



Notice of a public

Licensing Hearing

To: Councillors Aspden, Funnell and Horton

Date: Monday, 2 February 2015

Time: 10.00 am

Venue: The Auden Room - Ground Floor, West Offices (G047)

AGENDA

1. Chair

To elect a Member to act as Chair of the meeting.

2. Introductions

3. Declarations of Interest

At this point in the meeting, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

4. Minutes

(Pages 7 - 10)

To approve and sign the minutes of the Licensing Hearing held on 24th April 2014.

5. The Determination of an Application by Project York Ltd for a Premises Licence Section 18(3)(a) in respect of Units 8, 10 & 12 Stonebow House, The Stonebow, York, YO1 7NP (CYC-052492) (Pages 11 - 78)

Democracy Officer:

Name: Laura Bootland

Contact Details:

- Telephone – (01904) 552062
- Email - laura.bootland@york.gov.uk

For more information about any of the following, please contact the Democratic Services Officer responsible for servicing this meeting:

- Attending the hearing
- Business of the hearing
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats.

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی میا کی جاسکتی ہیں۔ (Urdu)

 **(01904) 551550**

Distribution:

Members of Licensing Act 2003 Sub-Committee
Licensing Officer
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LICENSING ACT 2003 SUB – COMMITTEES PROCEDURE FOR HEARINGS

Introduction

The procedure outlined below will be followed at all Licensing Hearings.

As Licensing Hearings are quasi-judicial the Sub-Committee will, in effect, act like a Court and the rules of natural justice will apply. The Sub-Committee will be guided by legal principles in determining whether evidence is both relevant and fairly admitted. Committee Members have a duty to view all evidence presented before them impartially. Members of the Licensing Sub-Committee have all received relevant training and are used to making decisions of this type. No matter how strong local opinion may be, Committee Members can only make decisions based on relevant licensing issues as set out before the Sub-Committee in determining applications.

The hearing will be in public session. However, the Sub-Committee may exclude the public from a hearing if it considers it in the public interest to do so. However, the decision will be made in private.

The purpose of the hearing is

- To enable those with a right to appear to advance their point of view and to test the case of their opponents
- To assist the Sub-Committee to gather evidence and understand the relevant issues

In view of the requirement to hold hearings within specified times, the Licensing Authority will generally be unable to enter into discussions to identify dates convenient to all parties concerned. In exceptional circumstances, the Licensing Authority will consider applications to adjourn hearings to a later date.

Representations at Licensing Hearings

The Applicant, Ward Councillors, and Representors who have made written submissions will be allowed to speak at the Sub-Committee. At

any hearing of an application, the Applicant and any Representors shall attend in person wherever possible. Any party to a hearing may be assisted or represented by any person, legally or otherwise.

All parties will be given a fair hearing and each party will have the same amount of time in which to address the Sub-Committee. A time limit has been set because of the pressures on the Sub-Committees to hear so many applications in a short period of time. **Each party will have 15 minutes to address the Sub-Committee, give any further information, and call any witnesses.** If any party considers this time to be insufficient then a request in writing may be made to the Democracy Officer for an extension of time at least 2 working days before the hearing. However, this will not be automatically granted and will be at the discretion of the Sub-Committee.

The Sub-Committee may take into account any documentary evidence or other information in support of the application, representations or notice, either before the hearing or, with the consent of all other parties, at the hearing.

If any Representors fail to attend the hearing, the Sub-Committee will normally proceed but will consider their written objection and hear and consider any evidence and argument in relation to it put forward by the Applicant. In considering written evidence in the absence of a Representor, appropriate weight will be attached, given that the person cannot be questioned by the Applicant and Members.

The Sub-Committee is required to disregard any information given or evidence produced by a party or witness which is not relevant to the application, representations, or notice, and the promotion of the licensing objectives. Duplication should be avoided. Comments must be confined to those points already made, although the parties may extend or expand on their written submissions. The Sub-Committee will have read and familiarised themselves with all the written submissions and the issues prior to the hearing, and therefore do not require the points to be repeated or made at length. The Applicant and Representors cannot raise substantial new information at a hearing which has not been seen previously by the other parties.

A Representor **may not** introduce any new ground or objection not referred to in the written submission. Additional representations which do not amount to an amplification of the original representation may not be made at the hearing.

Any person behaving in a disruptive manner will be asked to leave the hearing. If this does occur, that person may, before the end of the hearing, submit in writing any information which they would have been entitled to give orally.

Procedure prior to the Hearing

The Members sitting on the Sub-Committee will meet prior to the hearing to note the matters that are to be presented. They will only be accompanied by the Democracy Officer and Legal Advisor (*if present*). Attention will only be drawn to the nature of the application and the premises or person to which it relates. The actual application will not be discussed.

At any hearing of an application, the Licensing Officer, the Applicant and any Representors or representatives will report to reception and be asked to wait in reception until the democracy officer calls them through to the committee room.

Procedure at the Hearing

1. Members of the Sub-Committee will appoint a chair.
2. The Chair introduces the Committee Members and officers [*Democracy Officer, Legal Advisor to the committee (if present) and the Licensing Officer*], welcomes the Applicant and Representors (or their representatives), and establishes the identity of all who will be taking part.
3. The Chair will explain to the parties the procedure that will be followed at the hearing.
4. The Chair will proceed with the order of business on the agenda.
5. When the agenda item relating to the application is reached, the Chair will invite the Licensing Officer to present the application.
6. The Licensing Officer outlines the application, confirms the application details, introduces the report and gives an update on any recent changes.

7. The Chair will invite Committee Members, the Applicant and Representors (or representatives) to ask the Licensing Officer questions to clarify any points raised in the report.
8. The Chair will ask the Applicant (or their representative) to present their case.
9. The Applicant (or their representative) will present their case and may call any witnesses to support their case *[maximum 15 minutes]*.
10. The Chair will invite the Representors (or their representative) in the following order to ask questions of the Applicant (or their representative) and/or witnesses *[maximum 5 minutes each party]*
 - (i) Police
 - (ii) Other Responsible Authorities
 - (iii) Ward Councillors
 - (iv) Interested Parties
11. The Chair will invite the Committee Members to ask questions of the Applicant (or their representative) and/or witnesses.
12. The Chair will invite the Representors (or their representative) in the following order to state the nature of their interest in the matter, present their case and call any witnesses to support their case *[maximum 15 minutes each party]*
 - (i) Police
 - (ii) Other Responsible Authorities
 - (iii) Ward Councillors
 - (iv) Interested Parties
13. The Chair will invite the Applicant to ask questions of each Representor (or their representative) and/or their witnesses after each presentation *[maximum 5 minutes per Representor]*.
14. The Chair will invite the Committee Members to ask questions of each Representor (or their representative) and/or their witnesses after each presentation.

15. The Chair will invite the Representors (or their representative) in the following order to summarise their case *[maximum 5 minutes each party]*
 - (i) Police
 - (ii) Other Responsible Authorities
 - (iii) Ward Councillors
 - (iv) Interested Parties
16. The Chair will invite the Applicant (or their representative) to summarise their case *[maximum 5 minutes]*.
17. The Chair will provide the Sub-Committee with a final opportunity to seek clarification from any of the parties on any points raised, or seek advice from the Licensing Officer on policy, or from the Legal Advisor *(if present)* on law and jurisdiction.
18. When all the evidence has been heard, the Chair will declare the hearing closed and ask the Licensing Officer, the Applicant and Representors (or their representatives) plus any witnesses present to leave the committee room and wait in reception while the Sub-Committee considers the evidence.

Procedure after the Hearing

19. If the Sub-Committee wish to seek further clarification on the evidence given, the Democracy Officer will invite all parties back into the committee room.
20. If possible, and for all hearings under:-
 - section 35 or 39 which is in respect of an application made at the same time as an application for conversion of an existing licence under paragraph 2 of Schedule 8 (determination of application under section 34 or 37)
 - section 85 which is in respect of an application made at the same time as an application for conversion of an existing club certificate under paragraph 14 of Schedule 8 (determination of application under section 85)
 - section 105(2)(a) (counter notice following police objection to temporary event notice)
 - section 167(5)(a) (review of premises licence following closure order)

- paragraph 4(3)(a) of Schedule 8 (determination of application for conversion of existing licence)
- paragraph 16(3)(a) of Schedule 8 (determination of application for conversion of existing club certificate)
- paragraph 26(3)(a) of Schedule 8 (determination of application by holder of a justices' licence for grant of personal licence)

the Sub-Committee will make a decision on conclusion of the hearing and only the Democracy Officer and the Legal Advisor to the Sub-Committee (*if present*) will remain in the room with the Committee Members. These officers will not comment on the merits of the application, but will be present to provide advice on legal and procedural points and to record the decision.

21. If the decision has been made, all the parties will be invited back into the committee room by the Democracy Officer. The Chair will announce the decision including reasons together with, if appropriate, details of any conditions to be attached to the grant of the licence. This decision will then be communicated in writing to the Applicant and Representors within 3 working days of the hearing. There can be no further questions or statements.
22. For all other hearings not listed above, if the Sub-Committee is unable to make a decision on the day of the hearing, the decision will be made within 5 working days beginning with the day or the last day on which the hearing was held. The Democracy Officer will inform the parties that they are no longer required and the decision will be communicated in writing to the Applicant and Representors within 3 working days of the decision being made.
23. The notification will include information about the rights of appeal against the determination made.

City of York Council

Committee Minutes

Meeting

Licensing Hearing

Date

24 April 2014

Present

Councillors Boyce, Funnell and Gillies

80. Chair

Resolved: That Councillor Boyce be elected as Chair of the meeting.

81. Introductions**82. Declarations of Interest**

At this point in the meeting, Members were asked to declare any personal, prejudicial or pecuniary interests they may have in the business on the agenda. None were declared.

83. Minutes

Resolved: That the minutes of the meeting held on 25th March 2014 be approved and signed by the Chair as a correct record.

84. The Determination of an Application by Carluccios Ltd for a Premises Licence Section (18)(3)(a) in respect of Carluccio's, Fenwick, 2 St. Mary's Square, Coppergate Shopping Centre, York, YO1 9NY. (CYC-023147)

Members considered an application by Carluccio's Ltd for a premises licence.

In coming to their decision, Members took into consideration all of the evidence and submissions that were presented to them and determined their relevance to the issues raised and the licensing objectives.

The following were taken into account:

1. The application form.
2. The Licensing Managers report and her comments made at the hearing. She advised that the application was for a premises licence for Carluccio's to be situated within Fenwicks department store, York. Plans showing the location and floor layouts were tabled. The premise is located within the special policy area as of 27th March 2014 but the licence application had been made before this date. Consultation had been carried out successfully.
3. The applicant's Solicitors representations made at the hearing. She advised that the premise would be trading predominantly as a restaurant, but her client did not wish for alcohol to only be served ancillary to a meal as this would not provide the flexibility for the occasional customer who just wishes to have an alcoholic drink or for customers to have a drink while they wait for a table. Other Carluccio's licences were referred to and it was advised that they do not have the condition and it would be disappointing if the York restaurant was unable to trade in the same way. Sales figures for other restaurants were provided to highlight that food sales are greater than alcohol sales.
4. The representations made in writing and at the hearing by North Yorkshire Police. They raised concerns about the number of licensed premises in the area and the potential for the addition of this licence to add to the existing problems of crime and disorder. Although the Police welcome restaurants in York, and Carluccio's is a reputable business, it was advised that they would prefer alcohol to only be sold ancillary to a meal in restaurants located within the cumulative impact zone, in order to prevent the premises being used as another drinking venue.

The Sub-Committee were presented with the following options:

- Option 1 Grant the Licence in the terms applied for.
- Option 2 Grant the Licence with modified/additional conditions imposed by the Licensing Committee.

Option 3 Grant the Licence to exclude any of the licensable activities to which the application relates and modify/add conditions accordingly.

Option 4 Reject the application.

In coming to their decision, Members chose Option 2 and imposed the following amended operating schedule condition as being appropriate and proportionate to meet the licensing objectives:

Tables and Chairs for a minimum of 100 covers will be laid out and made available to customers at all times and there shall be waiter/waitress service. Food and alcohol will be served to customers seated, or those waiting to be seated.

REASON FOR THE DECISION:

The Sub-Committee concluded that the application was acceptable with the above amended condition as it addressed representations made both in writing and at the hearing, and it met all the licensing objectives. The Sub-Committee made this decision taking into consideration the representations, the Licensing Objectives, the City of York Council's Statement of Licensing Policy and the Secretary of State's Guidance issued under Section 182 of the Licensing Act 2003.

The Sub-Committee were mindful of the fact that the premises were located in an area to which a Special Policy of Cumulative Impact applies, creating a rebuttable presumption against the granting of new licences to sell alcohol in that area. They also took account of the concerns of the Police relating to the possible impact which a licence would have on the prevention of crime and disorder in the area should the premises evolve into a vertical drinking establishment.

From the submissions made by the applicant, the Sub-Committee had a high level of confidence that the premises would be operated responsibly, as a predominantly food-led establishment and that given the nature of the premises, the applicant had on this occasion sufficiently demonstrated that it would not add to the alcohol related problems in the area. The Sub-Committee considered that the amended condition

imposed by the Sub-Committee was adequate to ensure that vertical drinking does not replace seated consumption and or waiter service at a later date.

The Sub-Committee therefore agreed to grant the licence with the additional condition referred to above but reminded the applicant of the necessity of upholding all of the licensing objectives and highlighted the possibility of the licence being reviewed if it was found that the licensing objectives were not being upheld.

Resolved: That in line with Option 2, the licence be granted.

Reason: To address the representations made in writing and at the hearing.

Councillor Boyce, Chair

[The meeting started at 10.00 am and finished at 11.20 am].



Licensing Act 2003 Sub Committee

2nd February 2015

Report from the Assistant Director – Housing & Community Safety

Section 18(3) (a) Application for a premise licence for Unit 8,10 and 12, Stonebow House, The Stonebow, York, YO1 7NP

Summary

1. This report seeks Members determination of an application for the grant of a premise licence, which has been made under the Licensing Act 2003.
2. Application reference number: CYC-052492
3. Name of applicant: Project York Ltd.
4. Type of authorisation applied for: Grant of Premise Licence
5. Summary of application: The nature of the application is to allow for the following:

Licensable Activity	Days	Hours
Plays	Mon – Sun	10:00 – 04:00
Films	Mon – Sun	10:00 – 04:00
Live Music	Mon – Sun	10:00 – 01:00
Recorded Music	Mon – Sun	10:00 – 04:00
Performance of dance	Mon – Sun	10:00 – 04:00
Anything similar to the above	Mon – Sun	10:00 – 04:00
Late Night Refreshment	Mon – Sun	23:00 – 04:00

Supply of Alcohol (on and off the premises)	Mon – Sun	10:00 – 03:30
Opening times	Mon – Sun	10:00 – 04:00

The timings include a request for an extension of hours from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day for all activities.

Background

6. A copy of the application is attached at Annex 1.
7. This venue operated under a premises licence (CYC 009310) until July 2015 when the licence holder at that time surrendered it and vacated the building. A copy of this licence is attached at Annex 2.

Promotion of Licensing Objectives

8. The operating schedule submitted by the applicant shows that the licensing objectives would be met as follows:
9. The prevention of crime and disorder
 - a) The venue will have a Zero Policy towards any disorder leading to violence or anti-social behaviour.
 - b) Trained and SIA qualified Door Supervisors will be recruited and instructed to deny entry to any customers who appear to have drunk excessively.
 - c) Staff will have training in responsible alcohol service so as to identify and refuse service to customers who have drunk to excess. This will be assisted by clear policies on standards of acceptable behaviour and training records which are to be kept updated and refreshed with each existing or incoming member of staff.
 - d) There is to be an in-house drugs policy which will assist the staff in recognising and reporting and suspicious conduct.
 - e) The DPS will work with the police to help eradicate violent, drunken or anti-social behaviour.
 - f) Colour digital CCTV will be installed in all appropriate parts of the venue and with film downloads on request.
 - g) Staff will participate in the night-time economy radio system.

10. Public safety

- a) Public safety will be maintained by various control measures and precautions including the use and inspection of extraction fans, strict application of the House Drugs Policy, high standards of cleanliness, the use of admission procedures and search policies, staff training.
- b) There will be first aid boxes and staff who are First Aid qualified along with accident reporting procedures
- c) There will be continuous monitoring of escape routes, notices to alert customers to exit route instructions, keeping exit routes clear and maintaining staff training in evacuation procedures with emphasis on any persons with disabilities.

11. The Prevention of public nuisance

- a) Queues outside the premises are maintained at the entrance which is able to be singularly regulated at all times by the Door Supervisors to ensure that the noise is kept at a minimum and that the line is orderly and structured.
- b) The venue is to have firm policies on monitoring customers who leave the premises to ensure that they leave quietly and sensibly. To that effect, the exits will be manned by Door Supervisors at all times.
- c) There will be nightly checks to detect the egress of sounds or smells. There are no windows to the premises which assist in keeping the noise levels under control.
- d) The doors are to be closed during a performance or event.
- e) Any complaint will be immediately dealt with by the manager.

12. The protection of children from harm:

- a) Guidance and training will be given to staff to ensure that all reasonable steps are taken to establish age.
- b) The identity card system will be in operation on the premises.
- c) All staff are to be required to provide any convictions that will make them unsuitable to deal with children.
- d) Only children over 16 years will be able to attend without an adult and will have to leave after the performance of live music if under the age of 18 years.

- e) The venue will operate a stamp or wrist-band scheme so that anyone over 18 years will have to have this identity on them for the purchase of alcohol.
- f) Anyone found attempting to purchase alcohol and under the age of 18 years will be required to leave immediately.

Special Policy Consideration

- 13. This premise is not located within the extended special policy area.

Consultation

- 14. Consultation was carried out by the applicant in accordance with s13, and s17 (5) of the Act and Regulation 42, Parts 2 and 4 of the Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005, which concern the displaying of a notice on the premises and an advertisement in a local paper giving details of the application and serving a copy of the application on all responsible authorities. The applicant complied with all statutory requirements. In addition the relevant ward councillors and/or parish council were notified by way of register.
- 15. All procedural aspects of this application have been complied with.

Summary of Representations made by Responsible Authorities

- 16. North Yorkshire Police have mediated with the applicant who has agreed to a number of conditions being added to the licence if granted. These conditions are show at Annex 3
- 17. The Council's Environmental Protection Unit has mediated with the applicant who has agreed to a number of conditions being added to the licence if granted. These conditions are shown at Annex 4.

Summary of Representations made by Parties other than Responsible Authorities

- 18. Relevant representations have been received from 8 local residents listed at Annex 5. Their representations are shown at Annex 6
- 19. A map showing the general area around the venue is attached at Annex 7.

Planning Issues

- 20. There are no planning issues relating to this application.

Options

21. By virtue of s18(4) of the Act, the Committee have the following options available to them in making their decision: -
22. Option 1: Grant the licence in the terms applied for.
23. Option 2: Grant the licence with modified/additional conditions imposed by the licensing committee.
24. Option 3: Grant the licence to exclude any of the licensable activities to which the application relates and modify/add conditions accordingly.
25. Option 4: Reject the application.

Analysis

26. The following could be the result of any decision made this Sub Committee:-
27. Option 1: This decision could be appealed at Magistrates Court by any of the representors.
28. Option 2: This decision could be appealed at Magistrates Court by the applicant or any of the representors.
29. Option 3: This decision could be appealed at Magistrates Court by the applicant or any of the representors.
30. Option 4: This decision could be appealed at Magistrates Court by 30e applicant.

Council Plan

31. The Licensing Act 2003 has 4 objectives the prevention of crime and disorder, public safety, prevention of public nuisance and the protection of children from harm.
32. The promotion of the licensing objectives will support the Council's priorities to protect vulnerable people, build strong communities, and protect the environment.

Implications

33.

- **Financial** - N/A
 - **Human Resources (HR)** – N/A
 - **Equalities** – N/A
 - **Legal** – This decision could be appealed at Magistrates Court by the applicant or any of the representors.
 - **Crime and Disorder** - The Committee is reminded of their duty under the Crime and Disorder Act 1998 to consider the crime and disorder implications of their decisions and the authority's responsibility to co-operate in the reduction of crime and disorder in the city.
 - **Information Technology (IT)** – N/A
 - **Property** – N/A
- Other** – none

Risk Management

34. All Members of the Licensing Act 2003 Committee have received full training on the Act and the regulations governing hearings. They are aware that any decision made which is unreasonable or unlawful could be open to challenge resulting in loss of image, reputation and potential financial penalty.
35. The report details the options available to the panel in determining the application and recommends that a decision be reached. There are no risks involved with this recommendation.

Recommendations

36. Members determine the application.

Reason: To address the representations received as required by the Licensing Act 2003.

Contact Details

Author:

Lesley Cooke
Licensing Manager

Tel No. 01904 551515

Chief Officer Responsible for the report:

Steve Waddington
Assistant Director
Housing & Community Safety.

**Report
Approved**

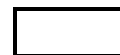


Date 16/01/2015

Specialist Implications Officer(s)

Head of Legal & Democratic Services
Ext: 1004

Wards Affected: Guildhall East



For further information please contact the author of the report

Background Papers:

- Annex 1** - Copy of application form
- Annex 2** - Copy of previous licence
- Annex 3** - Police agreed conditions
- Annex 4** - Environmental Protection Unit agreed conditions.
- Annex 5** - List of representors
- Annex 6** - Relevant representations
- Annex 7** - Map of area
- Annex 8** - Mandatory Conditions
- Annex 9** - Legislation and Policy Considerations

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