

Committee(s):	Date(s):	Item no.
Licensing Committee	10 May 2012	
Subject: Westminster review and changes to hearing report	Public	
Report of: Director of Markets and Consumer Protection	For Decision	
<p>Summary:</p> <p>This report details the changes made to Hearing Reports to Licensing Sub-committees following a review of procedures by Westminster Licensing Team.</p> <p>The main changes to the report involve:</p> <ul style="list-style-type: none"> • Minor changes to report headings • Variations to a licence, where applicable, presented in a table format • More historical information relating to the premises in question • A summary of any representations • Additional information to assist Members such as premises capacity where known <p>An example of the new report format can be seen as an appendix to this report.</p> <p>Recommendations:</p> <p>Members are invited to approve the new Sub-Committee report format for hearings.</p>		

Main Report

Background

1. As part of the review of licensing procedures, the Licensing Service submitted details of its protocol for dealing with premises licence applications, along with examples of recent hearing reports put before the Licensing Sub-Committee, to a senior officer of the City of Westminster's Licensing Team.
2. The brief for Westminster's officer was to examine the documentation and report back on any changes which would enhance the process and make it easier for Members to make the necessary decisions at hearings. The feedback from Westminster has been incorporated in a revised report format which can be seen as Appendix 1.

Amendments to hearing report

3. The contents page remains the same with details of the hearing procedure now being additionally incorporated with preliminary information sent to those persons who are to, or may, attend the hearing.
4. Minor changes have been made to report headings in order that there is no ambiguity in the substance of the report in question. For example, the title 'Background' has been changed to 'Application Summary' because that is exactly what the section details.
5. Where the hearing concerns an application for a variation to a premises licence the details of the variation will, in addition to being presented in the current text format, be presented in a table. In this way members will be able to see a direct comparison of the licence details before and after the proposed variation.
6. Additional information is to be added pertaining to the history of the premises licence in question. Although recent results of any previous hearings are included, the new format will now include all previous hearing results, transfers of licence, changes to the DPS, name changes and suspensions due to non-payment of licence fees. Essentially, this amounts to a complete history of the premises.
7. A brief summary of any representations is now to be included in the report. The summary will identify which of the licensing objectives are affected and the general nature of the representation e.g. '...consistently woken at night due to shouting and signing from patrons leaving the premises.' Where there are many representations similar ones will be grouped together.
8. The report will now contain any additional information known to Licensing Officers and relevant to the premises in question e.g. capacity of premises.

Conclusion:

9. The amendments to the hearing reports have been made in order to assist the Committee members in reaching a decision and minimise the time of the hearing, which may save costs.

Implications:

There are no financial, legal or strategic implications in this report.

Background Papers:

Copy of Westminster's review of Licensing Committee Reports

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