

# Licensing Panel AGENDA

**DATE:** Thursday 11 June 2015

**TIME:** 11.00 am \*

**VENUE:** Committee Rooms 1 & 2,  
Harrow Civic Centre

\* THERE WILL BE A BRIEFING FOR MEMBERS AT 10.30 AM IN COMMITTEE ROOM 1&2

## **MEMBERSHIP** (Quorum 3)

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**Chair:** (To be appointed)

**Councillors:** To be confirmed

## **Reserve Members:**

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**Note:** There are no Reserve Members currently appointed to this Panel.

**Contact:** Maria Farrell, Democratic & Electoral Services Officer  
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## **AGENDA - PART I**

### **1. APPOINTMENT OF CHAIR**

To appoint a Chair for the purposes of this meeting.

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

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Panel;
- (b) all other Members present.

### **3. MINUTES**

[Note: Licensing Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chairman for that meeting;
- (2) not submitted to the next panel meeting for approval.

Reasons: The Licensing Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chairman and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].

### **4. PUBLIC QUESTIONS \*, PETITIONS AND DEPUTATIONS**

To receive any questions, petitions or deputations (if any), under the provisions of Committee Procedure Rules 17, 15 and 16 (Part 4B) of the Constitution respectively.

*[Note: These items are qualified by the requirements of the licensing legislation and will not be applicable to applications on the current agenda.]*

### **5. LICENSING PROCEDURES (Pages 5 - 6)**

Procedure to be followed at an oral hearing.

### **6. CONSIDERATION OF AN OBJECTION NOTICE TO A TEMPORARY EVENT NOTICE SUBMITTED IN RESPECT OF OLD LYONIAN ASSOCIATION, OLD LYONIAN SPORTS GROUND, 74 PINNER VIEW, HARROW, MIDDLESEX, HA1 4QF (To Follow)**

Report of the Corporate Director of Environment and Enterprise.

### **7. ANY OTHER URGENT BUSINESS**

Which cannot otherwise be dealt with.

## **AGENDA - PART II - NIL**

### **\* DATA PROTECTION ACT NOTICE**

The Council will audio record item 4 (Public Questions) and will place the audio recording on the Council's website, which will be accessible to all.

[**Note:** The questions and answers will not be reproduced in the minutes.]

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*This document provides a summary of the Panel's usual procedure for the conduct of an oral hearing in public.*

1. Introduction by chair of:
  - Members
  - Officers and Officers of Responsible Authorities
  - Applicants and Objectors
  - the procedure for the hearing.
  
2. Presentation of the report by Officers of the Relevant Authority.
  
3. Presentation by the applicant of their statement. Additional material may be submitted with the agreement of the Panel and the other party, subject to advice by the Council's legal advisor at the time.
  
4. Questioning of applicant by:
  - each of the objectors
  - the Panel
  
5. Presentation by the objectors, or their representative of their statements. Additional material may be submitted with the agreement of the Panel and the other party, subject to advice by the Council's legal advisor at the time.
  
6. Questioning of each objector by:
  - the applicant
  - the Panel
  
7. Concluding statement(s) by objectors.
  
8. Concluding statement by applicant.
  
9. The Panel together with their legal advisor and committee clerk withdraw to consider of the application. Should the Panel wish to clarify any point with any particular party, all sides are recalled for the questions to be asked.
  
10. The hearing is reconvened for the Panel to announce their decision. Should the application be refused or conditions be placed on the licence the Panel must give reasons for this action.

## **NOTES**

***WITNESSES:*** *Either side may call witnesses to support their case. Witnesses should have submitted written statements before the hearing which they present and on which they may be questioned. Witnesses introduced at short notice may speak with the agreement of the Panel and the other party, subject to advice by the Council's legal advisor at the time.*

***ADJOURNMENT:*** *The Panel may at any time adjourn to a later date for the further consideration of an application. The date and time should be agreed with all parties as far as possible*

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