



**WOKINGHAM
BOROUGH COUNCIL**

**MEETING OF THE LICENSING AND APPEALS
(HEARINGS) SUB-COMMITTEE**

ON

TUESDAY 26 JUNE 2012

AT

10.00AM

AGENDA

**Civic Offices
Shute End
Wokingham**

**Andy Couldrick
Interim Chief Executive**



**WOKINGHAM
BOROUGH COUNCIL**

THE COUNCIL'S VALUES

In making a difference to other people's lives we are ...

- **ONE Wokingham, ONE Borough – working in partnership**
- **FOCUSED on Customers and Community**
- **BOLD – innovative and flexible**
- **OPEN – integrity, trust and transparency**

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WOKINGHAM BOROUGH COUNCIL

To: The Members of the Licensing and Appeals (Hearings) Sub-Committee

Mike Haines, Barrie Patman and Sam Rahmouni

A meeting of the **Licensing and Appeals (Hearings) Sub-Committee** will be held at the Civic Offices, Shute End, Wokingham on **Tuesday 26 June 2012 at 10.00am.**

Andy Couldrick
Interim Chief Executive
11 June 2012

ITEM NO.	WARD	SUBJECT	PAG E NO.
1.00		CHAIRMAN To elect a Chairman for the meeting.	
2.00		DECLARATIONS OF INTEREST To receive any declarations of interest.	
3.00	Remenham, Wargrave and Ruscombe	APPLICATION TO VARY A PREMISES LICENCE LAND ADJACENT TO UPPER THAMES ROWING CLUB, REMENHAM To advise the Sub Committee of the representations received in respect of the above application to vary the premises licence at the land adjacent to Upper Thames Rowing Club, Remenham The application will be determined in line with agreed procedure. The enclosed report includes copies of the application	1-2 3-40

(pages 7-27), the current licence (pages 29-37), and

HEARING PROCEDURE – APPLICATION TO VARY A PREMISES LICENCE

1. Sub-Committee to elect a Chairman for this Hearing only.
2. Chairman to welcome all Parties and introduce the Members of the Sub-Committee.
3. Chairman to ask Sub-Committee if they have any interests to declare.
4. Chairman of Sub-Committee to outline procedure and reaffirm that only information relevant to representations can be considered and that such information must be relevant to the Licensing Objectives. Chairman to confirm that all parties understand this. The four Licensing Objectives are: -
 - The Prevention of Crime and Disorder;
 - Public Safety;
 - The Prevention of Public Nuisance; and
 - The Protection of Children from Harm.
5. The Licensing Officer will introduce the Hearing report and update the Sub-Committee on any developments following publication of the report whenever required.
6. Applicant to present application, including any witnesses. This can last no longer than 7 minutes. Whilst this is the standard time limit given to each party to make their representation the Applicant may wish to request an extension. It will be the decision of the Sub-Committee, at the hearing, whether an extension to the time limit for making representations is given. All parties will be given equal time to put their case.
7. Responsible Authorities that have made representations and any Interested Parties that have made representations may, with the permission of the Sub-Committee, question the Applicant and witnesses.
8. Each Responsible Authority that has made representations to present their representations including any witnesses. Each Responsible Authority has 7 minutes to present their representation. Whilst this is the standard time limit given to each party to make their representation the Responsible Authority may wish to request an extension. It will be the decision of the Sub-Committee, at the hearing, whether an extension to the time limit for making representations is given. All parties will be given equal time to put their case.
9. The Applicant may ask questions of each Responsible Authority if permitted to do so by the Sub-Committee, but will, in any event, be given the opportunity to respond to comments made by other parties at the end of the Hearing.
10. Any Interested Parties that have made representations to present their representations including any witnesses. Each Interested Party has 7 minutes to present their representation. Whilst this is the standard time limit given to each party to make their representation the Interested Party may wish to request an extension. It will be the decision of the Sub-Committee, at the hearing, whether an extension to the time limit for making representations is given. All parties will be given equal time to put their case.
11. The Applicant may ask questions of each Interested Party if permitted to do so by the Sub-Committee.
12. The Sub-Committee can question any Party at any stage.
13. In order to facilitate effective Hearings, Interested Parties making similar representations will be asked to nominate a spokesman to present their representations. At the conclusion of a spokesman's representation, the Chairman will ask the other Interested Parties if they have any other points to raise.
14. Questions by the Sub-Committee and, when permitted, by the Applicant, will be directed to the nominated spokesman in the first instance.

15. The Applicant will be given the opportunity to respond to comments made.
16. After hearing the application and all representations, the Sub-Committee will ask any further questions of any party that it may have.
17. The Chairman will ask all parties if they have any further relevant points that have not been covered in the Hearing and to give a brief summary of their evidence and information with the Applicant going last in order.
18. All parties other than the Sub-Committee and support staff from Wokingham Borough Council's Legal and Democratic Services team to leave the Hearing.
19. The Sub-Committee shall determine the application. The decision will be notified *in writing to all parties after the Sub-Committee has reached its decision.*