

# Licensing Sub-Committee

**Thursday  
9 July 2020**

**By Live Stream**

**2.00 pm**

Licensing Officer:

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Committee Officer:

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**Membership** See Note 1

Councillors Simon Carswell, Michael Dunk and Helen Sprawson-White

## Notes

1. **Quorum** – The Licensing authority will only allow licensing decisions to be taken by a minimum of three Councillors. In the event of one Member being unable to attend, their place will be substituted by another Member taken from the membership of the full Licensing Board. In the event of this substitution taking place all parties will be informed of the change of membership at the beginning of the hearing.
2. **Reports** – some agenda items refer to reports that have been produced. The full reports are only sent to relevant Members. If you wish to see a non-confidential report you can access it via the Mendip District Council web-site at [www.mendip.gov.uk](http://www.mendip.gov.uk). If you wish to have a hard copy of the report then please contact the Committee Officer (details on page 1 of the agenda). For members of the public requesting hard copies sent by post a charge may be raised.
3. **Declarations of Interest** – If a member of the Board/Committee has a personal or prejudicial interest in any agenda item during this meeting they should now declare its existence and nature publicly.
4. **Exclusion of the Press and Public** – The Local Government Act 1972 allows the public to be excluded from any Council meeting during any item of business on the grounds that confidential or exempt information is likely to be disclosed. “Confidential” and “exempt” are each defined by the Local Government Act 1972, and there is an important difference between them. The public must be excluded from a meeting if “confidential” information is likely to be disclosed. However, if the information likely to be disclosed is “exempt”, members have discretion. They may exclude the public by passing a resolution, but are not obliged to do so.
5. **Procedure** – Please note the procedure to be taken by the committee, included with this agenda.

In compliance with Section 100D of the Local Government Act 1972 a list of the background papers and the background papers themselves are available on request to the Committee Officer.

# **AGENDA**

## **1 CHAIR'S ANNOUNCEMENTS**

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- The Chair will give their announcements.
- The Chair will explain the procedure for Virtual Meetings.
- Mobile phones should be set to silent

## **2 APOLOGIES FOR ABSENCE AND RECONSTITUTION OF MEMBERSHIP**

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## **3 DECLARATIONS OF INTEREST** See Note 3

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## **4 LICENCE HEARING**

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Premises License application

## PROCEDURE FOR A PREMISES REVIEW HEARING

The chair will control the proceedings and the following is a guideline for each hearing but may be adjusted if appropriate.

	Task	Tick when complete
1	The chair explains the proposed format for the meeting and asks everyone to introduce themselves.	
2	The chair will ask if there are any declarations of interest	
3	The Licensing Officer briefly outlines the report.	
4	All parties present and Members may ask questions of the Licensing Officer about the report	
5	The applicant submits their application Any other Responsible Authorities present who have submitted representations to speak Other Persons who have submitted representations to speak	
6	All parties present and Members may ask questions of the after each of their presentations	
7	The Committee considers comments from parties not at the meeting but who have made representations to the application	
8	The Licence Holder presents their case	
9	All parties present and Members may ask questions of the Licence Holder	
10	Licensing Officer asked if they wish to sum up or add anything further	
11	<ul style="list-style-type: none"> <li>• Other Persons invited to sum up their case, if they wish.</li> <li>• Responsible Authorities asked to sum up their case, if they wish.</li> <li>• Licence Holder invited to sum up their case, if they wish.</li> <li>• Applicants are asked if they wish to sum up their case (if they wish)</li> </ul>	
12	The chair requests everyone to leave the meeting in order that the panel may reach a decision. The Legal Officer and Committee Clerk to the panel remain.	
13	The Chair will let everyone know when the decision will be made.	