



Agenda

Licensing Sub-Committee

Thursday, 20 January 2022 at 12.00 pm
Council Chamber - Town Hall

Membership (Quorum – 3)

Cllrs Barber, Gelderbloem and Laplain

Agenda

Item	Item	Wards(s) Affected	Page No
	Live broadcast		
	Live broadcast to start at 12pm and available for repeat viewing.		
	Contents		
1.	Appointment of Chair		
2.	Administrative Function Members are respectfully reminded that, in determining the matters listed below, they are exercising an administrative function with the civil burden of proof, i.e. 'on the balance of probabilities'. The matter will be determined on the facts before the Sub-Committee and the rules of natural justice will apply.		
3.	Determination of Objection to Temporary Event Notices - The Library Bar & Restaurant High Street, Ingatestone CM4 9DU	Ingatestone, Fryerning and Mountrising	5 - 60

A handwritten signature in black ink, reading "Jonathan Stephenson", is centered at the top of the page. The signature is written in a cursive style with a horizontal line crossing through the middle of the letters.

Jonathan Stephenson
Chief Executive

Town Hall
Brentwood, Essex
12.01.2022

Information for Members

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

Rights to Attend and Speak

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

Information for Members of the Public

Access to Information and Meetings

You have the right to attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published.

Dates of the meetings are available at www.brentwood.gov.uk.

Guidelines on filming, photography, recording and use of social media at council and committee meetings

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of

these activities, in their opinion, are disrupting proceedings at the meeting.

 **Private Session**

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

 **modern.gov app**

View upcoming public committee documents on your Apple or Android device with the free modern.gov app.

 **Access**

There is wheelchair access to the meeting venue from the Main Entrance. If you do wish to attend this meeting, please contact the clerk should you have specific accessibility needs. There is an induction loop in the meeting room.

 **Evacuation Procedures**

Evacuate the building using the nearest available exit and congregate at the assembly point in the Car Park.

20 January 2022	ITEM:
Licensing Sub-Committee	
DETERMINATION OF OBJECTION TO TEMPORARY EVENT NOTICES.	
Report of: Dave Leonard, Licensing Officer	
Wards and communities affected: Ingatestone, Fryerning & Mountnessing	Key Decision: Non-key
This report is public	
<i>If the report, or a part of this, has been classified as being either confidential or exempt by reference to the descriptions in Schedule 12A of the Local Government Act 1972, it is hereby marked as being not for publication. The press and public are likely to be excluded from the meeting during consideration of any confidential or exempt items of business to which the report relates.</i>	
Date of notice given of exempt or confidential report: not applicable	
Purpose of Report: To determine an objection from Environmental Health for two Temporary Event Notices.	

EXECUTIVE SUMMARY

An objection has been received from Environmental Health Officer, Mr Allan Wright, with regards to two Temporary Event Notices (TENs) submitted in relation to private hire party events to be held at The Library Bar & Restaurant High Street, Ingatestone CM4 9DU on Saturday 29 January 2022 & Sunday 30 January 2022 and Saturday 5 February 2022 & 6 February 2022. The objection relates to the prevention of public nuisance licensing objective.

1. RECOMMENDATIONS:

1.1 That the Sub-Committee

a) Considers this report and appendices together with any oral submissions at the hearing and determines the application for the objection of a Temporary Event Notice.

2. INTRODUCTION AND BACKGROUND:

- 2.1 Section 104 (2) Licensing Act 2003, allows the Police or Environmental Health to object to a Temporary Event Notice if they believe that allowing the premises to be used in accordance with a Temporary Event Notice will undermine one or more of the licensing objectives.
- 2.2 The licensing objectives are:
- The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm.
- 2.3 The Licensing Department received a Temporary Event Notice on 10 January 2022 from Mr Carrington Longe for a private hire party event to be held on 29 & 30 January 2022. New to this process, Mr Longe's notification had a few flaws. A copy of the TEN, together with a clarifying email, is attached at **Appendix A**.
- 2.4 The TEN relates to a private hire party event to be held at The Library Bar & Restaurant, High Street, Ingatestone CM4 9DU on Saturday, 29 January 2022 from 1900hrs to 0200hrs on Sunday 30 January 2022, for the purposes of the sale by retail of alcohol & the provision of regulated entertainment. Mr Longe is the current designated premises supervisor at The Library Bar & Restaurant.
- 2.5 A letter of acknowledgement of the TEN was sent on 10 January 2022 and a copy is attached at **Appendix B**.
- 2.6 On Wednesday 12 January 2022 the Licensing Department received an objection notice from Environmental Health Officer, Mr Allan Wright, stating that the noise pollution caused would undermine the prevention of public nuisance licensing objectives.
- The Environmental Health team are currently investigating a noise complaint that has been received from a member of the public. The objection notice is attached at **Appendix C**.
- 2.7 No further objection has been received from any other Responsible Authority.
- 2.8 The Licensing Department received a Temporary Event Notice on 11 January 2022 from Mr Carrington Longe for a private hire party event to be held on 5 & 6 February 2022. A copy of the TEN is attached at **Appendix D**.
- 2.9 The TEN relates to a private hire 30th Birthday party event to be held at The Library Bar & Restaurant, High Street, Ingatestone CM4 9DU on Saturday, 5 February 2022 from 1900hrs to 0200hrs on Sunday 6 February 2022, for the purposes of the sale by retail of alcohol and the provision of regulated entertainment and late-night refreshment.

2.10 A letter of acknowledgement of the TEN was sent on 11 January 2022 and a copy is attached at **Appendix E**.

2.11 On Wednesday 12 January 2022 the Licensing Department received an objection notice from Environmental Health Officer, Mr Allan Wright, stating that the noise pollution caused would undermine the prevention of public nuisance licensing objectives.

The Environmental Health team are currently investigating a noise complaint that has been received from a member of the public. The objection notice is attached at **Appendix F**.

2.12 No further objection has been received from any other Responsible Authority.

2.13 To assist the Sub-Committee, a copy of the current Library Bar & Restaurant premises licence, issued on 13 May 2021 (together with OS Maps to better define the location) is attached at **Appendix G**.

3. ISSUES, OPTIONS AND ANALYSIS OF OPTIONS:

3.1 The committee, after considering the objection application, will need to consider what action, if any, to take in order to ensure that the licensing objectives are complied with.

3.2 The power to impose conditions on a TEN is conferred by s106 Licensing Act 2003. This is not a general power to impose conditions and can be exercised only where temporary events are held on premises, or parts of premises, for which a premises licence or Club Premises Certificate is in force and an objection notice is given.

3.3 The following options are available to the Licensing Sub-Committee:

- Allow the Temporary Event Notice as applied for;
- To impose conditions on a TEN as conferred by s106 Licensing Act 2003.
- To reject the Temporary Event Notice as applied for and issue a Counter Notice, which will prevent the event from going ahead.

3.4 The decision made by the Committee will take immediate effect. There is a right of appeal for both the person who has given the TEN and for the relevant person that had submitted the objection notice. However, no appeal may be brought later than 5 working days before the day on which the event period specified in the TEN.

3.5 In determining this application for an objection of the Temporary Event Notice by Environmental Health, the Sub-Committee should have regard to the Council's Statement of Licensing Policy and to the guidance issued by the Secretary of State under s182 of the Licensing Act 2003.

- 3.6 The Sub-Committee are advised that the hearing is of a quasi-judicial nature and representations from all parties both written and verbal will form part of matters that are to be considered. Findings on issues of fact should be on the balance of probability.
- 3.7 The Sub-Committee are advised that the final decision should be based on the individual merits of the application & findings of fact made at the hearing.

4. REASONS FOR RECOMMENDATION:

- 4.1 These are the options available to the Sub-Committee

5. CONSULTATION (including Overview and Scrutiny, if applicable)

- 5.1 Copies of both objections have been served on the premises user.

6. IMPACT ON CORPORATE POLICIES, PRIORITIES, PERFORMANCE AND COMMUNITY IMPACT

- 6.1 The Council has a duty under Section 17 of the Crime & Disorder Act 1998 to do all that it reasonably can to prevent:
- (a) crime and disorder in its area (including anti-social behaviour and other behaviour adversely affecting the local environment), and;
 - (b) the misuse of drugs, alcohol and other substances in its areas.

In considering this duty the Sub-Committee should have due regard to the Licensing Act 2003, the Guidance issued by the Secretary of State under Section 182 of the Act and the Council's own Statement of Licensing Policy.

The Licensing Sub-Committee is of a quasi-judicial nature and whilst the Licensing Committee should ensure equality of treatment for all groups in the granting of licences, due regard should be given to its responsibility to promote the licensing objectives and its duties under Section 17 of the Crime and Disorder Act 1998. This includes full consideration of the need to prevent crime and disorder, ensure public safety, the prevention of public nuisance and the protection of children from harm. Where it finds that the need to comply with those duties is reasonably inferred, it must determine the application appropriately.

BACKGROUND PAPERS USED IN PREPARING THIS REPORT (include their location and identify whether any are exempt or protected by copyright):

- The Licensing Act 2003
- The Secretary of State's Guidance issued under section 182 Licensing Act 2003
- Brentwood Borough Council's Statement of Licensing Policy

APPENDICES TO THIS REPORT:

Appendix A - Temporary Event Notice Application (29 & 30 January 2022)

Appendix B - Letter of Acknowledgement

Appendix C - Notice of Objection from Allan Wright (Environmental Health)

Appendix D - Temporary Event Notice Application (5 & 6 February 2022)

Appendix E - Letter of Acknowledgement

Appendix F - Notice of Objection from Allan Wright (Environmental Health)

Appendix G – Library Bar & Restaurant Premises Licence & OS Maps

Report Author Contact Details:

Name: Dave Leonard

Telephone: 01277 312523

E-mail: dave.leonard@brentwood.gov.uk

This page is intentionally left blank

DETERMINATION OF OBJECTION TO TEMPORARY EVENT NOTICE

LIBRARY BAR & RESTAURANT, HIGH ST, INGATESTONE CM4 9DU

Saturday 29 January 2022 & Sunday 30 January 2022

APPENDIX A

Temporary Event Notification

29th & 30th January 2022

&

Email Clarification (Carrington Longe)

From: Caz Longe [REDACTED]
Sent: 10 January 2022 19:16
To: Dave Leonard; caz longe
Subject: Temporary Event Notice Application

Hi Dave

In respect to the TEN application please amend with the following:

1. Event for just the 29th Jan end ending 2am on the 30th January.
2. To clarify the Licensable Activities are
 - A. The sale by retail alcohol
 - B. The provision of regulated entertainment
3. And finally the full address is
Library bar and restaurant
High street ingatestone cm4 9du
4. A separate TEN will be submitted for the event on the 5th of February.

Many thanks
Mr Longe

[Click here to report this email as spam.](#)

Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex. CM15 8AY. This email (including any attachments) is intended only for the recipient(s) named above. It may contain restricted or privileged information and should not be read, copied or otherwise used by any other person unless express permission is given. If you are not a named recipient, please contact the sender and delete the email from the system. It is the recipient's responsibility to ensure that appropriate measures are in place to check for software viruses. We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to www.brentwood.gov.uk/privacy.

Temporary Event Notice

Reference: TEN391829811

Please Note: You must provide payment for this licence after completing the form. You do this online. After clicking the submit button at the end of the form you will be taken to our secure online payment website. You can then make the required payment using either a credit or a debit card.

Cost of Application: £21.00

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

Personal Details of Premises User

Title: Mr.

First name(s): Carrington

Surname: Longe

Date of birth:

Place of birth:

National Insurance Number:

Do you have any previous or maiden names?: No

Forenames:

Surname:

Current Address

Flat number (if any)

House number/name

Road name

Town

County

Post Code

Email address:

Daytime telephone number:

Evening telephone number:

Mobile telephone number:

Would you like to use an alternative address to the one given above for correspondence?: No

The Premises

Are you able to provide a postal address for the premises where you intend to carry out the licensable activities?: Yes

Premises Address

Flat number (if any)

House number/name 25

Road name High Street

Town Ingatestone

County Essex

Post Code CM4 9DU

If not, please provided a detailed description and Ordnance Survey references

Premises Ordnance Survey map reference:

Address Description:

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?: Yes

If yes, which: Premises Licence

Please enter the necessary information below

Premises Licence number: PRM_0198

Club Premises Certificate number:

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a brief description and details. Please describe the nature of the premises.

Please describe the nature of the premises:

COCKTAIL BAR
RESTAURANT
PRIVATE EVENT HIRE

Please describe the nature of the event:

Private Hire for Birthday Party on 29th Jan
Private Hire for Birthday Party on 5th Feb

Licensable Activities

Please state the licensable activities that you intend to carry on at the premises for

The sale by retail of alcohol

Are you giving a late temporary event notice?:No

Please state the dates on which you intend to use these premises for licensable activities. The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours (7 days).

29th of January

5th of February

Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock).

7pm to 2am

Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers.

40

If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both: On the premises only

Personal Licence Holders

Do you currently hold a valid Personal Licence?: Yes

Please provide the details of your personal licence below

Issuing licensing authority: BRENTWOOD

Licenc number: PSL1108

Date of issue: 02/04/2021

Any further relevant details:

Previous Temporary Event Notices

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?: No
Please state the number of temporary event notices you have given for events in that same calendar year?:

Have you already given a temporary event notice for the same premises in which the event period

a) Ends 24 hours or less before?: No

or

b) Begins 24 hours or less after the event period proposed in this notice?: No

Associate and Business Colleagues

Has any associate of yours given a temporary event Nothing selected notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?: No
Please state the total number of temporary event notices your associate(s) have given for events in the same calendar year:

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before?: No

or

b) Begins 24 hours or less after the event period proposed in this notice?: No

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?: No

Please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year:

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before?: No

or

b) Begins 24 hours or less after the event period proposed in this notice?: No

Condition

It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

Declaration

The information contained in this form is correct to the best of my knowledge and belief.

I UNDERSTAND THAT IT IS AN OFFENCE

(i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale and

(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000 or to imprisonment for a term not exceeding six months, or to both.

I agree

Full name: Carrington Longe

Date: 10/01/2022

National Fraud Initiative

The Council is under a duty to protect the public funds it administers and may use or share the information it holds about you for the prevention and detection of fraud, and to aid the administration of other Council services. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.brentwood.gov.uk/nfi

This form is to be used to serve a Standard Temporary Event Notice. It must be served at least 10 working days prior to the event, not including date of event, date of service or Bank Holidays.

This page is intentionally left blank

DETERMINATION OF OBJECTION TO TEMPORARY EVENT NOTICE

LIBRARY BAR & RESTAURANT, HIGH ST, INGATESTONE CM4 9DU

Saturday 29 January 2022 & Sunday 30 January 2022

APPENDIX B

Letter of Acknowledgement

10th January 2022



Mr Carrington Longe

Date: 10th January 2022
Our Reference: 22/00002/LATEMP

Dear Mr Carrington Longe,

Licensing Act 2003 - Temporary Event Notice:
Library Bar And Restaurant High Street Ingatestone Essex CM4 9DU
EVENT on the 29th January 2022
EVENT to the 30th January 2022
ACTIVITIES: Sale by Retail of Alcohol
Regulated Entertainment

TIMES: 19:00 - 02:00
LOCATION: Library Bar And Restaurant
COMMENTS: Private Birthday Party
CAPACITY: 40

I am writing to acknowledge the receipt of the Temporary Event Notice for the above premise received in this department on 10th January 2022

The fee of £21 has been receipted and paid with thanks.

If the Police or Environmental Health believe that allowing the premises to be used in accordance with the TEN will undermine the licensing objectives, they must give the premises user and the licensing authority an objection notice within the period of three working days following the day on which they received the TEN.

You will need to display a copy of this acknowledgment in a prominent position at the premises. It is your responsibility as the applicant to do this.

If the Acknowledgment letter is not displayed a constable or authorised officer may require the premises user or nominated person to produce a copy of it. A constable or authorised officer may, at any reasonable time, enter the premises to which a TEN relates. A person commits an offence if he/she fails, without reasonable excuse, to produce either a copy of the Temporary Event Notice or acknowledgment letter upon request, or intentionally obstructs an authorised officer exercising these powers.

A Temporary Event Notice maybe withdrawn by the premises user, giving the Licensing Authority no less than 24 hours' notice before the beginning of the temporary event. Should you cancel an event, but fail to withdraw the notice, the TEN will still count towards the limited number available per premises and applicant.

Where a Temporary Event Notice acknowledged by the Licensing Authority is lost, stolen, damaged or destroyed, the premises user may apply to the Licensing Authority for a copy of the notice. Any such application must be accompanied by the prescribed fee of £10.50.

We have also attached at page 2 some safety guidance from our Health and Safety team around bouncy castles, should you be considering use of them at this event.

Should you have any queries with regard to the above, please do not hesitate to contact this office.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dave Leonard', with a stylized flourish at the end.

Dave Leonard
Licensing Officer



Bouncy castles and other play inflatables: Safety Advice

Serious incidents have occurred where inflatables have collapsed or blown away in windy conditions.

Simple precautions can help you avoid serious incidents, whether you supply or buy bouncy castles and inflatables, are hiring one for an event, or operate them.

Health and safety law applies to the supply, hire and use of inflatables for commercial purposes. It does not apply to private, domestic buyers and users.

The Health and Safety Executive have produced guidance that applies to inflatables devices used both outside and inside.

If you are intending to have a bouncy castle or a play inflatable at your event you need to have regard to the guidance which can be found using the following link:-

<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

The guidance details what you should do before you hire or buy a device and how it should be set up and used at the event. It is important to note that the guidance states:-

'When the inflatable is being operated outside, use an anemometer to measure the wind speed at regular intervals. If one of these is not available, the inflatable should not be operated outside.'

*'Do **not** use smartphone weather applications to measure wind speed as they do not take localised wind conditions into account'*

You need to ensure that you make suitable arrangements for the safe use of any bouncy castle or other play inflatable at your event.

This page is intentionally left blank

DETERMINATION OF OBJECTION TO TEMPORARY EVENT NOTICE

LIBRARY BAR & RESTAURANT, HIGH ST, INGATESTONE CM4 9DU

Saturday 29 January 2022 & Sunday 30 January 2022

APPENDIX C

Notice of Objection from Mr Allan Wright

Environmental Health Officer

12th January 2022

MEMO

From Mr Allan Wright

To: Licensing

Our ref 22/000047/LITEN

Your ref

cc

Date 12th January 2022

Location	Library Bar And Restaurant, High Street, Ingatestone, Essex
Details	<p>Please describe the nature of the premises: COCKTAIL BAR RESTAURANT PRIVATE EVENT HIRE</p> <p>Please describe the nature of the event: Private Hire for Birthday Party on 29th Jan Private Hire for Birthday Party on 5th Feb</p> <p>Licensable Activities Please state the licensable activities that you intend to carry on at the premises fo:r The sale by retail of alcohol</p> <p>Are you giving a late temporary event notice?: No</p> <p>Please state the dates on which you intend to use these premises for licensable activities. The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours (7 days). 29th of January 5th of February</p> <p>Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). 7pm to 2am</p> <p>Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. 40</p>

Environmental Health would like to **object** to this application on the grounds of noise pollution.

This service is currently investigating a noise complaint that has been received from a member of the public.

A.P. Wright

Mr Allan Wright
Environmental Health Technician

This page is intentionally left blank

DETERMINATION OF OBJECTION TO TEMPORARY EVENT NOTICE

LIBRARY BAR & RESTAURANT, HIGH ST, INGATESTONE CM4 9DU

Saturday 5 February 2022 & Sunday 6 February 2022

APPENDIX D

Temporary Event Notification

5th & 6th February 2022

Temporary Event Notice

Reference: TEN392184682

Please Note: You must provide payment for this licence after completing the form. You do this online. After clicking the submit button at the end of the form you will be taken to our secure online payment website. You can then make the required payment using either a credit or a debit card.

Cost of Application: £21.00

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

Personal Details of Premises User

Title: Mr.

First name(s): carrington

Surname: longe

Date of birth: [REDACTED]

Place of birth: [REDACTED]

National Insurance Number: [REDACTED]

Do you have any previous or maiden names?: No

Forenames:

Surname:

Current Address

Flat number (if any)

House number/name [REDACTED]

Road name [REDACTED]

Town [REDACTED]

County [REDACTED]

Post Code [REDACTED]

Email address: [REDACTED]

Daytime telephone number: [REDACTED]

Evening telephone number:

Mobile telephone number:

Would you like to use an alternative address to the one given above for correspondence?: No

The Premises

Are you able to provide a postal address for the premises where you intend to carry out the licensable activities?: Yes

Premises Address

Flat number (if any)

House number/name Library Bar And Restaurant

Road name High Street

Town Ingatestone

County Essex

Post Code CM4 9DU

If not, please provided a detailed description and Ordnance Survey references

Premises Ordnance Survey map reference:

Address Description:

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?: Yes

If yes, which: Premises Licence

Please enter the necessary information below

Premises Licence number: PRM_0198

Club Premises Certificate number:

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a brief description and details. Please describe the nature of the premises.

Please describe the nature of the premises:

Cocktail Bar
Restaurant
Private Hire

Please describe the nature of the event:

Private Hire for 30th Birthday Party

Licensable Activities

Please state the licensable activities that you intend to carry on at the premises for

The sale by retail of alcohol, The provision of regulated entertainment, The provision of late night refreshment

Are you giving a late temporary event notice?:No

Please state the dates on which you intend to use these premises for licensable activities. The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours (7 days).

5th February

Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock).

7pm 5th of Feb to 2am 6th Feb

Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers.

30

If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both: On the premises only

Personal Licence Holders

Do you currently hold a valid Personal Licence?: Yes

Please provide the details of your personal licence below

Issuing licensing authority: Brentwood

Licenc number: PSL1108

Date of issue: 02/04/2021

Any further relevant details:

Previous Temporary Event Notices

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?: No
Please state the number of temporary event notices you have given for events in that same calendar year?:

Have you already given a temporary event notice for the same premises in which the event period

a) Ends 24 hours or less before?: No

or

b) Begins 24 hours or less after the event period proposed in this notice?: No

Associate and Business Colleagues

Has any associate of yours given a temporary event Nothing selected notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?: No
Please state the total number of temporary event notices your associate(s) have given for events in the same calendar year:

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before?: No

or

b) Begins 24 hours or less after the event period proposed in this notice?: No

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?: No

Please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year:

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before?: No

or

b) Begins 24 hours or less after the event period proposed in this notice?: No

Condition

It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

Declaration

The information contained in this form is correct to the best of my knowledge and belief.

I UNDERSTAND THAT IT IS AN OFFENCE

(i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale and

(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000 or to imprisonment for a term not exceeding six months, or to both.

I agree

Full name: carrington longe

Date: 11/01/2022

National Fraud Initiative

The Council is under a duty to protect the public funds it administers and may use or share the information it holds about you for the prevention and detection of fraud, and to aid the administration of other Council services. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.brentwood.gov.uk/nfi

This form is to be used to serve a Standard Temporary Event Notice. It must be served at least 10 working days prior to the event, not including date of event, date of service or Bank Holidays.

DETERMINATION OF OBJECTION TO TEMPORARY EVENT NOTICE

LIBRARY BAR & RESTAURANT, HIGH ST, INGATESTONE CM4 9DU

Saturday 5 February 2022 & Sunday 6 February 2022

APPENDIX E

Letter of Acknowledgement

11th January 2022

Carrington Longe

Date: 11th January 2022
Our Reference: 22/00004/LATEMP

Dear Carrington Longe,

Licensing Act 2003 - Temporary Event Notice:
Library Bar And Restaurant High Street Ingatestone Essex CM4 9DU
EVENT on the 5th February 2022
EVENT to the 6th February 2022
ACTIVITIES: Sale by Retail of Alcohol
Regulated Entertainment
Late Night Refreshment

TIMES: 19:00 - 02:00
LOCATION: Library Bar And Restaurant
COMMENTS: Private Hire 30th Birthday Party
CAPACITY: 30

I am writing to acknowledge the receipt of the Temporary Event Notice for the above premise received in this department on 11th January 2022

The fee of £21 has been receipted and paid with thanks.

If the Police or Environmental Health believe that allowing the premises to be used in accordance with the TEN will undermine the licensing objectives, they must give the premises user and the licensing authority an objection notice within the period of three working days following the day on which they received the TEN.

You will need to display a copy of this acknowledgment in a prominent position at the premises. It is your responsibility as the applicant to do this.

If the Acknowledgment letter is not displayed a constable or authorised officer may require the premises user or nominated person to produce a copy of it. A constable or authorised officer may, at any reasonable time, enter the premises to which a TEN relates. A person commits an offence if he/she fails, without reasonable excuse, to

produce either a copy of the Temporary Event Notice or acknowledgment letter upon request, or intentionally obstructs an authorised officer exercising these powers.

A Temporary Event Notice maybe withdrawn by the premises user, giving the Licensing Authority no less than 24 hours' notice before the beginning of the temporary event. Should you cancel an event, but fail to withdraw the notice, the TEN will still count towards the limited number available per premises and applicant.

Where a Temporary Event Notice acknowledged by the Licensing Authority is lost, stolen, damaged or destroyed, the premises user may apply to the Licensing Authority for a copy of the notice. Any such application must be accompanied by the prescribed fee of £10.50.

We have also attached at page 2 some safety guidance from our Health and Safety team around bouncy castles, should you be considering use of them at this event.

Should you have any queries with regard to the above, please do not hesitate to contact this office.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dave Leonard', with a stylized flourish at the end.

Dave Leonard
Licensing Officer



Bouncy castles and other play inflatables: Safety Advice

Serious incidents have occurred where inflatables have collapsed or blown away in windy conditions.

Simple precautions can help you avoid serious incidents, whether you supply or buy bouncy castles and inflatables, are hiring one for an event, or operate them.

Health and safety law applies to the supply, hire and use of inflatables for commercial purposes. It does not apply to private, domestic buyers and users.

The Health and Safety Executive have produced guidance that applies to inflatables devices used both outside and inside.

If you are intending to have a bouncy castle or a play inflatable at your event you need to have regard to the guidance which can be found using the following link:-

<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

The guidance details what you should do before you hire or buy a device and how it should be set up and used at the event. It is important to note that the guidance states:-

'When the inflatable is being operated outside, use an anemometer to measure the wind speed at regular intervals. If one of these is not available, the inflatable should not be operated outside.'

*'Do **not** use smartphone weather applications to measure wind speed as they do not take localised wind conditions into account'*

You need to ensure that you make suitable arrangements for the safe use of any bouncy castle or other play inflatable at your event.

This page is intentionally left blank

DETERMINATION OF OBJECTION TO TEMPORARY EVENT NOTICE

LIBRARY BAR & RESTAURANT, HIGH ST, INGATESTONE CM4 9DU

Saturday 5 February 2022 & Sunday 6 February 2022

APPENDIX F

Notice of Objection from Mr Allan Wright

Environmental Health Officer

12th January 2022

MEMO

From Mr Allan Wright

To: Licensing

Our ref 22/000053/LITEN

Your ref

cc

Date 12th January 2022

Location	Library Bar And Restaurant, High Street, Ingatestone, Essex
Details	<p>Please describe the nature of the premises: Cocktail Bar Restaurant Private Hire</p> <p>Please describe the nature of the event: Private Hire for 30th Birthday Party</p> <p>Licensable Activities Please state the licensable activities that you intend to carry on at the premises fo:r The sale by retail of alcohol, The provision of regulated entertainment, The provision of late night refreshment</p> <p>Are you giving a late temporary event notice?: No Please state the dates on which you intend to use these premises for licensable activities. The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours (7 days). 5th February</p> <p>Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). 7pm 5th of Feb to 2am 6th Feb</p> <p>Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. 30</p>

Environmental Health would like to **object** to this application on the grounds of noise pollution.

This service is currently investigating a noise complaint that has been received from a member of the public.

A.P. Wright

Mr Allan Wright
Environmental Health Technician

This page is intentionally left blank

DETERMINATION OF OBJECTION TO TEMPORARY EVENT NOTICES

LIBRARY BAR & RESTAURANT, HIGH ST, INGATESTONE CM4 9DU

Saturday 29 January 2022 & Sunday 30 January 2022

Saturday 5 February 2022 & Sunday 6 February 2022

APPENDIX G

Library Bar & Restaurant

Premises Licence

issued 13 May 2021

& OS Maps

Premises Licence

Premises Licence Number	PRM_0198
Application Number	21/00047/LAVDPS
Date of Issue	13 May 2021

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

The Library Bar And Restaurant
Library Bar And Restaurant
High Street
Ingatstone
CM4 9DU

Telephone number

Where the licence is time limited the dates

Licensable activities authorised by the licence

Performance of Live music
Provision of Late Night Refreshments
Sale by Retail of Alcohol

Times the licence authorises the carrying out of licensable activities

Performance of Live music

Monday	10:00 - 23:30
Tuesday	10:00 - 23:30
Wednesday	10:00 - 23:30
Thursday	10:00 - 23:30
Friday	10:00 - 00:00
Saturday	10:00 - 00:00
Sunday	10:00 - 23:30

Provision of Late Night Refreshments

Monday	23:00 - 05:00
Tuesday	23:00 - 05:00
Wednesday	23:00 - 05:00
Thursday	23:00 - 05:00
Friday	23:00 - 05:00
Saturday	23:00 - 05:00
Sunday	23:00 - 05:00

Sale by Retail of Alcohol

Monday	10:00 - 23:30
Tuesday	10:00 - 23:30
Wednesday	10:00 - 23:30
Thursday	10:00 - 23:30
Friday	10:00 - 00:00
Saturday	10:00 - 00:00
Sunday	10:00 - 23:30

The opening hours of the premises

Monday	10:00 - 00:00
Tuesday	10:00 - 00:00
Wednesday	10:00 - 00:00
Thursday	10:00 - 00:00
Friday	10:00 - 00:30
Saturday	10:00 - 00:30
Sunday	10:00 - 00:00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is supplied for consumption both on and off the Premise

Annex 1 – Mandatory conditions

- 1** No supply of alcohol may be made under this licence
 - a)** At a time when there is no designated supervisor in respect of it or,
 - b)** At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended

- 2** every supply of alcohol made under this licence must be made or authorised by a person who holds a personal licence.

- 3** (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.

- 4** (A). 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.

(B).For the purposes of the condition set out in paragraph 1 -
 - (a)** "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
 - (b)** "permitted price" is the price found by applying the formula where-

$$P = D + (D \times V)$$
 - (i)** P is the permitted price,
 - (ii)** D is the amount 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 premises licence-
 - (i)** the holder of the premises licence,
 - (ii)** the designated premises 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) "valued 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.

(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.

5 (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).

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

7 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,

(ii) 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."

8 Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:

**a) Unauthorised access or occupation (eg through door supervision),
or**

b) Outbreaks of disorder, or

c) Damage

Annex 2 – Conditions consistent with the Operating Schedule

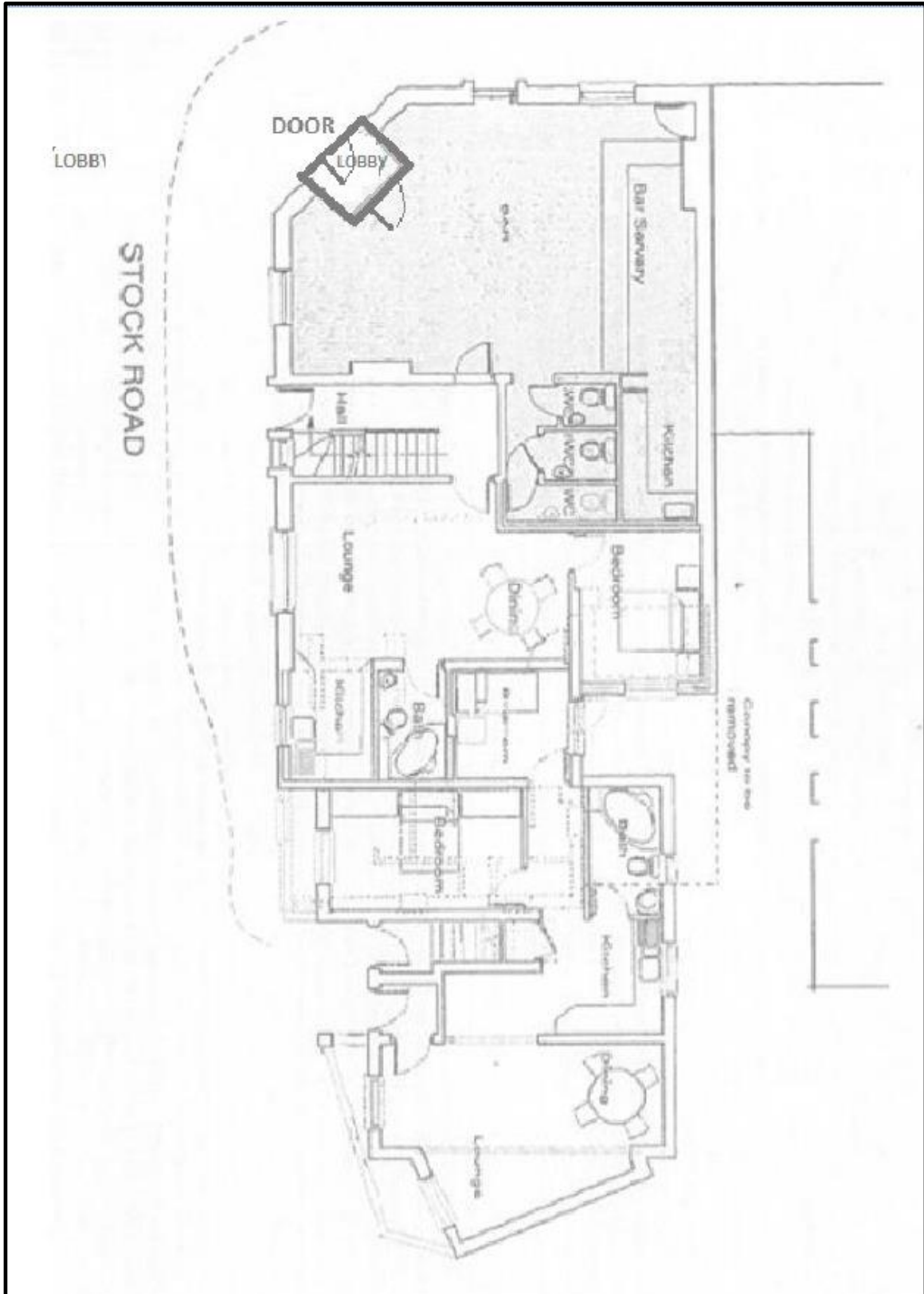
- 1 Live music shall be limited to amplified and un-amplified music and singing provided by solo artist's duos and small groups.**
- 2 The Licensed Premises shall have a fire certificate and an effective fire evacuation procedure.**
- 3 Staff shall be fully trained on all safety issues.**
- 4 Blinds shall be fitted to all windows to reduce noise.**
- 5 External areas shall be swept regularly.**
- 6 Staff shall maintain good hygiene practices.**
- 7 Customers shall be encouraged to leave quietly.**
- 8 Reasonable steps shall be taken to recognise the needs of local residents.**
- 9 No children under the age of 18 years shall be allowed on the Licensed Premises unless accompanied by a supervising adult. Proof of age shall be required in appropriate cases.**
- 10 The premises will operate a Challenge 25 policy. Persons who appear under the age of 25 will be asked to produce photographic identification. This can include: A photo card driving licence, A passport, A proof of age card bearing the 'PASS' hologram.**
- 11 The premises shall install and maintain a CCTV system. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.**
- 12 The CCTV system shall continually record whilst the premises is open to the public and during all times when customers remain on premises.**
- 13 All recordings shall be stored for a minimum of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer of a Responsible Authority.**
- 14 A staff member from the premises who is conversant with the operation of the CCTV system shall be available at all times when the premises are open to the public. This staff member must be able to show Police or authorised council officer recent data or footage with the absolute minimum of delay when requested.**

- 15** A sound limiting device located in a separate and remote lockable cabinet from the volume control shall be fitted to any musical amplification system and set at a level determined by and to the satisfaction of the authorised officer of the Public Protection service to ensure that no noise nuisance is caused to local residents. The operational panel of the noise limiter shall then be secured to the satisfaction of the authorised officer. The keys securing the noise limiter cabinet shall be held by the licence holder or authorised manager only, and shall not be accessed by any other person. The limiter shall not be altered without prior agreement of the Public Protection service.
- 16** All live music and amplified music speech/music/sound shall cease at 11pm Sundays - Thursdays, and at 12 midnight Fridays and Saturdays,
- 17** All external doors and windows must be kept closed, other than for access and egress, in all rooms when events involving amplified music or speech are taking place and the exit doors should have self-closure devices and be monitored by staff to ensure they remain closed. In addition, drinks shall not be allowed to be consumed outside by customers.

Annex 3 – Conditions attached after a hearing by the licensing authority

Annex 4 – Plans

Premises Licence is issued subject to plan submitted 20JUN19 attached



Premises Licence Summary

Premises Licence Number	PRM_0198
Application Number	21/00047/LAVDPS
Date of Issue	13 May 2021

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

**The Library Bar And Restaurant
Library Bar And Restaurant
High Street
Ingatestone
CM4 9DU**

Telephone number

Where the licence is time limited the dates

Licensable activities authorised by the licence

**Performance of Live music
Provision of Late Night Refreshments
Sale by Retail of Alcohol**

Times the licence authorises the carrying out of licensable activities

Performance of Live music

Monday	10:00 - 23:30
Tuesday	10:00 - 23:30
Wednesday	10:00 - 23:30
Thursday	10:00 - 23:30
Friday	10:00 - 00:00
Saturday	10:00 - 00:00
Sunday	10:00 - 23:30

Provision of Late Night Refreshments

Monday	23:00 - 05:00
Tuesday	23:00 - 05:00
Wednesday	23:00 - 05:00
Thursday	23:00 - 05:00
Friday	23:00 - 05:00
Saturday	23:00 - 05:00
Sunday	23:00 - 05:00

Sale by Retail of Alcohol

Monday	10:00 - 23:30
Tuesday	10:00 - 23:30
Wednesday	10:00 - 23:30
Thursday	10:00 - 23:30
Friday	10:00 - 00:00
Saturday	10:00 - 00:00
Sunday	10:00 - 23:30

The opening hours of the premises

Monday	10:00 - 00:00
Tuesday	10:00 - 00:00
Wednesday	10:00 - 00:00
Thursday	10:00 - 00:00
Friday	10:00 - 00:30
Saturday	10:00 - 00:30
Sunday	10:00 - 00:00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is supplied for consumption both on and off the Premise

Name, (registered) address of holder of premises licence

**The Longe Restaurant Group Limited
130 Old Street
London
EC1V 9BD**

Registered number of holder, for example company number, charity number (where applicable)

Company Number **13084426**

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

Carrington Longe

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal Licence Number:

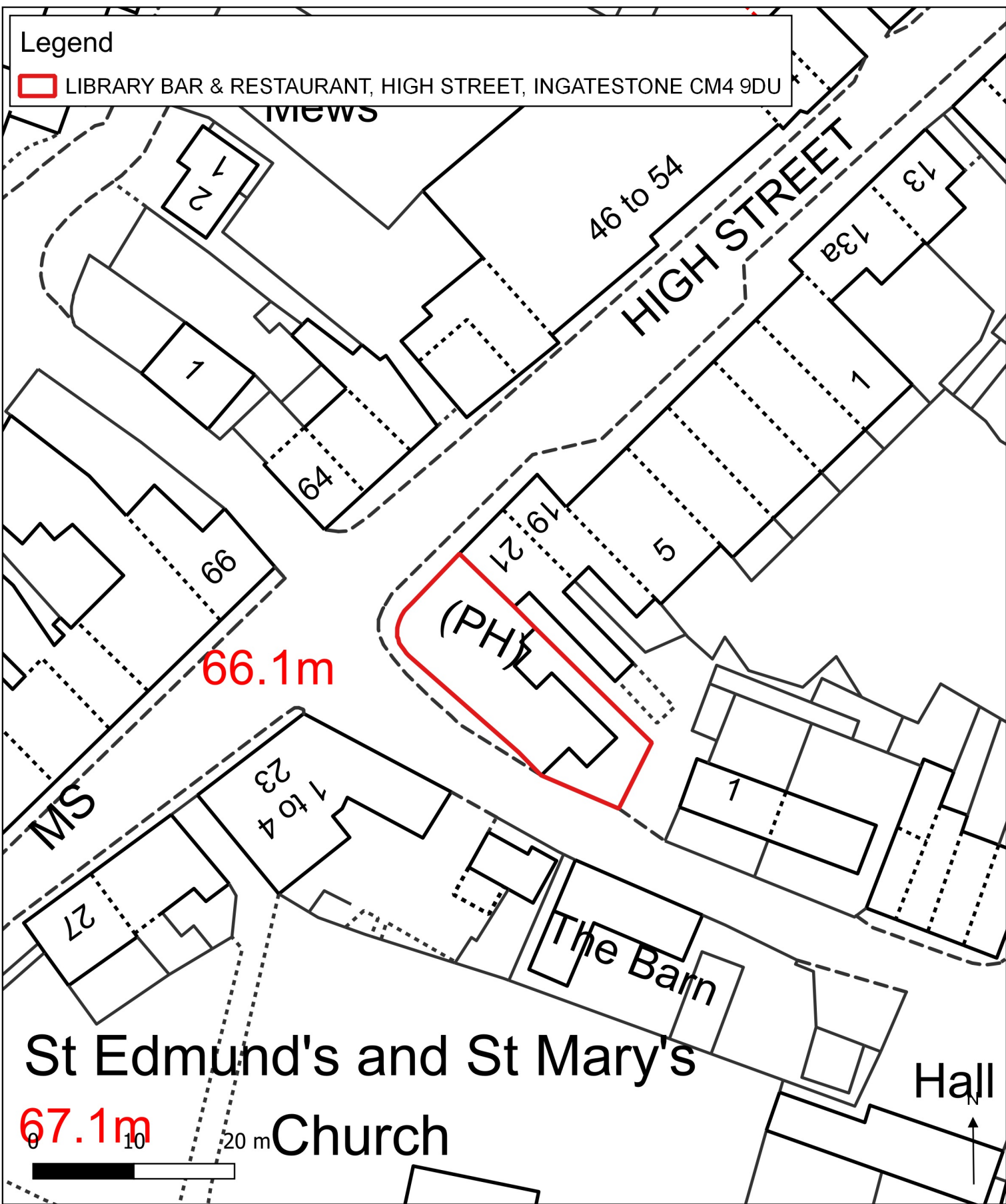
Licensing Authority: Brentwood Borough Council

State whether access to the premises by children is restricted or prohibited

No children under the age of 18 years shall be allowed on the Licensed Premises unless accompanied by a supervising adult.

Legend

 LIBRARY BAR & RESTAURANT, HIGH STREET, INGATESTONE CM4 9DU



LIBRARY BAR & RESTAURANT, HIGH STREET, INGATESTONE
CM4 9DU

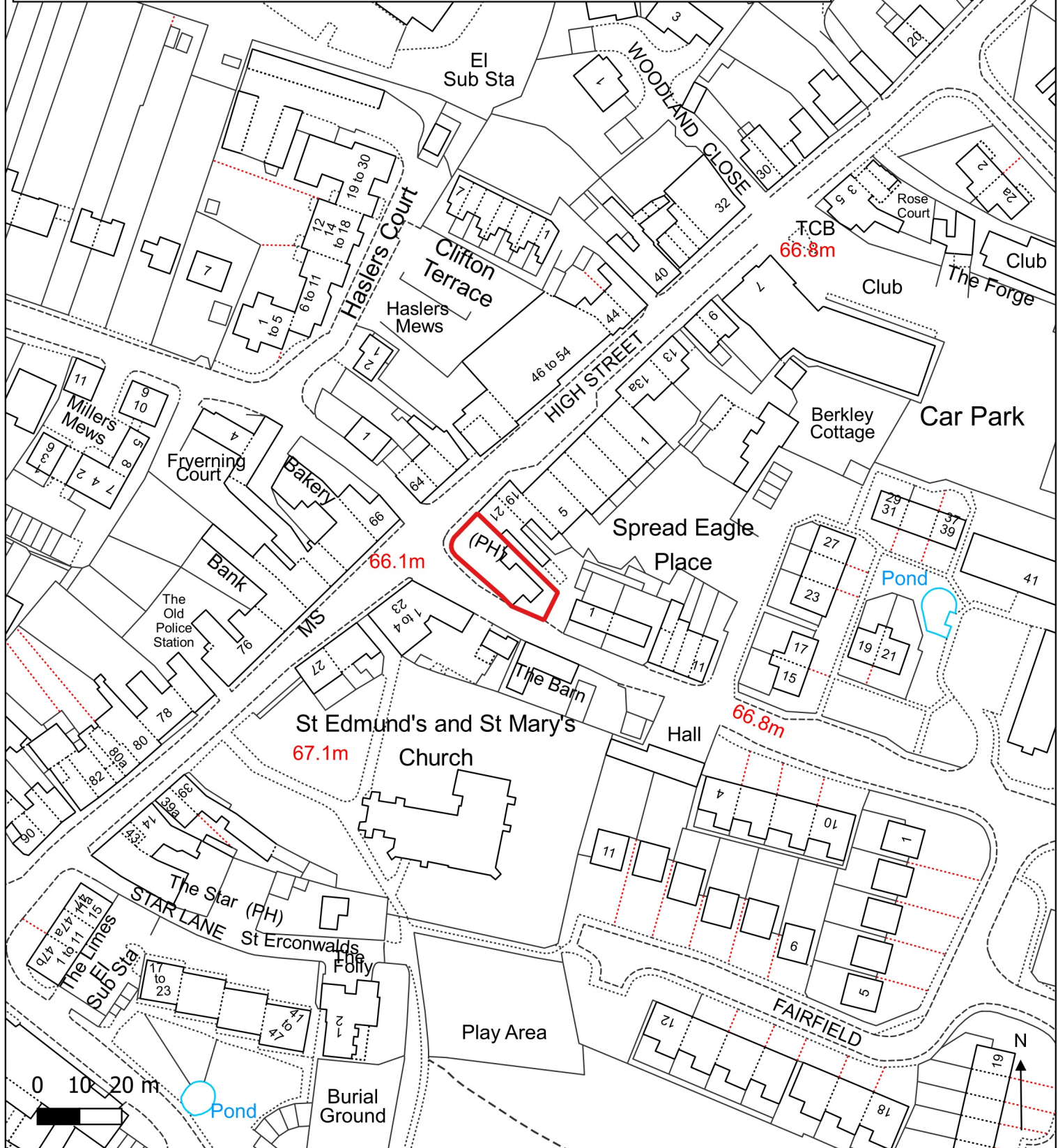
Drawing No. :
Scale at A4 : 1:500
Drawn by : OSJ
Service : ICT
Date : 14th January 2022



Jonathan Stephenson
Chief Executive
Brentwood Borough Council
Town Hall, Ingrave Road
Brentwood, CM15 8AY
Tel.: (01277) 312500

Legend

 LIBRARY BAR & RESTAURANT, HIGH STREET, INGATESTONE CM4 9DU



LIBRARY BAR & RESTAURANT, HIGH STREET, INGATESTONE CM4 9DU



Drawing No. :
 Scale at A4 : 1:1250
 Drawn by : OSJ
 Service : ICT
 Date : 14th January 2022

Jonathan Stephenson
 Chief Executive
 Brentwood Borough Council
 Town Hall, Ingrave Road
 Brentwood, CM15 8AY
 Tel.: (01277) 312500

Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

Licensing Sub-Committees

To hear and determine applications that do not sit within the scope of delegation to officers, usually where representations have been received either by a third party against grant of a license, or from the applicant against intended refusal or revocation of a license/registration.

The Planning and Licensing Committee has delegated all functions other than relevant policies and fees setting to officers, with the exception of those other matters as indicated below, which are heard by licensing sub-committee unless otherwise indicated:

Licensing Act 2003 and Gambling Act 2005

- (a) Determination of any application type where a representation has been received in accordance with the legislation.
- (b) Determination of applications for review or expedited review.

Hackney Carriage vehicles and drivers (including enforcement of ranks) and Private Hire vehicles, drivers and operators, with the exception of:

- (a) Suspension or revocation of drivers' licenses (save for initial suspension under provision of Local Government (Miscellaneous Provisions) Act 1976 S61 (2B) if it appears that the interests of public safety require the suspension to have immediate effect).
- (b) Where representation has been submitted by the applicant/license holder against refusal of any application.
- (c) Where representation has been received from an applicant to vary a licensing or pre-licensing condition.

Scrap Metal Dealing

- (a) Determination of applications where representations have been received against refusal in accordance with legislative requirements; and
- (b) Consideration of revocation of a license where representations have been received in accordance with legislative requirements

Street Collections and House to House Collections

- (a) Appeals against refusal to grant or renew a license.

Licensing of sex establishments

- (a) Determination of all applications, revocations and appeals.

Street Trading

- (a) Determination of applications where representation(s) has been received.
- (b) Determination of applications that fall outside of current policy.
- (c) Determination of matters relating to revocation of a license.

Acupuncture, Tattooing, Skin and Ear Piercing and Electrolysis

- (a) Appeals against refusal to grant or renew a registration.
- (b) Revocation of a registration.

Animal Welfare and Security, except for the following:

- (a) Appeals against refusal to grant or renew a license.
- (b) Revocation of a license.

Exercise of Powers under Caravan Sites and Control of Development Act 1960, except for:

- (a) Refusal and revocation of licenses, (other than urgent refusals which are delegated to officers)

Mobile Homes

- (a) Appeals against revocation of a license and/or conditions attached to the grant of a license.