



## **Licensing Hearing**

**To:** Councillors Horton, McIlveen and Reid  
**Date:** Monday, 11 June 2012  
**Time:** 10.00 am  
**Venue:** The Guildhall

### **A G E N D A**

#### **1. Chair**

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

#### **2. Introductions**

#### **3. Declarations of Interest**

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

#### **4. The Determination of an Application by Enterprise Inns PLC for a Premises Licence Section 18(3)(a) in respect of Blue Boar, 5 Castlegate, York, YO1 9RN). (CYC-020403)**

**If you require any further information, please contact Laura Bootland on Tel 01904 552062 or Fax 01904 551035 or email [laura.bootland@york.gov.uk](mailto:laura.bootland@york.gov.uk)**

**Distribution:**

Members of Licensing Act 2003 Sub-Committee

Licensing Officer

Legal Services

Applicant

Representors

Press, Libraries, Council Receptions



## **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.



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- Applicant
- Representors & the relevant Responsible Authorities



## Licensing Act 2003 Sub Committee

11<sup>th</sup> June 2012

Report of the Director of Communities and Neighbourhoods

### Section 18(3)(a) Application for a premise licence for Blue Boar, 5 Castlegate, York YO1 9RN

#### 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-020403
3. Name of applicant: Enterprise Inns PLC
4. Type of authorisation applied for: Grant of Premise Licence
5. Summary of application: The nature of the application is to allow:-

Licensable Activity	Indoors/Outdoors	Days	Hours
Films	Indoors	Sun-Thurs	10:00 – 23:00
		Fri – Sat	10:00 – 24:00
Indoor Sporting Events		Sun-Thurs	10:00 – 23:00
		Fri – Sat	10:00 – 24:00
Live Music	Indoors	Sun-Thurs	10:00 – 23:00
		Fri – Sat	10:00 – 24:00
Recorded music	Indoors	Sun-Thurs	10:00 – 23:00

		Fri – Sat	10:00 – 24:00
Anything similar to the above	Indoors	Sun-Thurs	10:00 – 23:00
		Fri – Sat	10:00 – 24:00
Late night refreshment	Indoors	Mon – Sun	23:00 – 01:00
Sale of alcohol	Both	Mon – Sun	10:00 – 01:00
Opening times		Mon – Sun	10:00 – 01:30

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 used to operate under the name of The Little John with a premises licence CYC 009023 but the licence was revoked in September 2012 by the Licensing Sub Committee after a review brought by the North Yorkshire Police. 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 by incorporating 13 conditions onto the licence should it be granted. These conditions are attached at Annex 3

### **Special Policy Consideration**

9. This premise is not located within the special policy area.

### **Consultation**

10. 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.

11. All procedural aspects of this application have been complied with.

**Summary of Representations made by Responsible Authorities**

12. Both the North Yorkshire Police and the Council's Environmental Protection Unit have met with the applicant to discuss the application. The applicant has agreed to the following conditions being attached to the licence if granted and that these will replace those proposed by the applicant in Annex 3:-
- i. A digital colour CCTV system will be installed to cover the premises and recorded coverage will include all areas (including outside areas) to where public have access to consume alcohol.
  - ii. It will be maintained, working and recording at all times when the premises are open.
  - iii. The recordings should be of good evidential quality to be produced in Court or other such hearing.
  - iv. Copies of the recordings will be kept available for any Responsible Authority for 28 days.
  - v. Copies of the recordings shall be made available to any Responsible Authority immediately upon request.
  - vi. Copies of the recordings will display the correct time and date of the recording.
  - vii. The premises shall partake in the York Nightsafe radio scheme.
  - viii. The radio (referred to in Condition vii) shall be turned on and carried by the Duty Manager (or when deployed the Door Supervisor situated at the front entrance) at all times when the venue is open for business after 2000hrs.
  - ix. An adequate number of Door Supervisors (at least two) from a Door Company that has "Approved Contractor Status" (ACS as defined by the SIA) will be provided from 2100hrs until the close of business on the following evenings, Friday and Saturday evenings, the evening before any Bank Holiday, the evening when a race meeting is held at York Racecourse.

- x. Door Supervisors shall wear a high visibility jacket or bib when deployed inside or outside the premises.
- xi. Door Supervisors shall display their SIA licence in high visibility armbands when working.
- xii. One Door Supervisor shall be positioned at the main entrance in Castlegate when deployed.
- xiii. There will be no consumption of alcohol in the outside smoking area after 2100hrs (the smoking area being the area to the left of the premises at the rear of the courtyard as approached along the passage way from Castlegate).
- xiv. There shall be no movement of glassware by customers from the building to any outside area after 2100hrs.
- xv. All windows and doors to the premises shall be closed during regulated entertainment save for permit customers access and egress.
- xvi. Prominent clear and legible signs shall be displayed to inform personnel/DJ that all music is to be played through the noise limiter provided. Staff should draw the notice to the attention of any DJ engaged at the premises.
- xvii. Documented staff training will be given regarding staff's obligation under the Licensing Act for the retail sale of alcohol; the conditions attached to the Premises Licence; and the Opening Times of the venue.
- xviii. Such training (Condition xvii) will be refreshed (and documented) every six months and the documented records shall be kept for at least three years.
- xix. Such records (Condition xvii) shall be kept for at least three years and they will be made available immediately upon request from any Responsible Authority.
- xx. Smoking must only take place in the smoking area as defined in Condition xiii.
- xxi. After 2100hrs there shall be no more than 10 customers allowed to congregate in the smoking area (as defined by Condition xiii) on any occasion.
- xxii. After 2000hrs on Friday and Saturday nights documented patrols shall be carried out by members of staff at no less than hourly intervals during the hours of opening to the public. These checks shall be undertaken outside the building to the front and rear for noise originating inside the premises, and noise from customers outside the venue. Details of any remedial action necessary to reduce noise to an acceptable level shall also be recorded. Records shall be

- made available to an authorised Officer of City of York Council on request.
- xxiii. A direct contact number for the Duty Manager shall be made available to residents living in the vicinity of the premises on request. (The vicinity of the premises being Castlegate, Coppergate, Upper Friargate).
  - xxiv. All off- sales shall be made in sealed containers (save for consumption in the smoking shelter attached to the premises as defined in Condition xiii).
  - xxv. An Incident Report Register and Refusals Book will be kept and made available upon a reasonable request from any Responsible Authority and will be kept for at least one year.
  - xxvi. The Incident Report Register will contain consecutively numbered pages in a bound format and include full details of the SIA Door Staff when deployed as per Condition ix (above) as well as names and licence numbers of the Door Staff, details of all instances where staff have refused service to customers at the venue for any reason, details of all searches undertaken by the Door Staff whether the search results in any substance being found or is a negative search, details of any incident involving anti-social behaviour, injury and ejections at the venue and will cover the following points:-
    - a) time/date
    - b) location within the venue
    - c) names of staff members or Door Staff involved in the incident
    - d) details of any Police Officer who attended the incident (the main Officer in the case will suffice should there be a number of Officers in attendance)
    - e) full details of any witnesses to the incident
    - f) full details/report of the incident in question.
  - xxvii. The only acceptable proof of age identification shall be a current passport, photocard driving licence or identification carrying the PASS logo.
  - xxviii. Customers shall not be allowed to congregate directly outside the venue save for queuing to enter the venue.

### **Summary of Representations made by Interested Parties**

13. Relevant representations have been received from 4 Interested Parties listed at Annex 4. Their representations are attached at Annex 5.
14. A map showing the general area around the venue from which the representations are focused is attached at Annex 6.
15. Members are reminded that representations are only “relevant” if they relate to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives.

### **Planning Issues**

16. There are no planning issues.

### **Options**

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

### **Analysis**

22. The following could be the result of any decision made this Sub Committee:-
23. Option 1: This decision could be appealed at Magistrates Court by any of the representors.
24. Option 2: This decision could be appealed at Magistrates Court by the applicant or any of the representors.



25. Option 3: This decision could be appealed at Magistrates Court by the applicant or any of the representors.
26. Option 4: This decision could be appealed at Magistrates Court by the applicant.

### **Council Plan**

27. 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.
28. The promotion of the licensing objectives will support the Council's priorities to protect vulnerable people, build strong communities, and protect the environment.

### **Implications**

29.

- **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**

30. 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.

31. 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**

32. That 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** 15/05/12

### 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** - Application form
- Annex 2** - Copy of premises licence CYC 009023 re Little John
- Annex 3** - List of conditions proposed by the applicant.
- Annex 4** - List of representors
- Annex 5** - Copy of representations
- Annex 6** - Map of area from which representations received
- Annex 7** - Mandatory Conditions
- Annex 8** - Legislation and Policy Considerations

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