

Notice of Licensing Committee



Date: Thursday, 7 December 2023 at 10.00 am

Venue: Committee Room, First Floor, BCP Civic Centre Annex, St Stephen's Rd, Bournemouth BH2 6LL

Membership:

Chair:

Cllr D A Flagg

Vice Chair:

Cllr S Moore

Cllr B Castle
Cllr A Chapmanlaw
Cllr M Dower
Cllr G Farquhar

Cllr A Filer
Cllr E Harman
Cllr P Hilliard
Cllr M Howell

Cllr A Keddie
Cllr C Matthews
Cllr J Richardson
Cllr L Williams

All Members of the Licensing Committee are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live stream of this meeting at the following link:

<https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?MIId=5453>

If you would like any further information on the items to be considered at the meeting please contact: Jill Holyoake in 01202 127564 or email democratic.services@bcpCouncil.gov.uk

Press enquiries should be directed to the Press Office: Tel: 01202 118686 or email press.office@bcpCouncil.gov.uk

This notice and all the papers mentioned within it are available at democracy.bcpCouncil.gov.uk

GRAHAM FARRANT
CHIEF EXECUTIVE

29 November 2023

**DEBATE
NOT HATE**



Available online and
on the Mod.gov app

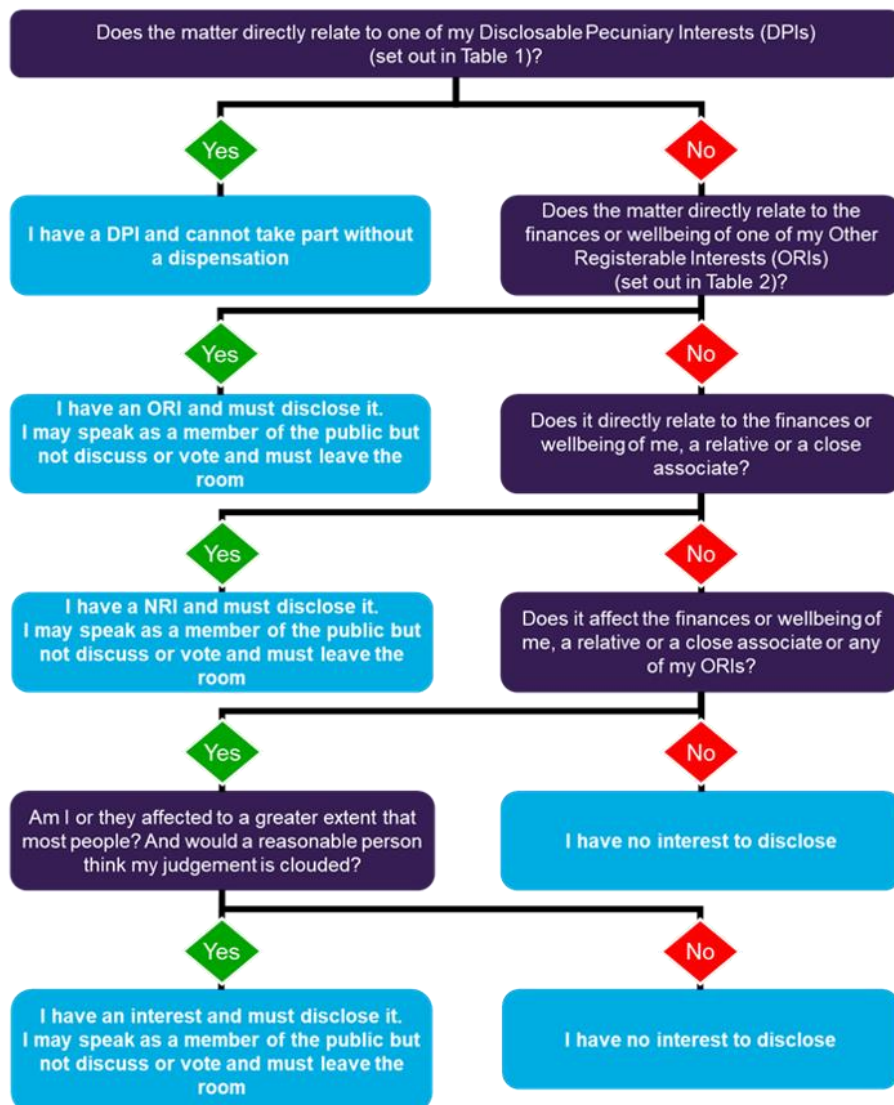


Maintaining and promoting high standards of conduct

Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests



What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer
(richard.jones2@bcpcouncil.gov.uk)

Selflessness

Councillors should act solely in terms of the public interest

Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

AGENDA

Items to be considered while the meeting is open to the public

1. Apologies

To receive any apologies for absence from Councillors.

2. Substitute Members

To receive information on any changes in the membership of the Committee.

Note – When a member of a Committee is unable to attend a meeting of a Committee or Sub-Committee, the relevant Political Group Leader (or their nominated representative) may, by notice to the Monitoring Officer (or their nominated representative) prior to the meeting, appoint a substitute member from within the same Political Group. The contact details on the front of this agenda should be used for notifications.

3. Declarations of Interests

Councillors are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.

Declarations received will be reported at the meeting.

4. Confirmation of Minutes

To confirm and sign as a correct record the minutes of the Licensing Committee held on 14 September 2023 and the Licensing Sub Committees held on 13 and 28 September, 11 and 26 October 2023.

The exempt section of the minutes where relevant are also appended as restricted documents.

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5. Public Issues

To receive any public questions, statements or petitions submitted in accordance with the Constitution, which is available to view at the following link:

<https://democracy.bcpCouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&Info=1&bcr=1>

The deadline for the submission of a public question is midday 3 clear working days before the meeting.

The deadline for the submission of a public statement is midday the working day before the meeting.

The deadline for the submission of a petition is 10 working days before the meeting.

6. Update on Provision and Positioning of Taxi Ranks

At the Licensing Committee meeting on 9 March 2023 members asked for an update on the audit of all taxi ranks in BCP area which had been

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completed by the Licensing Team and Taxi Trade jointly.

The members requested the following:-

- To review the progress of Highways in programming the necessary works summarised in the report of 9 March 2023
- To receive a response from the Director of Infrastructure to provide the proposed schedule of works.
- To receive a response from the Director of Infrastructure on the number of Penalty Charge Notices issued over the last 12 months as a result of parking of non licensed vehicles on taxi ranks.

7. To agree a draft Pleasure Boat and Boatperson Policy for public consultation

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The licensing of pleasure boats and boatperson licences is currently outside the scope of any policy.

The draft policy as presented will provide a clear framework for the determination of any applications.

8. Administrative Arrangements for Licensing Sub Committees

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This report responds to informal feedback from Licensing Committee members around procedural arrangements for Licensing Sub Committees. It sets out the preferred options for attendance at meetings and asks members to consider any changes they may wish to make to the chairing of Sub Committees.

In reviewing these procedures, there is also an opportunity to update the existing protocols for public speaking at Licensing Committee and Sub Committees to reflect current arrangements and bring these together into one composite document for ease of reference.

9. Forward Plan

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To consider, amend as required and approve the Committee's forward plan of work.

The Committee is also asked to confirm the membership of its working groups in respect of the forthcoming review of the statement of licensing policy and the review of hackney carriage and private hire vehicle, driver and operator policies.

No other items of business can be considered unless the Chair decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING COMMITTEE

Minutes of the Meeting held on 14 September 2023 at 10.00 am

Present:-

Cllr D A Flagg – Chairman

Cllr S Moore – Vice-Chairman

Present: Cllr A Chapmanlaw, Cllr G Farquhar, Cllr E Harman, Cllr P Hilliard,
Cllr M Howell, Cllr A Keddie, Cllr C Matthews and Cllr L Williams

17. Apologies

Apologies for absence were received from Cllrs Dower, Filer and Richardson.

18. Substitute Members

There were no substitute members.

19. Declarations of Interests

There were no declarations of interest.

20. Minutes

The minutes of the Licensing Committee on 27 June 2023 and the minutes of the Licensing Sub-Committees on 7 and 22 June and 30 August 2023 were confirmed as a correct record and signed by the Chairman.

21. Public Issues

There were no public issues received for this meeting.

22. Pavement Licences

The Licensing Manager presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book. Members received an update on Central Government's review of arrangements for pavement licensing.

The Licensing Manager advised that the Business and Planning Act (BPA) 2022 was introduced to streamline the process used to authorise the placement of tables and chairs on the highway. This temporary arrangement reduced consultation times from 28 days to 7 days and capped the fee payable. The arrangements under the BPA were due to end on 30 September 2023, however, on 14 August 2023 the Business and Planning Act 2020 (Pavement Licensing) (Coronavirus) (Amendment)

Regulations 2023 came into force which extended the provisions until 30 September 2024.

The Licensing Manager highlighted that where a pavement licence was granted, clear access routes on the highway would need to be maintained, considering the needs of all users, including disabled people and the granting of a pavement licence only permitted the placing of furniture on the highway.

The Committee discussed various concerns around licensed premises using pavements, which included broken glass and the restriction of pavement usage for pedestrians. The Licensing Manager advised that if the Licensing Team was made aware of any issues, these would be addressed with the premises concerned. The Committee was advised that pavement obstructions should be reported to the Highways Team who would investigate.

The Committee felt that there should be a mechanism in place for the public to easily report pavement obstructions to BCP Council using a portal on the BCP Website. The Legal Advisor advised that she would raise this with the Head of Highways to see how this could be actioned.

RESOLVED that

- I. the Report be noted; and**
- II. the Legal Advisor contact the Head of Highways regarding a suitable method for the public to report pavement obstructions on the BCP website.**

23. Prevention of Crime and Disorder Licensing Objective

The Licensing Manager presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The Licensing Manager advised that a concern was raised at the Licensing Committee meeting on 27 June 2023 about a perceived lack of action around theft of alcohol from licensed premises. Any issues relating to licensed premises where it has been identified they may be undermining the licensing objectives were dealt with in partnership with Dorset Police and other relevant responsible authorities. Work included regular multi agency meetings with relevant officers. In cases where informal action did not resolve an issue, anyone, but particularly the Police, would seek to review the premises licence.

The Committee was advised that the cost-of-living crisis had seen an increase in shoplifting in general, it was not limited to the theft of alcohol from licensed premises. Licensing officers worked with premises to add on conditions to help alleviate shoplifting e.g., a requirement to keep all alcohol behind locked doors.

The Committee thanked the Licensing Manager for providing an informative update. The Committee was pleased that multi agency work was taking

place and that licensing was a tool that could be used to help address some of the issues surrounding shoplifting.

Resolved that the Report be noted.

24. Forward Plan

The Committee considered the latest version of its Forward Plan, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

The Licensing Manager gave the following updates in response to issues raised by the Committee:

- Review of Pricing Mechanism for Licensed Vehicles – It was noted that this item was likely to be brought before the Committee in March 2024. Legislation stated that hackney carriage meter fares could be considered on a regular basis, however, there had been no increase in 2023. It was anticipated that the trade would approach the Council next spring to evidence an increase for an increase in fares.
- Update on Provision and Position of Taxi Ranks - A response was still required from the Director of Infrastructure.
- Pleasure Boat Policy – The draft policy would be brought before the Licensing Committee on 7 December for consideration, ahead of public consultation after the Christmas and New Year period.
- Review of Statement of Licensing Policy – This needed to be ready for 2025 and would need to be ratified by full Council.
- Review of Hackney Carriage and Private Hire Driver, Vehicle and Operator Policies - The review needed to commence as early as possible as it could be contentious. Various areas of improvements had been identified and it was anticipated that the taxi trade would be involved in the review process.
- Review of Statement of Licensing Principles – Gambling Act 2005 – The Gambling Commission was updating its guidance in January 2024. However, it was also issuing new guidance in September, so the Council's policy may need to be reviewed again in September 2024 to ensure compliancy. All Local Authorities would be in the same position.

The Chair advised that several Working Parties were required to oversee the review of the policies described on the Forward Plan and asked volunteers to contact the Licensing Manager if they would like to be involved. The Licensing Manager advised that each working party required the participation of 3 or 4 members of the Licensing Committee

RESOLVED that the Forward Plan be updated as agreed.

The meeting ended at 10.34 am

CHAIRMAN

BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING SUB-COMMITTEE

Minutes of the Meeting held on 13 September 2023 at 10.00 am

Present: Cllr A Chapmanlaw, Cllr A Keddie and Cllr L Williams

21. Election of Chair

RESOLVED that Councillor Keddie be elected Chairman of the Sub-Committee for the duration of the meeting.

Voting: Unanimous

22. Apologies

None were received.

23. Declarations of Interests

There were no declarations made.

24. Protocol for Public Speaking at Virtual meetings

The protocol for public speaking at virtual meetings was noted.

25. Southbourne Post Office, 14 Southbourne Grove, Bournemouth BH6 3RW

Attendance:

From BCP Council:

Sarah Rogers – Senior Licensing Officer

Nananka Randle – Licensing Manager (observing)

Linda Cole – Legal Advisor to the Sub-Committee

Michelle Cutler – Clerk to the Sub-Committee

Sinead O’Callaghan – Democratic and Overview and Scrutiny Support Officer (observing for training purposes)

Ellie Barker – Work Placement (observing)

The Chair made introductions and explained the procedure for the hearing which was agreed by all parties.

The Senior Licensing Officer presented a report, a copy of which had been circulated and a copy of which appears as Appendix A to these minutes in the Minute Book.

The Sub-Committee was asked to consider an application to grant a variation to the premises licence for the premises known as 'Southbourne Post Office', 14 Southbourne Grove, Bournemouth, BH6 3RW, to extend the terminal hour for off sales of alcohol on Monday to Saturday inclusive only.

The Licensing Authority had received a representation from Dorset Police and one other person on the grounds that to grant the application would undermine the prevention of crime and disorder, public safety and the prevention of public nuisance licensing objectives.

The following persons attended the hearing and addressed the Sub-Committee to expand on the points made in written submissions:

Mrs Cilem Altun – Applicant's wife and representative
Louise Busfield – Dorset Police Licensing Team (joined at 10:25)

Louise Busfield apologised to the Chair for being late to the meeting citing technical difficulties.

During the hearing, Mrs Altun offered a reduction in the terminal hour from 01:00 to 00:00hrs on Friday and Saturday. The Legal adviser reminded all parties that the premises was already licenced and was applying for a variation to extend the terminal hour for off sales of alcohol on Monday to Saturday inclusive by 1 hour.

The Sub-Committee asked various questions of all parties present and were grateful for the responses received. All parties had the opportunity to ask questions. All parties were invited to sum up before the Sub-Committee retired to make its decision. Before concluding the hearing, the Legal Advisor advised all parties of the right of appeal.

Decision

RESOLVED that the application to vary the premises licence for Southbourne Post Office, 14 Southbourne Grove, Bournemouth, BH6 3RW, to extend the terminal hour for off sales of alcohol on Monday to Thursday inclusive from 23:00hrs to 00:00hrs and on Friday and Saturday from 23:00hrs to 01:00hrs be granted, subject to the amendment to the application offered by the Applicant's wife and representative, Mrs Cilem Altun during the hearing that the terminal hour be 00:00hrs Monday to Saturday inclusive. The amended application is granted with the following conditions attached:

- **Images of the 'Beer Cave' recorded by the CCTV system must always be displayed on a monitor visible from the till, whenever the premises is open.**

- **The ‘Beer Cave’ must be locked from 21:00hrs daily.**

Reasons for Decision

The Sub-Committee considered all the information which had been submitted before the Hearing and contained in the report for Agenda Item 5, together with the verbal submissions made at the hearing by Mrs Cilem Altun, representing the Applicant, Mr Ibrahim Altun and Louise Busfield of Dorset Police. The Sub-Committee also considered the written representation of Ms Lucy Hart, objector, who did not attend the Hearing.

At the Hearing Dorset Police explained the areas of concern which led them to making a representation against the application on the grounds of the prevention of crime and disorder and public safety; namely the layout of the premises and specifically the situation of a display unit and that the alcohol was displayed within the ‘Beer Cave’, stopped there being a clear line of sight from the till that led to there being many ‘blind spots’ which would compromise the security of stock which would potentially become attractive to shoplifters and the safety of staff. Sarah Rogers, Senior Licensing Officer had clarified during the Hearing that there had been no change to the layout of the premises and that there was no requirement for the applicant to submit new plans when applying for a variation of licence to extend the terminal hour for off sales.

The Sub-Committee noted that Mrs Altun appeared confident in the running of the premises and were advised that they had 15 years’ experience running similar businesses. She appeared to be aware of the challenges posed by shoplifters and was passionate that the business be managed responsibly and in a way that would prevent crime. She was of the view that placing the wine and beer within the separate ‘Beer Cave’ reduced the opportunity for theft of alcohol, as it gave them more control and confirmed that all areas of the premises were covered by the CCTV system and could be instantly seen by anyone operating the system from the raised till point. The Sub-Committee was content that she understood and would strive to uphold the 4 licensing objectives.

The Sub-Committee noted that there was no evidence of crime, anti-social behaviour or cause for concern raised by the Police since Mr Altun took over the licence in August 2021. Louise Busfield had also commented during the Hearing that Mr and Mrs Altun were responsible operators of the Premises and were open to Police advice.

The Sub-Committee accepted Mrs Altun’s offer of a reduction in the terminal hour requested on Friday and Saturday from 01:00hrs to 12:00hrs and agreed that the amendment to the terminal hour was deemed to be a positive step in promoting the licensing objectives.

Louise Busfield, Dorset Police, had advised during the Hearing that the CCTV provisions at the premises were comprehensive. The Sub-Committee felt that by adding a condition to the licence that CCTV

recordings of the 'Beer Cave' must always be shown on a monitor whenever the premises was open would help to mitigate the concerns raised by Dorset Police. In addition, Mrs Altun had advised that the 'Beer Cave' could be locked at any time it was thought necessary and was always locked from 21:00hrs daily. The Sub-Committee felt that this was also a deterrent to shoplifters and by making this a condition of the licence would promote the licensing objectives.

The Sub-Committee was satisfied that if the premises operated in accordance with these conditions that the premises should not undermine the licensing objectives and as such the application to vary the premises licence should be allowed.

It was noted that a review of the premises licence could be applied for at any time by a Responsible Authority or any other person should there be any issues associated with the premises in the future that undermine the licensing objectives.

In making this decision the Sub-Committee have had regard to the Bournemouth, Christchurch and Poole Council Licensing Policy, the revised guidance, as set out by the Secretary of State and the licensing objectives, as set out in the Licensing Act 2003.

All parties to the application have the right to appeal to the Magistrate's Court within the period of twenty-one days beginning with the day on which the applicant is notified by the Licensing Authority of this decision in writing.

Voting: Unanimous

26. Exclusion of Press and Public

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 in Part I of Schedule 12A of the Act and that the public interest in withholding the information outweighs such interest in disclosing the information.

27. Consider the suitability of an applicant to become a licensed driver

This item was restricted by virtue of paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972.

Exempt information – Categories 1 (information relating to any individual) and 2 (information which is likely to reveal the identity of an individual).

Attendance:

From BCP Council:

Nananka Randle – Licensing Manager

Sally Martin – Licensing Officer
Linda Cole – Legal Advisor to the Sub-Committee
Michelle Cutler – Clerk to the Sub-Committee
Sinead O’Callaghan – Democratic and Overview and Scrutiny Support Officer (observing for training purposes)
Ellie Barker – Work Placement (observing)

The applicant was also in attendance, accompanied by his father.

The Chair made introductions and explained the procedure to be followed in considering this item, which was agreed by all participating parties.

The Licensing Officer presented a report, a copy of which had been circulated to each Member and appears as Appendix 'A' to these Minutes in the Minute Book.

The Sub-Committee was asked to determine whether the applicant was considered a ‘fit and proper’ person to hold a Hackney Carriage and/or Private Hire driver’s licence.

The applicant and his father addressed the Sub-Committee to present his case.

The Sub-Committee asked various questions of all parties present and was grateful for the responses received.

All parties were invited to sum up before the Sub-Committee retired to make its decision. Before concluding the Hearing, the Council’s Legal Advisor advised all parties of the right of appeal.

Decision

RESOLVED that the Sub Committee finds that the applicant is a ‘fit and proper’ person and are satisfied that he can continue with the application process to become a licenced driver.

Reason for Decision:

The Sub-Committee considered all the information which had been submitted before the hearing and contained in the Licensing Officer’s report for Agenda Item 7, the verbal submissions made at the Hearing by the applicant and his father, who attended to support him, and particularly the responses provided by the applicant to questions from the Sub-Committee.

In considering the test of a ‘fit and proper person’, the Sub-Committee also had regard to the BCP Council Hackney Carriage and Private Hire Driver Policy 2021 - 2025, the provisions of the Local Government (Miscellaneous Provisions) Act 1976, the Institute of Licensing (IOL) Guidance on determining the suitability of applicants and licensees in the hackney and

private hire trades (2018) and the guidance within the Department of Transport Statutory Taxi and Private Hire Vehicle Standards (July 2020).

The Sub-Committee noted appendix C of the BCP Council Hackney Carriage and Private Hire Driver Policy 2021 – 2025 which sets out that where an applicant has a conviction for an offence of violence, or connected with any offence of violence, a licence will not be granted until at least 10 years have elapsed since the completion of any sentence imposed.

After consideration of all the circumstances of the case, the Sub Committee were satisfied that the applicant is a 'fit and proper person' and should be able to continue with his application to become a licensed Hackney Carriage/Private Hire driver.

The Sub-Committee advised the applicant that being a taxi driver for the BCP area was a huge responsibility and that if his application was successful, he would become an ambassador for the BCP Council area. The Licensing Committee expect all drivers to always display exemplary and professional behaviour.

The meeting ended at 12.16 pm

CHAIRMAN

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING SUB-COMMITTEE

Minutes of the Meeting held on 28 September 2023 at 10.00 am

Present:-

– Chairman

– Vice-Chairman

Present: Cllr B Castle, Cllr A Filer and Cllr D A Flagg

Officers in attendance: Ellie King- Licensing Officer
Mary Almeida- Legal Adviser to the Sub-Committee
Claire Johnston- Clerk to the Sub-Committee
Sinead O’Callaghan – Democratic and Overview and Scrutiny
Support Officer (observing for training purposes)

28. Election of Chair

RESOLVED that Councillor Williams be elected Chairman of the Sub-Committee for the duration of the meeting.

Voting: Unanimous

29. Apologies

None were received

30. Declarations of Interests

There were no declarations made.

31. Application to Vary Premises Licence at 4 The Triangle, Bournemouth, BH2 5RY

The Chair made introductions and explained the procedure for the hearing which was agreed by all parties.

The Licensing officer presented a report, a copy of which has been circulated and a copy of which appears as Appendix A to these minutes in the Minute book.

The Sub-Committee was asked to consider an application to grant a variation to the premises license for the premises known as ‘The Vibe’, 4 The Triangle, Bournemouth, BH2 5RY, to bring forward the opening hours to 18.00 hours and to increase the licensable hours for both live and

recorded music, the performance of dance and the sale of alcohol between 18.00 and 21.00 hours. The application also seeks to replace condition 3.3 imposed by the Licensing Authority to amend the number and timings of when SIA door staff are required.

The following persons attended the hearing and addressed the Sub-Committee to expand on the points made in written submissions:

Mr David Crank- Solicitor, DWF Law, representing the Applicant.
Mr Mouhana- Applicant's and DPS
John Bean- Dorset Police

Exclusion of Press and Public

Under Section 14 (2) of the Licensing Act 2003 (Hearings) Regulations 2005 and Section 100 (A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 7 in Part I of Schedule 12A of the Act and that the public interest in withholding the information outweighs such interest in disclosing the information.

The Licensing Authority had received a representation from Dorset Police that to grant the application would undermine the Prevention of Crime and Disorder and Public Safety Licensing objectives.

The Sub-Committee asked various questions of all parties present and were grateful for the responses received. All parties had the opportunity to ask questions. All parties were invited to sum up before the Sub-Committee retired to make its decision. Before concluding the hearing, the Legal Advisor advised all parties of the right of appeal.

RESOLVED that the application to vary the premises licence to permit the following be allowed subject to one condition imposed by the Sub-Committee:-

- 1. To open earlier at 18.00 hours and to increase the licensable hours for both live and recorded music, the performance of dance and the supply of alcohol (on sales) between 18.00 hours and 21.00 hours.**
- 2. To replace condition 3.3 imposed by the Licensing Authority to amend the number and timings of when SIA door staff are required as follows:-**
 - From 22:00 hrs a minimum of 3 SIA registered door staff shall be deployed on Friday, Saturday and Bank Holiday Sundays and a minimum of 2 SIA registered door staff shall be deployed on Monday, Tuesday, Wednesday, Thursday, and non-Bank Holiday Sundays until 30 minutes after all customers have left the premises. The DPS and holder of the premises licence shall continually risk assess to determine whether additional measures are necessary in relation to the number of SIA door supervisors at the premises especially at weekends or during special events in the town. This will be done in**

consultation with officers of Dorset Police. A risk assessment document covering these matters will be kept on the premises.

The condition imposed by the Sub-Committee is that from 18:00 hrs to 22:00 hrs a minimum of 1 SIA registered door staff shall be deployed at the premises on all days of the week. The DPS and holder of the premises licence shall continually risk assess to determine whether additional measures are necessary in relation to the number of SIA door supervisors at the premises during this time, especially at weekends or during special events in the town. This will be done in consultation with officers of Dorset Police. A risk assessment document covering these matters will be kept on the premises.

Reasons for Decision

The Sub-Committee considered all the information which had been submitted before the Hearing and contained in the report for Agenda Item 5, including the additional information from both the applicant and police contained within the supplementary papers.

The Sub-Committee also considered the verbal submissions made by Ellie King, Licensing Officer, David Crank, Solicitor for the applicant, Mr Mouhana, for the applicant and John Bean of Dorset Police.

At the Hearing Dorset Police explained that they were opposing the application on the grounds of the prevention of crime and disorder and public safety. They were particularly concerned that the premises had only been opened for a short time before the application to vary had been made. Further they explained that the number of SIA required on the original licence had been offered by the applicants when applying for the licence. The police were of the opinion that the premises had not been opened for a sufficient period of time to determine what problems may occur.

The Sub-Committee noted that the premises had only been operating for a short amount of time, but that the applicant had engaged with Pub Watch and Dorset Police and appeared to be operating the premises in accordance with the licence conditions and under strict management. Further, it was noted that the applicant had advised that the CCTV operating at the premises had not shown any problems.

Although Mr Mouhana had not held a similar premises licence before it did not appear that the previous issues experienced at the premises had reoccurred in the time in which it had been open. The Sub-Committee observed that there was no evidence of crime or anti-social behaviour raised by the Police since the premises had reopened in July 2023.

Notwithstanding the fact that the previous requirements for door staff were offered by the applicant at the time of application, the Sub-Committee considered that the numbers did appear to be excessive for the occupation size of the premises regardless of whether it was particularly busy at present. Whilst it was mentioned that the proposed condition would allow for similar numbers of door staff as at other premises operating in the immediate vicinity the Sub-Committee looked at the application on its own merits and did not compare this application with other premises

However, as the premises had only been operating for a very short amount of time the Sub-Committee were aware that demand at the premises may increase as students returned to the area and particularly as the party season got underway. The premises had also not yet operated at all at the earlier time proposed by the applicant. Therefore, the Sub-Committee proposed the condition that at least one SIA registered door staff should be present during the earlier opening period.

The Sub-Committee was satisfied that if the premises operated in accordance with these conditions that the premises should not undermine the licensing objectives and as such the application to vary the premises licence should be allowed.

It was noted that a review of the premises licence could be applied for at any time by a Responsible Authority or any other person should there be any issues associated with the premises in the future that undermined the licensing objectives. Further the applicant could also seek to vary the licence should they feel it necessary.

In making this decision the Sub-Committee have had regard to the Bournemouth, Christchurch and Poole Council Licensing Policy, the revised guidance, as set out by the Secretary of State and the licensing objectives, as set out in the Licensing Act 2003. The Sub-Committee also took into account the Police knowledge of the local area and conditions surrounding the premises in reaching its decision.

All parties to the application have the right to appeal to the Magistrate's Court within the period of twenty-one days beginning with the day on which the applicant is notified by the Licensing Authority of this decision in writing.

Voting: Unanimous

The meeting ended at 11.02 am

CHAIRMAN

By virtue of paragraph(s) 1, 2, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING SUB-COMMITTEE

Minutes of the Meeting held on 11 October 2023 at 10.00 am

Present: Cllr E Harman, Cllr P Hilliard and Cllr S Moore

32. Election of Chair

RESOLVED that Councillor Moore be elected Chairman of the Sub-Committee for the duration of the meeting.

Voting: Unanimous

33. Apologies

None were received.

34. Declarations of Interests

There were no declarations made.

35. Application to Vary the Premises Licence at Abracadabra, 3 High Street, Christchurch, BH23 1AB

Attendance:

From BCP Council:

Ellie King- Licensing Officer (attended remotely)

Linda Cole - Legal Adviser to the Sub-Committee

Michelle Cutler - Clerk to the Sub-Committee

Cllr Dower – member of the Licensing Committee (observing for training purposes)

Cllr Richardson – member of the Licensing Committee (observing for training purposes)

Sinead O'Callaghan – Democratic and Overview and Scrutiny Support Officer (observing for training purposes)

Rebekah Rhodes - Democratic and Overview and Scrutiny Support Officer (observing for training purposes)

The Chair made introductions and explained the procedure for the hearing which was agreed by all parties. The Chair confirmed with all parties present that they had received the supplementary evidence submitted by

Dorset Police. Dorset Police confirmed that its supplementary evidence was a public document.

The Licensing officer presented a report, a copy of which has been circulated and a copy of which appears as Appendix A to these minutes in the Minute book.

The Sub-Committee was asked to consider an application to vary the premises licence for the premises known as 'Abracadabra', 3 High Street, Christchurch, BH23 1AB.

The application sought to increase licensable hours for the supply of alcohol (off sales). It was proposed that the terminal hour for the supply of alcohol be extended from 23:00 to 02:00 on every day of the week. The application also sought to remove the following conditions:

2.1 All staff shall be trained to a competent level including licensing law, drug awareness and shall be trained to Level 2 Award in Conflict Management.

2.3 The premises shall actively participate in any local Town Watch initiative.

The Licensing Authority received a representation from Dorset Police on the grounds that to grant the application would undermine the Prevention of Crime and Disorder and Public Safety licensing objectives.

The following persons attended the hearing and addressed the Sub-Committee to expand on the points made in written submissions:

Mrs June Clarke – Licensing Consultant, representing the Applicant
(attended in place of Mr Tony Clarke)
Yunis Mohammad - Applicant
Vanessa Rosales - Dorset Police

The Sub-Committee asked various questions of all parties present and were grateful for the responses received. All parties had the opportunity to ask questions. All parties were invited to sum up before the Sub-Committee retired to make its decision. Before concluding the hearing, the Legal Advisor advised all parties of the right of appeal.

RESOLVED that the application to vary the premises licence for the premises known as 'Abracadabra', 3 High Street, Christchurch, BH23 1AB, to extend the terminal hour for off sales of alcohol daily from 23:00hrs to 02:00hrs be REFUSED and that conditions 2.1 and 2.3 be amended to read as follows:

2.1 All staff working at the premises concerned with the sale of alcohol shall be trained with regard to the law on restricted sales (to persons under the age of 18 and/or who are intoxicated), conflict management and with regard to the terms

and conditions of the premises licence. A written record of all staff training shall be maintained and kept on the premises and made available on request to an authorised officer of the Council or the Police.

2.3 The premises shall actively participate in any local Town Watch initiative, which is operational.

Reasons for Decision

The Sub-Committee considered all the information which had been submitted before the Hearing and contained in the report for Agenda Item 5, together with the verbal submissions made at the hearing by Mrs June Clarke, JMC Licensing Consultant, representing the Applicant, Mr Yunis Mohammad, and Louise Busfield, of Dorset Police, objecting.

The Sub-Committee is of the view that Mr Mohammad, exercised little due diligence, when he took over the premises, they were advised by Mrs Clark, that the business was bought quickly and cheaply in a fire sale, that he left an untrained friend, Mr Merchant, in charge of the premises whilst he went to the cash and carry on the 8 August 2023 and that he bought vapes which were later identified as illegal stock from a man from Birmingham driving by in a car outside the premises.

The Sub-Committee currently have no confidence in Mr Mohammad's ability to uphold the licensing objective of the prevention of crime and disorder evidenced by his lack of understanding regarding his purchase of illegal vapes and his lack of awareness and confusion when asked questions regarding alcohol strength and off-sales.

The Sub-Committee were advised and accept that Mr Mohammad had recently undergone some training, including the level 2 award in conflict management and it was always open to him to approach JMC Licensing for further support. They acknowledged that licensing law can be complex, but they were not confident he was aware and would seek that necessary support required to promote the licensing objectives.

The Sub-Committee noted the representation of Dorset Police supported by trading standards and were very concerned that both were still receiving intelligence about under-age sales.

The Sub-Committee noted the submissions made by Mrs Clark regarding the joint visit and the alleged breaches of licensing conditions identified by Dorset Police on the 8 August 2023. They listened to the response made by Dorset Police and were satisfied that Dorset Police were aware of the conditions that were attached to the licence at that time. It appears that Mr Merchant, who Mr Mohammad had left in charge at the time of the visit may not have accurately reported back to Mr Mohammad details of the visit. The Sub-Committee were satisfied that Dorset Police had tried to explore the breaches identified with Mr Merchant, but he was unable to assist, probably as he told the Police at the time of the visit, because he was not trained.

They were disappointed that Mr Mohammad had not responded to Dorset Police during or after the visit made to the premises on the 8 August 2023 or on receipt of the letter from Sgt Gosling dated 21 August as Dorset Police offer support and engage with businesses and try to work in partnership with them to promote the licensing objectives, particularly the prevention of crime and disorder.

The Sub-Committee accepted Mr Mohammad may have good intentions and want to run the business responsibly but currently the sub-committee are not convinced he has enough experience and understanding of licensing law to do this. The premises are already licensed and open until 23:00 hrs daily. Operations later at night can be more challenging as customers leave other licensed premises and the sub-committee were of the view that it was not appropriate at this time to extend the opening hours as this could further risk undermining the licensing objectives. They felt the application was poor and noted nothing was set out in section M about any additional steps that Mr Mohammad intended to take to promote the licensing objectives for example there appeared to be no proper plan of how the shop will be staffed during the additional hours.

The sub-committee were encouraged to hear that Mr Mohammad was happy to work with Dorset Police and strongly advise that he do engage and work with Dorset Police to ensure compliance with the conditions on his licence and run his premises responsibly and to a high standard.

The Sub-Committee considered it proportionate to amend condition 2.1 and remove the need for staff to undertake a formal level 2 qualification in conflict management to reduce costs for this small premises, but considered it was necessary for all staff to be trained in restricted sales, conflict management and about the terms and conditions of the premises licence so the licensing objectives are not undermined. Regarding condition 2.3 the Sub-Committee felt that Town Watch offered excellent support to any new local business so if such an initiative was operational in the area, then to assist Mr Mohammad, he should engage.

In making this decision the Sub-Committee have had regard to the Bournemouth, Christchurch and Poole Council Statement of Licensing Policy, the revised Statutory guidance issued under s182 of the Licensing Act 2003 and the licensing objectives, as set out in the Licensing Act 2003.

All parties to the application have the right to appeal to the Magistrate's Court within the period of twenty-one days beginning with the day on which the applicant is notified by the Licensing Authority of this decision in writing.

Voting: Unanimous

The meeting ended at 11.37 am

CHAIRMAN

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BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING SUB-COMMITTEE

Minutes of the Meeting held on 26 October 2023 at 10.00 am

Present:-

Cllr D Flagg – Chair

Present: Cllr D A Flagg, Cllr A Keddle and Cllr J Richardson

Also in attendance: Cllr A Chapmanlaw and Cllr S Moore (observing only)

36. Election of Chair

RESOLVED that Councillor D Flagg be elected Chair of the Sub-Committee for the duration of the meeting.

37. Apologies

Apologies were received from Cllr M Howell and first reserve, Cllr C Matthews. As second reserve, Cllr J Richardson replaced Cllr Howell as a member of the Sub Committee.

Cllr S Moore and Cllr A Chapmanlaw attended the meeting for training purposes only. They took no part in the proceedings or deliberations.

38. Declarations of Interests

There were no declarations of interest.

39. FYEO 134 - 140 Old Christchurch Road Bournemouth BH1 1NL

Attendance:

BCP Council:

Sarah Rogers – Senior Licensing Officer

Linda Cole – Legal Advisor to the Sub-Committee

Jill Holyoake – Clerk to the Sub-Committee

Sinead O'Callaghan - Democratic and Overview and Scrutiny Officer
(observing for training purposes)

Rebekah Rhodes - Democratic and Overview and Scrutiny Officer
(observing for training purposes)

The Chair made introductions and explained the procedure for the hearing, which was agreed by all parties.

The Senior Licensing Officer presented the report, a copy of which had been circulated and a copy of which appears as Appendix A to these minutes in the Minute Book.

The Sub Committee was asked to consider an application for the renewal of the Sexual Entertainment Venue (SEV) Licence for the premises known as 'FYEO', 134 - 140 Old Christchurch Road, Bournemouth, to permit relevant entertainment to continue for a further twelve-month period.

As a result of the consultation two objections had been received against the renewal of the SEV. Mediation had been undertaken between the applicant and one of the objectors but this had not resulted in the objection being withdrawn. It was confirmed that there had been no representations received from any of the responsible authorities.

The following persons attended the hearing and addressed the Sub-Committee to expand on the points made in written submissions:

Applicant and Representatives:

Ms Julia Palmer – Solicitor for the applicants

Mrs Emily Mins and Mr Alex Mins, applicants

Objectors:

Mrs Susan Stockwell

Cllr Lisa Northover

During the hearing Cllr Northover submitted information provided by Dorset Police in response to her Freedom of Information request which listed the number of sexual assaults reported in licensed premises in Bournemouth over the last three years, which include one report in relation to FYEO. This information was passed to the applicants and their representative with an opportunity to respond provided

The Sub Committee asked various questions of all parties present and were grateful for the responses received. All parties were invited to sum up before the Sub-Committee retired to make its decision.

RESOLVED that the application to renew the Sexual Entertainment Venue Licence for the premises known as FYEO (For Your Eyes Only), 134 – 140 Old Christchurch Road, Bournemouth BH1 1NL, be GRANTED subject to the addition of the following two conditions:

- **The reference to 'The Ultimate Table Dancing Club' shall be removed from the external signage. No reference shall be included on the external signage which intimates the 'relevant entertainment' provided on the premises as defined in the legislation.**
- **Any photographs and or images used externally and incorporated into banners and signage attached to the barriers which are placed outside the premises when it is open, shall first be submitted and approved in writing by the Licensing Authority, in consultation with members of the Sub Committee, to determine they are deemed appropriate for external display.**

Reasons for Decision:

The Sub-Committee considered in detail all the information which had been submitted before the hearing and contained in the Licensing Officer's report for Agenda Item 5. The Sub-Committee considered the written and verbal submissions submitted by the objectors, Mrs Susan Stockwell & Cllr Lisa Northover, including the additional information submitted by Cllr Northover at the hearing, together with the written and verbal submissions of the applicants' representative, Ms Julia Palmer. The Sub Committee also considered the contents of the applicant mediation with objectors at Appendix 7 of the report. The Sub Committee was grateful to all parties for their responses to questions raised at the hearing.

The night before the hearing Mrs Stockwell, sent an email to the Licensing Officer seeking clarification as to whether there was a presumption to grant the application. This email was not picked up until the morning of the hearing and Mrs Stockwell raised it again at the beginning of the hearing. The question was referred to the legal advisor who advised the application would be considered in accordance with schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 and that her email would be addressed at a later point. To confirm there is no presumption to grant an SEV licence, but a decision to refuse a licence must be relevant to one or more of the grounds set out in paragraph 12 of schedule 3.

The Sub-Committee had regard to the provisions of Schedule 3 and the available grounds for refusing the application contained within paragraph 12 of that schedule. Based on the information provided at the hearing, the Sub Committee agreed that the only grounds which appeared to be relevant in this case was the 'discretionary' grounds contained within paragraph 12(3)(d) of Schedule 3

The Sub Committee was satisfied that the applicants' representative had addressed the issues raised in objection regarding the suitability of the applicants and agreed that the premises appeared to be well managed and was operating responsibly. It was noted that the historic incident at the Southampton club four years ago had been addressed and procedures put in place regarding card payments and who could accept payments. The Sub Committee were advised about the responsible steps taken by the premises following the visit by the Licensing Authority and Dorset Police in March 2023 when it was reported that dancers were becoming too close to customers. This report was taken seriously by the premises and immediately all dancers were given reinduction training to remind them of the code of conduct and those dancers involved being given a warning by management that if there were further breaches then there would be sanctions imposed.

The character of the relevant locality and the use to which any premises in the vicinity are put:

The Sub-Committee noted that the premises has operated as a lap dancing club since at least 2005 when records began and has held an SEV licence

since 2010 in accordance with legislation, this being renewed annually. Although the character of the locality had evolved and changed during this time, it was still considered to be the centre of Bournemouth's licensed night-time economy. The Sub Committee noted the points raised in objection and the responses on behalf of the applicants in respect of the premises' location, including its proximity to student accommodation, and the Livingstone Academy. The Sub Committee did not consider that there had been a material change in the locality since the licence was renewed last year or that there were sufficient grounds based on the character of the locality with which to refuse the application at the present time.

That said, the Sub Committee was mindful that the character of the location was one of ongoing change, with more residential accommodation being built or redeveloped in the town centre, attracting more families and young people to live in the area. The intake of pupils at the nearby Livingstone Academy in Stafford Road, opened in 2021, was increasing annually on a rolling programme and some of these children would be passing the premises on their way to and from the school. While the Sub Committee acknowledged that the opening hours of the premises would not conflict with the school run, it does mean that an increasing number of children and young people would be directly exposed to the external appearance of the premises. The Sub Committee shared the concerns raised around the use of the term 'table dancing' on the external signage and did not support the view that this was necessary or appropriate to inform people what type of entertainment the premises offered. The Sub Committee also questioned the nature of the content displayed on banners attached to the crowd control barriers placed outside of the premises during opening hours and considered this to be purely advertising. To address these concerns, the Sub Committee felt it proportionate to grant the licence subject to the two additional conditions to ensure the external appearance of the premises was appropriate.

With respect to the issues raised about violent crime, including incidents of rape and sexual assaults in the town centre, which did concern the Sub Committee, there was no evidence to connect these incidents to the premises and this type of behaviour to SEVs. Cllr Northover was of the view that this premises contributed to a hostile environment in the town centre towards women, but the Sub Committee were not presented with any evidence that the premises was contributing to the creation of such an environment more than any other licensed premises in the town centre. The Sub Committee noted Dorset Police had not made an objection to the application and were of the view that if the Police had concerns about the premises and its effect on crime and disorder in the vicinity, they would have voiced these concerns.

The Sub Committee noted the information provided by Dorset Police in response to Cllr Northover's Freedom of Information request which listed the number of sexual assaults reported in licensed premises in Bournemouth over the last three years, which include one report in relation to FYEO. Ms Palmer confirmed that the applicants had no knowledge of this report and Dorset Police had not brought it to the applicant's attention.

She asked the Sub Committee to consider this one report in the overall context of the numbers and premises listed. The Sub Committee noted all premises listed in the freedom of information request were town centre licensed premises operating in the nighttime economy.

Currently, the location of the premises was not thought inappropriate, having regard to the character of the locality, or to the use to which other premises in the vicinity were put, to warrant refusal of the application.

The Layout, character or condition of the premises, vehicle or vessel or stall in respect of which the application is made.

The Sub Committee noted the points raised in objection regarding the plan of the premises and its condition and the responses provided on behalf of the applicant. They welcomed the improved condition of the outside of the premises and the more subdued frontage.

The Sub Committee was satisfied that the layout, character and condition of the premises was acceptable and therefore not a ground on which the application could be refused.

Public sector equality duty

In considering the application, and in coming to its decision, the Sub Committee had regard to the need to eliminate discrimination, foster good relations, and advance equality of opportunity between those with a protected characteristic, and those without. In this case that arose primarily in the context of men and women. The Sub Committee was advised that the premises welcomed and was frequented by both men and women and that female guests and the female dancers had commented that they feel safe and secure in the environment.

The Sub Committee noted that no objection had been made by any resident living in the vicinity or staff or students at Bournemouth University regarding the premises or the behaviour of those who may visit it. With so many female students now living in the vicinity, the sub-committee felt it reasonable to assume that the University would have been made aware and shared any concerns brought to them by those students. In addition, they would expect Dorset Police to share complaints and concerns connected to behaviour emanating from the premises.

The sub-committee determined that some of the points raised in the objections were not grounds on which the application can be refused, and some were inaccurate or without evidence. On balance, having regard to the Public Sector Equality Duty, the Sub-Committee did not feel that the duty compelled the refusal of the application. After full consideration of the grounds set out in paragraph 12 of schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 the Sub Committee did not feel there was any basis to refuse the application and therefore resolved to grant it subject to the two conditions outlined above.

Right of Appeal

The decision being to grant the application, there is no statutory right of appeal against this decision.

40. Exclusion of Press and Public

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 in Part I of Schedule 12A of the Act and that the public interest in withholding the information outweighs such interest in disclosing the information.

41. Consideration of the suitability of an individual to become a Hackney Carriage and/or Private Hire Driver

This item was restricted by virtue of paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972.

Exempt information – Categories 1 (information relating to any individual) and 2 (information which is likely to reveal the identity of an individual).

Attendance:

From BCP Council:

Wesley Freeman – Licensing Officer

Linda Cole – Legal Advisor to the Sub-Committee

Jill Holyoake – Clerk to the Sub-Committee

Sinead O’Callaghan - Democratic and Overview and Scrutiny Officer (observing for training purposes)

Rebekah Rhodes - Democratic and Overview and Scrutiny Officer (observing for training purposes)

The Applicant was also in attendance.

The Chair made introductions and explained the procedure to be followed in considering this item, which was agreed by all participating parties.

The Licensing Officer presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix ‘B’ to these Minutes in the Minute Book, together with supplementary information provided by the applicant, a copy of which appears as Appendix ‘C’ to these Minutes in the Minute Book.

The Sub Committee was asked to consider whether the applicant was deemed to be a ‘fit and proper’ person to allow them to continue with the application process for a hackney carriage/private hire drivers licence. In light of the issues raised in the report the Sub Committee was also asked to

consider if the applicant remained a fit and proper person to hold a private hire operator licence.

The applicant addressed the Sub Committee to present their case.

The Sub-Committee asked various questions of all parties present and was grateful for the responses received.

All parties were invited to sum up before the Sub-Committee retired to make its decision. Before concluding the Hearing, the Council's Legal Advisor advised all parties of the right of appeal.

RESOLVED that the applicant is considered to be a 'fit and proper' person to continue with the application process to become a licenced hackney carriage and/or private hire driver.

Reason for Decision:

The Sub-Committee gave detailed consideration to all of the information which had been submitted before the hearing and contained in the Licensing Officer's report for Agenda Item 7 and the Supplementary Papers submitted by the applicant for Agenda Item 7 and the verbal submissions made at the hearing by all parties, including the responses provided by the applicant to questions from the Sub Committee.

In considering the test of a 'fit and proper person', the Sub Committee had regard to the BCP Council Hackney Carriage and Private Hire Driver Policy 2021 - 2025, the provisions of the Local Government (Miscellaneous Provisions) Act 1976, the Institute of Licensing (IOL) Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades (2018) and the guidance within the Department of Transport Statutory Taxi and Private Hire Vehicle Standards (updated November 2022).

Having considered the circumstances of the case, the Sub Committee concluded that the applicant is a 'fit and proper person' and that it is appropriate to depart from the policy, so that the applicant be able to continue with the application process to become a licensed Hackney Carriage/Private Hire driver.

Anyone aggrieved by this decision has the right of appeal to the Magistrates' Court within a period of 21 days beginning with the day that the applicant is notified, in writing, of the decision.

42. Consideration of the suitability of a new Hackney Carriage/ Private Hire Driver application

This item was restricted by virtue of paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972.

Exempt information – Categories 1 (information relating to any individual) and 2 (information which is likely to reveal the identity of an individual).

Attendance:

From BCP Council:

Wesley Freeman – Licensing Officers

Linda Cole – Legal Advisor to the Sub-Committee

Jill Holyoake – Clerk to the Sub-Committee

Sinead O’Callaghan - Democratic and Overview and Scrutiny Officer (observing for training purposes)

Rebekah Rhodes - Democratic and Overview and Scrutiny Officer (observing for training purposes)

The Applicant was also in attendance.

The Chair made introductions and explained the procedure to be followed in considering this item, which was agreed by all participating parties.

The Licensing Officer presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

The Sub Committee was asked to consider whether the applicant was deemed to be a ‘fit and proper’ person to allow them to continue with the application process for a hackney carriage/private hire drivers licence.

The applicant addressed the Sub Committee to present their case.

The Sub-Committee asked various questions of all parties present and was grateful for the responses received.

All parties were invited to sum up before the Sub-Committee retired to make its decision. Before concluding the Hearing, the Council’s Legal Advisor advised all parties of the right of appeal.

RESOLVED that the applicant is considered to be a ‘fit and proper’ person to continue with the application process to become a licenced hackney carriage and/or private hire driver.

Reason for Decision:

The Sub-Committee gave detailed consideration to all of the information which had been submitted before the hearing and contained in the Licensing Officer’s report for Agenda Item 8 and the verbal submissions made at the hearing by all parties, including the responses provided by the applicant to questions from the Sub Committee.

In considering the test of a ‘fit and proper person’, the Sub Committee had regard to the BCP Council Hackney Carriage and Private Hire Driver Policy 2021 - 2025, the provisions of the Local Government (Miscellaneous

Provisions) Act 1976, the Institute of Licensing (IOL) Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades (2018) and the guidance within the Department of Transport Statutory Taxi and Private Hire Vehicle Standards (updated November 2022).

Having considered the circumstances of the case, the Sub Committee concluded that the applicant is a 'fit and proper person' and that it is appropriate to depart from the policy, so that the applicant be able to continue with the application process to become a licensed Hackney Carriage/Private Hire driver.

Anyone aggrieved by this decision has the right of appeal to the Magistrates' Court within a period of 21 days beginning with the day that the applicant is notified, in writing, of the decision

The meeting ended at 1.41 pm

CHAIR

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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LICENSING COMMITTEE



Report subject	Update on the provision and positioning of Taxi Ranks
Meeting date	7 December 2023
Status	Public Report
Executive summary	<p>At the Licensing Committee meeting on 9 March 2023 members asked for an update on the audit of all taxi ranks in BCP area which had been completed by the Licensing Team and Taxi Trade jointly.</p> <p>The members requested the following:-</p> <ul style="list-style-type: none"> • To review the progress of Highways in programming the necessary works summarised in the report of 9 March 2023 • To receive a response from the Director of Infrastructure to provide the proposed schedule of works. • To receive a response from the Director of Infrastructure on the number of Penalty Charge Notices issued over the last 12 months as a result of parking of non licensed vehicles on taxi ranks.
Recommendations	<p>It is RECOMMENDED that:</p> <p>Members are asked to consider the information provided within the report</p>
Reason for recommendations	The Licensing Committee on 9 March 2023 requested an update on following the Licensing Team audit of all taxi ranks within the BCP area.

Portfolio Holder(s):	Kieron Wilson, Portfolio Holder for Housing and Regulation
Corporate Director	Jillian Kay – Corporate Director for Wellbeing
Report Authors	Nananka Randle – Licensing Manager
Wards	Council-wide
Classification	For Information

Background

1. A taxi rank is provided by way of a Traffic Regulation Order (TRO) which controls the number of hackney carriages that can use the rank and the times that the rank is in force.
2. The provision and maintenance of ranks is not a licensing function and sits with the Highways team within the Directorate of Infrastructure.
3. The Licensing Manager presented a report to Committee on 9 March 2023 which summarised the findings of a joint exercise with taxi trade representative which visited all ranks and identified where works were needed such as signage and road sign marking as well as where ranks were no longer needed or had disappeared.
4. The minutes of this meeting and report are available for review. [BCP Council – Democracy](#)
5. At the Committee meeting members noted the content of the report and resolved the following:-
 - (a) that the Committee notes the contents of the report and requests a further report in six months' time to review the progress of the Highways team in programming the necessary works summarised in paragraph 4 of the report, following the audit of all taxi ranks in the BCP area;
 - (b) that the Chair writes to the Director of Infrastructure at the Committee's request to advise that the Committee has asked for a six-month review and to advise of the Committee's views around the need for a structured and timely delivery of these works and to request that a proposed schedule of works be provided;
 - (c) that the Chair writes to the Director of Infrastructure at the Committee's request to advise of the Committee's views around the need to prioritise enforcement against parking of non-licensed vehicles on ranks, a matter raised in paragraph 5 of the report and to request that the number of Penalty Charge Notices (PCNs) issued over the last 12 months as a result of such parking be provided.

Update

6. With regard to programming any works, the Traffic Team are visiting all the sites and placing orders for maintenance as and if required. If Traffic Regulation Order amendments are required, they will be assessed and prioritised for possible inclusion in the 2024/25 programme.
7. The Traffic Team Leader attended a taxi association meeting earlier in 2023 and has indicated he will be happy to do so again in early 2024 to report on progress and discuss issues.
8. No specific proposed works programme is available. However, I have been advised that to date all Bournemouth zone ranks which were highlighted as requiring action have been visited and maintenance has been scheduled.
9. The traffic technician is in the process of visiting first Poole and then Christchurch Ranks during the coming weeks and will assess any necessary works/maintenance and this will then be scheduled.
10. The Parking Operations Team Leader has reported that for the year 31 October 2022 to 31 October 2023 there were **939** Penalty Charge Notices (PCN) issued across all taxi bays/ranks within the BCP area.

Options Appraisal

11. Information only report, no options to consider.

Summary of financial implications

12. There are no financial implications arising from this report.

Summary of legal implications

13. There are no legal implications arising from this report.

Summary of human resources implications

14. There are no human resources arising from this report.

Summary of sustainability impact

15. There is no sustainability impact arising from this report.

Summary of public health implications

16. There are no public health implications arising from this report.

Summary of equality implications

17. There are no equality implications arising from this report.

Summary of risk assessment

18. There is no risk assessment arising from this report.

Background Papers

Published works

Appendices

There are no appendices to this report

LICENSING COMMITTEE



Report subject	To agree a draft Pleasure Boat and Boatperson Policy for public consultation
Meeting date	7 December 2023
Status	Public Report
Executive summary	<p>The licensing of pleasure boats and boatperson licences is currently outside the scope of any policy.</p> <p>The draft policy as presented will provide a clear framework for the determination of any applications.</p>
Recommendations	<p>It is RECOMMENDED that:</p> <p>Members consider the draft Policy document, agree any necessary amendments and then agree to send the document out for public consultation for a period of 6 weeks in 2024.</p>
Reason for recommendations	<p>The Council under the Public Health Acts Amendment Act 1907 has the power to grant licences for pleasure boats and pleasure vessels which are let for hire or be used for carrying passengers, and also to license the person in charge of or navigating such boats and vessels.</p>

Portfolio Holder(s):	Kieron Wilson, Portfolio Holder for Housing and Regulation
Corporate Director	Jillian Kay – Corporate Director for Wellbeing
Report Authors	Nananka Randle, Licensing Manager
Wards	Council-wide
Classification	For Decision

Background

1. The Council, as the Licensing Authority, has the power to grant licences for the operation of Pleasure Boats and for Boatpersons. These should only be granted to persons whom we are satisfied are competent and capable of handling such a boat/ vessel.
2. In relation to vessels, the licensing authority must ensure that they are safe for the passengers or users.
3. The Council is responsible for issuing licences for boats/vessels that operate within inland waters only which include Poole Christchurch Harbours. Licenses are issued to Class B and Class C boats. These are defined as follows: -
 - a. Class B are crewed by a bosun and take no more than 12 paying passengers,
 - b. Class C are boats that are 'self drive' and are hired out.
4. Currently within the BCP Council area we issue licenses as follows:

Class B boats	19
Class C boats	28
Boatperson	3

5. There are exemptions to the requirement to hold a boatperson licence for those who hold a qualification approved by the Maritime and Coastguard Agency (MCA)
6. Currently licences are issued in line with previous legacy Council processes and conditions.
7. In line with good practice, we require clear policy which outlines the requirements for such licences and how applications will be determined.

Consultation

8. The committee is now asked to consider the draft policy presented to them and determine what changes if any they require prior to the document being presented for public consultation which will be hosted on the Councils consultation web platform have your say. [Have Your Say Bournemouth, Christchurch and Poole \(bcpcouncil.gov.uk\)](http://bcpcouncil.gov.uk)

9. All current licence holders, the local harbour master, and boat inspectors will be contacted via email to inform them of the consultation and to encourage comments.
10. The consultation will run for 6 weeks. Once complete responses will be collated and presented to committee for determination of a final policy.

Options Appraisal

11. Members are asked to consider the draft policy and
 - a. Agree the draft policy and direct consultee list as presented **or**
 - b. Agree any amendments to the draft policy and consultee list **and**
 - c. Agree to public consultation for 6 weeks of the agreed draft policy.

Summary of financial implications

12. The funding for the preparation and consultation of this policy will come from within existing budgets and there are no financial implications arising from this report.

Summary of legal implications

13. There is no requirement to produce such a policy however good practice dictates that the provision of a policy will improve the application process and reduce the risk of complaint or appeal against refusal or revocation.
14. However, it should be noted that as with any decision or policy made by a Public Body, that decision or policy could be challenged by way of a Judicial Review Application to the High Court on grounds of illegality, irrationality and/or procedural unfairness. If such a challenge is made the Court has the power to quash all or part of a policy. In addition, significant costs could be incurred in defending any challenge. Whilst the risk of challenge will be mitigated as far as possible such a challenge could still be made.

Summary of human resources implications

15. There are no human resources implications arising from this report.

Summary of sustainability impact

16. By ensuring regular maintenance and inspection of boats/vessels we are supporting fuel efficiency which goes some way to reducing emissions which impact on air and water.

Summary of public health implications

17. Public safety will be supported by ensuring the boats/vessels are maintained in good order and anyone in charge or passengers meets the required standard for knowledge, and fitness.

Summary of equality implications

18. This is the first step in considering the policy and to approve public consultation. No decision will be undertaken regarding the policy until the consultation is complete and fully considered.

19. An Equality Impact Needs Assessment is being completed during the entire process and will be duly considered by the Equality Impact Assessment Panel prior to the outcome of any decision.

Summary of risk assessment

20. Passenger transportation of any means requires high standards to be achieved to protect public safety.

21. This policy sets out the standard expected for all boats/vessels and boatpersons who fall within the licenced regime administered by BCP Council.

Background papers

The Public Health Acts Amendment Act 1907 [Public Health Acts Amendment Act 1907 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1907/119)

Licensing for Boats and Boatperson guidelines [SWRPA boat guidelines](#)

Sound practice, safer waters (Inland Waters Small Passenger Boat Code) [XXXX_SBC_V10 \(publishing.service.gov.uk\)](#)

Appendices

Appendix 1 – Draft Pleasure Boat and Boatperson Policy 2024

Draft Pleasure Boats and Boatperson Licensing Policy

2024 - 2029

**Public Protection
Licensing**

Author: Sarah Rogers
Version: 1
Review Date: 2029



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1. Purpose Statement

- 1.1 Bournemouth, Christchurch and Poole Council (BCP Council) operates a scheme for the licensing of pleasure boats and boatpersons operating within Bournemouth, Christchurch and Poole under Section 94 of the Public Health Acts Amendment Act 1907 (The Act).
- 1.2 The purpose of this policy is to provide clear guidance to applicants on how the Council administers its licensing functions under the Act and how decision making will be approached. The Act also allows the local authority to set terms and conditions as appropriate.
- 1.3 This policy is intended to apply to - boats or vessels operating with a boatperson or other appropriately qualified skipper, and which is intended or adapted for the carriage of up to 12 passengers in inland water.
- 1.4 This policy is not intended to cover canoes, kayaks, white water rafts, bell boats, dragon boats or similar, as these vessels are covered by guidance issued by the National Sports governing bodies.

2. Who the policy applies to

- 2.1 The policy applies to applicants for boatperson, or pleasure boat licences, existing licence holders, licensing officers, partner agencies, councillors and members of the Licensing Committee to provide clear guidance on the requirements which must be met before a licence can be issued.

3. Approval process

- 3.1 During the five-year period, the Policy must be kept under review and the Licensing Authority may make any revisions to it as it considers appropriate, for instance in the light of feedback from the local community on whether the statutory objectives are being met.
- 3.2 BCP Council as the Licensing Authority has delegated the Licensing Committee to oversee the development and review of its this policy. Once finalised the policy is presented to the Full Council for ratification.

4. Links to Council Strategies

- 4.1 This policy supports the BCP Council Corporate Strategy the objectives of which are:
 - Sustainable Environment
 - Dynamic Places
 - Connected Communities
 - Brighter Futures
 - Fulfilled Lives
- 4.2 During the preparation of this policy document due consideration has been given to the following Key Council Strategies:
 - Corporate Plan
 - People Strategy
 - Health & Wellbeing Strategy
 - Safeguarding Strategy
 - Communities Engagement Strategy
 - Crime & Disorder Reduction Strategy
 - Equality & Diversity

- 4.3 The key objective of the policy is the protection of public health and safety. Public safety is at the heart of the licensing regime and this aspect of the Policy will generally take precedence over other licensing considerations.

5. Policy Consultation

- 5.1 The Act does not require a Council to publish a policy, however it is good practice to do so to ensure fairness and consistency.
- 5.2 Before determining this policy, the Licensing Authority consulted with the following persons: -
- Maritime and Coastguard Agency
 - Poole Harbour Master
 - Owners and skippers of vessels licensed under BCP Council's current licensing scheme.
 - Boatperson licensed under BCP Council's licensing scheme
 - General public
 - Royal Yachting Association
- 5.3 The views of all these persons or bodies were given appropriate weight when the policy was determined. We believe that we have made reasonable efforts to consult an appropriate range of representatives and individuals in determining this policy.
- 5.4 There is no statutory requirement for consultation of this policy and as such it is for each Licensing Authority to determine the extent of the consultation it should undertake. In this case it was determined that a 6-week public consultation hosted via the council's consultation platform would be sufficient.
- 5.5 Fees are set by the BCP Council and are intended to provide full cost recovery of the licensing function.

6. Background information

- 6.1 Bournemouth, Christchurch and Poole Council (BCP Council) is located in Dorset on the South Coast. It is the 12th largest Unitary Council in England with a population of nearly 400,000 residents. The BCP area is predominantly urban with associated suburban areas, beaches, harbours, quay sides, open spaces, parks and gardens.
- 6.2 It has long established road and rail links to London, the Midlands and the Southwest and benefits from an international airport and a thriving freight port for commercial shipping, as well as an important destination for passenger and vehicle ferries and cruise vessels. It has three Universities, an innovative and business focused college and business strengths in the creative, digital, finance, aerospace, marine and environmental technology sectors.
- 6.3 It is one of the Country's main holiday destinations and benefits from 15 miles of coastline with world recognised Blue Flag beaches. It is renowned for its water sports, music and arts festivals.
- 6.4 Poole harbour is Europe's largest natural harbour, and it is a thriving mecca for watersports enthusiasts. With over a dozen yacht clubs and marinas, the harbour is alive with all types of craft and the appeal of safe sailing attracts all ages and abilities keen to get on the water.
- 6.5 Christchurch harbour entrance is known as 'The Run' and is flanked by Mudeford Quay to the north and Mudeford Sandbank to the south. Christchurch Quay and Quomps lie in the upper

reaches of the harbour.

7. The Policy

- 7.1 Under section 94 of the Act 1907 local authorities may grant licences for pleasure boats and pleasure vessels for hire or to be used for carrying passengers for hire. Licences may also be granted to the Boatperson(s), in charge of or navigating the boats and vessels and may charge for each type of licence such annual fee as appropriate.
- 7.2 The principal purpose of Pleasure Boats or Vessels and Boatperson licensing is to protect the public and promote public safety. The Council will carry out its licensing function in that context and will expect to see licence holders and applicants continuously demonstrate that they meet or exceed the standards set by the Council.
- 7.3 All licence holders are expected to comply with the requirements of the Equality Act 2010 in the operation of their business.
- 7.4 Terms used within the policy are defined within the glossary in Appendix A.

8. Pleasure boat or vessel application requirements

- 8.1 Anyone wishing to operate a Class B or Class C pleasure boat/vessel must complete the application form in full and return it to the licensing office with the relevant documentation from the list below:
- A full survey on initial application carried out by a suitably qualified marine surveyor or authorised boat inspector confirming the suitability of the vessel to be used for the proposed activities and area of operation.
 - Signed declaration of compliance with Sound Practice, Safe Waters Inland Waters Small Passenger Boat Code.
 - Public Liability Insurance Certificate (£5 million minimum).
 - Plan of the boat (with location of safety equipment and exit routes or access for disabled persons).
 - Confirmation of training or experience level of Boatperson or other appropriately qualified skipper.
 - Written confirmation of satisfactory survey of the underwater hull
 - Fee.
- 8.2 Pleasure boat/vessel licences will be valid for 1 year from the date of issue and cannot be transferred or backdated.
- 8.3 Licences included conditions which must be met throughout the period of licence (Appendix B)

9. Boatperson application requirements

- 9.1 A Boatpersons Licence applies to persons/operators who are in charge of or assist in the navigation of pleasure boats, craft or vessels to be let for hire or be used for carrying passengers for hire.
- 9.2 To qualify for a Boatpersons Licence applicants must
- Be over 18 years of age.
 - Hold a relevant medical certificate as detailed below.

- Hold relevant certification that confirms the individuals' level of competency in operating a vessel within the categorised waters to which they work.

9.3 Applicants must complete the application form in full and return it with the necessary documentation from the list below: -

- Evidence of a relevant vessel handling certificate (see 9.4 for criteria).
- Basic Disclosure from the Disclosure Barring Service (dated within 1 month of application).
- Medical Certificate (see 9.5 for criteria).
- Signed declaration – Inland Waters Small Passenger Boat Codes.
- Passport sized photograph.
- A valid First Aid Certificate - must have been issued within 5 years of application (see 9.6 for criteria)
- A certificate of competence and authority to operate a VHF radio
- Basic Sea Survival Course Certificate
- Fee.

9.4 Acceptable training certification:

- Applicants will have a full knowledge of all statutory rules, regulations and byelaws applicable to navigation on the water or waters for which the licence is required. New applications must therefore be endorsed by the Harbour Master to confirm that the applicant has fulfilled the requirements of the Harbour Commissioners to operate safely within Poole or Christchurch Harbour

9.5 Acceptable medical certification:

- Group 2 standard.
- ENG1 – set maritime and coastguard agency for sea going vessel.
- ML5 – seafarer.
- CAA - commercial pilots' licence medical certificate.
- HSE - diving medical certificate.

9.6 First Aid Certificate standard:

- Elementary First Aid Certificate,
- RYA Small Craft First Aid Certificate,
- Certificate issued by the ambulance service or a voluntary society following the successful completion of a first aid course approved by the Health and Safety Executive which must be adapted to have extra emphasis on the treatment of hypothermia and casualty evacuation.

9.7 Boatperson licences will be valid for 3 years from the date of issue and cannot be transferred or backdated.

9.8 Licences included conditions which must be met throughout the period of licence (Appendix C)

10. Renewal process

10.1 Applicants will be sent a renewal reminder approximately two months before the licence expires. However, the responsibility for renewal remains with the licence holder and no further reminder will be sent.

10.2 Please allow up to 10 working days for your renewal application to be processed. It is the responsibility of the licence holder to apply in plenty of time to renew the licence.

10.3 If a licence lapses the holder cannot operate, navigate or use a vessel until the relevant licence has been applied for and issued.

10.4 For Pleasure Boats every 5 years written confirmation will be required of written confirmation of satisfactory survey of the underwater hull.

11. How to use this Policy

11.1 This policy is a guidance document for applicants, officers and members to assist the decision-making process in determining applications and renewals for pleasure boat and boatperson licences.

11.2 Each application will be determined on its own merits in accordance with this policy and the following documents: -

- The Public Health Acts Amendments Act 1907 [Public Health Acts Amendment Act 1907 \(legislation.gov.uk\)](#)
- Licensing for Boats and Boatperson guidelines [SWRPA boat guidelines](#)
- Sound practice, safer waters (Inland Waters Small Passenger Boat Code) [XXXX_SBC_V10 \(publishing.service.gov.uk\)](#)

12. Roles and responsibilities

12.1 The Licensing Committee or Sub-Committee are responsible for determining Policy content and will oversee the revocation or suspension of licences following complaint investigation by Licensing Officers.

12.2 Licensing Officers will determine applications in accordance with this policy.

12.3 Licensing Officers will investigate any complaints and refer relevant matters to the Licensing Committee/Sub Committee.

13. Enforcement and sanctions

13.1 Any complaint lodged by members of the public, businesses, customers or other operators will be investigated by the Licensing Team.

13.2 Any licence may be suspended or revoked by the local authority whenever it decided that suspension or revocation is necessary or desirable in the interests of the public safety.

13.3 When considering whether a licence should be suspended or revoked, the delegated officer or subcommittee will consider:

- The 1907 Act.
- This policy

14. Further information and evidence

Further information relating to this policy and the decision-making process can be found follows: -

[BCP Council – Democracy](#)

[Equality, diversity and inclusion \(bcpcouncil.gov.uk\)](#)

[Pleasure boat licence \(bcpcouncil.gov.uk\)](http://bcpcouncil.gov.uk)

[Waterman licence \(bcpcouncil.gov.uk\)](http://bcpcouncil.gov.uk)

Appendix A – Glossary of terms

Appendix B – Standard Conditions for pleasure boats licences

Appendix C – Standard Conditions for boatpersons licences

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Appendix A

Glossary of terms

This section explains the key terms used in the policy statement. These terms are all defined in the Public Health Acts Amendment Act 1907 and Guidance from the Maritime and Coastguard Agency. This glossary is only intended to clarify the general meaning of each of the terms. This list is not exhaustive nor are the definitions legally comprehensive.

Boatperson (waterman or boatman)	Any person licensed by BCP Council as a Boatperson following examination by and endorsement from the Harbour Master. Permitted to be in charge of a pleasure boat/vessel within Inland Waters for the purpose of letting it out for hire to members of the public, or to be used for carrying passengers for hire.
Class B inland water (areas within Christchurch Harbour)	Rivers and canals where the depth of water is generally 1.5 metres or more and where the significant wave height could not be expected to exceed 0.6 metres at any time
Class C inland water (Poole Harbour and areas within Christchurch Harbour)	Tidal rivers, estuaries and large, deep lakes and lochs where the significant wave height could not be expected to exceed 1.2 metres at any time
Class B pleasure boat	Boats operating commercially with a skipper or crew, and which carry no more than 12 passengers
Class C pleasure boat	Boats that are self-drive hire craft where there is no work activity being carried out by those hiring the vessel and the skipper and crew is provided by the hirer
Inland Water	There are 4 categories, for the purposes of this policy licences are issued in Category B and C waters.
Pleasure Boat and vessel	Vessels operating in the UK which: <ul style="list-style-type: none">• do not go to sea.• carry no more than 12 passengers.• are let for hire.• are used for carrying passengers for hire.



PLEASURE BOATS (CLASS B) SKIPPED CRAFT CONDITIONS OF LICENCE

1. The Licensee undertakes that the hull of the boat or vessel is sound, that the boat or vessel is stable, that its equipment is complete and in good condition, and that it is sufficient for use as a pleasure boat or vessel.
2. The Licensee undertakes that in all these respects the boat or vessel shall be maintained in an equal state of efficiency while it plies or is used for hire.
3. The Licensee shall cause a statement of the fare or fares to be demanded and received from the persons using or carried for hire in such boat to be supplied to the appropriate Committee of the Council, and also to be clearly exhibited in some conspicuous position on or near the boat.
4. The number of passengers carried in any boat shall not, at any time, exceed the number shown opposite the name or number of such boat in the licence. For the purposes of this condition a child over the age of 12 months shall count as one passenger.
5. The official number shall have been painted on the outside of both sides of the bow and shall be not less than 4 inches in height and readable at a distance of 100 feet.
6. The name of the Owner and the number of persons the boat is licensed to carry in the form 'Licensed to carry ... persons' shall be shown in letters and figures not less than one inch in height and three-quarter of an inch in breadth, on a conspicuous part of the boat.
7. The person in charge of the boat shall permit any person duly authorised by BCP Council to examine and inspect the boat and its equipment at any time and any recommendations made following such inspections shall be complied with.
8. Buoyancy jackets shall be made available for hirers of such licensed boats on request.
9. The boat shall be kept clean and free from oil refuse and no oil, petrol, grease or oil refuse shall be deposited from the boat in the rivers.
10. Boats operating after sunset should be fitted with the statutory navigation lights and have lights fitted to life jackets.
11. Every engine in the boat shall be fitted with an efficient silencer.
12. The boat shall at all times when let for hire be furnished with lifesaving jackets, lifebelts or other form of lifesaving apparatus of a type approved by the Department of Trade sufficient for all the persons on board and any such apparatus other than a lifesaving jacket designed for wear by an individual shall be fitted with a rope or other attachment which could be grasped by a person in the water.
13. Means of extinguishing fire from oil or petrol including one or more efficient chemical fire extinguishers, which shall be of a foam or powder type approved by the Department of Trade and shall be carried in the boat in easily accessible positions.
14. A licensed boatperson or skipper with an appropriate commercially endorsed licence shall oversee each boat carrying passengers for hire.
15. The owner of the boat shall take out and shall during the currency of this licence

maintain with an Insurance company and for an amount to be approved by BCP Council a policy of insurance, providing cover against any claim by any passenger or other third party which may arise because of the operation of the boat and shall on demand produce such policy and all receipts for premiums. N.B. Insurance cover of at least £5,000,000 for any one accident must be provided.

PLEASURE BOATS (CLASS C) SELF-DRIVE HIRE CRAFT CONDITIONS OF LICENCE

1. The Licensee undertakes that the hull of the boat or vessel is sound, that the boat or vessel is stable, that its equipment is complete and in good condition, and that it is generally sufficient for use as a pleasure boat or vessel.
2. the Licensee undertakes that in all these respects the boat or vessel shall be maintained in an equal state of efficiency while it plies or is used for hire.
3. No boat shall be hired or let to any person under the age of 14 years old unless accompanied by a person who is 18 years over.
4. No boat shall be hired or let to any person who is or appears to be drunk or otherwise incapacitated nor to any person whom the person in charge does not reasonably believe to be competent to operate the pleasure boat.
5. A safety boat must be provided which is ready to respond to an emergency involving the pleasure boat for recovery of any person in danger. The safety boat must carry appropriate rescue equipment to deal with such emergencies.
6. The number of passengers carried in any boat shall not, at any time, exceed the number shown opposite the name or number of such boat in the licence. For the purposes of this condition a child over the age of 12 months shall count as one passenger.
7. The name of the Owner and the number of persons the boat is licensed to carry in the form 'Licensed to carry ... persons' shall be shown in letters and figures not less than one inch in height and three-quarter of an inch in breadth, on a conspicuous part of the boat.
8. The person in charge of the boat shall permit any person duly authorised by BCP Council to examine and inspect the boat and its equipment at any time and any recommendations made following such inspections shall be complied with.
9. Buoyancy jackets shall be made available for hirers of such licensed boats on request.
10. The boat shall be kept clean and free from oil refuse and no oil, petrol, grease or oil refuse shall be deposited from the boat in the rivers.
11. Boats operating after sunset should be fitted with the statutory navigation lights and have lights fitted to life jackets.
12. Every engine in the boat shall be fitted with an efficient silencer.
13. The boat shall at all times when let for hire be furnished with lifesaving jackets, lifebelts or other form of lifesaving apparatus of a type approved by the Department of Trade sufficient for all the persons on board and any such apparatus other than a lifesaving jacket designed for wear by an individual shall be fitted with a rope or other attachment which could be grasped by a person in the water.
14. Means of extinguishing fire from oil or petrol including one or more efficient chemical fire extinguishers, which shall be of a foam or powder type approved by the Department of Trade and shall be carried in the boat in easily accessible positions.
15. A licensed boatperson or skipper with an appropriate commercially endorsed licence shall oversee each boat carrying passengers for hire.
16. The owner of the boat shall take out and shall during the currency of this licence maintain with an Insurance company and for an amount to be approved by BCP Council a policy of insurance, providing cover against any claim by any passenger or

other third party which may arise because of the operation of the boat and shall on demand produce such policy and all receipts for premiums. N.B. Insurance cover of at least £5,000,000 for any one accident must be provided.

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BOATPERSON CONDITIONS OF LICENCE

1. The Licence Holder must notify the Council in writing of any change of address or contact details by email within 7 days.
2. The licence holder must notify the Council in writing of any change in medical condition which may affect their ability to safely navigate a boat/vessel such as
 - a. Epileptic seizures / disturbances of the state of consciousness (other than simple syncope)
 - b. Stroke or unexplained loss of consciousness
 - c. Severe head injury with continuing effects
 - d. Parkinson's disease or Multiple Sclerosis
 - e. Mental or nervous problems
 - f. Alcohol or drug addition
 - g. Profound deafness - unable to use telephone or radio.
 - h. Double or tunnel vision
3. The Licence Holder shall, within 7 days of the date of being arrested, charged or summonsed for any alleged criminal offence disclose to the Council in writing, particulars of each alleged offence and which court the proceedings are pending.
4. Maintain First Aid training certification with refresher training every 3 years.

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LICENSING COMMITTEE



Report subject	Administrative Arrangements for Licensing Sub Committees
Meeting date	7 December 2023
Status	Public Report
Executive summary	<p>This report responds to informal feedback from Licensing Committee members around procedural arrangements for Licensing Sub Committees. It sets out the preferred options for attendance at meetings and asks members to consider any changes they may wish to make to the chairing of Sub Committees.</p> <p>In reviewing these procedures, there is also an opportunity to update the existing protocols for public speaking at Licensing Committee and Sub Committees to reflect current arrangements and bring these together into one composite document for ease of reference.</p>
Recommendations	<p>It is RECOMMENDED that:</p> <ul style="list-style-type: none"> (a) The Committee confirms arrangements for attendance at Licensing Sub Committees as set out in Paragraphs 4 to 6 of the report. (b) The Committee considers current arrangements for chairing Licensing Sub Committees and agrees any changes it wishes to make to these arrangements as appropriate. (c) The Committee considers, amends as required and agrees the revised Protocol for Public Speaking at Licensing Committee and Sub Committees attached at Appendix 1 of the report.
Reason for recommendations	To ensure that the Licensing Committee has appropriate arrangements in place for the effective operation of Licensing Sub Committees.

Portfolio Holder(s):	Councillor Kieron Wilson, Housing and Regulatory Services
Corporate Director	Jillian Kay, Corporate Director for Wellbeing
Report Authors	Jill Holyoake, Senior Democratic Services and Overview and Scrutiny Officer
Wards	Council-wide
Classification	For Decision

Background

1. The Council's Constitution makes provision for the appointment of a Licensing Committee consisting of fourteen Councillors, to be responsible for determining those matters relating to Licensing functions which are set out in Part 3.3 of the Constitution. The Constitution allows the Licensing Committee to delegate appropriate matters to Licensing Sub Committees for a decision.
2. In accordance with the Committee's previous decisions, Licensing Sub Committees currently operate on a rota basis with a membership of three councillors, plus two reserves who are available in the event of unavoidable absence or conflict of interest. It is not proposed to change these arrangements at the present time as they are working relatively well, although they can be reviewed by the Committee at any time as required.
3. This report responds to informal feedback from Committee members around procedural arrangements for Sub Committees, including attendance requirements and the chairing of meetings. It also provides an opportunity to update and amalgamate the existing protocols for public speaking at Licensing Committee and Sub Committees to reflect current arrangements.

Attendance at Licensing Sub Committees

4. Temporary Government legislation enabling local authority meetings to be held remotely during the Covid 19 pandemic expired in May 2021. Since that time, the Council has continued to hold Licensing Sub Committee hearings remotely when determining applications under the Licensing Act 2003 and the Gambling Act 2005 and associated Regulations. The Regulations refer to persons attending and appearing at hearings but make no reference to physical location. All other licensing hearings are convened in accordance with the Local Government Act 1972 which requires councillors to meet in person in a specified physical place.
5. While the arrangements for remote hearings have worked relatively well up until now, recent feedback from members of the Licensing Committee has highlighted the benefits of sub committee members attending all hearings in person in a physical location, as an aid to gaining experience and sharing best practice. These benefits are balanced against the acknowledged advantages and disadvantages of meeting remotely. In response to this feedback and following discussion with the Chairman the following arrangements have been operating informally since October 2023:

- For Licensing Act and Gambling Act business, Sub Committee members are requested to attend hearings in person where at all possible unless there is an exceptional reason that would prevent them from doing so. If not possible to attend in person, members are asked to contact the Chairman and the Clerk to advise. For all other business Sub Committee members must attend in person.
 - For Licensing Act and Gambling Act business, reserve members may attend in person or remotely. Reserve members are often only required to be present at the start of the meeting so the option of attending remotely can be more expedient in this case. For all other business Reserve members must attend in person.
 - For all licensing business, other parties attending the hearing may attend in person or remotely, with the exception of hearings in relation to hackney carriage and private hire matters where applicants/licence holders are asked to attend in person.
6. It is recommended that the ability for Sub Committees to meet remotely where the statutory framework allows is retained, so that members may make use of this provision when it is expedient to do so. Examples could include where exceptional circumstances such as extreme weather prevents physical attendance or when a short notice hearing such as an expedited review is required. The decision to convene a hearing remotely will be made in consultation with the Chairman of the Committee.
 7. The Committee is asked to formally ratify the arrangements for attendance at Sub Committees as set out above.

Arrangements for Chairing Licensing Sub Committees

8. At its meeting on 25 September 2019, the Committee agreed the following arrangements with regard to the membership of Sub Committees:
“Membership....comprising wherever possible the Chairman of the Licensing Committee, or in their absence the Vice Chairman, or in the absence of both, an experienced Committee member to chair if required..”
 At the time, Members agreed that this would provide a level of continuity in the consideration and determination of business.
9. The Committee is asked to consider the current arrangements for chairing sub committees and agree any changes it wishes to make as appropriate. One option would be to require all committee members to chair sub committees as and when required. Another option could be to ask committee members with an interest in chairing sub committees to put themselves forward, either now or at a later date. Should more members become involved in chairing sub committees, it is recommended that training be provided to support them in this important role. Members are also asked to note that any change may require some minor adjustments to the current membership rota.

Protocol for Public Speaking at Licensing Committee and Sub Committees

10. The Council's Constitution allows the Licensing Committee to adopt its own protocols regarding arrangements for public speaking at licensing hearings. Currently the Committee has two adopted protocols, one for remote hearings and one for in person hearings. Both protocols follow similar procedures, but there are differences in how and when decisions are conveyed to all parties. These differences are explained in Paragraphs 13 to 15 and relate more directly to the type of licensing business involved rather than whether a hearing is held remotely or in person.
11. It is proposed to bring together one composite protocol to cover all types of licensing business at remote and in person hearings. This provides an opportunity to address any changes in practice since the protocols were adopted and clarify any discrepancies which may have arisen. A draft revised protocol is included at Appendix 1 of the report for consideration.
12. The current protocols set out the principles for conducting licensing hearings. These principles mirror the requirements in the hearing regulations governing Licensing Act and Gambling Act business. Most of these principles can be applied to other licensing hearings, such as sex establishment applications. However, there are certain provisions which do not apply to hackney carriage and private hire hearings, for example the statutory requirements around the submission of representations. Section 2 of the revised protocol has been reworded to make clear which provisions apply to which types of business.
13. The hearing regulations for Licensing Act and Gambling Act business state that determination must be within the period of five working days beginning with the day or the last day on which the hearing was held unless otherwise specified. Exceptions include, for example, the issuing of a counter notice following an objection to a Temporary Event Notice (TEN), in which case the determination must be at the conclusion of the hearing. In relation to most other licensing business, for example sex establishment applications, there are no statutory timescales governing determination and notification of decision. In such cases Sub Committees aim to apply the same timescales as for Licensing Act and Gambling Act business where it is practicable to do so.
14. For hackney carriage and private hire hearings, Sub Committees currently notify all parties of their decisions in person at the end of the hearing after their deliberations. There is no requirement to do so, except where a licence is revoked with immediate effect on grounds of public safety.
15. Section 2.11 of the revised protocol clarifies the statutory timescales and practices currently applied for each type of licensing business.
16. The Committee is asked to consider the revised protocol, amend the contents as required and agree this for inclusion in Part 6 of the Council's Constitution to replace the current remote and in person versions.

Options Appraisal

17. Options available to the Committee are:

- To confirm the arrangements for attendance at Licensing Sub Committees as proposed in the report or to retain existing arrangements or to suggest alternative arrangements. The arrangements proposed in the report are intended to confirm the informal agreement of members to attend meetings in person.
- To retain existing arrangements for chairing sub committees or suggest alternative arrangements.
- To agree a revised protocol, retain the existing protocols or suggest an alternative protocol(s). Adopting the revised protocol brings together all types of hearing in a single document and aims to reflect how Sub Committees are now operating.

Summary of financial implications

18. There are no financial implications arising from this report, other than incidental travelling expenses for members attending in person meetings.

Summary of legal implications

19. Arrangements for the discharge of functions in respect of the Licensing Committee and Licensing Sub Committees must comply with all relevant legislation. Failure to have appropriate arrangements in place could portray a lack of transparency and could result in subsequent challenge to the decision-making process.

Summary of human resources implications

20. There are no human resources implications arising from this report.

Summary of sustainability impact

21. Attending in person meetings could result in additional vehicle journeys undertaken by members.

Summary of public health implications

22. There are no public health implications arising from this report.

Summary of equality implications

23. The Constitution of the BCP Council sets out the rights of public access to the democratic process. Where appropriate the Equality Officer is engaged on relevant issues. The proposed changes contained within this report do not impact directly or indirectly impact upon service users and as a consequence there are no equality implications arising from this report.

Summary of risk assessment

24. There are no risks arising from this report other than those highlighted in Paragraph 19.

Background papers

Published works

Appendices

Appendix 1 – Revised Protocol for Public Speaking at Licensing Committees and Licensing Sub Committees

LICENSING COMMITTEE AND SUB COMMITTEE – PROTOCOL FOR PUBLIC SPEAKING

1. Introduction

- 1.1 This protocol for public speaking applies to Licensing Committee and Sub Committee hearings in relation to matters including the licensing of alcohol, regulated entertainment, late night refreshment, gambling, sex establishments and hackney carriage and private hire drivers, vehicles and operators, as set out in Part 3.3 of the Council's Constitution.
- 1.2 These matters are considered in accordance with relevant legislation and associated regulations including the Licensing Act 2003 (as amended by the Police Reform and Social Responsibility Act 2011), the Gambling Act 2005, Part II and Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 (as amended by Section 27 of the Policing and Crime Act 2009) and the Local Government (Miscellaneous Provisions) Act 1976.

2. Conduct of Hearings

- 2.1 Chair welcomes everyone, matters of general housekeeping are dealt with, notification that the hearing may be recorded for live and subsequent broadcast on the Council's website, reminder to switch mobile phones to silent, etc.
- 2.2 Chair asks everyone present to introduce themselves and state their role.
- 2.3 Chair checks that all persons who have given notice of their intention to speak and any person who wishes to withdraw a representation or wishes not to speak have been identified.
- 2.4 Chair explains proposed procedure and order of speaking for hearing as set out in Appendix A or B of this protocol as appropriate. All parties confirm agreement or make representations on procedure proposed.
- 2.5 Licensing Officer's report is presented.
- 2.6 Parties speak in the order agreed.
- 2.7 With the exception of hackney carriage and private hire hearings, parties who are speaking should not repeat the information which they have already given in writing in their representation. They will be able to expand on the written information given, provided the information remains relevant. Any additional information should be limited to the grounds of their representation(s). For example, if they are objecting on the grounds of Public Nuisance, then they should confine their comments to matters relating to Public Nuisance.

- 2.8 Members of the Licensing Committee or Sub Committee may ask questions after each party has spoken and once all parties have spoken. Parties will be allowed to ask questions through the Chair.
- 2.9 Once all parties have been heard, the parties will be given the opportunity to sum up. Party who spoke first to go last. The hearing will then conclude.
- 2.10 Members will deliberate in private with the clerk and legal representative as appropriate present.
- 2.11 The decision will be taken by the Committee and notification of the decision will be given as follows:
 - 2.11.1 For Licensing Act 2003 and Gambling Act 2005 hearings, determination must be within the period of five working days beginning with the day or the last day on which the hearing was held in accordance with the relevant Regulations, unless otherwise specified (for example, the issuing of a counter notice following objection to a TEN, in which case the determination must be at the conclusion of the hearing).
 - 2.11.2 For Sex Establishment and other hearings, where possible determination will be within the period of five working days beginning with the day or the last day on which the hearing was held.
 - 2.11.3 For Hackney Carriage and Private Hire hearings, notification of the decision will be given at the conclusion of the hearing, followed by a written decision letter where possible within the period of five working days beginning with the day or the last day on which the hearing was held.
- 2.12 Notification of the decision will include information for all parties of any right of appeal as appropriate.

3 General points

- 3.1 Hearings convened under the Licensing Act 2003 and the Gambling Act 2005 and associated regulations may be held remotely as required, if the Chairman agrees it is expedient to do so in the circumstances.
- 3.2 The hearing may be adjourned at any time at the discretion of the Members.
- 3.3 Members may amend the procedure at any time if they consider it to be in the public interest or in the interest of a fair hearing.
- 3.4 The Sub Committee may decide to conduct all or part of a hearing in non-public session in accordance with the relevant Regulations and/or where exempt information is likely to be disclosed.

- 3.5 The Chair may exclude any person from a hearing for being disruptive.
- 3.6 Meetings of the Licensing Committee in public session are recorded by the Council for live and subsequent broadcast on its website.
- 3.7 The hearing will take the form of a discussion.
- 3.8 Only persons (or their representatives) who have made an application, are subject to an application or have submitted a written representation or objection to the Licensing Authority under the relevant Act are permitted to speak at the hearing.
- 3.9 Any further information to support an application, representation, objection or notice (as applicable) can be submitted before the hearing. It may only be submitted at the hearing with the consent of all parties in accordance with any relevant Regulations. Wherever possible the Licensing Authority encourages parties to submit information at the earliest opportunity to allow sufficient time for this to be considered before the hearing and avoid the need for adjournment.
- 3.10 If a party has informed the Authority that they do not intend to participate, or be represented at the hearing, or has failed to advise whether they intend to participate or not, the hearing may proceed in their absence.
- 3.11 For other matters which are the responsibility of the Licensing Committee and not included in this protocol, the Meeting Procedure Rules in Part 4D of the Council's Constitution in relation to public questions, statements and petitions shall apply. This includes such matters as making recommendations on relevant licensing policies, approving the level of fees charged by the Council, and making decisions on tariffs charged by the Public Carriage Trade.
- 3.12 The Council's Constitution can be accessed using the following link:
<https://democracy.bcpccouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&Info=1&bcr=1>

For further information please contact democratic.services@bcpcouncil.gov.uk

Appendix A

Proposed procedure and order of speaking for hearings (other than hackney carriage and private hire hearings)

1. The Licensing Officer presents report.
2. Questions of the Licensing Officer on their report. Members of the Sub-Committee to go first, then the applicant/licence holder.
3. Applicant will make their Application.
4. Questions of the Applicant by all parties, Members of the Committee/Sub-Committee to go first.
5. Responsible Authorities and Other Persons will make their representations.
6. Questions of the Responsible Authorities and Other Persons. Members of the Committee/Sub-Committee to go first.
7. All parties will be given an opportunity to sum up (with the party who spoke last to go first). The hearing will then conclude.
8. Sub-Committee will deliberate in private with Legal Adviser and Clerk present. (Councillors new to Licensing may observe but will not take part in the decision making).
9. Notification of the Sub Committee's decision will be given in accordance with the requirements of the Licensing Act and Gambling Act regulations. For other hearings, where possible determination will be within the period of five working days beginning with the day or the last day on which the hearing was held.
10. The notification of decision will include information about the right of appeal as appropriate.

Appendix B

Proposed procedure and order of speaking for Hackney Carriage and Private Hire hearings

1. The Licensing Officer presents their report.
2. Questions of the Licensing Officer on their report. Members of the Sub-Committee to go first, then the applicant/licence holder.
3. Applicant/licence holder presents their case.
4. Questions of the applicant/licence holder by all parties, Members of the Committee/Sub-Committee to go first.
5. All parties will be given an opportunity to sum up (with the party who spoke last to go first). The Hearing will then conclude.
6. Sub-Committee will deliberate in private with Legal Adviser and Clerk present. (Councillors new to Licensing may observe deliberations but will not take part in the decision making).
7. Notification of the decision will be given following deliberations at the conclusion of the hearing, to be followed by a written decision letter where possible within the period of five working days beginning with the day or the last day on which the hearing was held.
8. The Legal Adviser will advise parties of any right of appeal as appropriate at the conclusion of the Hearing. Information about the right of appeal as appropriate will also be included in the written decision letter.

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Forward Plan – Licensing Committee, 7 December 2023 - *Publication date: 29 November 2023*

Forthcoming meetings: 7 March 2024

	Subject	Purpose of report	Consultation	Report author(s)	Meeting date
1.	Update on Provision and Positioning of Taxi Ranks	<p>To report back on the following actions requested by the Committee on 9 March 2023 following the audit of all taxi ranks in BCP area:</p> <ul style="list-style-type: none"> • To review the progress of Highways in programming the necessary works summarised in the report of 9 March 2023 • To receive a response from the Director of Infrastructure to provide the proposed schedule of works • To receive a response from the Director of Infrastructure on the number of Penalty Charge Notices issued over the last 12 months as a result of parking of non licensed vehicles on taxi ranks. 	BCP Highways	Trudi Barlow, Licensing Officer	7 December 2023

	Subject	Purpose of report	Consultation	Report author(s)	Meeting date
2.	Pleasure Boats and Boatpersons Licensing Policy	To consider a draft policy ahead of public consultation which will set out the requirements for the issuing of licenses for Class B and C pleasure boats and the permits for boatpersons.	Harbour Master Public consultation	Sarah Rogers, Senior Licensing Officer	7 December 2023
3.	Administrative Arrangements for Licensing Sub Committees	To respond to feedback from Licensing Committee members around procedural arrangements for Licensing Sub Committees, including attendance at meetings and chairing of meetings. To consider updating the existing protocols for public speaking at Licensing Committee and Sub Committees to reflect current arrangements in one composite document.	Internal - Licensing/ Legal/Monitoring Officer	Jill Holyoake, Senior Democratic Services Officer	7 December 2023
4.	Review of Statement of Licensing Policy	To commence a review of the existing BCP Statement of Licensing Policy 2020/25. In accordance with Section 5 of the Licensing Act 2003 a Licensing Authority is required to prepare and publish a statement of its licensing policy every five years.	To include those persons listed in section 5(3) of the 2003 Act. These are: Chief Constable of Dorset Police; Dorset and Wiltshire Fire and Rescue; BCP Director of Public Health; Persons/bodies representative of local	Nananka Randle, Licensing Manager	Review to commence early 2024

	Subject	Purpose of report	Consultation	Report author(s)	Meeting date
			<p>Premises Licence Holders, local Club Premises Certificate Holders and local Personal Licence Holders; and Persons/bodies representative of businesses and residents in its area.</p> <p>Licensing Committee Working Group</p>		
5.	Review of Hackney Carriage and Private Hire Driver, Vehicle and Operator Policies	<p>To commence the review of the existing BCP Hackney Carriage and Private Hire, Vehicle and Operator Policies 2021/25</p> <p>These policies are due to be reviewed by 2025.</p>	<p>BCP Taxi and Private Hire Association</p> <p>Licensing Committee Working Group</p> <p>Full public consultation</p>	Nananka Randle, Licensing Manager	Review to commence early 2024
6.	Review of Statement of Licensing Principles - Gambling Act 2005	<p>To commence a review of the existing BCP Statement of Licensing Principles – Gambling Act 2005.</p> <p>The Council is required to publish a Statement of Licensing Principles under section 349 of the Gambling Act 2005 every three years. The purpose of the Statement is to define how the Licensing Authority will exercise its responsibilities under the Act.</p>	Full public consultation	Nananka Randle, Licensing Manager	Review to commence 2024

Committee Briefings and Training Sessions

	Training / Briefing to be delivered	When / Where	Attendees	Suggested Delivery
1.	Licensing Committee Tips Sheets and Scenario Studies Licensing committee: councillor tip sheets hub Local Government Association	7 December 2023, at the conclusion of the Committee meeting. Committee Room, BCP Civic Centre Annexe	Licensing Committee Members	Internal, using resources provided by the Local Government Association (LGA) Session will also enable Members and Officers to provide feedback since May 2023.
2.	Overview of the work undertaken by the Council's Licensing Team over the last 12 month period.	January 2024 By email	N/A	Briefing paper from Licensing Manager. To provide further information to members on the various areas of work undertaken by the Council's Licensing team as a whole, in addition to those items referred to the committee and its sub committees.
3.	Night Time Economy	Date tbc – early 2024 Committee Room, BCP Civic Centre Annexe	Licensing Committee Members	Internal briefing to provide members with more detailed understanding of the roles of the Council, the Responsible Authorities and other external agencies in the night time economy. Outcomes from this session will be used to inform the review of the statement of licensing policy.