



Committee: LICENSING ACT SUB-COMMITTEE

Date: THURSDAY, 10 NOVEMBER 2016

Venue: MORECAMBE TOWN HALL

Time: 10.30 A.M.

A G E N D A

1. **The Royal Hotel, Main Street, Heysham (Pages 1 - 52)**

Application for Variation of Premise Licence

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Claire Cozler (Chairman), June Ashworth and Susan Sykes

(ii) Queries regarding this Agenda

Please contact Jane Glenton, Democratic Services - telephone: (01524) 582068 or email jglenton@lancaster.gov.uk.

SUSAN PARSONAGE,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on Friday, 28 October 2016

Meeting of: LICENSING ACT SUB-COMMITTEE

Date: 10TH NOVEMBER 2016 AT 10:30 A.M.

Report of: CHIEF OFFICER (HEALTH & HOUSING)

Reference: DWE

Title: THE ROYAL HOTEL, MAIN STREET, HEYSHAM

APPLICATION FOR VARIATION OF PREMISE LICENCE

Members of the Sub-Committee have the following documents attached to this report:

1. Application Form (pages 8 to 26)
2. Copy of Representation from Other Persons (pages 27 to 38)
3. Copy of Current Premises Licence:- (pages 39 to 48)
4. Notice of Hearing (pages 49 to 52)

Details of Application

Daniel Thwaites Plc have submitted an application under Section 34 of the Licensing Act 2003 to vary the premises licence for The Royal Hotel, Main Street, Heysham LA3 2RN

The current premises licence permits the following: -

Performance of Live Music:	Monday to Saturday	12.00 to 00.00	
	Sunday	12.00 to 23.30	(indoors & outdoors)
Playing of Recorded Music	Monday to Saturday	12.00 to 00.00	
	Sunday	12.00 to 23.30	(indoors)
Late night refreshment	Monday to Saturday	23.00 to 00.30	
	Sunday	23.00 to 00.00	(indoors)
Sale of Alcohol	Monday to Saturday	10.00 to 00.00	
	Sunday	10.00 to 23.30	(on & off)

The current variation application is to amend the plans which accompany the Premise Licence to reflect proposed changes to the layout of the premises.

To extend the permitted timings for licensable activities and permitted opening hours and to remove outdated and irrelevant conditions which currently appear on the premises licence and to add further conditions to the operating schedule.

Details of the application to vary the premises licence are set out in the application form, which is at Document 1 attached to this report. .

Representations

Under Section 35(3) of the Act, it is necessary for a hearing to be held to consider the application as a total of 8 representations have been received from Other Persons who all live in close proximity to the premises.

They all consider that the application principally undermines the public nuisance licensing objective in that there will be a significant increase in noise pollution further into the early hours of the morning, with one couple believing there is potential to impact on the crime and disorder licensing objective.

A Copy of the representations are at Document 2.

Notice of Hearing

In accordance with the relevant Regulations, the parties have been given notice of the hearing. It was not felt necessary to request any clarification from the parties. The parties have been required in accordance with the Regulations to indicate at least five working days before the hearing whether they intend to attend and/or be represented at the hearing and if they wish any witness to appear at the hearing. Any responses and any further documentation submitted by any of the parties after the circulation of this agenda will be circulated to Members in advance of the meeting. Members are reminded that documentary or other information submitted on the day of the hearing may only be taken into account with the consent of the Sub-Committee and all the parties.

Matter for Decision

The Sub-Committee is requested to consider the application and the representation.

This is in accordance with Section 35(3) and (4) of the Act which provide as follows:

- (3) Where relevant representations are made, the authority must-
 - (a) hold a hearing to consider them, unless the authority, the applicant and each person who has made such representations agree that a hearing is unnecessary, and
 - (b) having regard to the representations, take such of the steps mentioned in subsection (4) (if any) as it considers necessary for the promotion of the licensing objectives.
- (4) The steps are-
 - (a) to modify the conditions of the licence;
 - (b) to reject the whole or part of the application;and for this purpose the conditions of the licence are modified if any of them is altered or omitted or any new condition is added

Members are reminded that the licensing objectives are:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance and
- the protection of children from harm

Government Guidance under Section 182 of the Licensing Act 2003

Members may wish to note that paragraph 2.33 of the Guidance issued by the Government under Section 182 of the Licensing Act 2003 states that public nuisance is “not narrowly defined in the 2003 Act and retains its broad common law meaning. It is important to remember that the prevention of public nuisance could therefore include low-level nuisance perhaps affecting a few people living locally as well as major disturbance affecting the whole community”.

Relevant Parts of the Council’s Statement of Licensing Policy

With regard to the prevention of public nuisance, the Policy provides as follows:

8 Prevention of public nuisance

8.1 The most obvious aspect of public nuisance is noise. The primary source of noise is amplified music, either uncontained outdoors or emanating from premises, which do not have sufficient measures in place to contain the sound. Late at night or in the early hours of the morning, individuals shouting in the street or groups of people talking in an animated fashion generate a substantial level of noise and in some cases this is aggravated by offensive language.

8.2 As customers leave licensed premises, the sound of their conversation can disturb residents. Potentially greater problems arise when customers congregate or accumulate outside the licensed premises. However, it is clear that the person in control of the premises has a responsibility to ensure that disturbance to residents and businesses is kept to a minimum.

8.3 In considering licence applications where relevant representations are received, the Licensing Authority will consider the adequacy of measures proposed to deal with the potential for nuisance and disorder having regard to all the circumstances of the application. When addressing public nuisance, the applicant should identify any particular issues which are likely to adversely affect the promotion of the objective to prevent public nuisance, taking account of the location, size and likely clientele of the premises, and the type of entertainment (if any) to be provided. Such steps as are required to deal with these issues should be included within the applicant’s operating schedule, and may include:

- The steps the applicant has taken or proposes to prevent noise and vibration escaping from the premises, including music, noise from ventilation equipment and human voices. Such measures may include the installation of soundproofing, air conditioning, noise limitation devices and keeping windows closed during specified hours.
- The steps taken to ensure that all staff involved in the management of the premises have the capability, responsibility and training to supervise other staff and to ensure that the premises are operated in such a manner as to prevent public nuisance
- The steps the applicant has taken or proposes to prevent disturbance by patrons arriving at or leaving the premises, for example warning signs at exits, and warning announcements within the premises, and the use of door supervisors to pass on the message
- The steps the applicant has taken or proposes to prevent queuing, or if queuing is inevitable, to divert queues away from neighbouring premises, or otherwise

manage and monitor the queue to prevent disturbance of obstruction, and to prevent patrons congregating outside the premises.

- The implementation of a last admission time, and how the last admission time relates to the closing time of the premises
- The steps the applicant has taken or proposes to take to manage queues so that patrons who will not gain admission before any last admission time are advised accordingly
- The steps the applicant has taken to reduce queuing outside the premises and to minimise the length of time people have to queue at the premises
- The steps the applicant has taken to advise patrons that they will not be admitted if they are causing a disturbance, and the steps taken to implement a procedure for banning patrons who continually leave or arrive at the premises in a manner which causes a public nuisance or disturbance.
- The arrangements made or proposed for parking by patrons and the effect of parking on local residents.
- The arrangements the applicant has made or proposes to make for security lighting at the premises, and the steps the applicant has taken or proposes to take to ensure that lighting will not cause a nuisance to residents.
- Whether there is sufficient provision for public transport for patrons, for example the provision of a free phone taxi service or other arrangements with taxi companies, and whether information is provided to patrons about the most appropriate routes to the nearest transport facilities.
- Whether taxis and private hire vehicles serving the premises or traffic flow from the premises are likely to disturb local residents.
- Whether routes to and from the premises pass residential premises.
- Whether other appropriate measures to prevent nuisance have been taken, such as the use of CCTV or the employment of an adequate number of licensed door supervisors.
- The measures proposed to prevent the consumption or supply of illegal drugs, including any search and disposal procedures.
- The procedures in place for ensuring that no customer leaves with bottles or glasses
- If the applicant has previously held a licence within the area of the Council, the history of any enforcement action arising from those premises.
- Whether the premises would result in increased refuse storage or disposal problems, or additional litter in the vicinity of the premises.
- The steps the applicant has taken or proposes to take in order to ensure that standards of public decency are maintained in any entertainment provided at the premises.
- If appropriate, whether music is played at a lower level towards the end of the evening in a "wind down period".
- The applicant's proposals for the length of time between the last sales of alcohol, and the closing of the premises
- The steps the applicant has taken to prevent noise and other public nuisance from occurring in any open air parts of the premises, beer gardens, smoking shelters or areas that are used on an ad-hoc basis by patrons with the management consent for smoking

The above list is not intended to be exhaustive, and the applicant should consider all aspects of the operation that may affect public nuisance.

With regard to the prevention of crime and disorder, the Policy provides as follows:

9. The prevention of crime and disorder

- 9.1 The central concerns of licensing in relation to law and order are acts of violence and vandalism brought about by consumption of alcohol and the use of licensed premises as part of a distribution network for illegal drugs.
- 9.2 It is not the function of licensing to impose good practice in the adoption of wider crime reduction measures, such as those for securing premises outside of trading hours. It is also not a purpose of licensing to require that measures be put in place to enhance the opportunities for gathering evidence in relation to crime of a general nature. However, the Licensing Authority recognises that CCTV cameras at premises have an important role in preventing crime and disorder.
- 9.4 The Licensing Authority's starting point is to seek a reduction in crime and disorder throughout the area, consistent with its statutory duty under section 17 of the Crime and Disorder Act 1998. Licences may be granted if applicants can demonstrate that a positive reduction in crime and disorder will result, or that it will not increase, as a result of the application being granted.
- 9.5 Where there are relevant representations, the Licensing Authority will generally not grant a licence where it is likely that the premises will be used for unlawful purposes or where it is considered that the use of the premises is likely to cause an increase in crime and disorder in the area or the premises and this cannot be prevented by the imposition of conditions. When addressing crime and disorder, the applicant should identify any particular issues which are likely to adversely affect the promotion of the objective to prevent crime and disorder, taking account the location, size and likely clientele of the premises, and the type of entertainment (if any) to be provided. Such steps as are required to deal with these issues should be included within the applicant's operating schedule, and may include:
- Use of CCTV inside and outside the premises. The Lancashire Constabulary has produced suggested minimum requirements for CCTV and these are available from the Lancashire Constabulary or from the Licensing Authority's administrative staff
 - Use of metal detection or other search equipment or procedures
 - Crime and disorder risk assessment in relation to the proposed activities
 - Measures to prevent the use or supply of illegal drugs and procedures for searching customers
 - Ensuring that all staff are appropriately trained
 - Ensuring that all staff involved in the management of the premises have the capability, responsibility and training to supervise other staff and to ensure that the premises are operated in such a manner as to prevent crime and disorder
 - Employment of sufficient security staff where appropriate, controlling admission, monitoring capacity within the premises as a whole and in separate rooms/levels and patrolling the interior and exterior of the premises (any such staff must be licensed by the Security Industry Authority). The Licensing Authority recognises that there is a greater need for security staff in some premises than in others. For example there will be a greater need for security staff in a town centre nightclub than in a village pub. It will be for the applicant to consider the appropriate number of doorstaff required for the particular premises.
 - Ensuring that a register of doorstaff and their working times is maintained

- Participation in Pub Watch, Best Bar None or other relevant schemes and using radio links/pages as a means of connecting to other licensed premises.
- Use of plastic or polycarbonate glasses and bottles, where appropriate, or toughened glass. Applicants are advised that the Government believes that a risk-based, rather than blanket, approach to requiring licensed premises to use safer alternatives is the best way to tackle the problem of glass-related injuries
- Wherever possible, agreed protocols with police and other organisations and a commitment to co-operate and provide such evidence as the Police require.
- Adopting the “Night Safe Initiative” and “Safer Clubbing Guide” as statements of best practice
- Following the trade codes of practice, for example BBPA and Portman Group, and not carrying out any irresponsible drinks promotions
- Providing a suitable environment for customers having regard to the activities going on in the premises, in particular appropriate levels of seating
- Ensuring that there are sufficient transport facilities available to ensure that customers can leave the premises safely and swiftly.
- Maintaining an incident log
- The steps the applicant has taken to prevent crime and disorder issues from occurring in any open air parts of the premises, beer gardens, smoking shelters or areas that are used on an ad-hoc basis by patrons with the management consent for smoking, due to location, control within and management of such areas.

It should be noted that this list is not intended to be exhaustive. It may be appropriate for the applicant to consider other steps. Equally, the Licensing Authority recognises that not all the items in the list will be applicable to all premises.

Following the receipt of relevant representations, the Licensing Authority will not normally allow a person to be specified as a designated premises supervisor where that is likely to undermine the prevention of crime and disorder by reason of that person’s known past conduct. A person is likely to be considered unsuitable if he has previous unspent convictions for a relevant offence, notwithstanding that he may on his own merits in the light of representations received

The above list is not intended to be exhaustive, and the Licensing Authority will expect the applicant to consider all aspects of the operation that may affect crime and disorder

It should be noted that this list is not intended to be exhaustive. It may be appropriate for the applicant to consider other steps. Equally, the Licensing Authority recognises that not all the items in the list will be applicable to all premises.

Members will of course be mindful that the Policy covers all types of premises in all types of location, and that not all the measures referred to above will be relevant to all premises.

Members are reminded that they should consider each application on its merits, and in the light of all the written and oral information before them at the hearing.

Natural Justice and Human Rights

Members are reminded that they must follow the rules of natural justice, and must also consider human rights implications.

In particular, in accordance with Article 6, all parties are entitled to a fair hearing.

Consideration also needs to be given to the right to respect for private and family life and home, contained within Article 8, although this is a qualified right, and interference is permitted where this is in accordance with the law, or is necessary in a democratic society in the interests of public safety or the prevention of crime and disorder, or for the protection of the rights and freedoms of others. Article 1 of the possessions, although again this right is qualified in the public interest.

Conclusion

Members should consider whether to grant the application for variation, modify any conditions of the licence or to reject the whole or part of the application. Members are reminded that they should state the reasons for their decision.

Application to vary a premises licence 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 Daniel Thwaites plc

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number LAPLWA0546
--

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description The Royal Hotel Main Street Heysham Lancashire			
Post town	Heysham	Postcode	LA3 2RN

Telephone number at premises (if any)	(01524) 859298
Non-domestic rateable value of premises	£32,250.00

Part 2 – Applicant details

Daytime contact telephone number	(01254) 686868		
E-mail address (optional)			
Current postal address if different from premises address	Star Brewery Penny Street Blackburn Lancashire		
Post town	Blackburn	Postcode	BB1 6HL

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? Yes No

If not, from what date do you want the variation to take effect?

DD		MM		YYYY			
┆	┆	┆	┆	┆	┆	┆	┆

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

The proposed variation is change the plans which accompany the Premises Licence to reflect proposed changes to the layout of the premises (copy plans showing the proposed layout enclosed); to extend the permitted timings for licensable activities and the permitted opening hours; and, to remove some of the outdated and / irrelevant conditions which currently appear on the Premises Licence.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

N/A

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment

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)

Sale by retail 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 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)</u>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here (please read guidance note 3)</u>		
Mon					
Tue			<u>State any seasonal variations for performing plays (please read guidance note 4)</u>		
Wed					
Thur			<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 (please read guidance note 5)</u>		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	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 3)		
Mon					
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Wed					
Thur			<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 5)		
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue			
Wed			
Thur			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 (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri			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 (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 3)					
Mon	10:00	01:00						
Tue	10:00	01:00						
Wed	10:00	01:00				State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	10:00	01:00	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 (please read guidance note 5)					
Fri	10:00	01:00						
Sat	10:00	01:00						
Sun	10:00	01:00						

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	10:00	01:00			
Tue	10:00	01:00	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Wed	10:00	01:00			
Thur	10:00	01:00	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 (please read guidance note 5)		
Fri	10:00	01:00			
Sat	10:00	01:00			
Sun	10:00	01:00			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur					
Fri			<u>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</u> (please read guidance note 5)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			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 2)	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 3)		
Wed					
Thur					
Fri			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Sat					
Sun					
			<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 5)		

Late night refreshment Standard days and timings (please read guidance note 6)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon	23:00	01:00			
Tue	23:00	01:00			
			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Wed	23:00	01:00			
Thur	23:00	01:00			
			<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 5)		
Fri	23:00	01:00			
Sat	23:00	01:00			
Sun	23:00	01:00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)					
Mon	10:00	01:00						
Tue	10:00	01:00						
Wed	10:00	01:00						
Thur	10:00	01:00				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 5)		
Fri	10:00	01:00						
Sat	10:00	01:00						
Sun	10:00	01:00						

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 8).

None currently anticipated.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	07:00	01:30	
Tue	07:00	01:30	
Wed	07:00	01:30	
Thur	07:00	01:30	
Fri	07:00	01:30	
Sat	07:00	01:30	
Sun	07:00	01:30	

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 5)

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

Embedded conditions under the heading "Credit Sales"

Embedded conditions under the heading "Supper Hours Certificate (s68)"

Embedded conditions under the heading "WITH Children's Certificate"

"Any person who looks or appears to be under the age of 18 shall be asked to provide identification that they are over the age of 18. The following are the only forms of identification acceptable: UK photo driving licence; Passport; PASS card (proof of age standards scheme)."

"Live music outdoors will only take place until 19:00 hours."

"There may be a cigarette machine and two gaming machines in full view of the bar and outside the area of the Children's Certificate otherwise there will be no adult entertainment services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children."

"No irresponsible drinks promotions"

"Will join the local Pubwatch scheme when initiated."

"Daily safety audit to be carried out."

"Fire extinguishers on the premises."

"Fire escapes clearly signed."

"Fire alarms."

"Smoke Alarms / heat detectors."

"Outside areas are not to be used for live music after 7.00pm."

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

M

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

"All staff who are involved in the sale of alcohol will be trained in relation to the licensing objectives so as to reduce crime and disorder, promote public safety, prevent public nuisance and promote the protection of children from harm. Said training will be documented and will be made available to an authorised officer upon request."

b) The prevention of crime and disorder

A CCTV system shall be installed internally at the premises and will meet the following criteria:

- *The system will display on any recording the time and date of said recording;*
- *The system will be recording whenever the premises is open to the public;*
- *Any recordings will be retained for a minimum of 28 days after they are made and will be produced to an authorised officer upon request;*
- *As a minimum, the system will capture images of the head and shoulders of any person entering the premises through the main public entrance.*

c) Public safety

As per existing Premises Licence.

d) The prevention of public nuisance

As per existing Premises Licence.

e) The protection of children from harm

A "Challenge 25" Policy shall be adopted and enforced at the premises whereby any person who appears to be under the age of 25 shall be required to provide identification to prove that they are over the age of 18 before they are permitted to purchase alcohol. The only forms of acceptable identification will be:

- *A Passport;*
- *A UK Photocard Driving Licence;*
- *Official ID card issued by HM Forces or EU bearing a photograph and the date of birth of the holder;*
- *Any other form of identification agreed with a representative of the Police Licensing Unit.*

All staff who are involved in the sale of alcohol will be trained in relation to the "Challenge 25" policy upon the commencement of their employment, following which they will undertake refresher training at suitable intervals. Said training will be documented and will be made available to an authorised officer upon request.

"Persons under the age of fourteen shall only be permitted on the premises when accompanied by a responsible adult."

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (please read guidance note 11). If signing on behalf of the applicant, please state in what capacity.

Signature	Napthens
Date	19/9/16.
Capacity	Solicitors and Agents

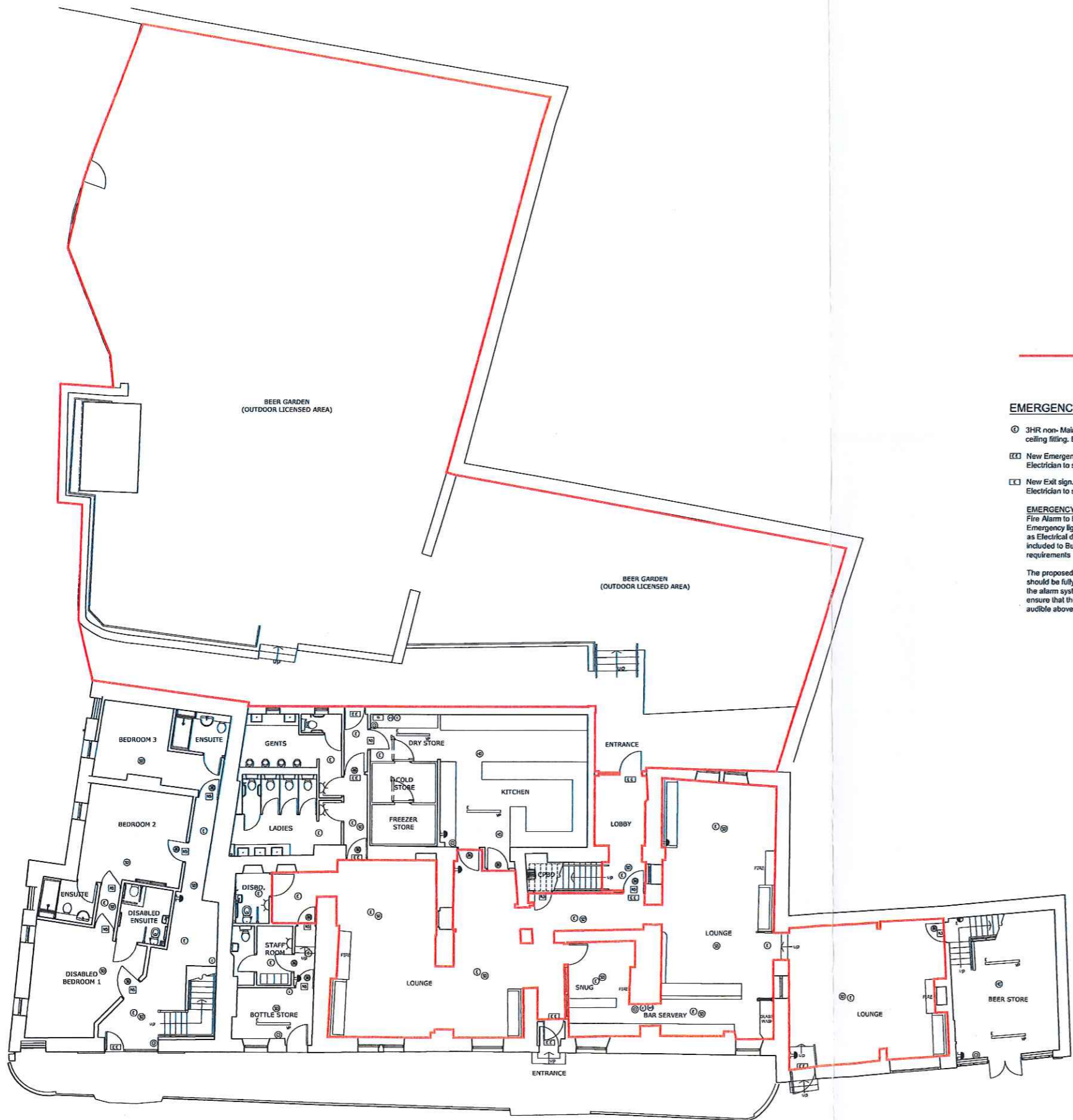
Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)			
Malcolm Ireland Head of Leisure & Licensing Napthens LLP Greenbank Court Challenge Way Blackburn			
Post town	Blackburn	Post code	BB1 5QB
Telephone number (if any)	(01254) 686211		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
Malcolm.Ireland@napthens.co.uk			

NOTES
 The designs and details on this drawing are copyright and must not be reproduced without the written permission of the designer.
 Contractors are to check all sizes and dimensions before setting out any site or shopwork. Any errors or discrepancies to be reported to the designer.
 Do not scale off this drawing.

REVISIONS	DATE
REV A - Plan revised	30/08/16
REV B - Notes added	30/08/16



Red line indicates area of licensable activities /consumption of alcohol

EMERGENCY LIGHTING

- ⊙ 3HR non-Maintained Emergency flush ceiling fitting. Electrician to supply & fit.
- ⊞ New Emergency exit sign. Electrician to supply & fit.
- ⊞ New Exit sign. Electrician to supply & fit.

EMERGENCY LIGHTING
 Fire Alarm to BS 5839 Part 1 & Emergency lighting to BS 5266 as Electrical drawing to be included to Building Control requirements

The proposed music system should be fully integrated with the alarm system so as to ensure that the alarm can be audible above all else.

FIRE ALARM

- ⊙ Manual call point supplied & fitted by electrician.
- ⊙ Smoke detector linked to fire alarm supplied & fitted by electrical contractor.
- ⊙ Heat detector linked to fire alarm supplied & fitted by electrical contractor.
- Fire alarm sounder supplied & fitted by electrician
- Vapour proof 3HR maintained emergency light. Electrician to supply & fit.
- ⊞ 3HR emergency wall mounted bulkhead fitting supplied & fitted by electrical contractor.
- ⊞ Decorative emergency flush ceiling fitting supplied by client fitted by electrical contractor.
- ⊞ New fire alarm sounder and beacon supplied & fitted by electrical contractor.
- ⊞ Danco 30 minute fire resistant door fitted with smoke seals and self closing device
- ⊞ Fire Door Keep Shut
- ⊞ Fire Door Keep Locked Shut
- ⊞ FIRE PRECAUTIONS Indicates position of 13A water based fire extinguisher
- ⊞ Indicates position of CO2 Fire Extinguisher
- ⊞ Indicates position of 6 Litre Wet Chemical Fire Extinguisher
- ⊞ Fire Blanket.

GENERAL NOTES

All fire doors to be fitted with automatic self-closing devices. Door frames to be rebated & fitted with suitable intumescent strips & smoke seals.
 Vision panels within fire doors to have suitable F.R. rated glazing installed within intumescent beading.
 All doors on escape routes to be either kept unlocked during opening hours or fitted with push-bar opening devices to BS EN 1125 1997 & fitted with 'PUSH BAR TO OPEN' signs
 Any input/extract ventilation ductwork to have suitable fire dampers as per specialists details.

DRAWING DESCRIPTION
LICENSING PLAN

JOB TITLE
THE ROYAL HOTEL HEYSHAM

CLIENT
THWAITES BREWERY

DRAWN BY MB	SCALE 1:100@A1
DATE AUGUST 2016	DRAWING NO. 1724/45
CHECKED	REVISION B

John Dixon & Associates Ltd,
 Hollinwood Business Centre,
 Albert Street,
 Oldham,
 OL8 3QL.
 TEL : 0161 682 0964
 FAX : 0161 683 4106
 E-MAIL : info@johndixon.co.uk
 WEB : www.jda-design.com

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted



Governance
Licensing Section
Town Hall
Dalton Square
Lancaster
LA1 1PJ

LANCASTER
CITY COUNCIL

Tel: (01524) 582000
email: licensing@lancaster.gov.uk

Premises Licence

LAPLWA0329

Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Royal Hotel (The)

Main Street, Heysham, Lancashire, LA3 2RN.

Telephone 01524 859298

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of live music
- any playing of recorded music
- provision of late night refreshment
- the supply of alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
E. Performance of live music (Indoors & Outdoors)	Monday-Saturday	12:00	00:00
	Sunday	12:00	23:30
F. Playing of recorded music (Indoors)	Monday-Saturday	12:00	00:00
	Sunday	12:00	23:30
I. Late night refreshment (Indoors)	Monday-Saturday	23:00	00:30
	Sunday	23:00	00:00
J. Supply of alcohol for consumption ON and OFF the premises	Monday-Saturday	10:00	00:00
	Sunday	10:00	23:30

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday-Saturday	10:00	01:00
Sunday	10:00	00:00

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- J. Supply of alcohol for consumption ON and OFF the premises



Governance
Licensing Section
Town Hall
Dalton Square
Lancaster
LA1 1PJ



Tel: (01524) 582000
email: licensing@lancaster.gov.uk

Premises Licence

LAPLWA0329

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

Daniel Thwaites Plc
Star Brewery, Penny Street, Blackburn, BB1 6HL.
Telephone 01254-686868

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

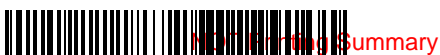
Daniel Thwaites Plc 51702

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Joseph Harry WALKER
Royal Hotel, Main Street, Heysham, Lancashire, LA3 2RN.

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL

Licence No. RM0800 Issued by





Governance
Licensing Section
Town Hall
Dalton Square
Lancaster
LA1 1PJ

LANCASTER
CITY COUNCIL

Tel: (01524) 582000
email: licensing@lancaster.gov.uk

Premises Licence

LAPLWA0329

ANNEXES

Embedded Conditions

On New Year's Eve alcohol may be sold from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, 00.00 hours (midnight) on 31st December)

Credit Sales

Alcohol shall not be sold or supplied unless it is paid for before or at the time when it is sold or supplied, except alcohol sold or supplied with and for consumption at a meal supplied at the same time, consumed with the meal and paid for together with the meal

Supper Hours Certificate (s68)

Alcohol may be sold or supplied for one hour following the hours set out above and on Christmas Day, between 15.00 hours and 19.00 hours to persons taking table meals in the premises in a part of the premises usually set apart for the service of such persons and for consumption by such a person in that part of the premises as an ancillary to his meal. For other purposes or in other parts of the premises the hours set out above shall continue to apply

WITH Children's Certificate

No person under fourteen shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:

1. He is the child of the holder of the premises licence.
 2. He resides in the premises, but is not employed there.
 3. He is in the bar solely for the purpose of passing to or from some part of the premises which is not a bar and to or from which there is no other convenient means of access or egress.
 4. The bar is in premises constructed, fitted and intended to be used bona fide for any purpose to which the holding of the licence is ancillary.
 5.
 - a) He is in an area shown on the plan attached to the licence
 - b) Meals and non-alcoholic beverages are available for sale for consumption in that area.
- a) He is in the company of a person aged 18 or over.
- b) He is there:
- (i) prior to 21.00 hours; or
 - (ii) between 21.00 hours. and 21.30 hours where he or the said person is consuming a meal purchased before 21.00 hours

In this condition "bar" includes any place exclusively or mainly used for the consumption of intoxicating liquor. But an area is not a bar when it is usual for it to be, and it is, set apart for the service of table meals and alcohol is only sold or supplied to persons as an ancillary to their table meals

Mandatory Conditions where the licence authorises the sale of alcohol

- 1 No supply of alcohol may be made under the premise licence -



Governance
Licensing Section
Town Hall
Dalton Square
Lancaster
LA1 1PJ



Tel: (01524) 582000
email: licensing@lancaster.gov.uk

Premises Licence

LAPLWA0329

- (a) at a time when there is no designated premise supervisor in respect of the licence, or
- (b) at a time when the designated premise supervisor does not hold a personal licence, or his licence has been suspended.

2 The supply of alcohol under a premises licence must be made or authorised by a person who holds a personal licence.

Irresponsible Drinks Promotions - Mandatory Conditions

3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises-
- (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).



Governance
Licensing Section
Town Hall
Dalton Square
Lancaster
LA1 1PJ



Tel: (01524) 582000
email: licensing@lancaster.gov.uk

Premises Licence

LAPLWA0329

4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

Age Verification Policy - Mandatory Condition

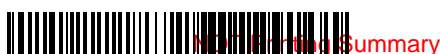
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either -
- (a) a holographic mark, or
 - (b) an ultraviolet feature.

Availability of different Measures - Mandatory Condition

6. The responsible person must ensure that:
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures -
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

Mandatory condition where Door Supervisors are provided

All individuals who carry out security activities must be licensed by the Security Industry Authority (SIA)





Governance
Licensing Section
Town Hall
Dalton Square
Lancaster
LA1 1PJ



Tel: (01524) 582000
email: licensing@lancaster.gov.uk

Premises Licence

LAPLWA0329

Alcohol Pricing

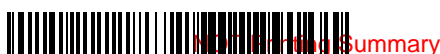
1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
2. For the purpose of the condition set out in paragraph 1-

- (a) "duty" is to be construed in accordance with the Alcohol Liquor duties Act (1979)
- (b) "permitted price" is the price found by applying the formula -

$$P=D + (D \times V)$$

Where-

- (i) P is the permitted price
 - (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) "relevant person" means, in relation to premises in respect of which there is in force a premise licence -
- (i) The holder of the premise licence
 - (ii) The designated premise supervisor (if any) in respect of such a licence, or
 - (iii) The personal licence holder who makes or authorises a supply of alcohol under such a licence.
- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question: and
- (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
 4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph (2) on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.





Governance
Licensing Section
Town Hall
Dalton Square
Lancaster
LA1 1PJ



Tel: (01524) 582000
email: licensing@lancaster.gov.uk

Premises Licence

LAPLWA0329

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day

Offered Conditions

1. A personal licence holder shall normally be on the premises at all times during which intoxicating liquor is being sold or supplied to customers or consumed by customers, except in the case of an emergency
2. Whenever the designated premises supervisor is not at the premises another personal licence holder will be nominated by the designated premises supervisor as being the responsible person to manage the premises and will have the contact details of the designated premises supervisor. The details of such person to be on prominent display outside the premises
3. Any person who looks or appears to be under the age of 18 shall be asked to provide identification that they are over the age of 18. The following are the only forms of identification acceptable: UK photo driving licence; Passport; PASS card (proof of age standards scheme)
4. Any outside area, which is used for the consumption of alcohol, shall cease to be so used at 23.30 hours
5. The provision of off-sales to terminate at 23.00 hours
6. Live music outdoors will only take place until 19.00 hours
7. There may be a cigarette machine and two Gaming Machines in full view of the bar and outside the area of the Children's Certificate otherwise there will be no adult entertainment services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Operating schedule

a) General - all four licensing objectives (b,c,d,e)

All staff and management will be trained in the promotion of the four licensing objectives.

b) The prevention of crime and disorder

No irresponsible drinks promotions.

All members of staff concerned with the sale of alcohol to be trained with regard to the sale of alcohol and under 18s.

Will join the local Pubwatch scheme when initiated.

c) Public safety

Daily safety audit to be carried out.

Fire extinguishers on the premises.



Governance
Licensing Section
Town Hall
Dalton Square
Lancaster
LA1 1PJ



Tel: (01524) 582000
email: licensing@lancaster.gov.uk

Premises Licence

LAPLWA0329

Fire exits clearly signed.
Fire escapes.
Smoke alarms/heat detectors.

d) The prevention of public nuisance

Sign placed above the door asking customers to leave quietly.
Calling taxis for customers to ensure they are moved off the premises quickly and quietly.
Outside areas are not to be used for live music after 7.00pm.

e) The protection of children from harm

Premises are a user of "Prove It" scheme.





Governance
Licensing Section
Town Hall
Dalton Square
Lancaster
LA1 1PJ

LANCASTER
CITY COUNCIL

Tel: (01524) 582000
email: licensing@lancaster.gov.uk

Premises Licence Summary

LAPLWA0329

Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Royal Hotel (The)

Main Street, Heysham, Lancashire, LA3 2RN.

Telephone 01524 859298

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of live music
- any playing of recorded music
- provision of late night refreshment
- the supply of alcohol

THE TIMES THE LICENCE AUTHORIZES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
E. Performance of live music (Indoors & Outdoors)	Monday-Saturday	12:00	00:00
	Sunday	12:00	23:30
F. Playing of recorded music (Indoors)	Monday-Saturday	12:00	00:00
	Sunday	12:00	23:30
I. Late night refreshment (Indoors)	Monday-Saturday	23:00	00:30
	Sunday	23:00	00:00
J. Supply of alcohol for consumption ON and OFF the premises	Monday-Saturday	10:00	00:00
	Sunday	10:00	23:30

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday-Saturday	10:00	01:00
Sunday	10:00	00:00





Governance
Licensing Section
Town Hall
Dalton Square
Lancaster
LA1 1PJ



Tel: (01524) 582000
email: licensing@lancaster.gov.uk

Premises Licence Summary

LAPLWA0329

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- J. Supply of alcohol for consumption ON and OFF the premises

NAME, (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE

Daniel Thwaites Plc
Star Brewery, Penny Street, Blackburn, BB1 6HL.

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

Daniel Thwaites Plc 51702

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Joseph Harry WALKER

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED



LANCASTER CITY COUNCIL

LICENSING ACT 2003 AND THE LICENSING ACT 2003 (HEARINGS)
REGULATIONS 2005

NOTICE OF HEARING

To: The Applicant: Daniel Thwaites Plc

Other Persons Mrs K Gregson
Jonathan King
Alan & Susan Lyons
Sandra & Kenneth Marsden
Jim Pilkington
Miss E Roberts
Major Brian Street
Mrs L Warner

THE LANCASTER CITY COUNCIL, AS LICENSING AUTHORITY, HEREBY GIVES YOU NOTICE that a hearing before a Sub-Committee of the Licensing Act Committee to consider relevant representations in respect of an application under Section 34 of the Licensing Act 2003 in respect of premises known as **The Royal Hotel, Main Street, Heysham**, will take place on the **10th November 2016** at Morecambe Town Hall, commencing at 10.30 a.m.

AND TAKE NOTICE THAT each party as listed above is required to give to the Licensing Authority by no later than five working days before the day of the hearing a notice in writing stating whether that party intends to attend or be represented at the hearing, and whether he or she considers a hearing to be unnecessary.

AND TAKE NOTICE THAT if a party wishes any other person (other than the person he/she intends to represent him at the hearing) to appear at the hearing, the notice given by that party and referred to in the preceding paragraph must contain a request for permission for such other person to appear at the hearing, and must set out details of the name of that person and a brief description of the point or points on which that person may be able to assist in connection with the matter to be considered by the Sub-Committee.

GIVEN this day 21st October 2016 by the Lancaster City Council as Licensing Authority.

INFORMATION TO ACCOMPANY NOTICE OF HEARING

1. Right of attendance, assistance and representation

A party may attend the hearing and may be assisted or represented by any person, whether or not that person is legally qualified.

The hearing will generally take place in public. However, the Sub-Committee may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking part in public. In such circumstances, a party and any person assisting or representing a party may be treated as a member of the public. The Sub-Committee will exclude the public (and the parties and their representatives) during the decision making process.

The Sub-Committee may require any person attending the hearing who in its opinion is behaving in a disruptive manner to leave the hearing, and may refuse to permit that person to return, or permit him to return only on such conditions as the Sub-Committee may specify. However, such a person may, before the end of the hearing, submit to the Sub-Committee in writing any information which he would have been entitled to give orally had he not been required to leave.

2. Representations and Supporting Information

At the hearing a party shall be entitled to:

- (a) Give further information as applicable in response to a point upon which notice has been given to that party that clarification is required. (Note – if such clarification is required from a party this will have been indicated in the Notice of Hearing).
- (b) Question any other party, but only if given permission by the Sub-Committee; and
- (c) Address the Sub-Committee

3. Failure of Parties to attend the Hearing

If a party has given notice that he does not intend to attend or be represented at a hearing, the hearing may proceed in his absence.

If a party who has not so indicated fails to attend or be represented at a hearing, the Sub-Committee may, where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or hold the hearing in the party's absence. If the hearing proceeds in a party's absence, the Sub-Committee will consider and give appropriate weight to the application, representation or notice given by that party in their absence.

4. Representations and Evidence

A party who wishes to rely on information or documentary evidence that has not been submitted in advance of the issue of the Notice of Hearing should ensure that such information or evidence, together with sufficient copies for all the parties, is submitted to the Licensing Manager as soon as possible before the day of the hearing.

Parties are reminded that documentary or other information submitted on the day of the hearing may only be taken into account with the consent of all the other parties.

A party who wishes to produce audio/visual evidence should make such evidence available as soon as practical, and should give a minimum of two clear working days notice to the Licensing Manager to facilitate arrangements for the appropriate equipment to be available at the hearing.

5. Procedure

A summary of the procedure that will normally be followed at the hearing is enclosed.

It should be noted that this is a general procedure intended to cover matters that will normally be applicable at all hearings.

However, depending on the circumstances of each individual case, it is recognised that other issues may need to be considered as preliminary points at the hearing. These may include (but are not limited to):

- Whether to proceed in the absence of a party
- Whether to admit new documents/information submitted at the hearing
- Whether it is in the public interest to exclude members of the public from the hearing or any part of the hearing (other than the decision making process)
- Whether any party wished to withdraw representations previously submitted

6. Special Needs

Any person who intends to attend a hearing and who has special needs, for example in connection with access, language, hearing or vision, should inform the Licensing Manager as soon as practical prior to the day of the hearing, so that appropriate provision or arrangements may be made.

PROCEDURE TO BE FOLLOWED AT HEARINGS TO WHICH THE LICENSING ACT 2003 (HEARINGS) REGULATIONS 2005 APPLY

1. The Chairman will introduce the Members and the Legal Adviser and Democratic Support Officer.
2. The Chairman will ask the parties to introduce themselves and any persons with them.
3. The Chairman will confirm that there is no reason why any of the three sub-committee Members should not participate in this matter.
4. The Chairman will confirm that this is a discussion led by the authority, that any questions should generally be put through the Chairman, and that cross-examination will only be permitted if the Sub-Committee considers that it is necessary.
5. The Chairman will ask the parties if they have any requests to cross-examine, and such requests will be considered by the Sub-Committee.
6. The Sub-Committee will consider any requests from the parties for permission for another person to appear at the hearing.
7. The Chairman will explain to the parties that the procedure to be followed will be the published one (unless the circumstances of the case require the normal procedures to be varied) – that is,
 - that the Licensing Manager (or his representative) will introduce the details of the application, the reason for the hearing, and the documentation,
 - that each party making representations will address the sub-committee in turn and will call other persons where permission has been given
 - that the applicant/licence holder will present his case and will call other persons where permission has been given
 - that Members may ask questions of all parties and persons
 - that questions from the parties must be directed through the Chairman unless cross-examination has been permitted under 4 above
 - that all parties will have the opportunity to make a closing statement, with the applicant/licence holder having the final word
 - that the Sub-Committee will withdraw to make its decision and formulate the reasons for the decision in private, and will ask its Legal Adviser and the Democratic Support Officer to join it in order to assist in documenting the decision and the reasons, or to provide clarification on any point. The decision will be announced in public and confirmed in writing. (In certain circumstances, the decision may not be made on the same day as the hearing). In the event that the Legal Adviser has been asked for clarification on any point then the point raised and the advice given will be declared to all parties.
8. The Chairman will indicate the maximum period of time each party will be allowed in which to present their case, and will seek comments from the parties before the Sub-Committee makes its final indication on this point.
9. The hearing will then proceed following the procedure in 7 above. The Chairman will arrange for reasonable comfort breaks throughout the hearing.