



## 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 Committee normally comprises of:

- Up to 3 Councillors who are directed by the 'Chair.'
- A Solicitor from the Council, whose role is to assist the Committee on matters of law and procedure.
- An Officer of the Council who records the minutes of the hearing.

### **Also present:**

- Press
- Members of the Council's Licensing Team and when necessary, other Consultees, together with any witnesses.

### **What the Committee service can offer:**

- 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.

## **PROCEDURE**

### **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.

## **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.

Report to the reception at the Town Hall (you can park outside the Town Hall in King Edward Place for up to 2 hours). Upon entering the 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 and the Solicitor for the Council.
- Those who have left the room will be invited to re-enter the room to hear the decision of the Committee and the reasons behind the decision reached by the Sub Committee.
- After the Hearing you will be sent a notice of determination confirming the outcome of the Committee Hearing and details of the Appeals Procedure.


## 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](http://www.eaststaffsbc.gov.uk)