



Licensing Act 2003 notice of meeting given by the Licensing Authority for the City Council of Bristol pursuant to Rule 6 of the Council's Licensing Procedure Rules.

Licensing (Hearings) Sub- Committee

Date: 26th March 2015

Time: 10.00

Place: A Committee Room, Brunel House, St Georges Road, P O Box 3176, BRISTOL, BS3 9FS. The postcode for satnav purposes is BS1 5UY.

Councillors

Christopher Davies

Glenise Morgan

Steve Pearce

If you have any questions about this agenda, please contact the Officer shown below:-

Norman Cornthwaite

Democratic Services Officer

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Produced by the Democratic Services Section, 4th Floor Clifton Wing Brunel House, St George's Road, P O Box 3176, Bristol. BS3 9FS. The postcode for satnav purposes is BS1 5UY.

1. **Election of Chair**
2. **Declarations of interest**
3. **Public Forum**
4. **Housekeeping, introductions and procedure to be followed at a hearing.**
5. **10.00**
Conduct of a hearing into an application made by **Rontec Watford Limited** in respect of **Hotwells Service Station, Hotwell Road, Bristol, BS8 4RP** for the variation of a premises licence, in respect of which representations have been received by the Licensing Authority.

Inspection of documents.

The applications and Notices of Hearing may be viewed at the Licensing Office, Princess House, Princess Street, Bedminster.

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. If you have any questions about this agenda, please contact the officer named above.

Public Information Sheet

Emergency Evacuation Procedure

Brunel House Emergency Evacuation Plan

In an emergency, evacuate the building using the nearest fire exit unless advised otherwise by the Chief Fire Warden or emergency services.

Fire Assembly Area

The assembly point is at the top of the Brandon Steep in the park area (or as advised by the Chief Fire Warden).

Fire Alarm Tests

Fire alarm is tested for no more than 15 seconds on each Tuesday at 9.30 am.

Public Access Information

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

Attendance at Meetings - Local Government (Access to Information Act 1985)

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" (private) business is considered. This will normally be shown on the agenda.

Inspection of Papers - Local Government (Access to Information) Act 1985

You can find papers for all our meetings on our website at www.bristol.gov.uk

You can also inspect papers at either Reception at Brunel House, St George's Road, Bristol BS1 5UY or at our Record Office, "B" Bond Warehouse, Smeaton Road, Bristol, BS1 6XN; e-mail bro@bristol.gov.uk; telephone 0117 92 24236.

For those with hearing impairment

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.

Committee rooms are fitted with infra-red induction loops to assist people with hearing impairment. These can be used with either a neck loop (for hearing aid users) or with a headset. 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, 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-Committee 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 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 statement, or, in the case of a petition, the subject matter, must be received by Democratic Services no later than **12.00 noon on the working day before the 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 Service Director, Legal and Democratic 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.

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. Questions may only be submitted in respect of

hearings already decided and licence applications not subject to a hearing.

Statements and the subject matter of petitions should be e-mailed to democratic.services@bristol.gov.uk or sent to Bristol City Council, Democratic Services Section, 4th Floor Clifton Wing, Brunel House, P O Box 3176, Bristol BS3 9FS (Postcode for satnav purposes is BS1 5UY), or faxed to 0117 92 22146.

Any statement submitted should be no longer than one side of A4 paper. If the statement is longer than this, then for reasons of cost, only the first sheet will be printed for Members of Council and made available at the meeting. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements as supporting paperwork.

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.

Process during the meeting:

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- Your time allocation may have to be strictly limited if there are a lot of submissions before the meeting.

- You do not have to speak or even attend the meeting at which your public forum submission is being taken. However, if you do not present it, then it will **not be read out**. It will nevertheless be noted by Members.

Register of Interests

The Register of Interests for Members is available on our website at www.bristol.gov.uk

If you wish to view the Register of Interest of any Co-optee please contact the Democratic Services Officer.

Webcasting/Recording of meetings

Members of the public attending meetings or taking part in Public forum are advised that all Full Council and Cabinet meetings and some other committee meetings are now filmed for live or subsequent broadcast via the council's [webcasting pages](#). The whole of the meeting is filmed (except where there are confidential or exempt items) and the footage will be available for 2 years. If you ask a question or make a representation, then you are likely to be filmed and will be deemed to have given your consent to this. If you do not wish to be filmed you need to make yourself known to the webcasting staff. However, the Openness of Local Government Bodies Regulations 2014 now means that persons attending meetings may take photographs, film and audio record the proceedings and report on the meeting. (Oral commentary is not permitted during the meeting as it would be disruptive) Members of the public should therefore be aware that they may be filmed by others attending and that is not within the Council's control.