



### **Licensing Committee Wednesday, 19th October, 2016**

You are invited to attend the next meeting of **Licensing Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping  
on Wednesday, 19th October, 2016  
at 2.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

Gary Woodhall  
(Directorate of Governance)  
Tel: 01992 564470  
Email: democraticservices@eppingforestdc.gov.uk

#### **Members:**

Councillors B Surtees (Chairman), R Morgan (Vice-Chairman), N Bedford, A Boyce, K Chana, D Dorrell, R Gadsby, J Jennings, P Keska, A Lion, L Mead, C P Pond, B Rolfe, M Sartin and G Shiell

**PLEASE NOTE THE START TIME OF THE MEETING**

#### **1. APOLOGIES FOR ABSENCE**

(Director of Governance) To be announced at the meeting.

#### **2. DECLARATIONS OF INTEREST**

(Director of Governance) To declare interests in any item on this agenda.

#### **3. MINUTES OF THE LICENSING COMMITTEE (Pages 5 - 10)**

To confirm the minutes of the Licensing Committee meeting held on 14 October 2015.

#### **4. MINUTES OF THE LICENSING SUB-COMMITTEES**

Copies of the minutes from the Sub-Committee's meetings will be available for the relevant Chairmen to sign off:

(a) 6 October 2015;

- (b) 27 October 2015;
- (c) 10 November 2015;
- (d) 8 December 2015;
- (e) 7 January 2016;
- (f) 12 January 2016 (10am);
- (g) 12 January 2016 (2pm);
- (h) 9 February 2016;
- (i) 1 March 2016;
- (j) 8 March 2016;
- (k) 12 April 2016;
- (l) 3 May 2016;
- (m) 25 May 2016;
- (n) 7 June 2016;
- (o) 7 July 2016; and
- (p) 2 August 2016.

**5. APPLICATIONS RECEIVED UNDER THE LICENSING ACT 2003 AND GAMBLING ACT 2005 (Pages 11 - 12)**

(Director of Neighbourhoods) To consider the attached report (LCS-001-2016/17).

**6. PUBLIC HIRE APPLICATIONS - DECISION SHEET (Pages 13 - 14)**

(Director of Neighbourhoods) To consider a new decision sheet for use when deciding on Public Hire Driver applications (as attached at Appendix 1), for which Members are asked for their comments.

**7. HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING CONDITIONS AND GUIDANCE (Pages 15 - 146)**

(Director of Neighbourhoods) To consider the attached report (LCS-003-2016/17).

**8. REVIEW OF LICENSING SUB-COMMITTEE PROCEDURES**

(Director of Neighbourhoods) To review the proceedings of the Licensing Sub-Committee held during the preceding period and identify any problems of procedure, policy and organisation that have adversely affected the running of the meetings.

**9. REVIEW OF CURRENT AND FUTURE TRAINING NEEDS FOR THE COMMITTEE**

(Director of Neighbourhoods) To highlight any further training considered necessary for the members tasked with discharging the Council's Licensing function.

**10. MATTERS ARISING**

(Director of Neighbourhoods) To consider any further matters arising in respect of the Council's Licensing function, not covered elsewhere on the agenda.

**11. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972 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.

**12. DATE OF NEXT MEETING**

(Director of Governance) The next meeting of the Licensing Committee has been scheduled for 19 April 2017 at 2.30pm in the Council Chamber.