



## Licensing Sub-Committee agenda

Date: Thursday 17 June 2021

Time: 10.00 am

Venue: Via Video Conference

### Membership:

N Rana (Chairman), B Stanier Bt and D Town

### Webcasting notice

Please note: this meeting may be filmed for live or subsequent broadcast via the council's website. At the start of the meeting the chairman will confirm if all or part of the meeting is being filmed.

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Therefore by entering the meeting room, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ask the committee clerk, who will advise where to sit.

If you have any queries regarding this, please contact the monitoring officer at [monitoringofficer@buckinghamshire.gov.uk](mailto:monitoringofficer@buckinghamshire.gov.uk).

Agenda Item	Time	Page No
<b>1</b>		
<b>Introductory remarks by the Chairman</b>		
<b>2</b>		
<b>Apologies for absence</b>		
<b>3</b>		
<b>Declarations of interest</b>		
To receive any disclosure of disclosable pecuniary interests by Members relating to any items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the		

District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest, they should state the nature of that interest whether or not they are required to withdraw from the meeting.

- |          |   |                |
|----------|---|----------------|
| <b>4</b> | <b>Hearing Procedure Rules</b>  | <b>3 - 10</b>  |
|          | To note the hearing procedure rules and virtual licensing sub-committee procedural rules.   |                |
| <b>5</b> | <b>High Wycombe Food &amp; Wine, 180 Desborough Road, High Wycombe, HP11 2QA</b>  | <b>11 - 34</b> |
|          | To consider an application under s.51 of the Licensing Act 2003 for a review of the premises licence in respect of High Wycombe Food & Wine, 180 Desborough Road, High Wycombe, HP11 2QA (application and report attached). |                |

If you would like to attend a meeting, but need extra help to do so, for example because of a disability, please contact us as early as possible, so that we can try to put the right support in place.

For further information please contact: Liz Hornby on 01494 421261, email [democracy@buckinghamshire.gov.uk](mailto:democracy@buckinghamshire.gov.uk)

### **Licensing and Regulatory Sub-Committee Virtual Procedural Rules**

Procedure at Hearings before the Licensing Sub-Committee in relation to matters mainly under the Licensing Act 2003 as amended (“The 2003 Act”) **except** Interim Hearings (Summary Review of a Premises Licence) conducted pursuant to Section 53B of the Licensing Act 2003, as amended (separate Procedure).

Hearings for Gambling Premises are dealt with under the Gambling Act 2005 as amended.

#### **Introduction**

The Secretary of State for Housing, Communities and Local Government made [Regulations](#) (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020) to ensure local authorities can conduct business during the current public health emergency and this legislation was passed on 4 April 2020. The Regulations will apply to local authority meetings (full council, executive, joint committee, committee or sub-committee) held before 7 May 2021 from 4 April 2020. Councils can make standing orders in respect of virtual meetings, and will not be constrained by any existing restrictions. The Licensing Act 2003 and the Licensing Act 2003 (Hearing) Regulations 2005 provide flexibility to Licensing Authorities in determining their own hearing procedures.

#### **Administration in Relation to the Hearing**

Prior written notice of the Hearing will have been given to the interested/relevant parties.

- (a) Where a party has informed the Council that they will not be attending or represented the Hearing may proceed in their absence.
- (b) Where a party has not replied to the notice, does not attend and is not represented then the Sub-Committee may proceed with the Hearing in that party’s absence or adjourn the Hearing if it is considered necessary in the public interest to do so.
- (c) If a party has indicated they will attend but does not appear, that party must inform the Council of any delay - with reasons - and in consideration thereof the Sub-Committee can decide to proceed with the Hearing or adjourn to later the same day or another time. If a party is more than 15 minutes late and has not contacted the Council with details of any delay – the Sub-Committee shall proceed with the hearing unless it is in the public interest not to do so and shall adjourn the hearing to later on the same day or another date.

If the Hearing is held in a party’s absence, the Sub-Committee will still consider the application, representation or notice made by that party.

A hearing can be dispensed with if all parties give notice that they consider a hearing unnecessary. If this is the case the application/notice will be dealt with by way of a determination.

Representations can be withdrawn by prior notice 1 working day before the Hearing or orally at the Hearing.

At the Hearing any party can be assisted or represented by any person whether or not that person is legally qualified.

Account can be taken of documentary or other information produced by a party in support of their application, representation or notice (as applicable) either 1 working day before the Hearing or - with the consent of all other parties - at the Hearing, in which case sufficient copies are required to be provided for all relevant parties. Any party wishing to call another person (other than a person representing them) to make oral representations must provide details of this to the Council within the time stated in the Notice of Hearing which the Council will serve on the Parties. At the beginning of the Hearing the Sub-Committee will consider any such requests and confirm whether permission is granted for that person to speak.

The Sub-Committee may disregard any information which is not considered relevant to the application/representation/notice and the promotion of the licensing objectives.

The purpose of a Hearing is to enable those with a right to appear to amplify their written application or representation and to test the case of their opponents. It is also to assist the Sub-Committee to gather evidence and understand the relevant issues. The parties (including other persons on their behalf) will be allowed an equal reasonable period of time to address the Hearing and ask questions. The Chairman may set a maximum period of time on how long each party may speak, progressing without undue delays and ensuring that there is a fair hearing. Where the representations made relate to the same or similar issues, a spokesperson should be appointed where possible to speak on behalf of any person who has made a written representation.

The Decision of the Licensing Sub Committee will be made after the close of the Hearing when the Chairman retires with the legal advisor and the Clerk to the Sub-committee in a private session to consider all the evidence and submissions made at the hearing.

The decision of the Sub-committee will be communicated to all parties by way of a written Decision Notice issued by Legal Services. This notice shall be issued within 7 days of the hearing and if there is to be a delay in issuing such a notice; the licensing officer will communicate with all parties. The notice will contain will be dated and set out the provisions of the Right to Appeal to the Magistrates Court.

The Sub-Committee may depart from this procedure (as varied/amended from time to time based on changes to law and practice) if it considers reasonably necessary and proportionate.

### **Access to Information**

The Council can hold and alter the frequency and occurrence of meetings without requirement for further notice.

The new 2020 Regulations make provision for local authority members and officers, and the public, to have access to documents without attending council buildings and it will be sufficient for local authorities to publish the documents on their website. This includes notices, agendas, reports, background papers and minutes. The Proper Officer will give the requisite notice to the public of the time of the meeting, and the agenda, together with details of how to join the meeting which will be available on the website.

The obligation under the old Regulations (Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) to supply copies of such documents in response to requests made by members of the public and on behalf of newspapers is disappplied.

The requirement in England for 5 clear days' notice to be given of principal council meetings, including annual meetings, still applies however notice can now be given on the council's website.

### **Time and Place of Meetings**

Meetings can be held remotely, including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming even if particular members of the public cannot access them. This Council will use Microsoft Teams to hold virtual meetings and will invite external participants to virtual meetings, if any, via email or telephone. Virtual meetings will be webcast where the Hearing is held in public via a link published on the meeting webpage.

The Constitution states that when reasonably practical, a sub-committee meeting should be held at the Council facility which is closest to the premises or issue that is the subject of the meeting. However, this requirement cannot be met during this current period.

### **During the Hearing**

It is a requirement for such hearings that:

- a) proper notice is given, with all papers served timeously on the authority and published online;
- b) the actual parties to the hearing are able to participate;
- c) any member of the public can see or hear, albeit not participate in, the hearing.

Although held in a virtual format, Hearings dealing with new licences or variations to existing licences will follow the standard procedure. Panel Members may ask questions of any party at any time. Questions are usually taken after each person has spoken. It is helpful to undertake a document check at the start of the Hearing.

In terms of issues that may arise during the Hearing the following rules apply:-

#### Quorum for Meetings

The rules for quorum will still apply. This is 3 Councillors for a licensing or regulatory sub-committee. It is also considered good practice to have a reserve member, in case of interests. The constitution states that if a quorum is not present within 10 minutes of the scheduled start of the meeting or such longer time as allowed by the Chairman, the business of the meeting will be adjourned. The Chairman may allow for flexibility around the start time of the meeting where there are any technical issues.

In the event of any apparent failure of the technology the Chairman should immediately determine if the meeting is still quorate. The Chairman could adjourn for 10-15 minutes to allow the connection to be re-established. If an individual remote participation fails the Chairman may call a short adjournment. As the hearing must have 3 members present, the meeting will be reliant on the lost connection being re-established to ensure all members are present for the entire discussion in order to hear all of the facts and vote on the matter.

Only 3 members are permitted on Licensing and Regulatory Sub-Committees (LSC) for each Hearing (as per Section 9 of the Licensing Act 2003 and the Constitution Terms of Reference for the LSC). The reserve member is present in case an interest arises at the beginning of the Hearing or one of the 3 members identified as being on the LSC fails to attend the virtual meeting. It is only those 3 members who have been identified as being on the LSC for that Hearing who can ask questions of the other parties. A reserve member would not be able to participate if the technology fails for one

of the members present as whilst they would be listening they will not have taken an active role nor been included in the process/asked to see if they have any questions etc.

### Attendance at meetings and webcasting

A roll call or introductions will be made at the start of the meeting to record those present. There is no requirement for councillors to sign their names on the attendance sheets when attending a virtual meeting. The Democratic Services Officer will maintain a list of attendance throughout the meeting.

To be classified as a 'member in attendance' and attend a meeting remotely, the following conditions must be satisfied;

- a) councillors must be able to hear and (where practicable) see and be heard and (where practicable) be seen by other councillors in attendance at the meeting. This full requirement also extends to members of the public attending to exercise a right to speak at the meeting.
- b) All other members of the public must as a minimum be able to hear (but if practicable be seen as well).

In practice this means that if councillors and speaking members of the public can be heard and hear each other and other members of the public not speaking can hear, this would fulfil the requirements of holding a virtual meeting.

Members of the press and public may only be excluded from a meeting in accordance with the Access to Information Rules.

The Regulations state that meetings being open to the public include access by remote means. Such access includes (but is not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person. For clarity, a meeting recorded and then posted online after the event would not satisfy this requirement.

In the event that the live webcast fails and cannot be resumed the meeting will be opened and adjourned to allow for it to take place at a hearing (the date and time of which will be fixed prior to the matter being adjourned).

The people on the Teams call who are present throughout the meeting are the Members of the Sub-Committee, any officer supporting the meeting and those who have submitted valid representations, applicant and/or legal representative. The public gallery, where Members can sit and observe the meeting alongside members of the public, is the webcast version. It is important to keep numbers in the meeting (except for those allowed to be present as Members) to a minimum to enable the proper flow of the virtual meeting.

### Conflicts of interest

Councillors should consider if they have an interest, and, if required, seek advice from the Monitoring Officer, or their deputy, before the meeting starts. If a Councillor appointed to a licensing hearing considers that their interest is prejudicial they should notify Democratic Services as soon as possible so that an alternative councillor can be appointed to the licensing hearing.

Where a councillor has an interest they must declare their interest and the nature of it at the start of the meeting. If the interest is 'personal' having declared a personal interest the councillor may continue to speak and vote on the item of business concerned. If the councillor has a prejudicial interest they will not be able to take part in the discussion or decision and must leave the meeting. A reserve councillor, if available, will then be called upon to serve on the hearing in their absence.

#### Minutes of meetings

The Minutes of meetings will be published on the website if the meeting is held in public.

#### Questions

Parties can ask questions of other parties in accordance with the procedure below. The Chairman can stop a party asking questions if they feel the questions are unnecessary. Parties are expected to treat other parties with respect and any form of harassment or excessive questioning will not be tolerated. In such cases the Chairman will ask the party to discontinue that type of questioning. The Chairman can require any person (including any of the parties) who is disrupting the proceedings to leave the Hearing.

#### Order of business (as normal)

1. The Chairman will open the Hearing and start the introductions of the Sub-Committee and Officers and ask each party to introduce themselves. The Chairman will confirm that if a party is not present their representations/application will have been read and will be considered in reaching the decision.
2. The Chairman will address any interest arising under the Code of Conduct.
3. The Chairman will consider any submitted requests from a party for permission for another person to appear at the virtual Hearing and any other procedural matters. If necessary, the sub-committee will retire to deliberate before making a decision.
4. If all parties present confirm that they have seen and understand the procedure to be followed at the virtual Hearing and agree they are ready to proceed then the Hearing **shall commence as set out from para 9 below**.
5. The Chairman will remind everyone that the purpose of the virtual Hearing should be borne in mind at all times i.e.
  - to enable those with a right to appear at the virtual meeting to advance their point of view and concerns and to test the case of their opponents and
  - to assist the Sub-Committee to gather evidence and understand the relevant issues.
6. The Chairman will confirm what advance papers have been received and that these have been read and therefore there is no need to repeat these matters.
7. The Chairman will make clear that parties should only address the Sub-Committee in relation to matters previously raised/submitted. Late evidence to be submitted at the Hearing will only be considered by the Licensing Sub-Committee with the consent of all parties present.

8. The Chairman will then outline the procedure to be followed by reading out the order of oral presentations **unless** all parties present have confirmed that they have seen and understood the procedure and are ready to proceed with the virtual Hearing.
9. The Chairman will ask the Applicant whether they wish to make any amendments to their application with a view to addressing issues raised by the representations.
10. Order of oral presentations:-
  - a. The Licensing Officer will present their report outlining the details of the application/notice and representations received.
  - b. Any party may question the Licensing Officer.
  - c. The Members may question the Licensing Officer.
  - d. The Applicant will present their case and call their witnesses
  - e. Any other party may question the Applicant. Any party includes any responsible body.
  - f. The Members may question the Applicant
  - g. Each Interested Party will present their case in turn and call their witnesses.
  - h. Any other party may question the Interested Party.
  - i. The Members may question the Interested Parties.
  - j. The Licensing Officer may question the Interested Parties.

Once they have made their representations under the requirements of the constitution they will need to switch off their microphone and not participate any further in the meeting unless they are asking any questions or wish to sum up. No speaking is timed.

11. Before moving onto the next party at any time during the procedure above, the Chairman will check there are no further points the current party wishes to make or any further questions that need to be put to that party.
12. There may be a discussion at the hearing, on a without prejudice basis, where each party will be asked to address/give their views on any proposed conditions and suggest any other appropriate conditions to assist the Sub-Committee. Any agreed conditions may be incorporated into the Decision Notice if the application is successful. However, the Sub-Committee to determine any final conditions that will apply to the licence.
13. Each party will be invited to make closing submission in the order as set out in paragraph 10.
14. The Chairman will then close the Hearing and the Sub-Committee will meet (privately) virtually together with the Clerk and the Sub-Committee Legal Advisor for the matter to be determined.
15. The Sub-Committee will come to a decision which will be sent to the Applicant and all other parties' who submitted relevant representations within the time limits set out in this procedure and Regulations together with details of the right of appeal.

#### When can the Chairman be interrupted?

There are circumstances allowed for in the Constitution where the Chairman can be interrupted such as:-

- Technology is not working effectively

- Officer needs to provide advice
- Point of order or personal explanation

or any other area where the Constitution or Chairman allows.

#### Disturbance during proceedings

The Constitution states that if anyone interrupts proceedings the Chairman will warn the person concerned and if they continue to interrupt the Chairman will order their removal from the virtual meeting room. There may be circumstances where the person needs to be removed immediately, for example if they are being inappropriate, and the Chairman can do this by muting their microphone. If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as they consider necessary.

#### Adjournments

People will remain on the call with mics muted and cameras off until the meeting starts again. The Chairman may also want to consider having a comfort (screen) break for longer meetings. If there is a problem with the technology the Chairman should pause the meeting until that issue has been resolved. However, this does not stop a meeting going ahead because a person does not have access to the required technology in the first place. If technology fails for a wholly remote meeting, and the meeting is no longer open to the public, any decisions made could be challenged as unlawful which renders the whole meeting incapable of proceeding and therefore the Chairman should adjourn until the remote meeting can be restored within a reasonable period, or at a time and date fixed by the Chairman. Any interested party eligible to speak who attends to exercise their right to speak and is unable to do so renders only their item incapable of proceeding unless they are happy to submit their comments through a written representation.

The Council will try and achieve the best possible outcome.

#### **Deliberations and Exclusion of the Press and the Public**

Under Regulation 14 of the Licensing Act 2003 (Hearings) Regulations 2005 the licensing authority may exclude the public from all or part of the hearing where it considers that the public interest in doing so outweighs the public interest in the Hearing or part of that Hearing taking place in public. In addition there may be information in the agenda pack pertaining to the hearing be exempt from publication or discussion in public under Schedule 12A of The Local Government Act 1972 as amended. In these circumstances the public will be excluded from part or the whole of the Hearing as appropriate.

At the conclusion of the Hearing, the Sub-Committee together with the Democratic Services Officer and Legal Advisor, will remain in a private virtual meeting in order to deliberate on the decision. Interested parties will then be notified of the outcome of the hearing in writing after the meeting in accordance with required timescales.

Each Member in remote attendance must ensure and verbally declare that there are no other persons present who are not entitled to be (either hearing or seeing) consideration of such items, and/or recording the proceedings.

The Sub-Committee may depart from this procedure (as varied/amended from time to time based on changes to law and practice) if it considers it necessary and/or equitable to do so.

## NOTE

IN PRODUCING THIS PROCEDURE, THE FOLLOWING HAVE BEEN CONSIDERED: -

- Licensing Act 2003 *as amended* - and Explanatory Notes
- National Guidance
- The Licensing Act 2003 (Hearings) Regulations 2005 as amended
- The Human Rights Act 1998.
- Local Government Act 1972 as amended.
- The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Buckinghamshire Council

Licensing Sub-Committee Hearing Date:  
22 April 2021, 18:00 hours

Agenda Item No: 5

<b>SUBJECT:</b>	<b>APPLICATION FOR THE REVIEW OF A PREMISES LICENCE at: High Wycombe Food &amp; Wine, 180 Desborough Road, High Wycombe, HP11 2QA</b>
<b>REPORT OF:</b>	<b>Application under section 51, Licensing Act 2003</b>
<b>Responsible Officer</b>	<b>Brian Whittall – Licensing Officer</b>
<b>Report Author</b>	<b>Brian Whittall – Licensing Officer</b>
<b>Ward/s Affected</b>	<b>Abbey</b>

## 1. Purpose of Report

To provide Members with information to enable the determination of an application for the review of a Premises Licence, in respect of which further relevant representations have also been received. The review Application has been submitted by Lawrence Eldridge on behalf of Buckinghamshire and Surrey Trading Standards (“the applicant”), in respect of High Wycombe Food & Wine, 180 Desborough Road, High Wycombe, HP11 2QA (“the premises”).

## 2. Background

- 2.1 The current nature of the business is a small convenience and off licence store.
- 2.2 In September 2007 an application for a premises licence was received by this authority under section 17 of The Licensing Act 2003 (“The Act”) by Mr Surjan Singh Sethi of Lynhurst Crescent, Hillingdon. The following year the police requested that the licence be reviewed following a number of licence breaches.
- 2.3 In March 2010 a further police request was made for the review of the premises licence. Following a hearing of the Licensing Sub-Committee the premises licence was revoked in May 2020. This decision was upheld on appeal at the Magistrates Court.

- 2.4 In January 2011 the brother of Mr Sethi, Mr Jaswin Singh Sethi of Mornington Road, Greenford made an application for a premises licence under section 17 of The Licensing Act 2003 'The Act'.
- 2.5 In December 2019 the premises were found to be selling Guinness Extra contrary to a licence condition not to conduct the retail sale of alcohol for products in excess of 6% abv.
- 2.6 Following this incident Mr Jaswin Singh Sethi applied under section 41, Minor Variation of a Premises Licence to have the condition attached to his authorisation amended so that he could stock specialist alcohol products. After receiving a valid representation by the police this application was refused **Appendix 1**.

A copy of the current Premises Licence is attached to this report marked **Appendix 2**.

A location plan showing the premises location is attached to this report marked **Appendix 3**.

### 3. The Application

3.1 This application is for a review of the Premises Licence on the grounds the prevention of crime and disorder. A copy of the review application is attached to this Report marked **Appendix 4**.

3.2 The current permitted licensable activities are as follows:

<u>Licensable activity</u>	<u>Standard days and timings</u>
Supply of alcohol	Every Day 10:00 – 23:00
Hours premises are open to the public	Every Day 10:00 – 23:00

### 4. Relevant Representations

#### 4.1 Responsible Authorities:

- 4.1.1 **The Chief Officer of Police:** No Response received: No comment
- 4.1.2 **The Fire and Rescue Authority:** No Response received: No comment
- 4.1.3 **The Local Planning Authority (Head of Sustainable Development):** No Response received: No comment
- 4.1.4 **The Local Environmental Health Authority (Head of Environmental Health):** No Response received: No comment
- 4.1.5 **Weights and Measures Authority (Trading Standards Officer):**  
No additional response received.
- 4.1.6 **The Safeguarding and Child Protection Unit:**

No response received. No comment

4.1.7 No responses were received from any other Responsible Authority.

4.2 No letters of support were received.

## **5. Relevant Policy Considerations:**

### **In relation to the Prevention of Crime and Disorder the Statutory Guidance states:**

- 2.3 Conditions should be targeted on deterrence and preventing crime and disorder. For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may wish to have cameras on their premises for the prevention of crime directed against the business itself, its staff, or its customers. But any condition may require a broader approach, and it may be appropriate to ensure that the precise location of cameras is set out on plans to ensure that certain areas are properly covered and there is no subsequent dispute over the terms of the condition.
- 2.5 Conditions relating to the management competency of designated premises supervisors should not normally be attached to premises licences. The designated premises supervisor is the key person who will usually be responsible for the day to day management of the premises by the premises licence holder, including the prevention of disorder. A condition of this kind may only be justified as appropriate in rare circumstances where it can be demonstrated that, in the circumstances associated with particular premises, poor management competency could give rise to issues of crime and disorder and public safety.
- 2.7 It will normally be the responsibility of the premises licence holder as an employer, and not the licensing authority, to ensure that the managers appointed at the premises are competent and appropriately trained. However, licensing authorities must ensure that they do not stray outside their powers and duties under the 2003 Act. This is important to ensure the portability of the personal licence and the offences set out in the 2003 Act and to ensure, for example, that the prevention of disorder is in sharp focus for all managers, licence holders and clubs.

### **In relation to the prevention of crime and disorder the policy states that:**

- 3.8 The Authority accepts that the legislation does not require the presence of either a personal licence holder or the Designated Premises Supervisor on the premises at all times when alcohol is sold. The Authority would recommend that personal licence holders give written authority to other staff for alcohol sales and clear guidance on whom alcohol may be sold to. Applicants are invited to provide details of how Personal Licence holders will authorise alcohol sales. In exceptional circumstances and upon receipt of a relevant representation, the Authority will consider whether a condition should be imposed requiring the presence of a Personal Licence holder on the premises at all times when alcohol is available for sale.
- 3.9 The Authority will expect prevention of crime and disorder measures to be appropriate to the type and location of premises e.g. the provision of door supervisors and CCTV are likely

to be more appropriate in larger venues, dance venues and those in busy town centre locations.

**In relation to a Review of a Premises Licence the guidance states**

11.10 Where authorised persons and responsible authorities have concerns about problems identified at premises, it is good practice for them to give licence holders early warning of their concerns and the need for improvement, and where possible they should advise the licence or certificate holder of the steps they need to take to address those concerns. A failure by the holder to respond to such warnings is expected to lead to a decision to apply for a review. Co-operation at a local level in promoting the licensing objectives should be encouraged and reviews should not be used to undermine this co-operation.

**The Council Policy states in relation to a Review of a Premises Licence**

8.2 The importance of working in partnership to achieve the promotion of licensing objectives cannot be under-stated and responsible authorities will aim to give licensees early warning of any concerns identified at a premise. At any stage following the grant of a premises licence, however, a responsible authority, an interested party including a local Councillor may ask the licensing authority to review the licence because of a matter arising at the premises in connection with one of the four licensing objectives. In addition, a review of the licence will normally follow any action to close the premises (for up to 24 hours) on the grounds of disorder or noise nuisance or as a result of a magistrates' court determination.

8.5 In order to successfully bring a review of a licence, evidence will be required of breaches of one of the licensing objectives. As a result, it may assist interested parties to liaise with the relevant responsible authority prior to submitting an application for review (e.g. the police in cases of disorder or the Control of Pollution department in cases of noise nuisance). The person requesting the review is also required to notify the premises licence holder and all responsible authorities of their review application.

8.6 In cases where the crime prevention objective is being undermined it is expected that revocation of the licence (even in the first instance) will be seriously considered,

**Powers of a licensing authority on the determination of a review (p.77 of the guidance)**

11.16 The 2003 Act provides a range of powers for the licensing authority which it may exercise on determining a review where it considers them appropriate for the promotion of the licensing objectives.

11.17 The licensing authority may decide that the review does not require it to take any further steps appropriate to promote the licensing objectives. In addition, there is nothing to prevent a licensing authority issuing an informal warning to the licence holder and/or to recommend improvement within a particular period of time. It is expected that licensing authorities will regard such informal warnings as an important mechanism for ensuring that the licensing objectives are effectively promoted and that warnings should be issued in writing to the licence holder.

- 11.18 However, where responsible authorities such as the police or environmental health officers have already issued warnings requiring improvement – either orally or in writing – that have failed as part of their own stepped approach to address concerns, licensing authorities should not merely repeat that approach and should take this into account when considering what further action is appropriate.
- 11.19 Where the licensing authority considers that action under its statutory powers is appropriate, it may take any of the following steps:
- modify the conditions of the premises licence (which includes adding new conditions or any alteration or omission of an existing condition), for example, by reducing the hours of opening or by requiring door supervisors at particular times;
  - exclude a licensable activity from the scope of the licence, for example, to exclude the performance of live music or playing of recorded music (where it is not within the incidental live and recorded music exemption);
  - remove the designated premises supervisor, for example, because they consider that the problems are the result of poor management;
  - suspend the licence for a period not exceeding three months;
  - revoke the licence.
- 11.20 In deciding which of these powers to invoke, it is expected that licensing authorities should so far as possible seek to establish the cause or causes of the concerns that the representations identify. The remedial action taken should generally be directed at these causes and should always be no more than an appropriate and proportionate response.
- 11.21 For example, licensing authorities should be alive to the possibility that the removal and replacement of the designated premises supervisor may be sufficient to remedy a problem where the cause of the identified problem directly relates to poor management decisions made by that individual.
- 11.22 Equally, it may emerge that poor management is a direct reflection of poor company practice or policy and the mere removal of the designated premises supervisor may be an inadequate response to the problems presented. Indeed, where subsequent review hearings are generated by representations, it should be rare merely to remove a succession of designated premises supervisors as this would be a clear indication of deeper problems that impact upon the licensing objectives.
- 11.23 Licensing authorities should also note that modifications of conditions and exclusions of licensable activities may be imposed either permanently or for a temporary period of up to three months. Temporary changes or suspension of the licence for up to three months could impact on the business holding the licence financially and would only be expected to be pursued as an appropriate means of promoting the licensing objectives. So, for instance, a licence could be suspended for a weekend as a means of deterring the holder from allowing the problems that gave rise to the review to happen again. However, it will always be important that any detrimental financial impact that may result from a licensing authority's decision is appropriate and proportionate to the promotion of the licensing objectives. But where premises are found to be trading irresponsibly, the licensing authority should not hesitate, where appropriate to do so, to take tough action to tackle the problems at the premises and, where other measures are deemed insufficient, to revoke the licence.

11.28 It is envisaged that licensing authorities, the police and other law enforcement agencies, which are responsible authorities, will use the review procedures effectively to deter such activities and crime. Where reviews arise and the licensing authority determines that the crime prevention objective is being undermined through the premises being used to further crimes, it is expected that revocation of the licence – even in the first instance – should be seriously considered.

## 5. Resources, Risk and Other Implications

5.1 **Resource:** The only resource implications to date have been officer time however if the applicant or persons making relevant representations appeal against the decision of the Licensing Sub-Committee this would result in legal fees to defend the appeal and further costs. In the event of a successful appeal the Council may also have to pay the applicant/other party's costs.

5.2 **Human Rights:** The Licensing Sub-Committee's decision regarding this application will have Human Rights implications in respect of both the Applicant and the persons making relevant representations which also need to be considered equally and fairly so that the decision is proportionate and the right balance is met. The referral of this matter to the Sub-Committee is laid down in the Licensing Act 2003, as amended and is also in accordance with Article 6 of the Human Rights Act 1998, the right to a fair hearing, which is an absolute right. The Applicant and the persons making relevant representations have been notified of the Hearing and invited to make representations. A statutory right of appeal to the Magistrates Court and the right (if it arises) to challenge the Sub-Committee's decision by way of Judicial Review to the High Court also ensure a fair hearing to both the Applicant and the persons making relevant representations.

5.3 Article 8 and Article 1 of the First Protocol - the right to respect for private/family life and peaceful enjoyment of property/possessions (including Licences) - also needs to be considered. The persons making relevant representations have a right to respect for their private and family life and their home. They are entitled not to be disturbed by unreasonable noise and/or nuisance. However, this is a qualified right and has to be balanced against the rights of others including the rights of businesses in the area to operate.

5.4 Article 14 of the Human Rights Act 1998 - the right to freedom from discrimination (which is an absolute right) also needs to be considered. The human rights provided under the Human Rights Act 1998 must not be subject to discrimination under various headings, including race, national or social origins, association with a national minority group or other status.

5.5 Interference with these rights is acceptable within the terms of the Human Rights Act 1998 if it safeguards the rights of others, is legitimate, proportionate and balanced in that there is a need to find a fair balance between the protection of individual rights and the interests of the community at large – other than rights under Article 6 and 14 which are absolute rights and can not be interfered with.

5.6 Therefore if Members revoke or restrict the Premises Licence in whole or part this will be a breach of the rights of the Applicant unless such revocation or restriction (in full or part) is,

and/or the conditions imposed are, appropriate, proportionate and can be justified, on balance, by being outweighed by the rights of the community at large to peaceful enjoyment of their property/possessions. Any revocation or restriction placed upon the Premises Licence must not go beyond what is strictly necessary to achieve its legitimate purpose in order to mitigate the interference with the community at large's enjoyment of their property/possessions.

5.7 By taking into consideration all the material considerations relating to this application and balancing the interests/rights of all parties involved it is considered that the Licensing Sub-Committee's decision will be both proportionate and justified having had regard to the Human Rights Act 1998.

5.8 The Equality Act 2010, including the Council's Public Sector Equality Duty, must be taken into account when making decisions in relation to licensing applications.

## **6. Determination by the Licensing Sub-Committee**

6.1 The Sub Committee is obliged to determine applications in the light of the above and any other material considerations with a view to promoting the four licensing objectives. Which are:

- The prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

Regard must also be had to the Council's Licensing Policy, Home Office Guidance issued under Section 182 of the Licensing Act 2003, as amended, relevant representations received and the evidence presented at the Hearing.

6.2 Each application must be considered on its own merits and any conditions attached to premises licences must be tailored to the individual style and characteristics of the premises and events concerned. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises. Standardised conditions should be avoided and indeed may be unlawful where they cannot be shown to promote the licensing objectives in any individual case.

6.3 The Sub-Committee must avoid duplication of other legal requirements and should only impose conditions on a premises licence which are appropriate and proportionate for the promotion of the licensing objectives and where additional and/or supplementary measures are required in order to promote the licensing objectives.

6.4 The following options are available to the Licensing Sub Committee in determining the review application:

- modify the conditions of the licence;
- exclude a licensable activity from the scope of the licence;
- remove the designated premises supervisor;

- suspend the licence for a period not exceeding three months;
- revoke the licence.
- take no further action or take informal action.

6.5 The Sub-Committee is asked to note that it may not reject the whole or part of the application or attach conditions - merely because it considers it desirable to do so. It must actually be **appropriate and proportionate** in order to promote the 4 licensing objectives and be in response to the representations received and full reasons must be given for the Sub-Committees decision.

**Informative/s -**

<b>Officer Contact:</b>	<b>Brian Whittall (01494 421 346) – email address: brian.whittall@buckinghamshire.gov.uk</b>
<b>Background Papers:</b>	<b>Application Ref 0 21/00323/LAREV  Licensing Act 2003, as amended Licensing Policy – Wycombe Bucks Area Published December 2018. Home Office Guidance issued under Section 182 of the Licensing Act 2003, as amended.</b>

Enquiries to: Mr Brian Whittall  
Email: Brian.Whittall@wycombe.gov.uk  
Direct line: 01494 421346  
Our ref: 19/02897/LAMINV  
Your ref: 554/PREM  
Date: 2 January 2020

APPENDIX 1



Mr Jaswin Singh Sethi  
49 Mornington Road  
Greenford  
UB6 9HN

Dear Mr Sethi

**Licensing Act 2003 – Premises Licence  
Determination of application for a Minor Variation under section 41A Licensing Act  
Re: High Wycombe Food & Wine, 180 Desborough Road, High Wycombe**

Thank you for your application for a Minor Variation of a Premises Licence under the Licensing Act 2003. Having received a valid representation to the application from Thames Valley Police, (as attached) the application made to amend the conditions of your premises licence has been refused. Accordingly, the Premises Licence currently issued to you with our reference 11/00181/LAPREN remains in force. Therefore, you are required to comply with the terms of this authorisation otherwise an offence is committed under the following section.

Section 136 of the Licensing Act 2003 states:

- (1) A person commits an offence if—*
  - (a) he carries on or attempts to carry on a licensable activity on or from any premises otherwise than under and in accordance with an authorisation, or*
  - (b) he knowingly allows a licensable activity to be so carried on.*
- (4) A person guilty of an offence under this section is liable on summary conviction to imprisonment for a term not exceeding six months or to an unlimited fine, or to both.*

Please be advised that there is no right of appeal to your application. An applicant may resubmit a revised application through the minor variations procedure or submit a full variation application.

The Licence is valid until it is either revoked, suspended or surrendered. The holder of this Licence may at any time apply for a variation of any of the terms of the Licence.

Please do not hesitate to contact me if you have any queries regarding this notice issued to you,

Yours sincerely

A handwritten signature in blue ink, appearing to read 'BW', is written over a faint circular stamp.

*Brian Whittall  
Licensing Officer*

*Cc: Thames Valley Police*

Housing and Environment – Nigel Dicker, Head of Service  
Wycombe District Council, Queen Victoria Road, High Wycombe, Bucks, HP11 1BB  
Tel: 01494 461000 DX 4411 High Wycombe -1 [www.wycombe.gov.uk](http://www.wycombe.gov.uk) Twitter: @wycombedc

# THAMES VALLEY POLICE

Division/Station : High Wycombe

From : Andy Dean  
Licensing Officer

To : Licensing Authority  
Wycombe District Council

Ref :

Date : 11 December 2019

Tel.No. 01865 309 275

Subject :

High Wycombe Food & Wine - 554 / PREM

To whom it may concern,

I Andy Dean as a licensing officer for Thames Valley Police hereby on behalf of the Chief Officer of the Police object to the minor variation from High Wycombe Food and Wine on the grounds of prevention fo Crime and Disorder.

The content of which si explained hereafter:-

High Wycombe Distciet Council along with Thames Valley Police wish to prevent Crime and Disorder in the Town area and one of the ways this can be done is by ensuring that as far as possible Beer / Cider & lagers that are retailed form local shops are below 6%ABV and hence this premises has this on it's licence because of the amount of Street Drinkers in the area.

The premises was recently visited and it was discovered that the premises were selling two types of beer Guinness Extra and Dragon Stout which are both in excess of the 6.5ABV condition. Henceve he has been committing an offence under Section 136 Licensing Act 2003 which is a criminal offence. The unlicensed sale of this alcohol could've increased the level of drunkenss and Anti – Social Behaviour in the area in the recent pass.

The Licensee is also very aware of the campaign to reduce the issues surrounding the street drinkers in High Wycombe and in the past has been a strong supporter of this action.

In view of the circumstances of the application Thames Valley Police will have to object to this Minor Variation Application.

Andy Dean

## Licensing Act 2003 Premises Licence

Reference Number

11/00181/LAPREN

Premises Licence Number

554/PREM

**Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code**

High Wycombe Food & Wine  
180 Desborough Road  
High Wycombe  
Buckinghamshire  
HP11 2QA

**Telephone number**

**Licensable activities authorised by the licence (Indoor)**

Sale by Retail of Alcohol

**Times the licence authorises the carrying out of licensable activities**

Sale by Retail of Alcohol	Every Day	10:00 - 23:00
---------------------------	-----------	---------------

**The opening hours of the premises**

Every Day	10:00 - 23:00
-----------	---------------

**Where the licence authorises supplies of alcohol whether these are on and / or off supplies**

Alcohol is supplied for consumption off the premises only

**Name, and (registered) address of premises licence holder**

Jaswin Singh Sethi  
49 Mornington Road  
Greenford  
UB6 9HN

**Registered number of holder, for example company number, charity number (where applicable)**

N/A

**Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol**

Jaswin Singh Sethi  
49 Mornington Road  
Greenford  
UB6 9HN

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol**

Reference: 03039

Licensing Authority: Ealing Council

**Date: 23<sup>rd</sup> February 2011**

**Signed: .....**

**Authorised Officer**

## **Annex 1 – Mandatory conditions**

Mandatory Conditions where licence authorises supply of alcohol:

1. No supply of alcohol may be made under the premises licence -
  - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence
3. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol
4. The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark

## **Annex 2 – Conditions consistent with the Operating Schedule**

### General

- All relevant and current legislation that promotes the licensing objectives will be applied
- Staff will be made aware of the current legislation through staff training

### The prevention of Crime and Disorder

- The premises shall have CCTV system in operation 24 hours per day and the recordings from the system shall be retained for a period of at least 28 days and shall be made available to officers from the Police and/or Wycombe District Council upon request
- A sign advising patrons that CCTV is in operation shall be positioned within a prominent place within the store
- A logbook shall be used to record all instances of crime and disorder at the licensed premises. The logbook shall include dates and times of incidents, the person witnessing the incident and the action taken/result. The book shall be made available to an officer from the Police and/or Wycombe District Council upon request
- All staff working at the premises shall be made aware of local/Police concerns and comments in relation to sale of alcohol within the locality that have come to the attention of the management of the premise
- Liaison shall take place with the Police and Local Authority
- Posters shall be displayed with respect to no "I.D no sale"
- All sprits shall be displayed behind the sales counter with wine and beer chillers/shelves in view of the counter
- There shall be no irresponsible sales promotions or discounting of alcoholic beverages
- The designated premises supervisor shall be readily contactable by telephone at all times when the shop is open
- Bags branded with the shop name shall be provided for all sale of alcohol
- All staff shall undertake the BIIAB Level1 – Award in Responsible Alcohol Retailing training or a suitable equivalent training scheme as approved in advance by the Licensing Officer. The current licence holder shall undertake the BIIAB Level II – National Certificate for Personal Licence Holders or a suitable equivalent training scheme as approved in advance by the Licensing Officer, unless he can demonstrate that he has previously received equivalent formal training. All training must take place within next 3 months unless otherwise agreed with the Licensing Officer. Written records shall be kept of all formal and informal training and such records shall be available for inspection by the Licensing Authority and Thames Valley Police
- A refusals book must be completed and kept up to date and made available for inspection by an authorised officer of the Licensing Authority or a police officer. All records must be made in English
- A personal licence holder shall be on the premises at all times when alcohol is being offered for sale

- A log book must be completed recording all incidents of crime and disorder at the premises. The log should include details of the date and time of the incident, persons witnessing the incident and action taken. All records must be made in English. The log book must be made available for inspection by an authorised officer of the Licensing Authority or a police officer
- The license holder shall become a member and regularly attend meetings of Wycombe Watch
- No cider, beer or lager with alcohol content in excess of 6.0% volume will be sold from the premises

#### The Prevention of Public Nuisance

- All external lights shall be maintained
- Local comments and concerns shall be considered
- A record of all complaints in relation to noise and disorderly conduct shall be maintained
- Signs requesting customers to leave quietly shall be displayed

#### The Protection of Children from Harm

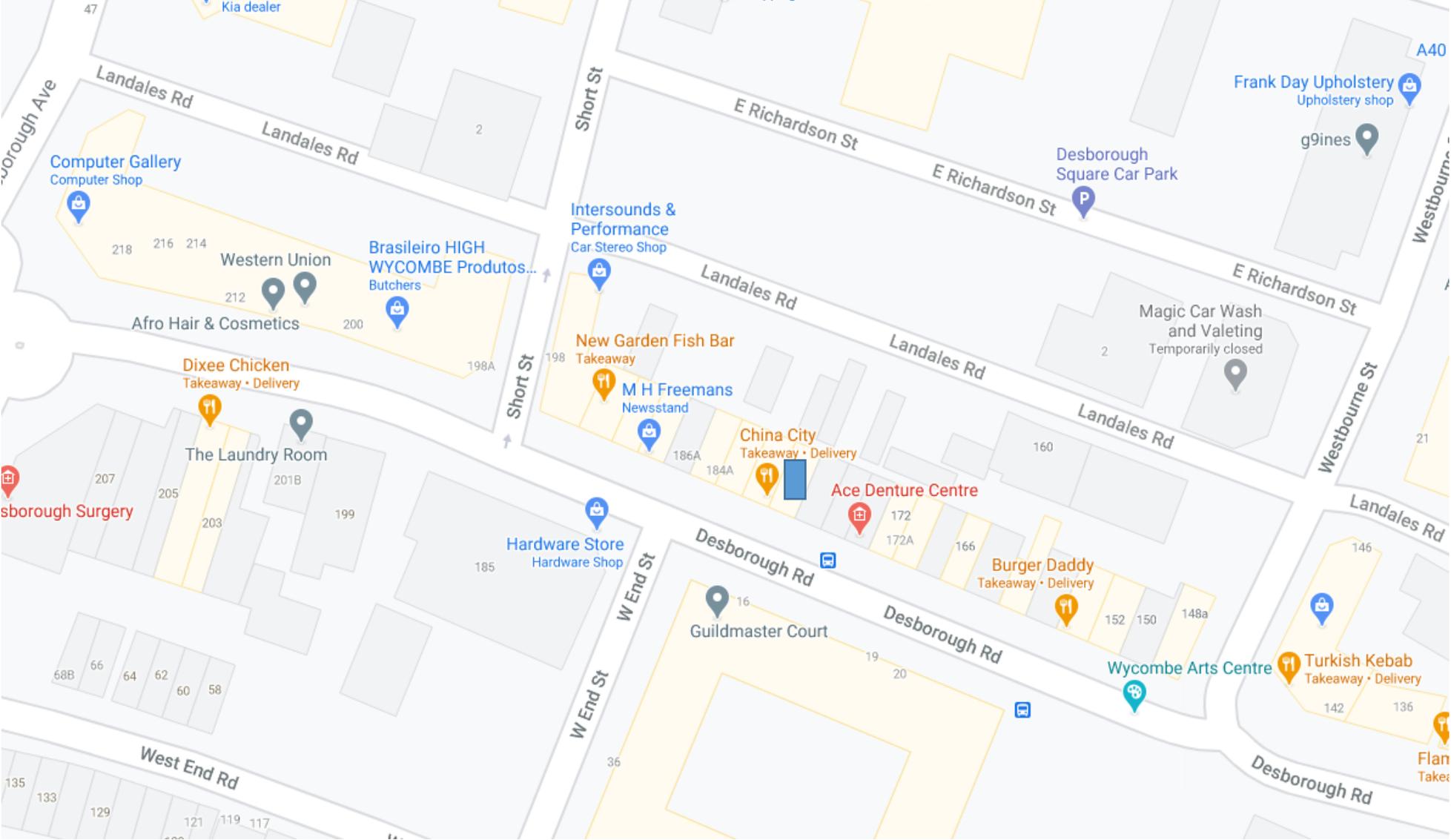
- Photographic proof of age shall be required to be shown by anyone seeking to purchase alcohol who appears to be under 21 years of age
- A refusal book shall be maintained

### **Annex 3 – Conditions attached after a hearing by the licensing authority**

None

### **Annex 4 – Plans**

See plan attached with our reference # 07/01850/LAPREN



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*[Insert name and address of relevant licensing authority and its reference number (optional)]*

**Application for the review of a premises licence or club premises certificate under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I Lawrence Eldridge

*(Insert name of applicant)*

**apply for the review of a premises licence under section 51 / apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)**

**Part 1 – Premises or club premises details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b> High Wycombe Food & Wine 180 Desborough Road	
<b>Post town</b> High Wycombe	<b>Post code (if known)</b> HP11 2QA

<b>Name of premises licence holder or club holding club premises certificate (if known)</b> Jaswin Singh Sethi
---

<b>Number of premises licence or club premises certificate (if known)</b> 554/PREM
---

**Part 2 - Applicant details**

I am

Please tick ✓ yes

1) an individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)

2) a responsible authority (please complete (C) below)

3) a member of the club to which this application relates (please complete (A) below)

**(A) DETAILS OF INDIVIDUAL APPLICANT** (fill in as applicable)

Please tick ✓ yes

Mr  Mrs  Miss  Ms  Other title  
(for example, Rev)

**Surname**

**First names**

**I am 18 years old or over**

Please tick ✓ yes

**Current postal  
address if  
different from  
premises  
address**

**Post town**

**Post Code**

**Daytime contact telephone number**

**E-mail address  
(optional)**

**(B) DETAILS OF OTHER APPLICANT**

Name and address

Telephone number (if any)

E-mail address (optional)

**(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT**

Name and address Lawrence Eldridge Buckinghamshire & Surrey Trading Standards County Hall Aylesbury Buckinghamshire HP20 1UP
Telephone number (if any) 07789 876236
E-mail address (optional) Lawrence.eldridge@surreycc.gov.uk

**This application to review relates to the following licensing objective(s)**

- Please tick one or more boxes ✓
- 1) the prevention of crime and disorder
  - 2) public safety
  - 3) the prevention of public nuisance
  - 4) the protection of children from harm

**Please state the ground(s) for review** (please read guidance note 2)

This alcohol licence review is being applied for as a result of illegal tobacco being sold from the premises. A test purchaser acting on behalf of Buckinghamshire & Surrey Trading Standards entered the premises in December 2019 and a purchase of illegal tobacco was made. Surjan Singh Sethi stored the tobacco products in his van, which was kept outside the front of the store. Surjan Singh Sethi pleaded guilty to 8 offences at High Wycombe Magistrates Court on the 17<sup>th</sup> February 2021 in relation to the supply of these illegal tobacco products.

Although Surjan Singh Sethi is not listed as the alcohol licence holder for the premises, he did state during a PACE interview with Trading Standards that he is a partner of the business with his brother Jaswin Singh Sethi.

**Please provide as much information as possible to support the application** (please read guidance note 3)

Buckinghamshire & Surrey Trading Standards made a test purchase of illegal tobacco products, from the premises in December 2019. The test purchaser went into the premises and asked for cheap tobacco. A price of £6.50 was agreed per packet of cigarettes and an agreement was made for the purchase of 6 packets of 20 cigarettes. The test purchaser paid the shop occupier and was then told to stand outside the front of the shop by the bus stop. The shop occupier went outside the premises to a van parked outside the front of the shop to obtain the tobacco products. The van storing the illegal tobacco products was registered to Mr Surjan Singh Sethi.

Following on from this test purchase, Buckinghamshire & Surrey Trading Standards visited the premises in December 2019 and seized a quantity of illegal tobacco products.. A total of 188 packets of 20 cigarettes and 76 pouches of hand rolling tobacco (3,800 grams) were found in the same van parked outside the front of the shop. Mr Surjan Singh Sethi was the only person in the premises when this visit was carried out and initially denied that the van outside the premises was his and refused to provide the keys to Trading Standards Officers.

All of the tobacco products from the test purchase and the Trading Standards visit were found to be non-compliant with the Tobacco and Related Products Regulations 2016 and the Standardised Packaging of Tobacco Regulations 2015. This was due to them not containing the correct English written health warnings. The packets also did not contain the correct pictorial health warnings and were not in the correct packaging colour, which is required for tobacco products to be sold in the UK. One of the brands of tobacco seized was confirmed as being counterfeit and found to be in breach of the Trade Marks Act 1994.

In a written PACE interview, Mr Surjan Singh Sethi denied it was him that sold the tobacco products to the test purchaser in December 2019. He could not provide details of who sold the tobacco products. However, all of the tobacco products obtained from the test purchase and the visit were found in the van registered to Mr Surjan Singh Sethi. He said that it is only him and his brother Jaswin Singh Sethi that work in the shop and that they are both partners of the shop.

At High Wycombe Magistrates Court on the 17<sup>th</sup> February 2021, Mr Surjan Singh Sethi pleaded guilty to 8 offences under The Tobacco and Related Products Regulations 2016, The Standardised Packaging of Tobacco Products Regulations 2015 and the Trade Marks Act 1994. He received a £230 for each of the 8 offences.

We do not have any evidence that Jaswin Singh Sethi was involved in the supply of these illegal tobacco products. This licence review application is being made as a result of illegal tobacco being sold from the premises, which he is the alcohol licence holder for.

**Please tick ✓ yes**

Have you made an application for review relating to the premises before

If yes please state the date of that application

Day    Month    Year

--	--	--	--	--	--	--	--

**If you have made representations before relating to the premises please state what they were and when you made them**

Please tick ✓

yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**Part 3 – Signatures** (please read guidance note 4)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (please read guidance note 5). **If signing on behalf of the applicant please state in what capacity.**

Signature *LE Widge*  
.....

Date 10/03/2021  
.....

Capacity Supervisor – Investigations Team, Buckinghamshire & Surrey Trading Standards  
.....

<b>Contact name (where not previously given) and postal address for correspondence associated with this application</b> (please read guidance note 6)	
<b>Post town</b>	<b>Post Code</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)</b>	

**Notes for Guidance**

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant’s agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.

