



B O S T O N B O R O U G H C O U N C I L

Municipal Buildings
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Chief Executive
Phil Drury
MCIAT, ACIOB

4 December 2019

NOTICE OF MEETING OF THE LICENSING SUB-COMMITTEE

Dear Councillor

You are invited to attend a meeting of the Licensing Sub-Committee on
Thursday, 12th December, 2019 at 10.00 am
in the Council Chamber , Municipal Buildings, West Street, Boston, PE21 8QR

PHIL DRURY
Chief Executive

Membership: Councillors Jonathan Noble, Alison Austin and Stephen Woodliffe

A G E N D A

PART I - PRELIMINARIES

A APOLOGIES

To receive apologies for absence.

B DECLARATIONS OF INTERESTS

To receive declarations of interests in respect of any item on the agenda.

PART II - AGENDA ITEMS

- 1 APPLICATION TO VARY THE PREMISES LICENCE TO SPECIFY AN INDIVIDUAL AS THE DESIGNATED PREMISES SUPERVISOR - EUROPEAN FOOD, 43 WIDE BARGATE, BOSTON (Pages 1 - 28)**

(A report by Fiona White, Licensing and Land Charges Manager)

Notes:

The person to contact about the agenda and documents for this meeting is Janette Collier, Senior Democratic Services Officer, Municipal Buildings, Boston, 01205 314227 email: janette.collier@boston.gov.uk

Council Members who are not able to attend the meeting should notify Janette Collier, Senior Democratic Services Officer as soon as possible.

Alternative Versions

Should you wish to have the agenda or report in an alternative format such as larger text, Braille or a specific language, please contact Democratic Services on direct dial (01205) 314226

Emergency Procedures

In the event of a fire alarm sounding all attendees are asked to leave the building via the nearest emergency exit and make their way to the Fire Assembly Point located in the car park at the rear of the Municipal Buildings.

The procedures for the hearing appear overleaf

LICENSING ACT 2003

HEARING PROCEDURE – APPLICATION TO VARY A LICENCE TO SPECIFY AN INDIVIDUAL AS THE DESIGNATED PREMISES SUPERVISOR

Sub-Committee of 3 Members

*The **Chairman** will:*

- Welcome everyone
- Ask for any Declarations of Interest
- State the purpose of the hearing
- Introduce the Members of the Sub-Committee
- Introduce the Legal Representative, Democratic Services Clerk and the Licensing & Land Charges Manager
- Explain that all parties have been given notice to attend the hearing and that the hearing will proceed notwithstanding a party's failure to attend the hearing.

*The **Legal Advisor** will explain the following procedure:*

If any party intends to make reference to information which they believe should be private and confidential they are advised to make an application under The Licensing Act 2003 (Hearings) Regulation 2005 regulation 14 upon which the Sub-Committee will determine whether the public should be excluded from the hearing in accordance with that regulation.

1. **The Licensing & Land Charges Manager** will address the hearing and provide details of the application and a summary of the premises' licensing history (*if applicable*)
2. **The Applicant or the Applicant's representative** will then present their case.
 - They will call any witnesses to give evidence in support of their case.
 - The proposed individual may then question the applicant and/or their witnesses.
 - The Police may then question the Applicant and/or their witnesses.
 - The Members of the sub-committee may then ask questions of the Applicant and/or their witnesses.
 - The Applicant or their representative will then be offered the final opportunity of asking any further questions of their witnesses in order to clarify any points raised in earlier questioning.
3. **The Proposed Individual or the Proposed Individual's representative** will then present their case.
 - They will call any witnesses to give evidence in support of their case.
 - The applicant may then question the proposed individual and/or their witnesses.
 - The Police may then question the Proposed Individual and/or their witnesses.

- The Members of the sub-committee may then ask questions of the proposed individual and/or their witnesses.
- The proposed individual or their representative will then be offered the final opportunity of asking further questions of their witnesses in order to clarify any points raised in earlier questioning.

4. **The Police will then present their case**

- The Police or their representative will give their reasons for objecting to the application.
- The Police or their representative will then call any witnesses
- The Applicant or their representative may then question the Police and/or any witnesses
- The proposed individual or their representative may then question the Police and/or any witnesses.
- The Members of the Sub-Committee may ask questions of the Police and/or any witnesses
- The Police or their representative will then be given a final opportunity of asking any further questions of their witnesses to clear up any points raised in the earlier questioning.

5. **Closing Statement or Summary**

- The Police summarise any points they wish to make and comment briefly on the Applicant's and proposed individual's replies to questions.
They cannot introduce any new issues at this stage.
- The proposed individual can summarise any points they wish to make and comment briefly on the Police's and the Applicant's replies to any questions
They cannot introduce any new issues at this stage.
- The Applicant can summarise any points they wish to make and comment briefly on the Police and proposed individual's replies to questions.
They cannot introduce any new issues at this stage.

6. **Conclusion**

- The Chairman will then ask the Legal Advisor whether there are any other matters to be raised or resolved before the Sub-Committee retires to begin its deliberations.
The Sub-Committee will exclude the press and public from its deliberations and its decision making.
- The Chairman will advise the hearing that the Sub-Committee will retire to consider the application and that the Legal Advisor will be retiring with them but will take no part in the deliberation.

If legal advice is given by the Legal Advisor in the course of deliberations the Legal Advisor will reiterate this advice in summary form to the hearing when the hearing is reconvened.

- If any party to the hearing, or the Licensing & Land Charges Manager, are required to address the Sub-Committee during its deliberations, all parties will be invited to hear these issues.
- Once a decision has been made, the Sub-Committee will return and the Chairman announces the decision and gives reasons for the decision including any conditions that have been attached and the right of appeal if necessary.
- The decision will subsequently be formally notified to the Applicant and the Objector in writing by the Licensing Authority within 5 working days.