

LICENSING SUB-COMMITTEE

Date: Thursday 12 March 2026

Time: 9.30 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 Civic Centre can be gained through the Customer Service Centre, Paris Street.

Membership -
Councillors Snow, Banyard and Harding

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 -
118)

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: 12th March 2026

Report of: Head of Environment and Waste

Type of Application: The application is for a new premises License in respect of Zukis Express, 2B The Crescent, Exeter Central Station, Queen Street, Exeter, EX4 3SB

Legislation: Licensing Act 2003 ('the Act')

Ward Application Refers to: St Davids

Applicant: Ms Elisa Lampugnale

Premises Address: Zukis Express, 2B The Crescent, Exeter Central Station, Queen Street, Exeter, EX4 3SB

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 license for Zukis Express, 2B The Crescent, Exeter Central Station, Queen Street, Exeter, EX4 3SB.
- 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 17th February 2026. One representation has been received from a local business 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.
- 2.2 No representations have been received from any other Responsible Authorities.

3. Report details:

- 3.1 The application was advertised on the Premises from 21st January 2026 A copy of this notice is attached as Appendix D.
- 3.2 The application was also advertised in the local newspaper on 29th 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
- 3.2 The notice of hearing attached at Appendix F was issued to all parties on 23rd February 2026.

3.3 The Licensable activities applied for are:

Supply of Alcohol (Off the Premises):

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

4. Legal and Policy Considerations:

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

(a) 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: 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
(b) ; and

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

4.2 In determining a license 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 license 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 license any of the licensable activities to which the application relates;

(c) To refuse to specify a person in the license as the premises supervisor;

(d) To reject the application.

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.

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
Democratic.services@exeter.gov.uk
01392 265354

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APPENDIX A

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

- Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	<input type="text" value=""/>
* Street	<input type="text" value=""/>
District	<input type="text" value=""/>
* City or town	<input type="text" value=""/>
County or administrative area	<input type="text" value=""/>
* Postcode	<input type="text" value=""/>
* Country	<input type="text" value="United Kingdom"/>

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name	<input type="text" value="2b"/>
Street	<input type="text" value="Queen Street"/>
District	<input type="text" value=""/>
City or town	<input type="text" value="Exeter"/>
County or administrative area	<input type="text" value="Devon"/>
Postcode	<input type="text" value="EX4 3SB"/>
Country	<input type="text" value="United Kingdom"/>

Further Details

Telephone number	<input type="text" value=""/>
Non-domestic rateable value of premises (£)	<input type="text" value="4,500"/>

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

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

Section 4 of 21

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> dd mm yyyy
* Nationality	<input type="text" value="Italian"/>
Right to work share code	<input type="text"/>

[Documents that demonstrate entitlement to work in the UK](#)
[Right to work share code if not submitting scanned documents](#)

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

Continued from previous page...

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Newly refurbished convenience store adjacent to Exeter Central Station selling off supplies of alcohol

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing recorded music?

- Yes No

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth / /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text"/>
Issuing licensing authority (if known)	<input type="text" value="Exeter City Council"/>

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="07:00"/>	End	<input type="text" value="00:00"/>

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="07:00"/>	End	<input type="text" value="00:00"/>

WEDNESDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="07:00"/>	End	<input type="text" value="00:00"/>

THURSDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="07:00"/>	End	<input type="text" value="00:00"/>

FRIDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="07:00"/>	End	<input type="text" value="00:00"/>

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="07:00"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="07:00"/>	End	<input type="text" value="00:00"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 18 of 21

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

b) The prevention of crime and disorder

A comprehensive CCTV system will be installed covering:

All entry/exit point

Alcohol display areas

Till points

CCTV footage will be maintained in good working order at all times and stored for a min. of 31 days.

It will also be made available to Police or Licensing officers upon request.

Staff Training includes:

Conflict Management/de-escalation; Refusing service to intoxicated customers; Awareness of local crime trends.

Alcohol displays will be:

Located away from exits where possible.

Clearly visible from the till area.

A refusals register will be maintained and reviewed weekly by the DPS

DPS will fully participate in the local Crime Reduction Partnership and will regularly liaise with local police and licensing authority.

A written alcohol sales policy will be available on site at all times.

c) Public safety

Shoppers will not be permitted to consume any drinks outside shop front. They will also be asked, not to loiter outside.

Premises will comply with all fire safety and health legislation and maintain clear and unobstructed emergency exits at all times.

Adequate internal and external lighting will be maintained particularly during late night hours

Staffing levels will be maintained and appropriate during late night trading hours.

Regular written risk assessments will be undertaken with specific consideration of late-night alcohol sales.

All accidents, incidents and near misses will be recorded and reviewed.

d) The prevention of public nuisance

Shoppers will not be permitted to consume any drinks outside shop front or inside the premises. Signage will ask them to respect the neighbourhood residents by minimising noise when exiting the premises.

Regular litter patrols will be carried out in the immediate vicinity of the store.

External waste bins will be managed to prevent overflow (and to augment existing council supplied bins).

No amplified music will be played late at night.

Doors and windows will remain closed, where practicable, after 23:00

e) The protection of children from harm

Full ID checks carried out on anyone looking under 25 years of age with refusal to supply alcohol or any other restricted products if appropriate and authentic identification (including valid photo ID ie passport; photo driving licence; PASS ID) is not provided.

All staff involved in alcohol sales will receive training on:

Age verification law

Acceptable forms of ID

How to politely and confidently refuse a sale.

Training records will be documented and signed by the staff. Refresher training will be conducted every 6 months.

High strength alcohol will not be promoted near confectionery or child-oriented products.

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

DECLARATION

Continued from previous page...

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

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 be become invalid if I cease to be entitled to live and work in the UK.

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, if appropriate.

*

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/exeter/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

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

OFFICE USE ONLY

Applicant reference number	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

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

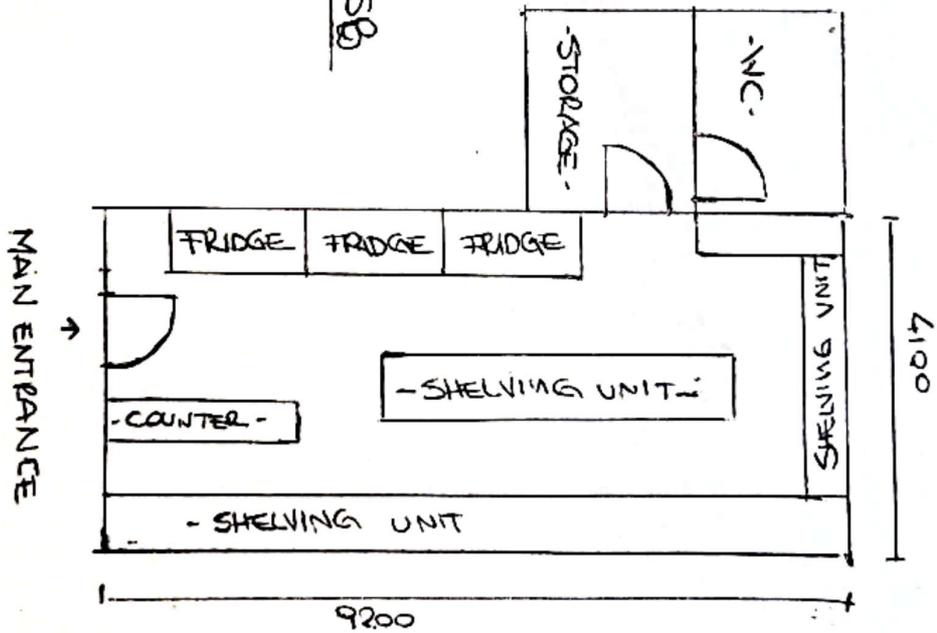
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APPENDIX B

SHOP 2B, QUEEN STREET, EX 4.35B

SCALE 1:100



APPENDIX C

Exeter City Council – Licensing Act 2003

REPRESENTATION FORM

This representation is made about the premises to be licensed as detailed below:

Your full name	[REDACTED]
The name of the organisation / body you represent (if appropriate)	First Greater Western Limited
Postal address	Milford House, 1 Milford Street, Swindon, Wiltshire SN1 1HL
Email address	[REDACTED]
Contact telephone number	[REDACTED]

Name of the premises you are making a representation about	Zukis Express
Address of the premises you are making a representation about	2B The Crescent, Exeter Central Station, Queen Street, Exeter EX4 3SB

Your representation must relate to one of the four Licensing Objectives

<i>Licensing Objective</i>	<i>Yes Or No</i>	<i>Please detail the evidence supporting your representation or the reason for your representation. Please use separate sheets if necessary</i>
To prevent crime and disorder	Yes	Please refer to accompanying formal written statement provided by First Greater Western Limited
Public safety	Yes	Please refer to accompanying formal written statement provided by First Greater Western Limited
To prevent public nuisance	Yes	Please refer to accompanying formal written statement provided by First Greater Western Limited
To protect children from harm	Yes	Please refer to accompanying formal written statement provided by First Greater Western Limited

If you are making a representation against a new application or full variation, please suggest any conditions that could be added to the licence to remedy your representation (or other suggestions you would like the Licensing Sub Committee to take into account).	Not applicable
--	----------------

Signed: [REDACTED]
Please

Date: 17th February 2026

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.

GWR on licencing application for Zukis

Exeter Central is the gateway to the city for a lot of visitors and families. It is a family station and GWR has invested heavily in improving facilities for all travellers over the years recognising the vital role it plays in business and tourism to the city and wider area.

The station already experiences issues with disorderly behaviour and there is balancing act to the customer experience and perception older, younger and family groups needs with intoxicated customers, who have often felt the effects of alcohol after leaving local restaurants and taking advantage of the many bottomless brunch deals available near to the station which sees sustained drinking of alcohol from mid-morning onwards.

Some of our rail services are an hour apart, giving us concern that already intoxicated, waiting customers, will take advantages of nearby “off sales”.

There must be an understanding of the risks to the station and risks to the network from passengers becoming unwell, disorderly and lost due to excess alcohol consumption. Drunkenness already puts a lot of pressure on the few station staff working on an evening, there is no budget for more staff.

All arguments should be balanced along with the NHS England’s advice regarding the large spectrum of health risks to all individuals of binge drinking and the increased pressure that can create on local services and budgets, our concerns mainly reflect our dealings with individuals and groups with alcohol dependency and individuals and often large groups of chaotic alcohol usage who see drinking large quantities as an activity which often leads to issues in to the evening.

Begging / Homelessness

- Queen Street has a history of begging and homelessness, there are instances of rough sleeping in and around the station frontage impeding the passage of entry and exit to the station and nearby at Exeter Museum, usually the rough sleepers are found to be begging to passing traffic. This type of behaviour typically attracts alcohol and or drug use which we believe may invite others from within the city centre due to this late licence application. The only other available late off-licence locally to Queen Street is Newham Stores on South Street which is 24hrs and attracts individuals seeking alcohol for consumption on the streets, this is well documented with activity in the Cathedral Green and is supported by charities supporting through soup kitchens etc.

BTP resource / GWR staffing

- British Transport Police (BTP) are the principal responder for requests to assist when the call is made from staff at Exeter Central, this local team is small and under increasing pressures and demand. A wider force shortfall of funding against the backdrop of increasing railway crime doesn't make for a pretty picture.

<https://www.railmagazine.com/comment-landing-page/funding-cuts-risk-blunting-the-british-transport-police>

The local Exeter BTP team cover a large geographical area in the Devon area which means their ability to be in two places in any one time is severely restricted. The local Exeter BTP team is also not 24hrs, therefore after the late shift finish their cover comes from Bristol who themselves cover the whole of the southwest sometimes with just one officer on duty. Devon and Cornwall police have in the past been unable to attend anti-social events at the stations due to their own work demands and activities which statistically is increasing in the local area which has resulted in staff having to wait for BTP attendance presenting a risk or escalation. Exeter Crime Statistics

The crime rate in Exeter is reported to be 60 crimes per 1,000 people for the 12-month period ending November 2025. The most commonly-reported crimes are violence and sexual offences, with a rate of roughly 30 reports per 1,000 daytime population. Exeter is ranked as the third most dangerous location under Devon & Cornwall Police's command, following Plymouth and Paignton.

<https://www.police.uk/your-area/devon-and-cornwall-police/exeter-city-centre/?tab=CrimeMap>

The station itself has a small team and past 22:00 Monday to Saturday, and 18:00 Sundays is singled staffed alongside a contracted security individual. There are female colleagues at the station who cover the later shifts up until 01:10 and their responsibilities include keeping the station clean and safe for customers. Due to the planned location of a late licence premise this increases the chances of the public coming in to use the toilets and or wait in the station during periods of inclement weather, these likely increases will be natural changes over a period of time which presents risks for lone workers and or intoxication on station premises.

Justification for such a late finish (existing licenced premises in the area and a new bar opening in the station building)

- There are currently no late off-licence premises in the local vicinity to the station meaning presently alcohol can only be purchased from local bars or restaurants and or established retailers and we are concerned around the need for such a late requirement given such late-night venues already serve alcohol till midnight and beyond.

There is an established local Co-Op store located on Queen Street which has itself been victim to various issues such as shop lifting of alcohol and high-cost items such as meats. It is often the case that local homeless persons are found sitting outside begging to passing traffic casing an intimidating environment for all end users. The Co-Op has security now in store to act as reassurance and deterrence and the store itself is also captured by the on-street CCTV systems managed by the Exeter City Control room, the planned Zukis establishment is not covered by this scheme.

Given the crescent building up to late 2025 had a small part time bar (TaBac) and the impending reopening of the establishment by the Topsham Brewery on a more full-time basis, is there such a need or requirement for an off-licence given the proximity to the Co-Op and the dining quarters of the Guildhall and bars of Gandy Street? The newly opened Portal Pizza occupying the former Exploding Bakery premise adjacent to the planned late licence is also licenced now which potentially increase the number of premises serving alcohol from one to three is 12 months. The crescent building should be of mixed use which serves a mixed demographic of users and not been seen to be devaluing its setting with premises serving or opening until 1am in the morning. The off-licence is highly likely to attract those at such late times who are either homeless or in most cases likely dependent on alcohol to a degree.

College Students

- The station has a high level of student use through the station Monday to Friday and in term holidays becomes more family traffic centric. We raise concerns around the availability of alcohol in what is a high traffic area where students may have greater exposure to alcohol and vaping products easier in such a small premises than the aforementioned established players who have robust protocols including Think 25 in place. Whilst we note that the premises will be small selling a range of different products it is still in our opinion that there is high likelihood of potential exposure that does not currently exist within such close proximity to the college settings on Queen Street.

The risks for such visible and easily accessible products should not be dismissed easily, given local authorities have the ability already to limit the amount of takeaways for food in proximity to schools and colleges this is also worthy of consideration given the potential exposure.

Public Space Protection Order (PSPO)

- Queen Street itself sits within the PSPO area which is an coordinated agreement between Exeter City Council and Devon & Cornwall police that as per the wording from the Exeter City council website states.

“Public Spaces Protection Orders (PSPO’s) were introduced as part of the Anti-social Behaviour, Crime and Policing Act 2014. PSPOs can be used to control behaviours which are having, or are likely to have a detrimental effect on the quality of life of those in the locality. PSPOs impose conditions or restrictions on people using that area.”

<https://exeter.gov.uk/clean-safe-city/community-safety/safer-exeter/pspo/>

Given our concerns around the likely increase in individuals being drawn to the premises to seek alcohol late at night how can the granting of a premise licence be in keeping with the PSPO. Persons purchasing alcohol will be encouraged to sit in the crescent area to drink late at night, potentially loitering and littering the area or will move on to other surrounding areas such as Northernhay Gardens which has previously suffered issues around anti-social behaviour and or bring alcohol in to the station and on to train services for which station staff will have no jurisdiction over. The station and Queen Street itself is a city centre gateway and sees high levels of footfall which increases at weekends. Given there are numerous events in the city including football and rugby which both attract the consumption of alcohol how can it be plausible to offer such an opportunity for such drinking when local establishments have closed for the night or have

refused the entry of persons due to intoxication thus causing possible disturbances or anti-social behaviour within the PSPO area.

In 2024 Exeter City council introduced The Exeter Community Safety Team with its main purpose to act as part of a larger hotspot policing initiative across Devon and Cornwall. <https://inexeter.co.uk/community-safety-team/>

The team covers the city centre and acts at the ears and eyes of any anti-social events or intelligence and works closely with the local council and policing units. The Community Safety Team also enforces the Public Space Protection Order (PSPO), targeting issues such as street drinking and aggressive begging. With this in mind and as we outline we have yet to see active patrols along Queen Street to discourage current issues as outlined, how will the PSPO be enforced with the high likelihood of an increase in alcohol consumption in the crescent area to Exeter Central Railway Station. There seems to be an increasing amount of premises within Exeter which offer 'mini mart' style shopping experiences, in our humble opinion the idea of an additional late night off-licence conflicts with the idea of the PSPO given the enforcement of on-street drinking and or begging seems to be unchecked, the granting of the licence for Zukis would provide impetus to sell alcohol to passers by and or locals who as of right now do not have the opportunity which we believes keeps the local area including the station cleaner and importantly safer.

Exeter has been granted the Purple Flag status recognising the city is a safe place for a night out, this award recognises the hard work of businesses including licenced premises and many other stakeholders including transport providers. This award comes off the investment the local police force has made to policing the city centre including the introduction of PSPO orders to help deter unruly and antisocial behaviour. We recognise as a transport provider the confidence such schemes and awards can have to those visiting the city or thinking of doing so. GWR is signed up to the Exeter Safety of Women at Night (SWaN) charter recognising the role we play to help in the nighttime economy of Exeter and the safety of women and girls.

We set out our concerns based on issues we currently experience and those that we believe will occur if such a later licence is granted, we ask that careful consideration and weighting is placed to these concerns before any such application is granted.

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

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APPENDIX D

LICENSING ACT 2003

I Elisa Lampugnale hereby give notice that I have applied for a new premises licence in respect of Zukis Express, 2B The Crescent, Exeter Central Station, Queen Street, Exeter, EX4 3SB

The licence is for the following licensable activities:

Sale of Alcohol Monday - Tuesday 10am – 11pm
Wednesday – Sunday 10am – 1am

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 17th 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: 20th January 2026

Last date for representations: 17th February 2026

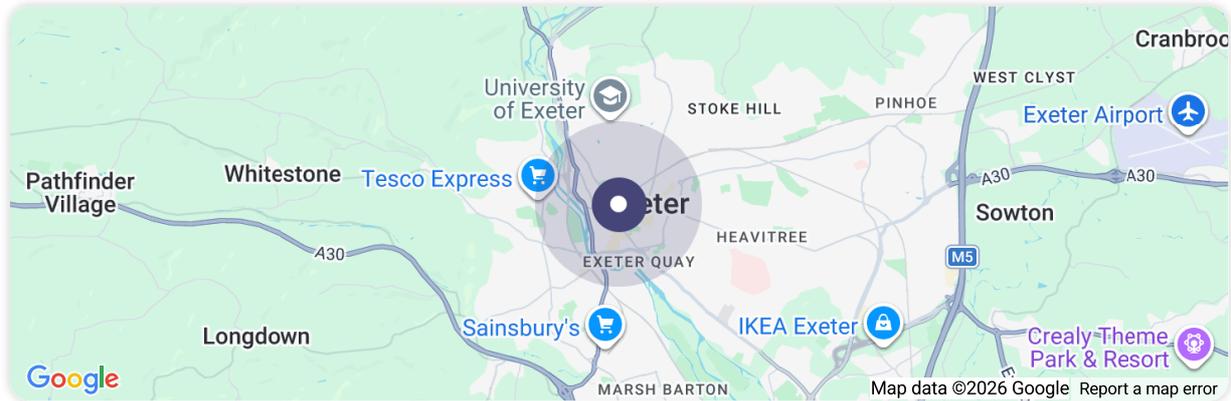
APPENDIX E

ALCOHOL & LICENSING

Queen Street – Application for Grant of Premises Licence

EX4 3SB • Published 29/01/26

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



What is proposed?

NOTICE OF APPLICATION FOR GRANT OF PREMISES LICENCE UNDER THE LICENSING ACT 2003

I Elisa Lampugnale hereby give notice that I have applied for a new premises licence in respect of Zuki's Express, 2B The Crescent, Exeter Central Station, Queen Street, Exeter, EX4 3SB

The licence is for the following licensable activities:

Sale of Alcohol Monday – Tuesday 10am – 11pm

Wednesday – Sunday 10am – 1am

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 17th 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: 20th January 2026 Last date for representations: 17th February 2026

Does this notice affect you?

Although PNP will make every effort to pass feedback on to the notice owner, we cannot guarantee they will engage with it.

You can provide your feedback below:



Your interest in this notice*

Please select the option that best describes your connection to this area.

Please select



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)

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APPENDIX F

EXETER CITY COUNCIL
LICENSING ACT 2003

NOTICE OF HEARING BEFORE A LICENSING SUB-COMMITTEE

Date: 23rd February 2026

Name: [REDACTED]

Address: Via email - [REDACTED]

Case Number: 26/00033/LPRNEW

Application: By: [REDACTED]

Application for a 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: 9am

ON: 12th March 2026

[REDACTED]

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:

Nigel J Marston, Principal 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 6th March 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.

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EXETER CITY COUNCIL
LICENSING ACT 2003

NOTICE OF HEARING BEFORE A LICENSING SUB-COMMITTEE

Date: 23rd February 2026

Name: [REDACTED]

Address: Via email - [REDACTED]

Case Number: 26/00033/LPRNEW

Application: By: [REDACTED]

Application for a 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: 9am

ON: 12th March 2026

[REDACTED]

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:

Nigel J Marston, Principal 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 6th March 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.

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EXETER CITY COUNCIL
LICENSING ACT 2003

NOTICE OF HEARING BEFORE A LICENSING SUB-COMMITTEE

Date: 23rd February 2026

Name: [REDACTED]

Address: Via email - [REDACTED]

Case Number: 26/00033/LPRNEW

Application: By: [REDACTED]

Application for a 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: 9am

ON: 12th March 2026

[REDACTED]

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:

Nigel J Marston, Principal 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 6th March 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**

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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;
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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.
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- 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.

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

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- questions of law;
- matters of practice and procedure;
- the options available to the sub-committee in making their decision;
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- where appropriate to assist the sub-committee in recording the reasons for its determination.

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- 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.

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

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