Having considered the application/representations/Notice of each of the other parties, are there any questions you consider should be answered by any one or more of them at the hearing? If so, please provide a list of such questions and identify the party you consider should answer them

##### **1(d) Exclusion of the public**

- (i) Having first considered the procedure set out in Appendix B and the relevant regulation, do you consider the meeting or any part of it should be conducted in private? If so, please set out what part of the hearing should be held in private and why you consider that should be permitted under the

regulations (please note the sub committee cannot promise that any request for all or part of the hearing will be held in private will be conducted in private as each such request will have to be considered on its merits and in accordance with the regulations. The usual rule is that the hearing will be conducted in public)

## **2. Points of clarification sought from the applicant**

### **2(a) Agreed/disputed matters of fact**

In respect of each and every allegation made in the representations/notice as appropriate of the other Parties, please state

- whether you agree or disagree with the details contained in the representation
- whether you consider it affects your application
- whether there are any conditions you have offered, or would be willing to offer, in support of your application and which you consider should address any of the concerns raised by the other Parties.

### **Points of clarification sought from the Chief Officer of Police (where representations have been made)**

- In respect of each part of your representations please provide particulars / evidence in support;
- State in each case your assessment of the impact on any / all of the licensing objectives (identifying those objectives you consider to be relevant) in each case state whether the matter(s) are such that you consider it necessary for the Licensing Authority to refuse the application for that reason, or whether you consider the particular matter could be addressed through an appropriate condition.
- Where you consider conditions may be appropriate and you have not already done so, please indicate the conditions you would suggest.

### **Points of clarification sought from the Local Planning Authority (where representations have been made)**

- In respect of the representation that the application is contrary to the provisions of the local plan, please provide details of the section it is said the application contravenes.
- State your assessment of the impact on any/all of the licensing objectives (identifying those objectives you consider to be relevant).
- Provide any specific evidence supporting that assessment and/or a general summary of the reasoning behind the planning policy insofar as it relates to the licensing objective(s) you have identified;
- State whether a planning consent would be required to enable the licence to be lawfully implemented;  
if so, state:  
(a) whether such an application has been made or indicated;

(b) if appropriate, whether a failure to secure consent could ultimately result in the commission of any criminal offences should the licence be granted and implemented in the terms sought in the application; and

(c) identify the offences, if any, referred to in your response to (b) above.

**Points of clarification sought from the Child Protection Authority (where representations have been made)**

- In respect of each part of your representations please provide particulars / evidence in support;
- State in each case your assessment of the impact on any / all of the licensing objectives (identifying those objectives you consider to be relevant) in each case state whether the matter(s) are such that you consider it necessary for the Licensing Authority to refuse the application for that reason, or whether you consider the particular matter could be addressed through an appropriate condition.
- Where you consider conditions may be appropriate and you have not already done so, please indicate the conditions you would suggest.

**Points of clarification sought from the Pollution Control Authority (where representations have been made)**

- In respect of each part of your representations please provide particulars / evidence in support;
- State in each case your assessment of the impact on any / all of the licensing objectives (identifying those objectives you consider to be relevant) in each case state whether the matter(s) are such that you consider it necessary for the Licensing Authority to refuse the application for that reason, or whether you consider the particular matter could be addressed through an appropriate condition.
- Where you consider conditions may be appropriate and you have not already done so, please indicate the conditions you would suggest.

**Points of clarification sought from the Health and Safety Authority (where representations have been made)**

- In respect of each part of your representations please provide particulars / evidence in support;
- State in each case your assessment of the impact on any / all of the licensing objectives (identifying those objectives you consider to be relevant) in each case state whether the matter(s) are such that you consider it necessary for the Licensing Authority to refuse the application for that reason, or whether you consider the particular matter could be addressed through an appropriate condition.

- Where you consider conditions may be appropriate and you have not already done so, please indicate the conditions you would suggest.

**Points of clarification sought from the Trading Standards Authority (where representations have been made)**

- In respect of each part of your representations please provide particulars / evidence in support;
- State in each case your assessment of the impact on any / all of the licensing objectives (identifying those objectives you consider to be relevant) in each case state whether the matter(s) are such that you consider it necessary for the Licensing Authority to refuse the application for that reason, or whether you consider the particular matter could be addressed through an appropriate condition.
- Where you consider conditions may be appropriate and you have not already done so, please indicate the conditions you would suggest.

**Points of clarification sought from the Fire Authority (where representations have been made)**

- In respect of each part of your representations please provide particulars / evidence in support;
- State in each case your assessment of the impact on any / all of the licensing objectives (identifying those objectives you consider to be relevant) in each case state whether the matter(s) are such that you consider it necessary for the Licensing Authority to refuse the application for that reason, or whether you consider the particular matter could be addressed through an appropriate condition.
- Where you consider conditions may be appropriate and you have not already done so, please indicate the conditions you would suggest.

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