

Licensing Panel Agenda

Date: Monday 28 June 2021

Time: 6.30 pm *

Venue: Virtual Meeting - Online

* There will be a briefing for Members at 6.00 pm virtually online.

Membership (Quorum 3)

Chair: To be appointed

Labour Councillors: Dean Gilligan
Maxine Henson

Conservative Councillors: Chetna Halai

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

Contact: Andrew Seaman, Senior Democratic Services Officer
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Scan this code for the electronic agenda:



Useful Information

Meeting details

This meeting is open to the press and public and can be viewed on www.harrow.gov.uk/virtualmeeting

Filming / recording of meetings

Please note that proceedings at this meeting may be recorded or filmed. If you choose to attend, you will be deemed to have consented to being recorded and/or filmed.

The recording will be made available on the Council website following the meeting.

Agenda publication date: Friday 18 June 2021

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 Chair 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 Chair and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].
4. **Licensing Procedures** (Pages 5 - 6)
Procedure to be followed at an oral hearing.
5. **Any Other Urgent Business**
Which cannot otherwise be dealt with.
6. **Dragons Lounge, 225 Kenton Lane, Harrow, Middlesex, HA3 8RP. (To Follow)**
Report of the Interim Director, Environmental Services

Agenda - Part II - Nil

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Licensing Panel – Licensing Act 2003

Procedure A - Oral Hearing in Public

This document provides a summary of the Panel's usual procedure for the conduct of an oral hearing in public (either in person or by remote hearing).

Please note that the **Applicant** is the party who has applied for a premises licence or variation to a premises licence.

Please note that the **Objector(s)** is the party or parties who oppose the application that has been made.

- i. **Introductions:**
 - Chair of the Panel
 - Members (councillors)
 - Officer presenting the report
 - Officers of Responsible Authorities objecting
 - Applicant and Objector(s)
- ii. **Procedure** – Chair of the Panel to outline the procedure for the hearing (with variations where needed).
- iii. **Presentation** of the report (**agenda item 6**) by a Licensing Officer of the Relevant Authority.
- iv. **Presentation** by the **applicant** of their statement. Additional material may only be submitted at the hearing with the agreement of the Panel and the other party/parties, subject to advice by the Panel's legal advisor at the time.
- v. **Presentation** by **other persons** who have made representations **supporting the applicant's case**.
- vi. **Questioning** of the **applicant** and the **other persons** above by:
 - the objector(s)
 - the Panel
- vii. **Presentation** by the **objector(s)** (including Responsible Authorities) of their statements. Additional material may only be submitted at the hearing with the agreement of the Panel and the other party/parties, subject to advice by the Panel's legal advisor at the time.
- viii. **Questioning** of the **objector(s)** by:
 - the applicant
 - the Panel
- ix. **Concluding statement(s)** by the objector(s).

- x. **Concluding statement** by the applicant.
- xi. The Panel together with its legal advisor (and committee clerk if in attendance) withdraw to consider the application. Before withdrawing, the panel will confirm (if not already done) how the decision will be provided (see below). Should the Panel wish to clarify any point with any particular party, all sides are recalled for the questions to be asked.
- xii. **Decision:**
 - Option 1 - The hearing is reconvened for the Panel to announce their decision.
 - Option 2 - The Panel's written decision is sent to the parties within 5 working days.

The Panel will give reasons for its decision.

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/parties, subject to advice by the Panel'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.