

**BRECKLAND COUNCIL**

**At a Meeting of the**

**COMMITTEE OF THE LICENSING AUTHORITY**

**Held on Wednesday, 12 October 2016 at 11.35 am in  
Anglia Room, The Conference Suite, Dereham**

**PRESENT**

Councillor M. Chapman-Allen (Chairman)	Mr K.S. Gilbert
Mr K. Martin (Vice-Chairman)	Mr T F C Monument
Councillor C Bowes	Mr W. R. J. Richmond
Mr R F W Brame	Mr F.J. Sharpe
Mr P R W Darby	

**In Attendance**

Tiffany Bentley	- Licensing Officer
Julie Britton	- Senior Democratic Services Officer
Donna Hall	- Licensing & Business Support Manager

**1/16 APOLOGIES (AGENDA ITEM 1)**

Apologies for absence were received from Councillors Askew, Bishop, Duffield, Hollis, Millbank and L Monument.

**2/16 URGENT BUSINESS (AGENDA ITEM 2)**

None.

**3/16 DECLARATIONS OF INTEREST (AGENDA ITEM 3)**

None.

**4/16 NON-MEMBERS WISHING TO ADDRESS THE MEETING  
(AGENDA ITEM 4)**

None.

**5/16 CHAIRMAN'S ANNOUNCEMENTS (IF ANY) (AGENDA ITEM 5)**

None.

**6/16 OVERVIEW OF NEW LICENSING COMMITTEE STRUCTURE  
(AGENDA ITEM 6)**

See Licensing Committee meeting 12 October 2016 - Minute No. 15/16.

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**7/16 PROTOCOL ON GOOD PRACTICE IN LICENSING FOR MEMBERS AND OFFICERS DEALING WITH LICENSING ISSUES (AGENDA ITEM 7)**

See Licensing Committee meeting 12 October 2016 - Minute No. 17/16.

**RESOLVED** that the Committee of the Licensing Authority Protocol be adopted.

**8/16 PERFORMANCE REPORT (AGENDA ITEM 8)**

Papers were circulated. This Performance report was the only report that differed from the Licensing Committee agenda.

Councillor Gilbert wanted to know the meaning of regulated entertainment. The Licensing Officer advised that regulated entertainment covered the provision of entertainment where the entertainment took place in the presence of an audience. Unless entertainment was being provided under a Temporary Event Notice (TEN) or the entertainment or location was exempt under the Licensing Act, it would be necessary to apply for a premises licence or club premises certificate to the licensing authority in whose area the premises were located. Members were provided with a list of examples; however, it was noted that the Council did not receive as many requests for such entertainment as it once did.

Councillor Sharpe had thought it was the Licensing Committee that dealt with alcohol not the Committee of the Licensing Authority. The Licensing and Business Support Manager pointed out that the easiest way to distinguish between the two was to take the initials of the latter which spelt the word CoLA; which although not alcohol was a drink.

Annual fee applications, of which there were 162, were basically renewals.

The Licensing Team has the power to suspend a premises licence.

The number of TENs was fairly high due to the summer months. 10 working days and 5 working days was the latest that someone could apply for an event. Applying for such a licence could be done electronically now and the actual licence could then be emailed to the applicant.

Councillor Sharpe asked if there was annual limit to the number of TENs that could be applied for. Members were informed that personal licence holders could apply for 50; without no more than 7 days per annum. The Licensing & Business Support Manager thought it was very useful to keep track of the number of Hearings for each quarter.

Referring to the other work that the Licensing Team did, it was noted that the Licensing Officer chaired the local Safety Advisory

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Group. It was explained that the role involved circulating information to the responsible authorities such as the police and the ambulance service about events that were taking place in the area and the possible risks involved.

On the subject of the House of Lords Select Committee response on review of the Licensing Act 2003, it was agreed that further information would be sent to Committee Members. It was noted that the Chairman, Councillor Marion Chapman-Allen and Councillor Martin had responded.

On-line applications had recently been launched - a much more efficient process; an on-line payment facility was also up and running to support that. Since the soft launch in early September, the Team had received:

- 27 TEN applications
- 2 new premises licence applications; and
- 1 Vary DPS

Very positive feedback had been received. The Team could also monitor the system; therefore, if someone was having trouble completing the application form, the Team could assist.

The report was otherwise noted.

**9/16 IMMIGRATION ACT UPDATE (AGENDA ITEM 9)**

See Licensing Committee agenda 12 October 2016, Minute No. 18/16.

**10/16 PRESENTATION**

Members' attention was drawn to the presentation slides (see attached).

The subject matter of why licensing was so important in the community was highlighted. Members' role on the Licensing Committees was also explained.

Members were encouraged to attend site visits with the Licensing Team.

**11/16 NEXT MEETING (AGENDA ITEM 10)**

The arrangements for the next meeting on Wednesday, 11 January 2017 at the conclusion of the Licensing Committee were noted.

The meeting closed at 12.00 pm

CHAIRMAN