

Dear Members

Licensing Sub Committee

A meeting of the Licensing Sub Committee will be held in the **Craddock Room, Civic Centre, Riverside, Stafford on Wednesday 2 October 2019 at 2.00pm** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

Members are reminded that contact officers are shown in each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.



Interim Head of Law and Administration

LICENSING SUB COMMITTEE - 2 OCTOBER 2019

Chair - Councillor A P Edgeller

AGENDA

- 1 Apologies
- 2 Officer's Reports

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REPORT OF LICENSING MANAGER	

Membership

Chair - Councillor A P Edgeller

C A Baron	D Holbrook-Summers
J A Barron	A M Loughran
A R G Brown	M Phillips
A P Edgeller	R M Sutherland
M Green	

(The 3 Members to form the Sub Committee will be appointed from the above)

LICENSING SUB-COMMITTEE - 2 OCTOBER 2019

Ward Interest - Nil

Consideration of Personal Licence

Report of Licensing Manager

Purpose of Report

To consider whether any action should be taken in respect of a personal licence.

1 Detail

- 1.1 On the 17 July an email was received from Staffordshire Police informing the Council that a personal licence holder called Joanne Berry pleaded guilty to 'carrying on unauthorised licensable activity - licensing 04/04/19' at Newcastle-Under-Lyme Court on 16 July 2019, and had been ordered to pay a £120.00 fine and £135.00 costs.
- 1.2 The Council's Licensing Manager wrote to Joanne Berry to give her notice as per sections 132A(4) and (5) of the Licensing Act 2003, that the Council was considering whether to suspend or revoke her personal licence due to her current conviction.
- 1.3 Joanne Berry was given 28 days, therefore until 20 August, to make any representations.
- 1.4 On 20 August a written representation was received from Joanne Berry.
- 1.5 On the 29 August 2019 the Council received further representations from Staffordshire Police Licensing.
- 1.6 The documents relating to the representations from Joanne Berry and Staffordshire Police licensing are attached as a **CONFIDENTIAL APPENDIX**.

2 Recommendation

- 2.1 The Committee is asked to consider this report and determine what action should be taken regarding Joanne Berry's personal licence.
- 2.2 The procedure for meetings of the Licensing Sub Committee is attached to this report.

Previous Consideration

Nil

Background Papers

File available in Licensing Section

Contact Officer

Julie Wallace Licensing Manager Tel 01785 619605

LICENSING SUB COMMITTEE PROCEDURE - (PERSONAL LICENCE)

The Chairman will introduce the Members of the Sub-Committee and invite those present at each hearing to introduce themselves.

- 1 The Licensing Officer outlines the details of the matters to be considered and relevant representations received.
- 2 The Police Licensing representation will be given the opportunity to present details of their representation.
- 3 Following the Police Licensing submission, the Personal Licence Holder may question the Police Licensing representative.
- 4 Members of the Sub-Committee may then ask questions of the Police Licensing representative.
- 5 The Personal Licence Holder presents their case and calls any witnesses in support.
- 6 The Police Licensing representative may then question the Personal Licence Holder and any witnesses.
- 7 Members of the Sub-Committee may then ask questions of the Personal Licence Holder and any witnesses.
- 8 The Police Licensing representative has the opportunity to summarise their case, but they cannot introduce new issues or evidence.
- 9 The Personal Licence Holder can summarise their case, but they cannot introduce new issues or evidence.
- 10 Both parties will then withdraw whilst the Sub Committee considers the case.
- 11 The Sub Committee will deliberate in private only recalling the parties to clear points of uncertainty on evidence already given. If recall is necessary both parties will return notwithstanding only one is concerned with the point giving rise to doubt.
- 12 The Chairman will announce the Sub Committee's decision and will give reasons for the decision to the parties at the end of the hearing; the decision being confirmed in writing afterwards.