

5 January 2006

Our ref: LAC 25 January 2006
Your ref:
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To: Councillors: D.J. Barnard, P. Clark and M.E. Weeks

Dear Councillor,

A meeting of the

**LICENSING AND APPEALS COMMITTEE
(SUB-COMMITTEE)**

will be held in

**The Council Chamber
COUNCIL OFFICES, GERON ROAD,
LETCHWORTH GARDEN CITY**

on

THURSDAY, 25 JANUARY 2006

at

2.30 p.m.

To hear the following application under the Licensing Act 2003:

**APPLICATION BY THE TRUSTEES OF PEACE MEMORIAL HALL FOR THE
VARIATION OF A PREMISES LICENCE IN RESPECT OF CODICOTE PEACE
MEMORIAL HALL, HIGH STREET, CODICOTE, HERTFORDSHIRE SG4 8XA**

Yours sincerely,



David Miley
Democratic Services Manager

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
LICENSING ACT 2003
HEARING PROCEDURE**

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| <p>1. Chair's Welcome</p> <p>Introduction of:</p> <ul style="list-style-type: none"> • Councillors sitting on Sub-Committee (Sub-Committee); • legal advisor; • licensing officer; • officers of responsible authorities; • interested parties (objectors); and • the applicant. | |
| <p>2. The Chair will outline the procedure for the hearing</p> | |
| <p>3. The Chair will ask the Legal Advisor to outline the matters for consideration during the course of the hearing.</p> | |

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| <p><u>The Licensing Officer's report</u></p> <p>4. The Chair will ask the Licensing Officer if they have anything to add to their report to the Sub-Committee; if there has been any changes to the application, and if so, if all interested parties and responsible authorities have been made aware of the changes</p> <p>5. The Chair will ask if there are any questions of fact of the Licensing Officer</p> <p>6. The Sub-Committee may ask questions of the Licensing Officer</p> | |
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| <p><u>The responsible authorities submit their case</u></p> <p>7. The Chair will ask the responsible authorities, in turn, to present their submissions to the Sub-Committee</p> <p>8. The Chair will ask if there are any questions of fact of the responsible authority</p> <p>9. The Sub-Committee may ask questions of the responsible authority</p> <p>The above process will be repeated if there is more than one responsible authority</p> | |
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The interested parties submit their case

10. The Chair will ask the interested parties, in turn, to present their submissions to the Sub-Committee
11. The Chair will ask if there are any questions of fact of the interested parties
12. The Sub-Committee may ask questions of the interested parties

The applicants case

13. The Chair will ask the applicant to present their submissions to the Sub-Committee
14. The Chair will ask if there are any questions of fact of the applicant
15. The Sub-Committee may ask questions of the applicant

Closing statements

16. The Licensing Officer may make final submissions to the Sub-Committee
17. The responsible authorities, in turn, may make final submissions to the Sub-Committee
18. The interested parties, in turn, may make final submissions to the Sub-Committee
19. The Applicant may make final submissions to the Sub-Committee

Conclusion

20. The Legal Advisor will summarise any legal points that have arisen during the hearing and will answer any legal questions from the Sub-Committee.
21. The Sub-Committee will close the hearing and retire to make a decision.
22. Where possible, the Chair will announce the Sub-Committee's decision and will give reasons for the decision.

LICENSING AND APPEALS COMMITTEE
25th January 2007

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

LICENSING ACT 2003

**APPLICATION BY THE TRUSTEES OF PEACE MEMORIAL HALL FOR A
VARIATION TO PREMISES LICENCE IN RESPECT OF PEACE MEMORIAL
HALL, HIGH STREET, CODICOTE, HITCHIN, HERTFORDSHIRE, SG4 8XA .**

**REPORT OF THE STRATEGIC DIRECTOR OF FINANCIAL AND REGULATORY
SERVICES**

**1. CURRENT LICENCE ISSUED BY THE LICENSING AUTHORITY UNDER
THE LICENSING ACT 2003**

The existing Premises Licence was granted by North Hertfordshire District Council on 2nd September 2005. A copy of the licence is enclosed as follows:

It may be of assistance to the Sub-Committee to be aware that, although the Premises Licence does not currently authorise the sale of alcohol, the Applicant (or hirers of the hall) were entitled to sell alcohol by virtue of Temporary Event Notices. During the calendar year of 2006, twelve Temporary Event Notices were issued for Peace Memorial Hall; this is the maximum allowed under the legislation.

2. VARIATION APPLICATION

2.1 The application is for variation of a Premises Licence under Section 34 of the Licensing Act 2003.

2.2 The licensable activities and hours applied for are: See application below:

3. THE APPLICATION

3.1 On the 30th November 2006, The Trustees of Peace Memorial Hall made an application for the variation of the existing Premises Licence.

3.2 The Applicant served copies of this application to the Police Authority and the other Responsible Authorities.

3.3 A Public Notice was displayed on the premises and was exhibited for a period of 28 days. A newspaper advertisement was placed in The Comet.

4. REPRESENTATIONS

- 4.1 No representation was received from any Responsible Authority.
- 4.2 8 representations were received from Interested Parties. Where representations include paragraphs that are not relevant to the Licensing Act 2003, these paragraphs have been clearly marked as 'not relevant' and should not be considered as part of the determination process. The Interested Parties have been notified of this in writing.
- 4.3 Copies of the representations are enclosed below:

- 4.4 The Applicant has been served with a copy of the representations.
- 4.5 The Applicant and Interested Parties have been invited to attend the hearing to present their respective cases. They have been advised that they may be legally represented and of the Committee Hearing procedure.

5. OBSERVATIONS

- 5.1 In determining this application, the Committee must have regard to the representations and take such steps, as it considers necessary for the promotion of the Licensing Objectives.
- 5.2 In making its decision, the Licensing and Appeals Committee must act with a view to promoting the Licensing Objectives. It must also have regard to the Licensing Authority's Statement of Licensing Policy and National Guidance.
- 5.3 The Licensing and Appeals Committee has the following options when issuing the Decision Notice:
 - i) To modify, add to, or omit conditions of the licence;
 - ii) To refuse the application in part;
 - iii) To refuse the whole application.

6. CONTACT OFFICERS

- 6.1 Steve Cobb, Licensing and Enforcement Officer – Telephone 01462 474833