

Licensing (Hearings) Sub-Committee

Agenda



Date: Thursday, 11 August 2016

Time: 10.00 am

Venue: City Hall College Green, BS1 5TR

Distribution:

Councillors: Harriet Clough, Steve Pearce and Chris Windows

Copies to: Sarah Flower, Abigail Holman, Carl Knights, Pauline Powell and Allison Taylor

Issued by: Allison Taylor, Democratic Services
Floor 4, Brunel House (Clifton Wing), Bristol BS1 5UY
Tel: 0117 92 22237
E-mail: democratic.services@bristol.gov.uk
Date: Wednesday, 3 August 2016



Agenda

1. Welcome, Introductions and Safety Information

(Pages 4 - 5)

2. Apologies for Absence and Substitutions

3. Declarations of Interest

4. Public Forum

Any member of the public or Councillor may participate in Public Forum. The detailed arrangements for so doing are set out in the Public Information Sheet at the back of this agenda. Public Forum items should be emailed to democratic.services@bristol.gov.uk and please note that the following deadlines will apply in relation to this meeting:-

Petitions and Statements - Petitions and statements must be received on the working day prior to the meeting. For this meeting this means that your submission must be received in this office at the latest by 12.00 noon on 10th August 2016.

5. Procedure for a hearing

(Pages 6 - 17)

6. Application for grant of a club premises certificate in respect of Greville Smyth Community Bowls Club, Greville Smyth Park, Ashton Road, Bristol BS3 2EG

10.00 am

(Pages 18 - 66)

To hold a hearing to consider relevant representations made on the application for a club premises certificate for Greville Smyth Community Bowls Club made by Greville Smyth Community Bowls Club and received on 22nd June 2016

7. Notice of Temporary Event for Star and Garter, 33 Brook Road, Montpelier Bristol

12.30 pm

To consider the Notice and representation received.

(Pages 67 - 86)





Licensing Public Information Sheet

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 the Brunel House Reception, St.George's Road, Bristol, BS1 5UY.

Other formats and languages and assistance
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 induction loops to assist people with hearing impairment. If you require any assistance with this please speak to the Democratic Services Officer.

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, questions 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.

The petition or statement must relate to the terms of reference and role and responsibilities of the Committee or Sub-Committee concerned.

Further information on representations is available from the Licensing Office (tel: 0117 9142500) or from Democratic Services.

Your submission will be sent to the Committee and statements, questions and answers will be available in the meeting room one hour before the meeting. Please submit it to democratic.services@bristol.gov.uk or Democratic Services Section, Brunel House St Georges Road Bristol BS1 5UY. The following requirements apply:

- The statement is received no later than **12.00 noon on the working day before the meeting** and is about a matter which is the responsibility of the committee concerned.
- The question is received no later than **three clear working days before the meeting**.

Please see www.bristol.gov.uk and the '[How to Have Your Say](#)' pdf for the parameters of each individual Committee and what will happen to your submission.



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 copied 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.

By participating in public forum business, we will assume that you have consented to your name and the details of your submission being recorded and circulated. 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 (available from Democratic Services).

We will try to remove personal information 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 in 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.
- If there are a large number of submissions on one matter a representative may be requested to speak on the groups behalf.
- If you do not attend or speak at the meeting at which your public forum submission is being taken your statement will be noted by Members.

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 two 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.



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.

BRISTOL CITY COUNCIL

LICENSING SUB-COMMITTEE

11 August 2016

Report of the Service Manager – Regulatory Services

Title: Licensing Act 2003
Application for grant of a club premises certificate in respect of Greville Smyth Community Bowls Club, Greville Smyth Park, Ashton Road, Bristol BS3 2EG

Ward: Southville

Officer Presenting Report: Sarah Flower

Contact Telephone Number: 0117 3574900

Purpose of the report

To hold a hearing to consider relevant representations made on the application for a club premises certificate for Greville Smyth Community Bowls Club made by Greville Smyth Community Bowls Club and received on 22nd June 2016

Members have a pack containing the following documents:

- (a) Copy of the application
- (b) Copy of all relevant representations
- (c) Points of clarification raised with the parties and their responses
- (d) The Council's statement of licensing policy
- (e) The Secretary of state's guidance
- (f) The Council's Licensing procedure rules
- (g) Regulations governing the conduct of hearings

Context

The detail of the application is as follows:

Licensable activities and times applied for:

| | |
|------------------------|--------------------------------|
| Alcohol (A and B) | Monday to Sunday 13:00 - 22:00 |
| Indoor sporting events | Monday to Sunday 13:00 - 22:00 |
| Live Music | Monday to Sunday 13:00 - 22:00 |

Hours the premises will be open to the public:

| | |
|------------------|---------------|
| Monday to Sunday | 13:00 - 22:00 |
|------------------|---------------|

The application was accompanied by an operating schedule setting out the steps the applicant proposes to take to promote the four licensing objectives. If there had been no relevant representations (or if all relevant representations are withdrawn) the council would be bound to grant the application subject only to such conditions as are consistent with the operating schedule accompanying the application. The draft of a club premises certificate that could have been issued, having regard to guidance and policy and acting with a view to promoting the four licensing objectives, is appended to this report as Appendix A.

Representations

1. Relevant representations have been received from the following parties, all of whom have been notified of this hearing and their rights:

- Charles Danvers Williams
- Peter Gould
- Mel Osborne
- Joe Elwes
- Gemma Elwes
- Claire Greenfield
- Bruce Drinkwater
- Glen Taylor
- Lynne Branson
- Mr And Mrs Jackson
- Rachel James
- Richard James
- Ali Robertson
- Pamela Reed
- Sandra Williams
- John Holland
- Jessica Bent
- Ben Davies

Recommendations

IT IS RECOMMENDED THAT THE SUB COMMITTEE hold a hearing to consider the relevant representations (unless the subcommittee, the applicant and each person who has made such representations agree that a hearing is unnecessary) and, having regard to the representations, take such of the steps mentioned in paragraph 6 below, if any, as it considers appropriate for the promotion of the licensing objectives. In making this (and all licensing decisions) the subcommittee must have regard to the guidance and policy included in the subcommittee's pack

2. The steps are –

- (a) To grant the club premises certificate subject to conditions that are consistent with the operating schedule
- (b) To exclude from the scope of the club premises certificate any of the licensable activities to which the application relates

(c) To reject the application

3. If a club premises certificate is granted any relevant mandatory conditions must be imposed in addition to any conditions the subcommittee decides to impose after the hearing. Mandatory conditions are standard conditions imposed by way of legislation and in respect of which there is no power to vary.

4. If the subcommittee decides to grant the application Notice in line with the statutory requirements must be given forthwith to that effect to the applicant, all of the people who made relevant representations and the Chief Constable for Avon and Somerset and must state the reasons for taking any of the steps set out in paragraph 6 of this report; the applicant must also be issued with the club premises certificate and a summary of it.

5. If the subcommittee decides to reject the application notice must be given forthwith to that effect to the applicant, all of the people who made relevant representations and the Chief Constable for Avon and Somerset and must state the reasons for the decision.

APPENDICES

Appendix A

Draft Club Premises Certificate with proposed conditions (if applicable) which would be issued under Licensing Act 2003, if granted.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background papers: Application and supporting documents.

**Contact Officer: Emma Lake, Licensing Team Leader, Licensing,
Neighbourhoods and City Development
Telephone: 0117 3574900**

APPENDIX A – DRAFT CLUB PREMISES CERTIFICATE



**LICENSING ACT 2003
Schedule 13 Part A
Club Premises Certificate**

Regulation 33, 34

**Bristol City Council
Princess House, Princess Street, Bedminster, Bristol. BS3 4AG**

| | |
|---|-----------------|
| Club Premises Certificate Number | 16/01704/CLUBPR |
|---|-----------------|

Club Details

Name of club in whose name this certificate is granted and relevant postal address of club.

Greville Smyth Community Bowls Club
Greville Smyth Park
Ashton Road
Bristol
BS3 2EG

Telephone number

If different from above the postal address of club premises to which this certificate relates, if any, or if none, ordnance survey map reference or description

Telephone number

Where the licence is time limited the dates Not applicable

Qualifying club activities authorised by the certificate and the times the licence authorises the carrying out of qualifying club activities

(A) The supply of alcohol by or on behalf of the club to, or to the order of, a member of the club.

(B) The sale of alcohol by or on behalf of the club to a guest of a member of the club for consumption on the premises where the sale takes place.

(C) The provision of regulated entertainment of the types listed below where that provision is by or on behalf of the club for members of the club, or members of the club and their guests.

The times the certificate authorises the carrying out of qualifying club activities.

| | |
|------------------------|--------------------------------|
| Alcohol (A and B) | Monday to Sunday 13:00 - 22:00 |
| Indoor sporting events | Monday to Sunday 13:00 - 22:00 |
| Live Music | Monday to Sunday 13:00 - 22:00 |

1 Non standard timings not applicable.

The opening hours of the club

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

Supply of alcohol is authorised for ON premises only.

Annex 1 – Mandatory conditions

1 Licensing Act 2003 - Matters certified in accordance with section 60 (1)(c)

- (a) The premises may be used for the qualifying club activities specified in this certificate;
- (b) The club is a qualifying club (within the meaning of section 61 of the Licensing Act 2003) in relation to each of those activities.

Licensing Act 2003 - section 73 supply of alcohol for consumption off of the premises

- (a) Supply of alcohol for consumption off the premises must be made at a time when the premises are open for the purposes of supplying alcohol, in accordance with this certificate, to members of the club for consumption on the premises.
- (b) Any such alcohol supplied for consumption off of the premises must be supplied in a sealed container.
- (c) Any supply of alcohol for consumption off the premises must be made to a member of the club in person.

Mandatory Licensing Conditions - Additional conditions imposed by Policing and Crime Act 2009

Conditions numbered 1,2, and 3 shall be in force as of the 6 April 2010
Conditions 1, 2, 3 and 5 shall not apply where the club premises certificate authorises the supply of alcohol only for consumption off the premises.

1. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children-

- (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
- (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

APPENDIX A – DRAFT CLUB PREMISES CERTIFICATE

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on-

- (i) the outcome of a race, competition or other event or process, or
- (ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

Conditions numbered 4 and 5 shall be in force as of the 1 October 2010

4.(1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

5. The responsible person shall ensure that-

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

Annex 2 – Conditions consistent with the Operating Schedule

- 1 There is no equivalent template for this type of premises.
- 2 Conditions consistent with Operating Schedule submitted 22 June 2016

1 Further Details

Indoor sporting events - table tennis, scrabble, dominoes, subbutteo.

Live music - performance shall take place both indoors and outdoors. Occasional performances as part of more general social events. We rely on volunteers which means live music will be performed occasionally within these times but only as entertainment for our members as additional entertainment to our main purpose of playing bowls.

Supply of alcohol - Bowls is a summer activity and our season runs from mid April to Mid September and is very weather dependent. We have recently invested in a short mat to enable us to have an addition winter activity. Our winter activities will be quite limited and only happen indoors. We have put in the maximum number of hours for the height of summer. All our opening times are reliant on the availability of our "open uppers" who are responsible for the safe running of their session

2 CV11: The premises shall not be permitted to be used for any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children, which prohibited uses include, among other things, nudity or semi-nudity, films for restricted age groups or any relevant entertainment (with the meaning of the third schedule to the Local Government (Miscellaneous Provisions) Act 1982 except where that is expressly permitted under a licence or waiver granted or given under that legislation.

3 The club shall comply with the club rules as lodged with the Licensing Authority on 22 June 2016 at all times.

Alterations to the club rules shall be in compliance with the requirements of section 82 of the Licensing Act 2003.

4 Access by children depends on club rules.

5 CV04: Children must be accompanied by an adult.

6 SA02: (a) An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as "Challenge 25" whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age.

Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure.

APPENDIX A – DRAFT CLUB PREMISES CERTIFICATE

Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport.

(b) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.

- 3 1 Provide responsible door supervisors.
- 2 The volunteers who run the club will be trained in licensing issues.
- 3 Only members or their guests will be admitted and will sign an entry log.
- 4 The premises will be securely locked when not in use.
- 5 Alcohol will be kept in a separate locked store when not being served.
- 6 Only members or their guests will be admitted and will sign an entry log.
- 7 As above and a clear policy on non tolerance of misuse on the premises.
- 8 First Aid supplies and equipment are available.
- 9 We have Health and Safety and Safeguarding policies in place.
- 10 The premises are located in Greville Smyth Park well away from residential properties and within a perimeter fence. When events are taking place we will maintain regular perimeter checks to ensure noise levels are acceptable.
- 11 We are affiliated to Bowls England and have policies in place in accordance to their requirements.
- 12 Persons under 16 are never admitted unless accompanied by a responsible adult.
- 13 Five of the committee members have had up to date DBS checks.

Annex 3 – Conditions attached after a hearing by the licensing authority

Annex 4 – Plans

1 Plans as submitted to the Licensing Authority on 22 June 2016, drawing titled Bowling Pavilion, drawn by Bristol City Council Central Support Services as attached.

APPENDIX A – DRAFT CLUB PREMISES CERTIFICATE



NOTES:

- DO NOT SCALE FROM THIS DRAWING
- ALL DIMENSIONS TO BE CHECKED ON SITE
- THIS DRAWING TO BE READ IN CONJUNCTION WITH RELEVANT NBS SPECIFICATION
- ALL STEELWORK TO STRUCTURAL ENGINEERS DETAILS/REQUIREMENTS

Block A (pavilion)
Level 00
Area 105 sq.m.

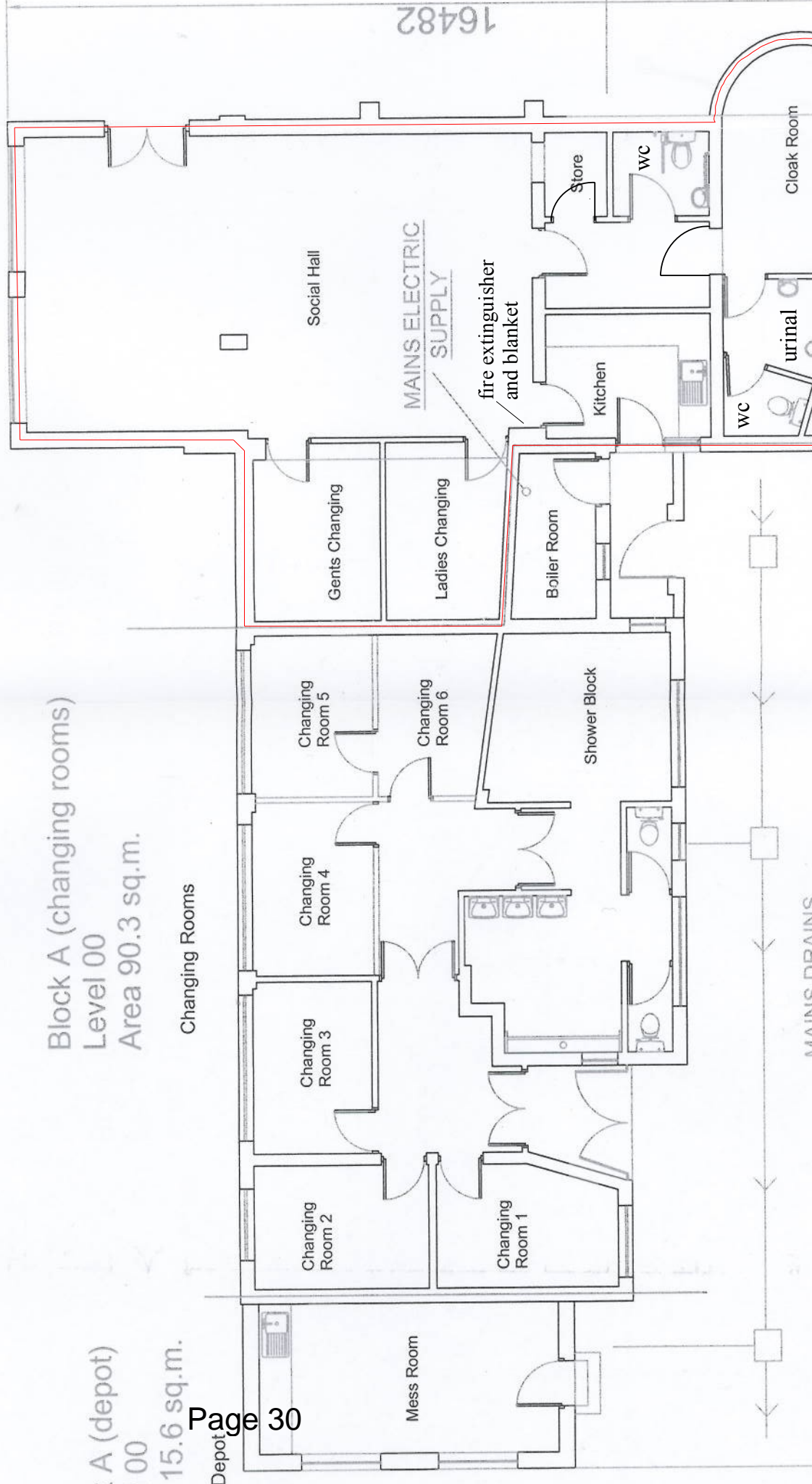
Bowling Pavilion

Block A (changing rooms)
Level 00
Area 90.3 sq.m.

Changing Rooms

Block A (depot)
Level 00
Area 15.6 sq.m.

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BRISTOL CITY COUNCIL
CENTRAL SUPPORT SERVICES
PROPERTY and FINANCE
M C Rowell, Director of Central Support Services
Floor 6, B Bond, Smeaton Road, Bristol, BS1 6EE

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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LICENSING ACT 2003 (HEARINGS) REGULATIONS 2005
NOTICE OF HEARING GIVEN BY THE LICENSING AUTHORITY FOR THE CITY
COUNCIL OF BRISTOL PURSUANT TO REGULATION 6 OF THE REGULATIONS AND
RULE 6 OF THE COUNCIL'S LICENSING PROCEDURE RULES

TEMPORARY EVENT NOTICE

To: Mrs Norma Purnell
Star & Garter
33 Brook Road
Montpelier
Bristol
BS6 5LR

Take Notice That:

A hearing is to be held in respect of the temporary event notice at:

Star & Garter, Star And Garter, 33 Brook Road, Montpelier Bristol

The hearing will be held on the: 11 August 2016 at 12:30 in City Hall, College Green, Bristol, BS1 5TR [Equal maximum period of time is allowed for each party to exercise section 16 rights.]

The hearing will be conducted by a sub-committee of the Licensing Committee convened in accordance with that Committee's procedure rules. The attention of all parties to the hearing is drawn to the information and documents accompanying this Notice. Particular points upon which the Licensing Authority may considers that it will want clarification on at the hearing are attached at Appendix B.

Date: 4 August 2016

Documents attached to this notice

Representations are attached to the premises users notice only. Representations from:
Avon & Somerset Constabulary

Appendix A: Rights of parties at a hearing
Appendix B: Points for Clarification
Procedure to be followed at a hearing

NOTICE TO BE RETURNED TO LICENSING AUTHORITY

All Parties are required to give a Notice to the authority in accordance with regulation 8. Parties may draw up their own Notice in accordance with that provision, or the following Notice may be used for this purpose. Parties may also wish to append to this notice any written response they are making to the points of clarification (Appendix B) and any points they wish to raise of a procedural nature - see the procedure rules in Appendix A below. This Notice should be returned to the Licensing Manager, Princess House, Princess Street, Bedminster, Bristol. BS3 4AG.

LICENSING ACT 2003 (HEARINGS) REGULATIONS 2005

PLEASE NOTE THAT THIS NOTICE (OR A SIMILAR NOTICE) MUST BE RETURNED TO THE LICENSING AUTHORITY NO LATER THAN ONE WORKING DAYS BEFORE THE HEARING DATE.

Hearing to be held on : 11 August 2016 at 12:30

To the Licensing Authority: * Delete as appropriate

*I / We :

[Insert name]

being the *Premises User / Responsible Authority

in respect of the temporary event notice at

Star & Garter Star And Garter 33 Brook Road Montpelier Bristol

Give Notice That:

***I / We *Do / Do Not** intend to attend the hearing

***I / We *Do / Do Not** intend to be represented at the hearing

***I / We *Consider / Do Not Consider** a hearing to be necessary.

*I / We wish the following person(s) to represent me/us at the hearing:

.....
.....

*I / We wish another person (s) (other than the person I intend to represent me at the hearing) to appear at the hearing [e.g. witnesses, technical experts, advisers, etc].

In accordance with regulation 8(2) I therefore request permission for:

Name.

To appear at the hearing. He/she may be able to assist the Authority in the following way: (Provide a brief description of the point or points on which that person(s) may be able to assist the authority in relation to the application, representations or notice.) [Continue on a separate sheet if necessary]

.....
.....
.....

Name:

Signed:

Date:

I append the following documents to this Notice (briefly describe any documents you are sending with this notice and indicate if there is any material to follow):

.....
.....
.....

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 he 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

TEMPORARY EVENT NOTICE

RE: Star & Garter, Star And Garter, 33 Brook Road, Montpelier Bristol

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 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 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 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.

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). You may provide information relating to the points of clarification at the hearing itself however attention is drawn to regulation 24, that time taken providing clarification at the hearing will be deducted from the maximum time allocated for you to exercise your regulation 16 rights.

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 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

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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