



Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP.
Telephone 01572 722577 Email governance@rutland.gov.uk DX28340
Oakham

Ladies and Gentlemen,

A meeting of the **PLANNING AND LICENSING SUB-COMMITTEE** will be held in the Council Chamber, Catmose, Oakham on **Thursday 19 April 2018** commencing at 2.30 pm when it is hoped you will be able to attend.

Yours faithfully

Helen Briggs
Chief Executive

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/haveyoursay

A G E N D A

1) APOLOGIES

2) APPOINTMENT OF CHAIRMAN

The Panel will appoint one of their number to act as Chairman for the Hearing, if one has not already been appointed.

3) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are invited to declare any personal or prejudicial interests they may have in respect of items on this Agenda.

4) DETERMINATION OF THE APPLICATION

To consider and determine the application for a new premises licence for The Button Hole Café, Wing Hall, Wing Hall Drive, Wing, Oakham, Rutland LE15 8RQ.

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DISTRIBUTION

MEMBERS OF THE SUB-COMMITTEE:

Mr G Conde
Mr W Cross
Mr R Gale

OTHER MEMBERS FOR INFORMATION

PLANNING AND LICENSING SUB-COMMITTEE

19 April 2018

PREMISES LICENCE APPLICATION

Report of the Director for Places

Strategic Aim:	Safeguarding	
Exempt Information	No	
Contact Officer(s):	Mr J Dwyer – Licensing Officer	jdwyer@rutland.gov.uk 01572 758366
Ward Councillors	Mr E Baines - Martinsthorpe	

APPLICATION:	New Premises Licence
APPLICANT:	Wing Hall Estate
PREMISES:	The Button Hole Café, Wing Hall, Wing Hall Drive, Wing, Oakham, Rutland LE15 8RQ

1 PURPOSE OF THE REPORT

- 1.1 To consider and determine an application for a new premises licence for The Button Hole Café, Wing Hall, Wing Hall Drive, Wing, Oakham, Rutland LE15 8RQ taking into account the background information and representations received from 'other persons' in opposition of the application.

2 BACKGROUND

- 2.1 Acting in the capacity of Licensing Authority, Members must seek to promote the licensing objectives as set out in the Licensing Act 2003. The licensing objectives are:

- a) the prevention of crime and disorder;
- b) public safety;
- c) the prevention of public nuisance; and
- d) the protection of children from harm.

3 APPLICATION DETAILS

3.1 The applicants are already the holders of a premises licence in the name of The Veranda Café. This licence authorises the sale of alcohol, live music and recorded music 0900 – 2300 daily. The licence only permits alcohol to be consumed within the café and immediately outside on the veranda.

3.2 An application for a premises licence was received by Rutland County Council from Bianca Yasmin Curley of [REDACTED]. A copy of the application is attached at Appendix 1.

3.3 The application requests the following:

Licensable Activity	Hours requested on the Premises Licence
Supply of Alcohol for consumption on the Premises and lawned area	0900 – 2300 Monday – Friday 0800 – 2300 Saturday, Sunday and Bank Holidays
Opening Hours	0900-2300 Monday- Friday 0800-2300 Saturday, Sunday and Bank Holidays

3.4 Following submission and advertisement of the application, two representations were received. Only one representation was deemed as relevant, this representation was from a resident, namely Susannah and James Fish [REDACTED] and is attached at Appendix 2. The other representation was not deemed relevant as it did not relate to the licensing objectives with regard to the new licence under consideration. It related to the 'need' to serve alcohol which is not a consideration and to issues with the previous/existing license which will be surrendered.

3.5 No representations have been received from any of the 'responsible authorities' (e.g. Police, Fire Service and Health Authority).

3.6 No agreement has been reached between the applicant and the persons who have made representations.

4 OPTIONS

4.1 The licensing authority may determine the application, depending upon what is appropriate for the promotion of the licensing objectives, in any of the following ways:

- Decide to grant the licence in the same terms as it was applied for;
- Decide to grant the licence, but to modify or add conditions (to promote the licensing objectives);
- Exclude from the scope of the licence a licensable activity; or
- Decide to refuse to grant the licence.

4.2 Conditions are modified if they are altered, omitted or any new condition added (Section 35(4) Licensing Act 2003).

5 LEGAL AND GOVERNANCE CONSIDERATIONS

5.1 The Panel's attention is drawn to the following legislation, guidance and policy:

- Guidance issued under section 182 of the Licensing Act 2003 chapters 6 & 10
- Rutland County Council's Statement of Licensing Policy paragraphs 5 & 6

5.2 The Licensing Sub Committee is required to consider the application having regard to the representations and take such steps as it considers appropriate for the promotion of the four licensing objectives as set out in paragraph 2.1 a) to d).

5.3 The aforementioned parties have the right to make an appeal to the Magistrates' Court if they are not satisfied with the outcome of the hearing.

6 FINANCE IMPLICATIONS

6.1 An appeal against this decision would incur costs in preparing a defence case and to attend Court. Costs may be recovered at the discretion of the Magistrates in the event that the application is dismissed.

7 APPENDICES

7.1 Appendix 1 – Application

7.2 Appendix 2 - Representation

7.3 Appendix 3 - Licensing Hearing Procedures

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

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**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We WING HALL ESTATE

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
THE BUTTON HOLE CAFE WING HALL WING DRIVE WING OAKHAM RUTLAND			
Post town	OAKHAM	Postcode	LE158RQ

Telephone number at premises (if any)	01572 737 270
Non-domestic rateable value of premises	£ 2,850

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i as a limited company/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) please complete section (B)
 - iii as an unincorporated association or please complete section (B)
 - iv other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
 - statutory function or
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over <input type="checkbox"/> Please tick yes			
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		

Date of birth		I am 18 years old or over <input type="checkbox"/> Please tick yes	
Nationality			
Current postal address if different from premises address			
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	WING HALL ESTATE
Address	WING HALL, WING HALL DRIVE, WING, RUMAND LEAS SQ.
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc.)	WING HALL ESTATE CONSISTS OF A CAMPSITE, FARM SHOP, FISHING TALKS.
Telephone number (if any)	
E-mail address (optional)	thebuttonholewinghall@outlook.com

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)

A CAFE IN WING HALL OFFERING HOT & COLD FOOD, CAKES, HOT DRINKS; COLD DRINKS INCLUDING ALCOHOLIC BEVERAGES.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)



In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)			
Mon						
Tue						
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)			
Thur						
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)			
Sat						
Sun						

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)	
Mon				
Tue				
Wed			State any seasonal variations for the performance of dance (please read guidance note 5)	
Thur				
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)	
Sat				
Sun				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – <u>please tick</u> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	9.00	23.00	BANK HOLIDAYS THE CAFE WILL OPEN AT 8.00 PLUS		
Tue	9.00	23.00			
Wed	9.00	23.00			
Thur	9.00	23.00			
Fri	9.00	23.00			
Sat	8.00	23.00			
Sun	8.00	23.00			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	BRANVA YASMIN CURLEN		
Date of birth	[REDACTED]		
Address	[REDACTED]		
Postcode	[REDACTED]		
Personal licence number (if known)	RW 2/0532		
Issuing licensing authority (if known)	RUTLAND COUNTY COUNCIL		

□□□□

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	9.00	23.00	BANK HOLIDAYS - THE CAFE WILL OPEN AT 8AM.
Tue	9.00	23.00	
Wed	9.00	23.00	
Thur	9.00	23.00	
Fri	9.00	23.00	
Sat	8.00	23.00	
Sun	8.00	23.00	

Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

THIS IS A SMALL CAMPSITE CAFE SERVING
LOW LEVELS OF ALCOHOL,

b) The prevention of crime and disorder

No additional steps

c) Public safety

No additional steps

d) The prevention of public nuisance

Toilets are located thirty meters from the
cafe for customer use.

e) The protection of children from harm

I will request to see identification for any customers who look under the age of 18 years old, before I make an alcohol sale.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	Maryon Rayma Curley
Date	19 Feb. 2018
Capacity	Manager

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

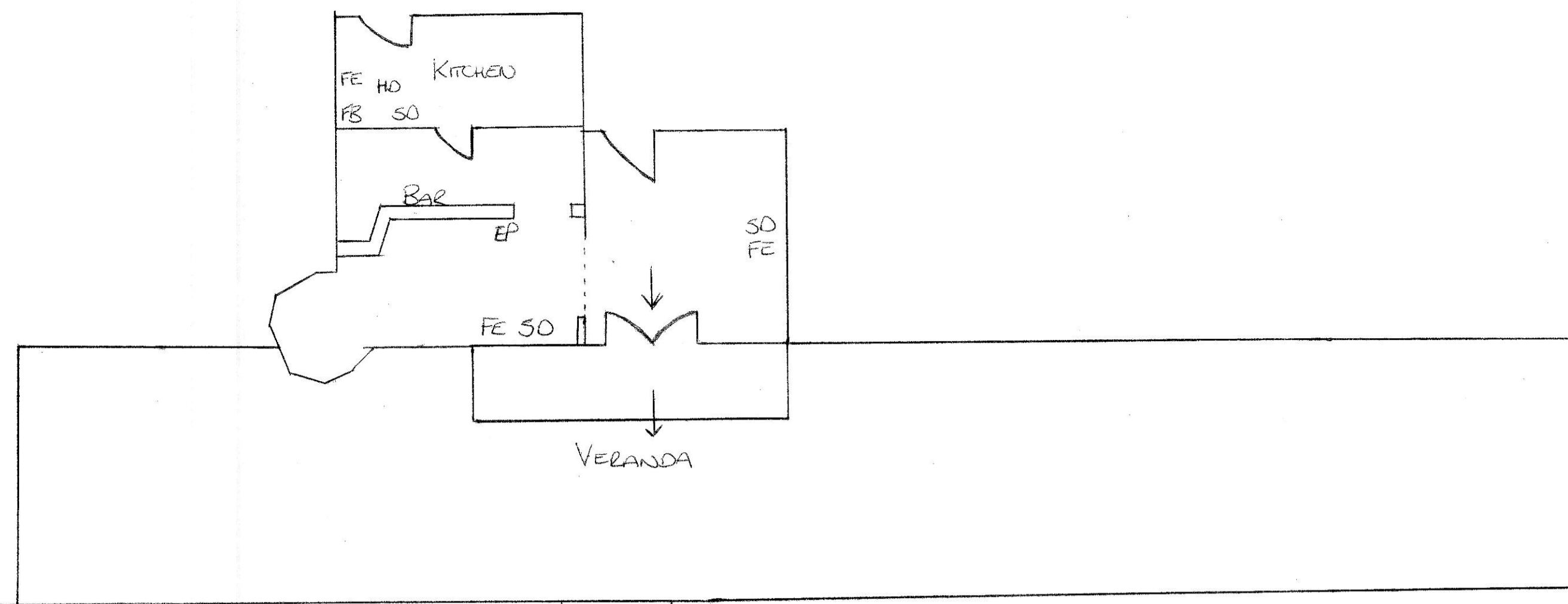
Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:

NING HALL ESTATE
THE BOTTOM HOLE CAFE

KEY

- FE - FIRE EXTINGUISHER
- FB - FIRE BLANKET
- SD - SMOKE DETECTOR
- HD - HEAT DETECTOR
- EP - EMERGENCY PHONE
- - - - - ARCHWAY
- ↓ - FIRE EXIT



LAWN

Representation Received by Email

Dear Mr Dwyer

I have just had sight of the plan of the licenced area of part of the above alcohol licence application. You did not advise me of this on the telephone – which is exactly why I wanted to see the application in full.

We further object to the application for an alcohol licence for the Buttonhole Café at Wing Hall on the basis that the area available for consumption of alcohol is significantly larger than that that was previously granted. If this licence is successful there is potential for up to 700 people from the unlicensed campsite drinking at this establishment from 8am to 11pm, and given the bulk of the space is outside the noise and therefore public nuisance this will generate is substantial – further blighting the quality of life of the neighbours of this premise. A licensed premise of this size is not promoting the licensing objectives, especially in relation to preventing public nuisance – in fact quite the reverse.

Yours sincerely

Susannah and James Fish

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**RUTLAND COUNTY COUNCIL
PROCEDURE FOR HEARINGS UNDER THE LICENSING ACT 2003**

1 The Chair of the Sub-Committee will remind elected Members of the Code of Conduct and request them to declare the existence and nature of any disclosable pecuniary interest or significant other interest in any matter arising from the case(s) to be considered and to withdraw from the hearing.

2 The Sub-Committee shall comprise three Members appointed from the Licensing Committee of the Council, the Quorum is three Members and one will act as Chair.

3 The Chair of the Sub-Committee will:

(a) Welcome everyone to the hearing and ask those present to introduce themselves.

(b) Indicate that the procedure for the hearing will be as required in the Licensing Act 2003 (Hearing) Regulations 2005 and will take the form of a discussion led by the licensing authority.

(c) Indicate that this hearing shall take place in public, except where (as defined in regulations) the Public Interest requires the public exclusion. A party or any person assisting or representing a party may be treated as a member of the public.

(d) Indicate that at the hearing a party shall be entitled to:

- (i) In response to a point which the Council has given notice that it will want clarification under the Regulations, give further information in support of their application, representations or notice;
- (ii) subject to permission by the Chair of the Panel allow you to question any other party present; and
- (iii) address the Sub-Committee.

(e) Indicate that in considering any representations or notice made by a party, the authority may take into account documentary or other information produced by a party in support of their application, representation or notice (as applicable) either before the hearing or, with the consent of all the other parties at the hearing.

4 The Sub-Committee will consider any request made by a party for permission for another person to appear at the hearing, other than the person he/she intends to represent him/her at the hearing. Such permission shall not be unreasonably withheld.

5 The order for submissions by each party to the hearing will be:

- (a) The Licensing Officer
- (b) The Objectors
- (c) The Applicants

6 After each of the above submissions the Members of the Sub-Committee will be entitled to ask questions of the relevant party.

7 Each party will be allowed the equal maximum period of time in which to exercise their rights.

8 The authority may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing.

9 Regarding failure of parties to attend the hearing;

(a) if the authority has not been notified then it may, where it considers it to be necessary in the public interest, adjourn the hearing to a specified date or continue to hold the hearing in their absence.

(b) Where the authority holds a hearing in a party's absence it will consider the application, representations or any notice made.

(c) Where the authority adjourns the hearing to a specified date it will notify each party of the date, time and place, to which the hearing has been adjourned.

10 The parties will be entitled to make closing submissions. The closing submission of any applicant for a licence will follow the closing submissions of the representatives of any objectors.

11 The Licensing Sub-Committee may, after hearing the representations ask all parties, except the legal adviser and the Governance representative to withdraw to enable the Sub-Committee to deliberate in private (or in certain cases the Sub-Committee itself may withdraw).

12 In most cases the authority will make its determination at the conclusion of the hearing. The pronouncement of the determination is made in public. In all cases specified in the Hearing Regulations, the authority will make its written determination within a period of five or ten working days as appropriate.