

LICENSING SUB-COMMITTEE

Date: Wednesday 4 March 2026

Time: 10.00 am

Venue: Guildhall, High Street, Exeter

Members are invited to attend the above meeting to consider the items of business.

If you have an enquiry regarding any items on this agenda, please contact Josie McDonald, Democratic Services Officer on 01392 265354 or email democratic.services@exeter.gov.uk

Entry to the Guildhall can be gained through the entrance on the High Street.

Membership -
To be confirmed.

Agenda

Part I: Items suggested for discussion with the press and public present

1 **Appointment of Chair**

To appoint a Chair for the meeting.

2 **Declarations of Interest**

Councillors are reminded of the need to declare any disclosable pecuniary interests that relate to business on the agenda and which have not already been included in the register of interests, before any discussion takes place on the item. Unless the interest is sensitive, you must also disclose the nature of the interest. In accordance with the Council's Code of Conduct, you must then leave the room and must not participate in any further discussion of the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

3 **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 EXCLUSION OF PRESS AND PUBLIC**

It is considered unlikely that the Committee would wish to exclude the press and public during consideration of the items on this agenda. If, however, the Committee were to exclude the press and public, a resolution in the following form should be passed:

“RECOMMENDED that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the particular item(s) on the grounds that it (they) involve the likely disclosure of exempt information as defined in paragraph(s) of Part I of Schedule 12A of the Act.”

To pass the following resolution:

RESOLVED that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for items and on the grounds that if involves the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part I of Schedule 12A of the Act.

LICENSING ACT 2003

4 Application to Grant a Premises Licence

To consider the report of the Head of Service - Environment and Waste.

(Pages 3 -
106)

Individual reports on this agenda can be produced in other formats on request to Democratic Services on 01392 265425.

REPORT TO: LICENSING (SUB) COMMITTEE

Date of Hearing: 4th March 2026

Report of: Head of Environment and Waste

Type of Application: The application is for a new premises
Licence in respect of Polsloe And Priory Social Club,
Elmside House, Exeter, EX4 6LR

Legislation: Licensing Act 2003 ('the Act')

Ward Application Refers to: [Newtown and St Leonards]

Applicant: Mr Anthony Gordon

Premises Address: Polsloe And Priory Social Club, Elmside House,
Elmside, Exeter, EX4 6LR

1. What is the report about?

- 1.1 An application attached as Appendix A has been received from the Applicant for the grant of a new premises licence at Polsloe And Priory Social Club, Elmside House, Elmside, Exeter EX4 6LR ('the Premises').
- 1.2 A plan of the premises is attached at Appendix B.

2. Are there any representations?

- 2.1 The last date for receiving representations was 11th February 2026. One representation has been received from a local resident objecting to the Application relating to the Licensing Objectives of Prevention of Crime and Disorder and Prevention Public Nuisance. The representation is attached at Appendix C.
- 2.3 No representations have been received from any other Responsible Authorities.

3. Report details:

- 3.1 The application was advertised on the Premises from 14th February 2026. A copy of this notice is attached as Appendix D.
- 3.2 The application was also advertised in the local newspaper on 21st January 2026, in accordance with the requirements of the Licensing Act 2003. A copy of the notice in the local newspaper is attached as Appendix E
- 3.3 The notice of hearing attached at Appendix F was issued to all parties on 12th February 2026.

3.4 The Licensable activities applied for are:

Supply of Alcohol (On the Premises):

Monday and Tuesday 10:00 – 23:30
Wednesday to Saturday 10:00 – 01:30
Sunday 10:00 – 01:30

Provision of Recorded Music:

Monday and Tuesday 10:00 – 00:00
Wednesday to Saturday 10:00 – 02:00
Sunday 12:00 – 02:00

Provision of Live Music:

Friday and Saturday 19:00 – 00:00

Provision of Entertainment or Similar:

Monday and Tuesday 10:00 – 00:00
Wednesday to Saturday 10:00 – 02:00
Sunday 12:00 – 00:00

3.5 The Applicant has set out steps it intends to take to promote the Licensing Objectives in the Operating Schedule in the application.

4. What are the Legal Aspects?

4.1 The Licensing Sub-Committee are required to have regard to;

4.1.1 the representations (including supporting information) presented by all the parties; and

4.1.2 the Official Guidance issued under section 182 of the Licensing Act 2003 revised April 2018 which can be viewed at: [Revised guidance issued under section 182 of the Licensing Act 2003 \(February 2026\) \(accessible version\) - GOV.UK](#); and

4.1.3 the Licensing Authorities Statement of Licensing Policy which can be viewed at [Statement of Licensing Policy 2020-2025](#)

4.2 In determining a licence application the Licensing Sub-Committee will consider each application on its merits.

4.3 The Licensing Sub-Committee, having regard to the representation, must take such of the following steps, if any, as it considers appropriate for the promotion of the Licensing Objectives.

(a) To grant the licence subject to:

- i. The conditions consistent with the operating schedule modified to the extent that the authority considers appropriate for the promotion of the Licensing Objectives;
- ii. The mandatory conditions under sections 19, 20 and 21 of the Act.

- (b) To exclude from the scope of the licence any of the licensable activities to which the application relates;
- (c) To refuse to specify a person in the licence as the premises supervisor;
- (d) To reject the application.

4.4 Section 18 (5) of the Act provides that conditions in the operating schedule are modified if any of them is altered or omitted or any new condition is added.

5. Recommendations:

- 5.1 The Licensing Sub-Committee are required to identify what steps, if any, need to be taken to determine the application having regards to the Licensing Objectives.

Head of Environment and Waste
Julie Bennett – Licensing Officer

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 2.3
01392 265275

This page is intentionally left blank

APPENDIX A

Application for a premises licence to be granted 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/We Anthony Gordon
 (Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
Polstoe and Priory Social Club Elmside house Elmside Exeter			
Post town	Exeter	Postcode	EX4 6LR

Telephone number at premises (if any)	07549 669099
Non-domestic rateable value of premises	£

Part 2 - Applicant details

Please state whether you are applying for a premises licence as appropriate **Please tick as appropriate**

a)	an individual or individuals *	<input checked="" type="checkbox"/>	please complete section (A)
b)	a person other than an individual *	<input type="checkbox"/>	
	i as a limited company/limited liability partnership	<input type="checkbox"/>	please complete section (B)
	ii as a partnership (other than limited liability)	<input type="checkbox"/>	please complete section (B)
	iii as an unincorporated association or	<input type="checkbox"/>	please complete section (B)
	iv other (for example a statutory corporation)	<input type="checkbox"/>	please complete section (B)

c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ✓
- I am making the application pursuant to a
- statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) individual applicants (fill in as applicable)

<input type="radio"/> Mr	<input type="radio"/> Mrs	<input type="radio"/> Miss	<input type="radio"/> Ms	Other Title (for example, Rev)	
Surname <i>Gordon</i>			First names <i>Anthony</i>		
Date of birth		<input type="checkbox"/> am 18 years old or over ✓	Please tick yes ✓		
Nationality					
Current residential address if different from premises address					
Post town	<i>Exeter</i>	Postcode			
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)					

--

Second individual applicant (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth or over		I am 18 years old		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(B) Other applicants

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address

Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

<p>Please give a general description of the premises (please read guidance note 1)</p> <p>Social club open to members would like to open to public especially students as in a student living area</p> <p>Security in place @ front door that can only opened by a members card or bar staff during opening hours</p>

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	<input type="checkbox"/>
b) films (if ticking yes, fill in box B)	<input type="checkbox"/>
c) indoor sporting events (if ticking yes, fill in box C)	<input type="checkbox"/>
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	<input type="checkbox"/>

e)	live music (if ticking yes, fill in box E)	<input checked="" type="checkbox"/>
f)	recorded music (if ticking yes, fill in box F)	<input checked="" type="checkbox"/>
g)	performances of dance (if ticking yes, fill in box G)	<input type="checkbox"/>
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	<input checked="" type="checkbox"/>

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	<input type="checkbox"/>
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	<input checked="" type="checkbox"/>

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				<u>Please give further details here</u> (please read guidance note 4)	
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

State any seasonal variations for indoor sporting events
(please read guidance note 5)

Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 6)

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Wed					
Thur					
			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	
			Indoors	<input checked="" type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) 4) karaoke, soloist or duos, Bands	
Mon				
Tue				
Wed			State any seasonal variations for the performance of live music (please read guidance note 5) Bank holiday etc	
Thur			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6) new years eve/day to 01.00	
Fri	19.00	00.00		
Sat	19.00	00.00		
Sun				

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	----- 10.00	----- 00.00	<u>Please give further details here</u> (please read guidance note 4)		
Tue	----- 10.00	----- 00.00			
Wed	----- 10.00	----- 02.00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) Bank Holidays		
Thur	----- 10.00	----- 02.00			
Fri	----- 10.00	----- 02.00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	----- 10.00	----- 02.00			
Sun	----- 12.00	----- 02.00		New years eve/day	

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon				<u>Please give further details here</u> (please read guidance note 4)	
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing</p> <p>Bee box (same as a jukebox)</p>		
Day	Start	Finish	<p>Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)</p>	Indoors	<input checked="" type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
	10.00	00.00		Both	<input type="checkbox"/>
Tue			<p>Please give further details here (please read guidance note 4)</p>		
	10.00	00.00	<p>Playing music through a Beebox.</p>		
Wed			<p>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)</p>		
	10.00	02.00	<p>Bank holiday ect.</p>		
Thur			<p>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)</p>		
	10.00	02.00	<p></p>		
Fri			<p></p>		
	10.00	02.00	<p></p>		
Sat			<p></p>		
	10.00	02.00	<p></p>		
Sun			<p></p>		
	10.00	00.00	<p>New years eve / Day</p>		

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5) <i>New years eve/Day</i> <i>Bank holiday etc</i>		
Mon	10.00	23.30			
Tue	10.00	23.30			
Wed	10.00	01.30			
Thur	10.00	01.30			
Fri	10.00	01.30			
Sat	10.00	01.30			
Sun	12.00	01.30			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6) <i>New years eve/Day</i>		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	<i>Anthony Gordon</i>
Date of birth	[REDACTED]
Address	[REDACTED]
Postcode	[REDACTED]
Personal licence number (if known)	[REDACTED]
Issuing licensing authority (if known)	<i>Exeter</i>

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	10.00	00.00	Bank holiday etc
Tue	10.00	00.00	
Wed	10.00	02.00	
Thur	10.00	02.00	
Fri	10.00	02.00	
Sat	10.00	02.00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Sun	12.00	02.00	
			new years eve/day

M

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

I licensee will make sure all staff are trained and competent in the conditions and terms of the license preventing crime and disorder. The training of all staff knowledgeable and responsible of a table.

b) The prevention of crime and disorder

Any illegal actions occurring on premises will be reported to police. The CCTV coverage will be maintained on the premise and be made available for the police if required. The CCTV covers all areas and signs are located inside and outside

c) Public safety

appropriate fire procedures and extinguishers are in place along with smoke detectors and emergency lighting which are checked every 4 weeks.

d) The prevention of public nuisance

Clear signage is displayed reminding customer to respect of our neighbors and leave the ~~rest~~ premises quietly

e) The protection of children from harm

I and all staff will keep in place the
 £think 25 and anybody that looks under
 25 will be asked for photo i.d (Passport,
 driving licence or i.d cards which must
 be an official identity card
 all records will be kept on site of refused sales

Checklist:

Please tick to indicate agreement

<input type="checkbox"/>	I have made or enclosed payment of the fee.	✓
<input type="checkbox"/>	I have enclosed the plan of the premises.	✓
<input type="checkbox"/>	I have sent copies of this application and the plan to responsible authorities and others where applicable.	✓
<input type="checkbox"/>	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	✓
<input type="checkbox"/>	I understand that I must now advertise my application.	✓
<input type="checkbox"/>	I understand that if I do not comply with the above requirements my application will be rejected.	
<input type="checkbox"/>	[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	✓

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.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in
--------------------	---

	<p>the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	13/1/26
Capacity	Manager

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

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

Document is Restricted

This page is intentionally left blank

APPENDIX B

1A

1B

- Signage
- Smoke Detectors
- Exits

Ground Floor from main bar to nearest exit is Maximum 55FT.
 Meeting Room Maximum 33FT to nearest Exit
 Lounge Bar Maximum 32FT



- Signage
- Smoke Detector
- Exits

GROUND FLOOR PLAN

2A

2B

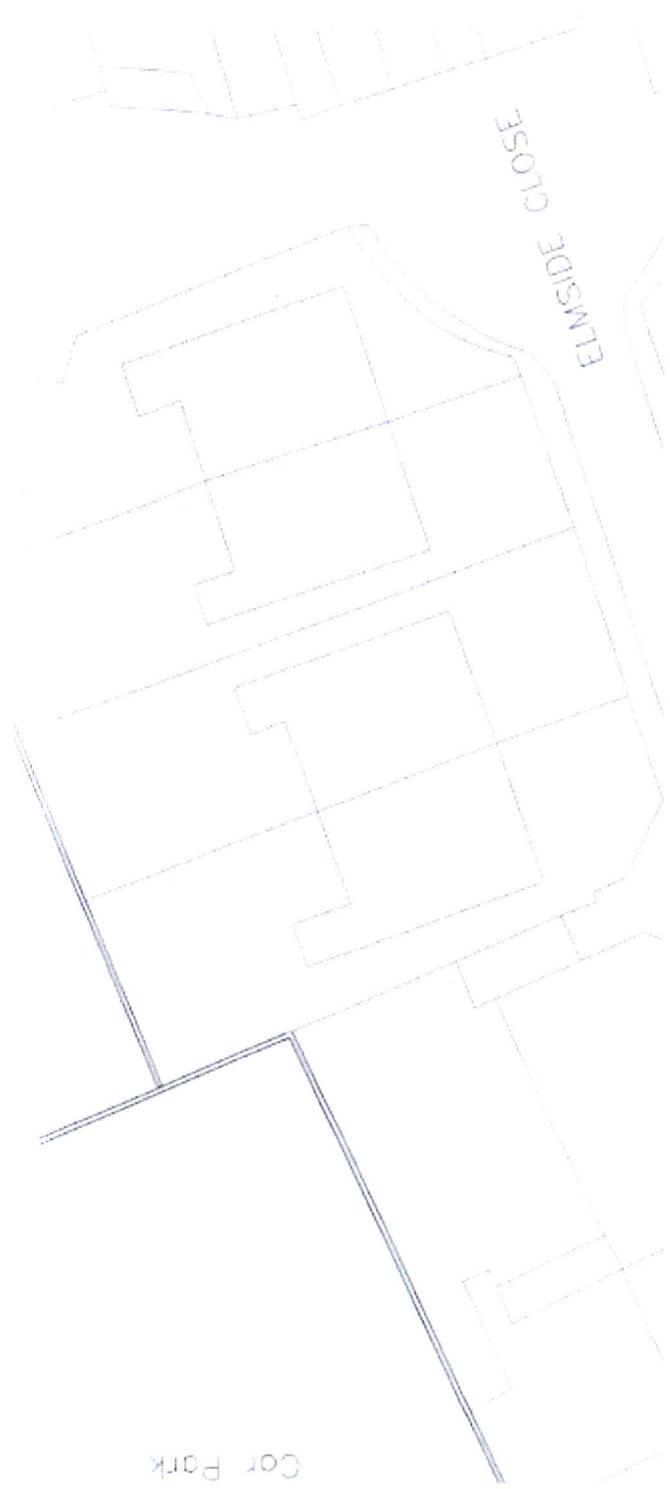
Snooker room to nearest downstairs exit = 65F
Snooker room to first floor exit = 85F 7



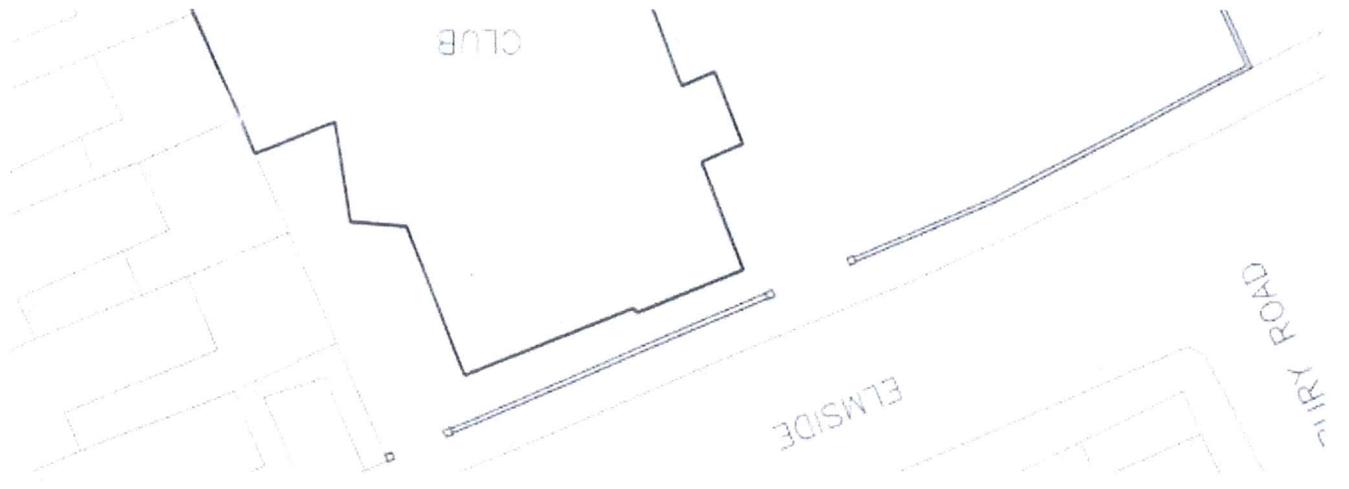
FIRST FLOOR PLAN

- Fire Extinguishers
- Fire Alarms
- Fire exits
- Smoke Detectors
- Signage
- Smoke Detector
- Exit

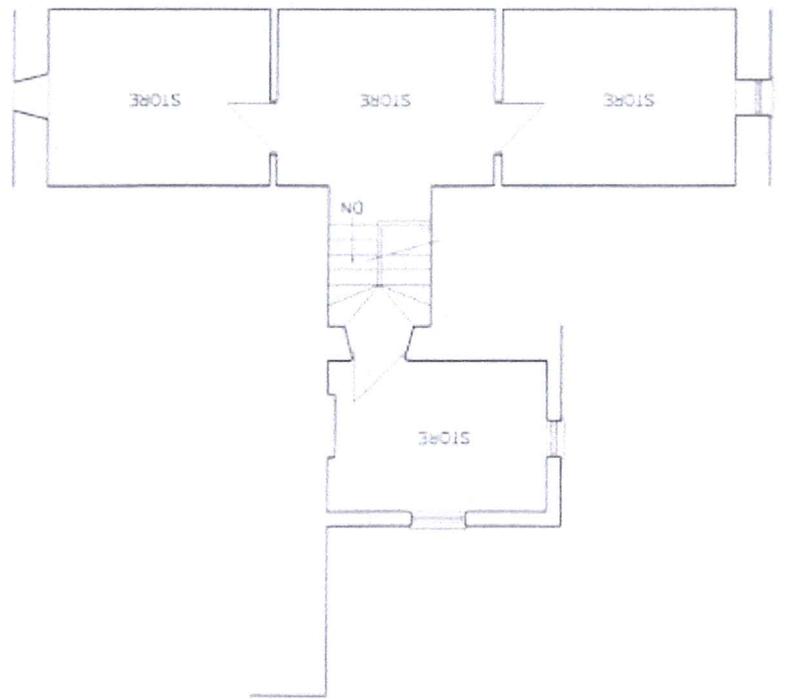
LOCATI



Cor Park



SECOND FLOOR PLAN



APPENDIX C

NOTES

If you are making a representation in relation to a ‘new’ premises or a ‘full variation’ please read the following notes:

1. If you do make a representation you will be able to attend a meeting of the Licensing Authority’s Committee and any subsequent appeal proceeding. If you do not attend, the Committee will consider any representations that you have made in your absence.
2. This form must be returned within the statutory period of 28 days following submission of a valid application to the Licensing Authority.
3. You may make a representation wherever you live in relation to the premises but your representation must be relevant.
4. Representations can only relate to the four licensing objectives.
5. Your representation will be passed to the applicant, to allow them the opportunity of addressing your concerns. Your representations will be published in the report available to the Licensing Committee, which will be publicly available.
6. Please return this form when completed to:

Licensing, Exeter City Council, Civic Centre, Paris Street, Exeter EX1 1JN

Alternatively, you can email it to licensing.team@exeter.gov.uk.

If you are making a representation in relation to a ‘minor variation’ please read the following notes:

1. If you do make a representation, you should be aware that the application will be determined by an Officer. There will be no hearing and there is no right of appeal.
2. This form must be returned within the statutory period of 10 working days following submission of a valid application to the Licensing Authority.
3. You may make a representation wherever you live in relation to the premises but your representation must be relevant.
4. Representations can only relate to the four licensing objectives.
5. Please return this form when completed to:

Licensing, Exeter City Council, Civic Centre, Paris Street, Exeter EX1 1JN

Alternatively, you can email it to licensing.team@exeter.gov.uk.

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

APPENDIX D

LICENSING ACT 2003

I Mr Anthony Gordon hereby give notice that I have applied for a new premises licence in respect of Polsloe And Priory Social Club, Elmside House, Elmside, Exeter, EX4 6LR

The licence is for the following licensable activities:

Sale of Alcohol:

Monday and Tuesday 10am – 11.30pm
Wednesday to Saturday 10am – 01.30am
Sunday 10am – 01.30am

Live Music:

Friday and Saturday 7pm - Midnight

Recorded Music:

Monday and Tuesday 10am – Midnight
Wednesday to Saturday 10am – 2am
Sunday 12pm – Midnight

Provision of entertainment or similar

Monday and Tuesday 10am – Midnight
Wednesday to Saturday 10am – 2am
Sunday 12pm – Midnight

Further information can be viewed on the application at the offices of the Licensing Authority at Exeter City Council, The Civic Centre, Paris Street, Exeter EX1 1JN during normal office hours or at [Applications in progress - Exeter City Council](#)

Any interested party or responsible authority may make representations to the Council about the application. Such

representations must be in writing and must be made no later than 11th February 2026.

It is an offence to knowingly or recklessly to make a false statement in connection with an application. A person guilty of such an offence is liable on summary conviction to unlimited fine.

Date application accepted: 14th January 2026

Last date for representations: 11th February 2026.

This page is intentionally left blank

APPENDIX E

← Back to search

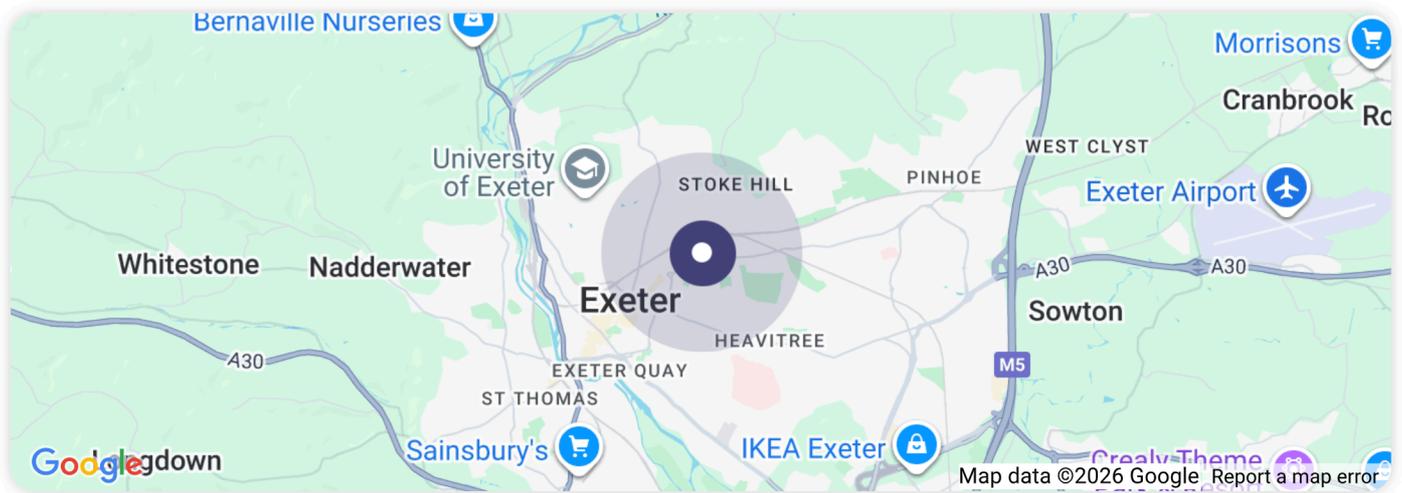
ALCOHOL & LICENSING

Elmside House, Elmside – Application for a Premises Licence

EX4 6LR • Published 22/01/26

Exeter Express & Echo • [Publish a notice](#)

Share icons: Facebook, X, WhatsApp, Print, Save this notice



What is proposed?

Licensing Act 2003

I Anthony Gordon hereby give notice that I have applied for premises licence in respect of Polsloe and Priory social club, Elmside House, Elmside, Exeter EX4 6LR. The licence is for the following licensable activities:

Sale of Alcohol

Mondays and Tuesdays 10am -11.30pm

Wednesday to Saturday 10am - 01.30am

Sunday 10am - 01.30am

Live music

Friday and Saturday 7pm – midnight

Recorded music

Monday and Tuesday 10am – midnight

Wednesday to Saturday 10am – 2am

Sunday 12pm – midnight

Provision of entertainment or similar

Monday and Tuesday 10am – midnight

Wednesday to Saturday 10am – 2am

Sunday 12pm – midnight

Further information can be viewed on the application at the offices of the licensing authority at Exeter city council, The Civic centre Paris Street Exeter EX1 1JN during normal office hours or at Applications in progress – Exeter city council

Any interested party or responsible authority may make representations to the council about the application, such representations must be in writing and must be made no later than 11th February 2026.

It is an offence to knowingly or recklessly to make a false statement in connection with an application. A person guilty of such an offence is liable on summary conviction to unlimited fine.

Date application accepted : 14th January 2026

Last date of representations: 11 February 2026

Does this notice affect you?

You can provide your feedback below:



Your postcode*

So we can segment feedback geographically

Enter postcode

Reference

Some notices contain multiple parts. Please choose the reference number of the part of the notice you are feeding back on.

Other



If the reference number you were looking for was not listed, please enter the reference number or part of the notice you are feeding back on below:

Enter reference number

Submit



Need to publish a public notice?

If you need to publish a public notice, please contact Exeter Express & Echo directly at:

publicnoticesteam@reachplc.com

[01227 907972](tel:01227907972)

About Us

The Public Notice Portal is owned and operated by the News Media Association, the voice of UK national, regional, and local newspapers in all their print and digital forms. NMA members include nearly 900 local and regional news titles which reach 42 million people across the length and breadth of the country each month.

[Read more](#)



Public Notice
Portal



newsmedia
association

Contact Us

Terms

Privacy

Cookies

© 2026 Copyright

This page is intentionally left blank

APPENDIX F

EXETER CITY COUNCIL
LICENSING ACT 2003

NOTICE OF HEARING BEFORE A LICENSING SUB-COMMITTEE

Date: 12th February 2026
Name: Anthony Gordon

Address: Via email [REDACTED]

Case Number: 26/00063/LPRNEW

Application: By: Anthony Gordon

Application for New Premise Licence

PLEASE NOTE that the hearing of this application will be heard by the licensing sub-committee sitting

AT: The Guildhall, High Street, Exeter, EX4 3EB

AT: 10am

ON: 4th March 2026

[REDACTED] LICENSING OFFICER

N.B. Because you have made written representations against this application, you are now a party to the proceedings and **you must respond to this notice if you wish to address the sub-committee.** Please turn to page 2 which explains how and by when you should respond.

Please notify the licensing authority if you have any special needs or requirements for the hearing or if you will have any difficulty in attending.

ADDRESS ALL CORRESPONDENCE TO:

[REDACTED] Licensing Officer, Civic Centre, Paris Street, Exeter EX1 1JN
E-mail: licensing.team@exeter.gov.uk

RESPONSE TO NOTICE OF HEARING

You are required by Regulation 8 of The Licensing Act 2003 (Hearings) Regulations 2005 to give the Principal Licensing Officer a notice:-

- a) stating whether you consider a hearing to be unnecessary;
- b) stating whether you intend to attend and/or be represented at the hearing;
and
- c) requesting permission if you wish any other person to appear at the hearing, stating that person's name and giving a brief description of the point(s) on which that person may be able to assist the licensing sub-committee in relation to your application, representations or objection (as applicable).

PLEASE SEND THIS INFORMATION TO:

The Principal Licensing Officer, Civic Centre, Paris Street, Exeter EX1 1JN
Tel: 01392 265430 E-mail: licensing.team@exeter.gov.uk

TO ARRIVE BY NO LATER THAN 26th February 2026.

Accompanying this notice you will find information about the licensing sub-committee hearing procedure together with copies of any documents which have to be disclosed to you prior to the hearing.

In accordance with Regulation 7 (d) of the Licensing Act 2003 (Hearings) Regulations 2005 the licensing sub-committee will require you to provide clarification on the following point(s):-

- 1. Detail**
- 2. Steps taken to**

**EXETER CITY COUNCIL – LICENSING ACT 2003
PROCEDURE AT LICENSING SUB-COMMITTEE HEARINGS
INFORMATION FOR PARTIES**

References in these notes to “the Act” are to the Licensing Act 2003 and references to “the Regulations” are to The Licensing Act 2003 (Hearings) Regulations 2005.

1. Right of attendance, assistance and representation

You may attend the hearing and be assisted or represented by any person whether or not that person is legally qualified. This right is subject to the licensing authority’s right to exclude any person from a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing taking place in public.

2. Representations and supporting information

At the hearing you will be entitled:-

- a) to address the sub-committee;
- b) to give further information in support of your application, representations or notice (as applicable) in response to any point(s) upon which the licensing authority has advised that you will be required to provide clarification (see page 2 above); and
- c) if given permission by the sub-committee, to question any other party.

3. Consequences if you fail to attend or be represented

- 3.1 If you inform the licensing authority that you do not intend to attend or be represented at the hearing, the hearing may proceed in your absence.
- 3.2 If you do not so inform the licensing authority and then fail to attend or be represented at the hearing, the hearing may either be adjourned to a specified date or be held in your absence.
- 3.3 Where the hearing is held in your absence, the sub-committee will consider your application, representations or notice (as applicable).
- 3.4 Where the hearing is adjourned to a specified date you will be notified of the date, time and place to which the hearing has been adjourned.

4. Procedure to be followed at the hearing

- 4.1 The Chair shall open the sub-committee and remind Members of their obligation to declare any personal and prejudicial interests.
- 4.2 If appropriate, the sub-committee may make a resolution under Section 100A of the local Government Act 1972 to exclude the public from the hearing of a particular matter. Alternatively, the sub-committee may make a resolution to exclude the public from the hearing of a particular matter where it considers this to be in the public interest.

- 4.2 The Chair shall identify the elected Members, the Legal Adviser, the Democratic Services Officer (and the Licensing Officer, if present) for the benefit of those attending the hearing. The Chair shall explain the officers' respective roles.
- 4.4. Each matter to be dealt with by the sub-committee shall be called in turn, usually in the order listed on the sub-committee agenda. However, the Chair may change the order at his/her discretion.
- 4.5 If the matter is being heard in private, the Democratic Services Officer will direct everyone except the Members, officers and parties to leave the room.
- 4.6 As each matter is called, the Chair will ask all the parties to identify themselves. Parties may be assisted or represented by any person whether or not that person is legally qualified, except that the sub-committee may require any person attending the hearing who in its opinion is behaving in a disruptive manner to leave the hearing and may refuse to permit that person to return, or permit them to return only on such conditions as the sub-committee may specify; but such a person may, before the end of the hearing, submit to the sub-committee in writing any information which they would have been entitled to give orally had they not been required to leave.
- 4.7 The Chair (or Legal Adviser) will ask the parties if they understand the procedure to be followed and, if not, will explain the procedure to them, including any maximum time-limit to be imposed in respect of each party's representations.
- 4.8 If a party has informed the authority that he will not be attending or be represented at the hearing, it may proceed in his absence. If a party who has not informed the authority that he will not be attending or represented fails to attend or be represented, the sub-committee may hold the hearing in that party's absence or, if it considers it to be necessary in the public interest, adjourn the hearing to a specified date.
- 4.9 Where the authority holds a hearing in the absence of a party, the authority shall consider at the hearing the application, representations or notice made by that party.
- 4.10 Where the authority adjourns a hearing to a specified date, it shall forthwith notify the parties of the date, time and place to which the hearing has been adjourned.
- 4.11 The Chair (or Legal Adviser or Licensing Officer) will introduce the matter by outlining the relevant facts. If the Licensing Officer attends, the Members may consult him at any time during the hearing to clarify any point relating to the application.

- 4.12 The sub-committee shall consider any request(s) previously made by any party(s) (in its Response to Notice of Hearing) for permission for another person to appear, and such permission shall not be unreasonably withheld.
- 4.13 The Chair (or Legal Adviser) will invite the applicant(s) to present his case to the sub-committee, subject to any maximum time-limit imposed and to the requirements of paragraphs 4.19 and 4.20 below.
- 4.14 Members of the sub-committee may ask questions of the applicant(s) and of any other person appearing on behalf of the applicant. Any other party may ask questions with the permission of the sub-committee.
- 4.15 The Chair (or Legal Adviser) will then invite each interested party and/or responsible authority in turn to present its case to the sub-committee, subject to any maximum time-limit imposed and to the requirements of paragraphs 4.19 and 4.20 below.
- 4.16 Members of the sub-committee may ask questions of each party who has addressed them and of any other person appearing on that party's behalf. Any other party may ask questions with the permission of the sub-committee.
- 4.17 The Chair (or Legal Adviser) will then invite the applicant to respond to the representations made by the other parties.
- 4.18 Where the sub-committee sets a maximum time-limit for each party to present its case, that time-limit shall apply to all parties.
- 4.19 Applications, relevant representations and/or notices shall have been sent to the authority, and to the other parties entitled to receive them, prior to the hearing within the statutory time-limits. The sub-committee may, at its discretion take into account additional documentary or other information produced by a party in support of its application, representations or notice (as applicable) either before the hearing or, with the consent of all the other parties, at the hearing. Any party seeking to produce additional documentary information shall provide sufficient copies for the Members, officers and other parties attending the hearing.
- 4.20 The sub-committee shall disregard any information given or evidence produced by a party or a witness which is not relevant to:-
- (1) its application, representations or notice (as applicable), and
 - (2) the promotion of the licensing objectives or, in relation to a hearing to consider a notice given by a Chief Officer of Police, the crime prevention objective.

5. Evidence

The strict legal rules of evidence shall not apply and evidence shall not be given on oath.

6. Legal Advice

6.1 The role of the sub-committee's Legal Adviser is to provide the Members with advice on:-

- questions of law;
- matters of practice and procedure;
- the options available to the sub-committee in making their decision;
- any relevant decisions of superior courts, or other guidelines (eg. - Government Guidance on the 2003 Act and the Council's Statement of Licensing Policy);
- other issues relevant to the matter before the sub-committee (eg. any consultation currently in progress through Council etc.)
- where appropriate to assist the sub-committee in recording the reasons for its determination.

6.2 The Legal Adviser may ask questions of parties and persons appearing on their behalf in order to clarify the evidence and any issues in the case.

6.3 The Legal Adviser has a duty to ensure that every case is conducted fairly.

7. Determination of applications

7.1 When all the evidence has been heard, the Members may withdraw to make their deliberations. The Democratic Services Officer and the Legal Adviser may remain with the sub-committee to give legal or procedural advice, but the Members will make the determination.

7.2 If the sub-committee needs to ask any further questions of any party, all parties will be asked to return before the sub-committee.

7.3 In the case of hearings held under the following sections of the Act, the sub-committee shall make its determination at the conclusion of the hearing:

- Hearing to consider police objection to temporary event notice [s.105(2)(a)]
- Hearing to consider review of premises licence following closure order [s.167(5)(a)]
- Hearing to determine application for conversion of existing licence to a new premises licence [Schedule 8, para 4(3)(a)]

- Hearing to determine application to vary a premises licence which is made at the same time as an application to convert an existing licence [s. 35 or s.39]
- Hearing to determine application for conversion of existing club certificate to a new club premises certificate [Schedule 8, para 16(3)(a)]
- Hearing to determine application to vary club premises certificate which is made at the same time as an application to convert an existing club registration certificate [s.85]
- Hearing to determine application for grant of personal licence to existing justices' licence holder [Schedule 8, para 26(3)(a)]

7.4 In any other case the authority shall make its determination within the period of 5 working days beginning with the day (or the last day) on which the hearing was held.

7.5 Where all the parties have agreed that no hearing is required, the authority shall make its determination within the period of 10 working days beginning with the day on which it gives notice to the parties.

8. Quorum

8.1 The quorum for any hearing of a licensing sub-committee shall be two (2) Members.

8.2 Determinations shall be made by a majority vote with the Chair having a casting vote in the event of an inconclusive result.

9. Record of proceedings

The authority shall provide for a record to be taken of the hearing in a permanent and intelligible form and kept for 6 years from the date of the determination or, where an appeal is brought against the determination of the authority, the disposal of that appeal. This shall be the responsibility of the Democratic Services Officer.

10. Irregularities

10.1 Any irregularity resulting from any failure to comply with any provision of the Regulations before the authority has made a determination shall not of itself render the proceedings void.

10.2 In the case of any such irregularity, where it considers that any person may have been prejudiced as a result, the authority shall take such steps as it thinks fit to remedy the irregularity before reaching its determination.

10.3 The authority may correct clerical mistakes in any document recording a decision of the authority or errors arising in such a document from an accidental slip or omission.

11. Form of notices

- 11.1 Any notices required to be given under this procedure (and/or under the Regulations) must be given in writing.
- 11.2 The requirement that any notice must be given in writing shall be satisfied where:-
- (a) the text of the notice
 - (i) is transmitted by electronic means;
 - (ii) is capable of being accessed by the recipient;
 - (iii) is legible in all material respects; and
 - (iv) is capable of being reproduced in written form and used for subsequent reference;
 - (b) the person to whom the notice is to be given has agreed in advance that such a notice may be given to them by electronic means; and
 - (c) forthwith on sending the text of the notice by electronic means, the notice is given to the recipient in writing.
- 11.3 Where the text of the notice is transmitted by electronic means, the giving of the notice shall be effected at the time the requirements of paragraph 15.2(a) are satisfied.

S:/CS/Legal/LR/licensingprocedures/noticeof hearing.doc

EXETER CITY COUNCIL
LICENSING ACT 2003

NOTICE OF HEARING BEFORE A LICENSING SUB-COMMITTEE

Date: 12th February 2026

Name: [REDACTED]

Address: Via email [REDACTED]

Case Number: 26/00063/LPRNEW

Application: By: Anthony Gordon

Application for New Premise Licence

PLEASE NOTE that the hearing of this application will be heard by the licensing sub-committee sitting

AT: The Guildhall, High Street, Exeter, EX4 3EB

AT: 10am

ON: 4th March 2026

[REDACTED] LICENSING OFFICER

N.B. Because you have made written representations against this application, you are now a party to the proceedings and **you must respond to this notice if you wish to address the sub-committee.** Please turn to page 2 which explains how and by when you should respond.

Please notify the licensing authority if you have any special needs or requirements for the hearing or if you will have any difficulty in attending.

ADDRESS ALL CORRESPONDENCE TO:

[REDACTED] Licensing Officer, Civic Centre, Paris Street, Exeter EX1 1JN

E-mail: licensing.team@exeter.gov.uk

RESPONSE TO NOTICE OF HEARING

You are required by Regulation 8 of The Licensing Act 2003 (Hearings) Regulations 2005 to give the Principal Licensing Officer a notice:-

- a) stating whether you consider a hearing to be unnecessary;
- b) stating whether you intend to attend and/or be represented at the hearing;
and
- c) requesting permission if you wish any other person to appear at the hearing, stating that person's name and giving a brief description of the point(s) on which that person may be able to assist the licensing sub-committee in relation to your application, representations or objection (as applicable).

PLEASE SEND THIS INFORMATION TO:

The Principal Licensing Officer, Civic Centre, Paris Street, Exeter EX1 1JN
Tel: 01392 265430 E-mail: licensing.team@exeter.gov.uk

TO ARRIVE BY NO LATER THAN 26th February 2026.

Accompanying this notice you will find information about the licensing sub-committee hearing procedure together with copies of any documents which have to be disclosed to you prior to the hearing.

In accordance with Regulation 7 (d) of the Licensing Act 2003 (Hearings) Regulations 2005 the licensing sub-committee will require you to provide clarification on the following point(s):-

- 1. Detail**
- 2. Steps taken to**

**EXETER CITY COUNCIL – LICENSING ACT 2003
PROCEDURE AT LICENSING SUB-COMMITTEE HEARINGS
INFORMATION FOR PARTIES**

References in these notes to “the Act” are to the Licensing Act 2003 and references to “the Regulations” are to The Licensing Act 2003 (Hearings) Regulations 2005.

1. Right of attendance, assistance and representation

You may attend the hearing and be assisted or represented by any person whether or not that person is legally qualified. This right is subject to the licensing authority’s right to exclude any person from a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing taking place in public.

2. Representations and supporting information

At the hearing you will be entitled:-

- a) to address the sub-committee;
- b) to give further information in support of your application, representations or notice (as applicable) in response to any point(s) upon which the licensing authority has advised that you will be required to provide clarification (see page 2 above); and
- c) if given permission by the sub-committee, to question any other party.

3. Consequences if you fail to attend or be represented

- 3.1 If you inform the licensing authority that you do not intend to attend or be represented at the hearing, the hearing may proceed in your absence.
- 3.2 If you do not so inform the licensing authority and then fail to attend or be represented at the hearing, the hearing may either be adjourned to a specified date or be held in your absence.
- 3.3 Where the hearing is held in your absence, the sub-committee will consider your application, representations or notice (as applicable).
- 3.4 Where the hearing is adjourned to a specified date you will be notified of the date, time and place to which the hearing has been adjourned.

4. Procedure to be followed at the hearing

- 4.1 The Chair shall open the sub-committee and remind Members of their obligation to declare any personal and prejudicial interests.
- 4.2 If appropriate, the sub-committee may make a resolution under Section 100A of the local Government Act 1972 to exclude the public from the hearing of a particular matter. Alternatively, the sub-committee may make a resolution to exclude the public from the hearing of a particular matter where it considers this to be in the public interest.

- 4.2 The Chair shall identify the elected Members, the Legal Adviser, the Democratic Services Officer (and the Licensing Officer, if present) for the benefit of those attending the hearing. The Chair shall explain the officers' respective roles.
- 4.4. Each matter to be dealt with by the sub-committee shall be called in turn, usually in the order listed on the sub-committee agenda. However, the Chair may change the order at his/her discretion.
- 4.5 If the matter is being heard in private, the Democratic Services Officer will direct everyone except the Members, officers and parties to leave the room.
- 4.6 As each matter is called, the Chair will ask all the parties to identify themselves. Parties may be assisted or represented by any person whether or not that person is legally qualified, except that the sub-committee may require any person attending the hearing who in its opinion is behaving in a disruptive manner to leave the hearing and may refuse to permit that person to return, or permit them to return only on such conditions as the sub-committee may specify; but such a person may, before the end of the hearing, submit to the sub-committee in writing any information which they would have been entitled to give orally had they not been required to leave.
- 4.7 The Chair (or Legal Adviser) will ask the parties if they understand the procedure to be followed and, if not, will explain the procedure to them, including any maximum time-limit to be imposed in respect of each party's representations.
- 4.8 If a party has informed the authority that he will not be attending or be represented at the hearing, it may proceed in his absence. If a party who has not informed the authority that he will not be attending or represented fails to attend or be represented, the sub-committee may hold the hearing in that party's absence or, if it considers it to be necessary in the public interest, adjourn the hearing to a specified date.
- 4.9 Where the authority holds a hearing in the absence of a party, the authority shall consider at the hearing the application, representations or notice made by that party.
- 4.10 Where the authority adjourns a hearing to a specified date, it shall forthwith notify the parties of the date, time and place to which the hearing has been adjourned.
- 4.11 The Chair (or Legal Adviser or Licensing Officer) will introduce the matter by outlining the relevant facts. If the Licensing Officer attends, the Members may consult him at any time during the hearing to clarify any point relating to the application.

- 4.12 The sub-committee shall consider any request(s) previously made by any party(s) (in its Response to Notice of Hearing) for permission for another person to appear, and such permission shall not be unreasonably withheld.
- 4.13 The Chair (or Legal Adviser) will invite the applicant(s) to present his case to the sub-committee, subject to any maximum time-limit imposed and to the requirements of paragraphs 4.19 and 4.20 below.
- 4.14 Members of the sub-committee may ask questions of the applicant(s) and of any other person appearing on behalf of the applicant. Any other party may ask questions with the permission of the sub-committee.
- 4.15 The Chair (or Legal Adviser) will then invite each interested party and/or responsible authority in turn to present its case to the sub-committee, subject to any maximum time-limit imposed and to the requirements of paragraphs 4.19 and 4.20 below.
- 4.16 Members of the sub-committee may ask questions of each party who has addressed them and of any other person appearing on that party's behalf. Any other party may ask questions with the permission of the sub-committee.
- 4.17 The Chair (or Legal Adviser) will then invite the applicant to respond to the representations made by the other parties.
- 4.18 Where the sub-committee sets a maximum time-limit for each party to present its case, that time-limit shall apply to all parties.
- 4.19 Applications, relevant representations and/or notices shall have been sent to the authority, and to the other parties entitled to receive them, prior to the hearing within the statutory time-limits. The sub-committee may, at its discretion take into account additional documentary or other information produced by a party in support of its application, representations or notice (as applicable) either before the hearing or, with the consent of all the other parties, at the hearing. Any party seeking to produce additional documentary information shall provide sufficient copies for the Members, officers and other parties attending the hearing.
- 4.20 The sub-committee shall disregard any information given or evidence produced by a party or a witness which is not relevant to:-
- (1) its application, representations or notice (as applicable), and
 - (2) the promotion of the licensing objectives or, in relation to a hearing to consider a notice given by a Chief Officer of Police, the crime prevention objective.

5. Evidence

The strict legal rules of evidence shall not apply and evidence shall not be given on oath.

6. Legal Advice

6.1 The role of the sub-committee's Legal Adviser is to provide the Members with advice on:-

- questions of law;
- matters of practice and procedure;
- the options available to the sub-committee in making their decision;
- any relevant decisions of superior courts, or other guidelines (eg. - Government Guidance on the 2003 Act and the Council's Statement of Licensing Policy);
- other issues relevant to the matter before the sub-committee (eg. any consultation currently in progress through Council etc.)
- where appropriate to assist the sub-committee in recording the reasons for its determination.

6.2 The Legal Adviser may ask questions of parties and persons appearing on their behalf in order to clarify the evidence and any issues in the case.

6.3 The Legal Adviser has a duty to ensure that every case is conducted fairly.

7. Determination of applications

7.1 When all the evidence has been heard, the Members may withdraw to make their deliberations. The Democratic Services Officer and the Legal Adviser may remain with the sub-committee to give legal or procedural advice, but the Members will make the determination.

7.2 If the sub-committee needs to ask any further questions of any party, all parties will be asked to return before the sub-committee.

7.3 In the case of hearings held under the following sections of the Act, the sub-committee shall make its determination at the conclusion of the hearing:

- Hearing to consider police objection to temporary event notice [s.105(2)(a)]
- Hearing to consider review of premises licence following closure order [s.167(5)(a)]
- Hearing to determine application for conversion of existing licence to a new premises licence [Schedule 8, para 4(3)(a)]

- Hearing to determine application to vary a premises licence which is made at the same time as an application to convert an existing licence [s. 35 or s.39]
- Hearing to determine application for conversion of existing club certificate to a new club premises certificate [Schedule 8, para 16(3)(a)]
- Hearing to determine application to vary club premises certificate which is made at the same time as an application to convert an existing club registration certificate [s.85]
- Hearing to determine application for grant of personal licence to existing justices' licence holder [Schedule 8, para 26(3)(a)]

7.4 In any other case the authority shall make its determination within the period of 5 working days beginning with the day (or the last day) on which the hearing was held.

7.5 Where all the parties have agreed that no hearing is required, the authority shall make its determination within the period of 10 working days beginning with the day on which it gives notice to the parties.

8. Quorum

8.1 The quorum for any hearing of a licensing sub-committee shall be two (2) Members.

8.2 Determinations shall be made by a majority vote with the Chair having a casting vote in the event of an inconclusive result.

9. Record of proceedings

The authority shall provide for a record to be taken of the hearing in a permanent and intelligible form and kept for 6 years from the date of the determination or, where an appeal is brought against the determination of the authority, the disposal of that appeal. This shall be the responsibility of the Democratic Services Officer.

10. Irregularities

10.1 Any irregularity resulting from any failure to comply with any provision of the Regulations before the authority has made a determination shall not of itself render the proceedings void.

10.2 In the case of any such irregularity, where it considers that any person may have been prejudiced as a result, the authority shall take such steps as it thinks fit to remedy the irregularity before reaching its determination.

10.3 The authority may correct clerical mistakes in any document recording a decision of the authority or errors arising in such a document from an accidental slip or omission.

11. Form of notices

- 11.1 Any notices required to be given under this procedure (and/or under the Regulations) must be given in writing.
- 11.2 The requirement that any notice must be given in writing shall be satisfied where:-
- (a) the text of the notice
 - (i) is transmitted by electronic means;
 - (ii) is capable of being accessed by the recipient;
 - (iii) is legible in all material respects; and
 - (iv) is capable of being reproduced in written form and used for subsequent reference;
 - (b) the person to whom the notice is to be given has agreed in advance that such a notice may be given to them by electronic means; and
 - (c) forthwith on sending the text of the notice by electronic means, the notice is given to the recipient in writing.
- 11.3 Where the text of the notice is transmitted by electronic means, the giving of the notice shall be effected at the time the requirements of paragraph 15.2(a) are satisfied.

S:/CS/Legal/LR/licensingprocedures/noticeof hearing.doc

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank