PART 3 – RESPONSIBILITY AND FUNCTIONS

TERMS OF REFERENCE – LICENSING SUB-COMMITTEE

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COMMITTEE	**LICENSING SUB-COMMITTEE**
MEMBERSHIP	4 Members of the Licensing Committee (see Operating Protocol 2 below)
LEAD OFFICER	Licensing Officer(s)/Director of Legal & Governance
COMMITTEE REPORTING	Licensing Committee

1. TERMS OF REFERENCE

Licensing Act 2003

1. To determine applications for Premises Licences and Club Premises Certificates where representations are made by an Interested Party or a Responsible Authority.

2. To determine applications to vary Premises Licences and Club Premises Certificates where representations are made by an Interested Party or a Responsible Authority.

3. To determine applications to transfer Premises Licences where the Chief Officer of Police gives notice that granting an application would undermine the crime prevention objective.

4. To determine applications for reviews of Premises Licences and Club Premises Certificates.

5. To determine reviews of Premises Licences where a Closure Order has come into force and where notice has been received of a Magistrates' Court Determination.

6. To determine applications for Provisional Statements where representations are made by an Interested Party or a Responsible Authority.

7. To determine applications to vary a Designated Premises Supervisor where the Chief Officer of Police gives notice that granting an application would undermine the crime prevention objective.

8. To determine Interim Authority Notices where the Chief Officer of Police gives notice that failure to cancel any notice will undermine the crime prevention objective.

9. To consider Objection Notices given by the Chief Officer of Police in respect of Temporary Event Notices and determine if a Counter Notice is to be issued to the applicant.

10. To determine applications for Personal Licences where the Chief Officer of Police gives an Objection Notice that granting an application would undermine the crime prevention objective.

11. To determine applications for renewals of Personal Licences where the Chief Officer of Police gives an Objection Notice that granting an application would undermine the crime prevention objective.

12. To determine Objection Notices given by the Chief Officer of Police where a Personal Licence holder has been convicted during the application period of a Relevant or Foreign Offence after the grant or renewal of a Personal Licence.

13. The determination of requests for film exhibitions at a classification that differs from that granted by the British Board of Film Classification (including the viewing of such films).

Gambling Act 2005

14. Determination of applications for the following matters where objections have been received and not withdrawn:

    (a) premises licences;

    (b) variation to licences;

    (c) transfers of licences;

    (d) provisional statements;

    (e) club gaming / club machine permits.

15. Determination of applications or decisions on the following matters:

    (f) review of premises licences;

    (g) cancellation of club gaming / club machine permits;

    (h) giving a counter notice to a temporary use notice.

Other Licensing Functions

16. The determination of applications for sex establishments where an objection has been received to the grant, renewal or transfer of the licence.

17. The determination of applications for Hackney Carriage and Private Hire Drivers' Licences where the applicant has unspent convictions or endorsements exceeding six points accrued on his/her Driving Licence or where the applicant is aggrieved at a decision to refuse the grant of a Drivers Licence on medical grounds.

18. The determination of applications for Charitable Collections (Street and House to House Collections), the Registration of Society Lotteries and Temporary Road Closures (for special events) where an objection has been received to the grant of a licence, permit or registration.

19. To determine licence applications under the Scrap Metal Dealer Act 2013 where the Officers acting under delegated powers are minded to refuse the application and representations have been received.

20. To revoke or vary licence applications under the Scrap Metal Dealer Act 2013 where representations have been received.

PART 3 – RESPONSIBILITY AND FUNCTIONS

2. OPERATING PROTOCOL

1 The Sub-Committee will meet in accordance with arrangements determined by the Council.

2 The Sub-Committee will be constituted to deal with matters which require a hearing under the relevant legislation. The membership of each Licensing Sub-Committee meeting comprises of four Members drawn from the membership of the Licensing Committee. A quorum shall be three**.**

3 All members of the Committee shall have received appropriate and regular training on licensing matters.

4 In all other respects and as appropriate, the Council and Committee Procedure Rules will apply.