

## **HAMBLETON DISTRICT COUNCIL**

**Report To:** Licensing Committee  
1 August 2014

**From:** Director of Support Services and Deputy Chief Executive

**Subject:** **ADMINISTRATIVE ARRANGEMENTS**

All Wards

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### **1.0 PURPOSE AND BACKGROUND:**

- 1.1 At its meeting on 22 July 2014 Council appointed the Licensing Committee. This report deals with administrative arrangements and in particular the appointment of the Licensing and Appeals Panel.

### **2.0 TERMS OF REFERENCE:**

- 2.1 Council resolved that the Committee would have responsibility for all Licensing matters that were not delegated to Officers and could not be dealt with by Cabinet.
- 2.2 Annex 'A' indicates those licensing and registration functions for which the Committee is responsible. Most of the functions are undertaken by Officers under the Scheme of Delegation, but the Licensing Committee may be asked to consider both policy and operational matters from time to time and make recommendations to Cabinet or Council.
- 2.3 Certain licensing matters cannot legally be determined by Cabinet and the Licensing Committee may be asked to make a decision on them (e.g. enforcement procedures).
- 2.4 The Licensing Act 2003 and Gambling Act 2005 require certain matters related to premises and gambling to be considered by the Licensing Committee.

### **3.0 LICENSING AND APPEALS PANEL:**

- 3.1 The Licensing Committee or a Sub-Committee of it needs to deal with hearings relating to the grant, variation or revocation of various licences and miscellaneous appeals. The Council has been operating a Licensing and Appeals Panel for this purpose and the Committee is asked to formally appoint the Panel as a Sub-Committee.
- 3.2 The Panel would be made up of three Members drawn from the membership of the Licensing Committee on a rota basis.

### **4.0 RECOMMENDATION:**

- 4.1 It is recommended that the Committee confirm the appointment of the Licensing and Appeals Panel as a Sub-Committee to comprise three Members chosen by the Chief Executive on a rota basis to consider all licensing and miscellaneous appeal hearings.

JUSTIN IVES

**Background papers:** None

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010814 Administrative Arrangements

**LICENSING FUNCTIONS**

To discharge all functions in respect of:-

- animal licensing;
- caravan site licensing;
- premises licensing;
- hackney carriage and private hire licensing;
- charitable collections;
- gambling;
- lotteries;
- any other licensing or registration.