

**LICENSING COMMITTEE - LICENSING HEARING**

**19 August 2013 at 1.00 pm**  
**Council Chamber, Argyle Road, Sevenoaks**

**AGENDA**

**Membership:**

Clrs. Abraham, Ayres and Mrs. Ayres

(Composition: Each Sub-Committee will contain three Members of the Licensing Committee. Any member of the Licensing Committee may act as a substitute on any of the Licensing Sub-Committees.)

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**IMPORTANT INFORMATION**

Would you please note that all the reports/information listed on this agenda are available from the Democratic Services Team on request (01732 227241). Alternatively you can make an appointment to view the information at the District Council Offices by contacting the Licensing Partnership Manager on 01732 227325.

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1. **Appointment of Chairman**
2. **Declarations of interest.**
3. **LICENSING ACT 2003 - Consideration of interim steps following an application for a summary review of a premises licence - Royal Oak, West York, Ash (Pages 1 - 24)**

**1. Procedure at Sub-Committees of the Licensing Committee (established in accordance with Section 9 of the Licensing Act 2003)**

- 1.1 In accordance with Section 9(1) of the Licensing Act 2003, the Licensing Committee has resolved to establish Sub-Committees, each consisting of three members of the Committee.
- 1.2 The Sub-Committees have delegated authority to determine those functions that are reserved for decision by the Sub-Committees in accordance with Appendix B of the Council's Statement of Licensing Policy dated 7 January 2011.

- 1.3 Hearings shall be conducted in accordance with this Procedure Note and The Licensing Act 2003 (Hearings) Regulations 2005 subject to the right of the Sub-Committee to vary that procedure at their absolute discretion if considered in the public interest.
- 1.4 The quorum for a Sub-Committee shall be two members.
- 1.5 At the commencement of each hearing the Sub-Committee shall elect one of its members as Chairman.
- 1.6 The order of business at hearings shall be:
  - (a) Election of Chairman.
  - (b) Declarations of interests.
  - (c) Chairman explains the procedure to be followed at the hearing, including the setting of equal time limits for all parties and the granting of adjournments.
  - (d) Chairman ascertains who is assisting or representing the parties.
  - (e) Applicant (or his/her representative) addresses the Sub-Committee.
  - (f) Applicant questioned by members. At the discretion of the Sub-Committee, the other party may be permitted to question the applicant.
  - (g) The premises licence holder (or their representative) addresses the Sub-Committee.
  - (h) Members question each party at the conclusion of their address. At the discretion of the Sub-Committee, the applicant may be permitted to question the other party.
  - (i) The Sub-Committee may offer the parties a short adjournment to discuss in the absence of the Sub-Committee whether a solution acceptable to all the parties can be put to the Sub-Committee.
  - (j) The Applicant (or his/her representative) makes closing address.
  - (k) Sub-Committee may grant a short adjournment. The parties may not speak to members regarding the application during adjournments.
  - (l) The Sub-Committee considers the application and whether it is necessary to take interim steps pending the determination of the review applied for. Reasons are to be given for motions.
  - (m) The parties will be informed of the decision at the hearing or thereafter in accordance with Section 53B of the Licensing Act 2003.