



LICENSING TEAM

ATTENDING LICENSING ACT SUB COMMITTEE

INFORMATION FOR:
NEW APPLICANTS
EXISTING LICENCE HOLDERS
WITNESSES
OBJECTORS

If you have applied for a Licence that has received representation or have made a representation to an Application, a Hearing will be arranged by a Licensing Officer. You will be notified of the Hearing in writing informing you of the date and time of the meeting, the Agenda and all appendices will be sent to you 10 working days prior to the Hearing.

WHAT TO EXPECT

Attending a Licensing Committee hearing may seem a rather daunting and worrying prospect, particularly if it is your first time and you don't know what to expect.

Procedures may appear confusing. This leaflet tells you how to obtain information and advice, which will assist you in preparing for the hearing.

Composition of the Committee

The Licensing Act Sub Committee comprises of:

Up to 3 Councillors (who are members of the Licensing Committee) directed by the 'Chair.'

Officers present at the meeting:

A Solicitor from the Council, whose role is to assist the Committee on matters of law and procedure;

An Officer of the Council (from Democratic Services) who records the minutes of the hearing.

Members of the Council's Licensing Team

Also present:

- Press
- When necessary, other Consultees, together with any witnesses.

Advice:

- Officers from the Council's Licensing Team can be contacted if you need advice and practical information about Committee hearings. Any discussions will be in confidence.

WEBSTREAMING

Please note that all Public meetings are Webstreamed live on the Council's website via YouTube.

If you do not wish to be filmed on the live stream at the meeting you are attending please inform the Licensing Officer as soon as possible in advance of the meeting.

PROCEDURE

Details of the Licensing Act Sub Committee procedures can be found in the Council's Constitution at Part 3Gb

www.eaststaffsbc.gov.uk/council-and-democracy/constitution/constitution-part-3

Prior to the Hearing

You will receive a letter approximately 10 working days prior to the Hearing inviting you to attend, together with a copy of the Agenda, appendices and procedure notes. The appendices will include all letters of representation together with names and addresses unless you have requested to remain anonymous then your name will be removed. The procedure notes lay down how the Application will be dealt with at the hearing.

You **must** then notify the Licensing Team at least 5 working days before the hearing:

- Whether you will be attending
- Whether you will be represented by someone

It is useful to think about the important points that you want to get across to the Licensing Committee members.

Be quite clear about the time, date and venue of the Hearing.

If you have a disability, which makes attending the hearing difficult, as soon as you know the date, contact the Licensing Team who may be able to help you.

If you decide that you may need help at the Hearing you may bring a friend, relative or legal representative along with you.

PLEASE NOTE

New evidence/information **cannot** be introduced at the meeting. The Committee will only consider the information you have already submitted.

If evidence is accepted by the Committee on the day, it may result in the Hearing being adjourned so that all parties can read the evidence.

On the day

Make sure that you have all the papers about the case that you need. Have them in the right order so that you can refer to them quickly and easily.

On arrival at the Town Hall, please enter through the wooden doors into the entrance lobby area to wait (outside the double glass doors), an Officer will be in the Reception area and will then bring you through to that area to wait (you can park outside the Town Hall in King Edward Place for up to 2 hours).

Upon entering the meeting room you will be shown where to sit, the 'Chair' will then introduce the other Committee members and ask all other parties to introduce themselves before explaining the purpose of the hearing.

- The Licensing Officer will give a brief outline of the Application and Representations (objections) received.
- The Sub Committee members may then ask questions of the Officers to clarify any points they wish.
- The Chair will ask the Objectors to explain their objection to the Application.
- The Sub-Committee Members may then ask questions of the Objectors.
- The Applicant (friend, relative or legal representative) will then be given the opportunity to address the representations raised. The Applicant has the opportunity to clearly express the main issues surrounding the application. Think about what is important and how to best demonstrate the points.
- Expect to be asked questions on the points you have made by the members of the Sub Committee and also the objectors to your application.
- The Chair invites all parties to make any final statements.
- It is useful at this stage to re-emphasise your main points. Ideally this is short and to the point and leaves members of the Sub Committee with a summary of your case in their minds.
- All parties will then be asked whether or not they consider that they have received a fair hearing.


- Everyone leaves the room except the Sub Committee members, Officer from Democratic Services and the Solicitor for the Council.
- The Chairman will confirm that you will be informed of the outcome of Hearing in due course.
- After the Hearing you will be sent a Notice of Determination confirming the outcome of the Committee Hearing and the reasons behind the decision reached and details of the Appeals Procedure. A copy of the Notice is also sent to any objector(s).


HOW TO CONTACT THE LICENSING TEAM FOR MORE INFORMATION

The Licensing Team will be pleased to help with any queries you may have.

 By telephone:
01283 508310

 By e-mail:
licensing@eaststaffsbc.gov.uk

 By post:
**Licensing Team
East Staffordshire Borough Council
Town Hall
BURTON UPON TRENT DE14 2EB**

 In person:
By appointment only

**Licensing Department
East Staffordshire Borough Council
Millers Lane
BURTON UPON TRENT DE14 2NS**

Visit our website at: www.eaststaffsbc.gov.uk