

Committee Agenda



**Epping Forest
District Council**

Licensing Committee Thursday, 20th April, 2006

Place: Civic Offices, High Street, Epping
Room: Council Chamber
Time: 2.00 pm
Democratic Services Officer G J Woodhall (Research and Democratic Services)
Email: gwoodhall@eppingforestdc.gov.uk Tel: 01992 - 56 4470

Members:

Councillors M Cohen (Chairman), Mrs M Sartin (Vice-Chairman), Mrs J Davis, R D'Souza, Mrs R Gadsby, F Maclaine, L Martin, Mrs M McEwen, P McMillan, R Morgan, T Richardson, Mrs P K Rush, Councillor Mrs P Smith, Ms S Stavrou and K Wright

<p>PLEASE NOTE THE START TIME OF THE MEETING</p>

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**

(Head of Research and Democratic Services) To declare interests in any item on this agenda.

- 3. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

4. TO SIGN OFF THE MINUTES OF THE LICENSING SUB-COMMITTEES

Copies of the minutes of the Sub-Committee meetings will be available for the relevant chairmen to sign off.

5. REPORT TO THE COMMITTEE ON THE CURRENT SITUATION WITH REGARD TO APPLICATIONS UNDER THE LICENSING ACT 2003

Under the Licensing Act 2003, Officers are required to report on the numbers of applications received and the determinations of those applications.

Premises Licence Applications/Variations:

Applications received:	47
Applications granted under delegated authority by Officers:	38
Applications considered by Sub-Committee:	9
Applications granted (subject to conditions):	9
Applications refused:	0
Appeals to Magistrates Court:	2

Personal Licence Applications:

Applications received:	84
Applications granted under delegated authority by Officers:	84
Applications for variation considered by Sub-Committee:	0
Applications refused:	0
Appeals to Magistrates Court:	0

6. TO REVIEW THE ORGANISATION AND OPERATION OF THE LICENSING SUB-COMMITTEES AND IDENTIFY ANY MATTERS OF CONCERN ARISING

Members are asked to review the proceedings of the Licensing Sub-Committee meetings held so far and identify any problems of procedure, policy and housekeeping that have adversely affected the running of the meetings.

7. SCHEME OF DELEGATION - EXEMPTION FROM DISPLAYING A LICENCE PLATE ON A PRIVATE HIRE VEHICLE (Pages 5 - 8)**Recommendations:**

- (1) That the attached Scheme of Officer Delegation for plate Exemptions be endorsed;**
- (2) That, based upon the Scheme, authority to issue Private Hire Vehicle Plate Exemptions be delegated to the:**
 - (a) Head of Environmental Services; and**
 - (b) Environmental Health Manager; and**
- (3) That the appropriate amendments be made to the Schedule of Delegation to Officers in the Council's Constitution.**

At the last meeting of the licensing Committee, held on 13 October 2005, Officers reported on the situation in respect of applications for Private Hire Vehicle Licence plate Exemptions. Members requested that a Scheme of Delegation be developed and submitted to this meeting for consideration by the Committee.

Please find attached to the agenda the draft Scheme of Delegation, the draft Application Form, and the draft Certificate of Exemption.

8. TO REVIEW THE CURRENT AND FUTURE TRAINING NEEDS OF THE COMMITTEE

Guidance on the Gambling Act 2005 has yet to be issued; however Officers have contacted Roger Butterfield with a view to him providing training nearer to the implementation date of the legislation.

9. TO REVIEW THE DRAFT LICENSING ENFORCEMENT PROTOCOL FOR ESSEX (Pages 9 - 46)

Recommendation:

- (1) That the attached draft Licensing Enforcement Protocol for Essex be considered by the Committee.**

The Essex Licensing Officers Group have produced a draft Enforcement Protocol. Members are requested to review the attached Protocol and inform Officers of anything they wish to be considered as part of the consultation.

10. DATE OF NEXT MEETING

Under the provisional Calendar of Meetings for 2006/07, due to be considered by the Council on 24 April 2006, the next meeting of the Licensing Committee is scheduled for 12 October 2006.