

Leicester  
City Council

## **LICENSING (HEARINGS) SUB-COMMITTEE**

**DATE: MONDAY, 2 MARCH 2026**

**TIME: 10:00 am**

**PLACE: Meeting Room 1.24, First Floor, Town Hall, Town Hall  
Square, Leicester, LE1 9BG**

### **Members of the Sub-Committee**

Councillors Barton, Cank and Joshi

Members of the Sub-Committee are summoned to attend the above meeting to consider the items of business listed overleaf.

for Monitoring Officer

**Officer contact:**

Julian Yeung, Governance Support Officer, email: [committees@leicester.gov.uk](mailto:committees@leicester.gov.uk)

## Information for Members of the Public

### Attending meetings and access to information

You have the right to attend formal meetings such as full Council, committee meetings, City Mayor & Executive Public Briefing and Scrutiny Commissions and see copies of agendas and minutes. On occasion however, meetings may, for reasons set out in law, need to consider some items in private.

Dates of meetings and copies of public agendas and minutes are available on the Council's website at [www.cabinet.leicester.gov.uk](http://www.cabinet.leicester.gov.uk), from the Council's Customer Service Centre or by contacting us using the details below.

### Making meetings accessible to all

Wheelchair access – Public meeting rooms at the City Hall are accessible to wheelchair users. Wheelchair access to City Hall is from the middle entrance door on Charles Street - press the plate on the right hand side of the door to open the door automatically.

Braille/audio tape/translation - If you require this please contact the Governance Support Officer (production times will depend upon equipment/facility availability).

Induction loops - There are induction loop facilities in City Hall meeting rooms. Please speak to the Governance Support Officer using the details below.

Filming and Recording the Meeting - The Council is committed to transparency and supports efforts to record and share reports of proceedings of public meetings through a variety of means, including social media. In accordance with government regulations and the Council's policy, persons and press attending any meeting of the Council open to the public (except Licensing Sub Committees and where the public have been formally excluded) are allowed to record and/or report all or part of that meeting. Details of the Council's policy are available at [www.leicester.gov.uk](http://www.leicester.gov.uk) or from Governance Services.

If you intend to film or make an audio recording of a meeting you are asked to notify the relevant Governance Support Officer in advance of the meeting to ensure that participants can be notified in advance and consideration given to practicalities such as allocating appropriate space in the public gallery etc..

The aim of the Regulations and of the Council's policy is to encourage public interest and engagement so in recording or reporting on proceedings members of the public are asked:

- ✓ to respect the right of others to view and hear debates without interruption;
- ✓ to ensure that the sound on any device is fully muted and intrusive lighting avoided;
- ✓ where filming, to only focus on those people actively participating in the meeting;
- ✓ where filming, to (via the Chair of the meeting) ensure that those present are aware that they may be filmed and respect any requests to not be filmed.

### Further information

If you have any queries about any of the above or the business to be discussed, please contact us on [committees@leicester.gov.uk](mailto:committees@leicester.gov.uk), or call in at City Hall.

For Press Enquiries - please phone the **Communications Unit on 0116 454 4151**.

# LEICESTER CITY COUNCIL LICENSING SUB-COMMITTEE PROCEDURAL GUIDE

## INTRODUCTORY PHASE

**The meeting will be held in public unless stated otherwise in the report.**

Present at the hearing will be Members of the Licensing Sub-Committee (minimum 3 Members), Officers from the Licensing Authority, a Legal Adviser to the Sub-Committee, an Officer from Governance Services.

1. Participants at the meeting will introduce themselves as follows:
  - a. Members and Officers
  - b. Statutory Consultees (if any)
  - c. The Applicant and any representatives
  - d. Persons who have made representations
2. The Chair will check that the Applicant has received a copy of the Officer report.

## INFORMATION GATHERING

**(\*Please Note – for the purposes of a hearing to determine an application in a Cumulative Impact Zone (CIZ), the Applicant will present their case first)**

3. The Licensing Officer presents the report (previously circulated)

Questions (for clarification purposes only):  
Members  
Statutory Consultees (if any)  
Persons who have made representations  
Applicant and Representative(s)
4. Depending on the nature of the report, Statutory Consultees present their comments.

Questions (for clarification purposes only):  
Members  
Officers  
Persons who have made representations  
Applicant and Representative(s)
5. Persons who have made representations  

Questions (for clarification purposes only):  
Members  
Officers  
Statutory Consultees (is any)  
Applicant and Representative(s)
6. \*Applicant's Case  

Questions (for clarification purposes only):  
Members  
Officers

Statutory Consultees  
Persons who have made representations

7. Summing up in the following order

Officers  
Statutory Consultees  
Persons who have made representations  
\*Applicant and Representative(s)

8. The Legal Adviser to the Sub-Committee to advise the Sub-Committee in the presence of the Applicant, Representatives, Officers, Statutory Consultees, and persons who have made representations on relevant issues the Members need to be aware of when they come to make their decision.

### **DECISION MAKING**

9. Apart from the Sub-Committee Members and the Governance Support Officer everyone will be asked to withdraw from the meeting The Legal Adviser to the Sub-Committee may be called back to the meeting to advise on the wording of the decision the Sub-Committee Members will have made during private deliberation.
10. The Applicant will be advised that the decision made by the Sub-Committee will be made public within 5 working days of the meeting.

# **PUBLIC SESSION**

## **AGENDA**

### **FIRE / EMERGENCY EVACUATION**

If the emergency alarm sounds, you must evacuate the building immediately by the nearest available fire exit and proceed to the area outside the Ramada Encore Hotel on Charles Street as directed by Governance Services staff. Further instructions will then be given.

**1. Appointment of Chair**

**2. Apologies for Absence**

**3. Declarations of Interest**

Members are asked to declare any interests they may have in the business to be discussed.

**4. Application for a Variation of an Existing Premises Licence - Jas News & Booze, 72 Burnham Drive, Leicester** [Appendix A](#) (Pages 1 - 46)

The Director of Neighbourhood and Environmental Services submits a report for an application for a variation of an existing premises licence for Jas News & Booze, 72 Burnham Drive, Leicester.

**5. Any Other Urgent Business**



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# **Application for a variation of an existing premises licence**

Licensing (Hearings) Sub-Committee

Decision to be taken by: Licensing (Hearings)  
Sub-Committee

Decision to be taken on/Date of meeting: 2<sup>nd</sup> March 2026

Lead director/officer: Tj Mavani

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## Useful information

- Ward(s) affected: Abbey
- Report author: Valentina Cenic
- Author contact details: 0116 454 3081
- Report version number: 1

### 1. Summary

- 1.1 This report outlines an application under the Licensing Act 2003 for a variation to an existing premises licence for Jas News&Booze, 72 Burnham Drive, Leicester and summarises the representation received. It also highlights the licensing objectives and the relevant parts of both the statutory guidance and the Licensing Authority's Licensing Policy.

### 2. Determination to be made

- 2.1 Having considered the application and representations, Members must consider whether to
- Grant the licence without modification
  - Modify the conditions of the licence
  - Reject the whole application

### 3. Application and promotion of the licensing objectives

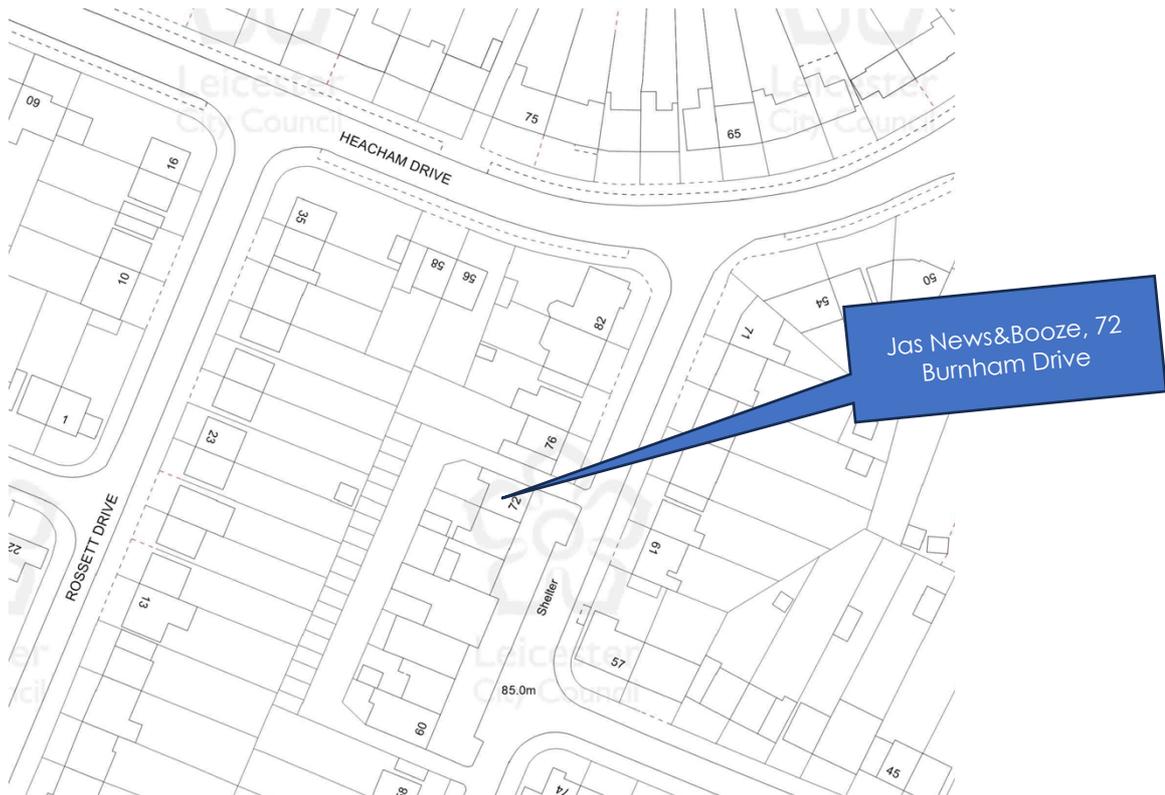
- 3.1 An application was received on 9<sup>th</sup> January 2026 for a variation of an existing premises licence for Jas News&Booze, 72 Burnham Drive, Leicester. A copy of the application is attached at Appendix A.

- 3.2 The variation application is as follows:

| <b>Licensable activity</b> | <b>Current hours</b>              | <b>Proposed hours</b>             |
|----------------------------|-----------------------------------|-----------------------------------|
| Opening hours              | Monday to Sunday<br>09:00 – 22:00 | Monday to Sunday<br>06:00 – 23:00 |
| Sale of alcohol (off)      | Monday to Sunday<br>09:00 – 22:00 | Monday to Sunday<br>06:00 – 23:00 |

- 3.3 The steps the applicant proposes to take to promote the licensing objectives are set out in the operating schedule (see section 16 of Appendix A).
- 3.4 The existing licence is attached at Appendix B.
- 3.5 In arriving at its decision on the application, the Licensing Authority's primary consideration must be the promotion of the licensing objectives.

### 3.6 Location Plan



## 4. Representations

4.1 A representation was received on 9<sup>th</sup> February 2026 from the Police. The representation relates to the prevention of crime and disorder.

Prior to making the representation Leicestershire Police have been in consultation with the applicant and have also visited the premises several times. The support of the local neighbourhood policing area has also been sought.

There were multiple areas of non-compliance within the premises licence identified upon the visits – no signage being placed, no Challenge 25 scheme, no incident book nor refusal register at the premises, the rear camera was broken and waiting to be fixed. An agreed follow up visit was completed by Local Police on 30<sup>th</sup> January 2026 and the premises had implemented updates on some of the areas on non-compliance – clear signage was in place and a refusal logbook was implemented, however, Challenge 25 posters were printed, but not displayed. The rear CCTV camera had yet to be repaired or installed.

On a further visit on 5<sup>th</sup> February 2026, Police established that the Challenge 25 posters were displayed, however, an incident book was not in place. In addition, the status of CCTV system at the premises caused the most concern. It was disclosed to the Officer that the footage only lasted for 15 days before being deleted which is currently half the required 30 day timescale. It was also identified that the rear CCTV camera was still not operational.

The applicant has been afforded time and benefit of the doubt to rectify the issues raised and has for some, but not all the conditions – therefore, the Police have

concluded that despite intervention, the premises is not currently complying with some of its licence conditions – failure to comply with existing CCTV conditions directly undermines the Prevention of Crime and Disorder. The Police feel that the extended hours if agreed with the applicant should not take effect until the applicant demonstrates full compliance with the premises licence conditions, including the existing CCTV condition or an amendment to a minimum retention period of 28 days.

A copy of the representation is attached at Appendix C.

## 5. Conditions

5.1 The conditions that are consistent with the application are attached at Appendix D.

## 6. Statutory guidance and statement of licensing policy

6.1 Any decision made by the Licensing Authority must be in accordance with the licensing objectives. In addition, the government has issued guidance under section 182 of the Licensing Act 2003. The parts of the guidance that are particularly relevant in this case are as follows:

| Section       | Heading  |
|---------------|--|
| 1.2 – 1.5     | Licensing objectives and aims  |
| 1.15 – 1.16   | General Principles   |
| 1.17          | Each application on its own merits   |
| 2.1 – 2.6     | Crime & Disorder   |
| 8.41 – 8.49   | Steps to promote the licensing objectives  |
| 9.11 – 9.12   | Role of responsible authorities  |
| 9.31 – 9.41   | Hearings   |
| 9.42 – 9.44   | Determining actions that are appropriate for the promotion of the licensing objectives |
| 10.1 – 10.3   | Conditions - general   |
| 10.8 – 10.9   | Imposed conditions   |
| 10.10         | Proportionality  |
| 10.13 - 10.15 | Hours of trading   |
| 10.25 – 10.66 | Mandatory conditions in relation to the supply of alcohol                              |
| 13.10 – 13.11 | Giving reasons for decisions   |
| 14.51 – 14.52 | Licensing Hours  |

6.2 The relevant parts of the Licensing Authority's Statement of Licensing Policy are as follows:

| Section | Heading  |
|---------|--|
| 4       | Promotion of the Licensing Objectives            |
| 5       | General Principles                               |
| 6       | Premises Licences and Club Premises Certificates |
| 8       | Areas of Specific Interest and Consultation      |

## 7. Points for clarification

7.1 The applicant and the party making the representation have been asked to clarify certain points at the hearing, as follows:

### *By the applicant*

1. Whether the applicant considers that the concerns outlined in the representation are valid, and if not why not.
2. In the light of the representation made, whether the applicant wishes to propose any additional steps for the promotion of the licensing objectives.

### *By the party making the representation*

1. Whether they have any additional information to support the representation they have made.
2. Whether there are any additional steps that could be taken which would be equally effective in the promotion of the licensing objectives.

## 8. Financial, legal, equalities, climate emergency and other implications

### 8.1 Financial implications

There are no significant financial implications arising from the contents of this report.

Signed: Jade Draper

Dated: 17<sup>th</sup> February 2026

### 8.2 Legal implications

Legal advice specific to the application will be provided at the meeting by Legal Officers.

### 8.3 Equalities implications

Under the Equality Act 2010, public authorities have a Public Sector Equality Duty (PSED) which means that, in carrying out their functions, they have a statutory duty to pay due regard to the need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act, to advance equality of opportunity between people who share a protected characteristic and those who don't and to foster good relations between people who share a protected characteristic and those who don't.

Protected Characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

There are no direct equalities implications arising from the report. However it is important to consider issues of accessibility to the application process and its associated activities (such as lodging an appeal); The criteria used during determination of an application and its associated activities (such as lodging an appeal).

Signed: Surinder Singh, Equalities Officer

Dated: 17<sup>th</sup> February 2026

#### 8.4 Climate Emergency implications

There are unlikely to be any significant climate emergency implications directly associated with this report and the licensing process.

Signed: Aidan Davis, Sustainability Officer  
Dated: 17<sup>th</sup> February 2026

#### 8.5 Other implications

Crime and Disorder – see paragraph 4.

#### **9. Background information and other papers:**

None

#### **10. Summary of appendices:**

Appendix A – Application

Appendix B – Existing licence

Appendix C – Representation

Appendix D – Conditions consistent with the application

#### **11. Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?**

No

#### **12. Is this a “key decision”? If so, why?**

No



\* required information

### Section 1 of 18

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  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"/> |
| * 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"/> |

**Section 2 of 18**

**APPLICATION DETAILS**

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

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="72"/>             |
| Street                        | <input type="text" value="Burnham Drive"/>  |
| District                      | <input type="text"/>                        |
| City or town                  | <input type="text" value="LEICESTER"/>      |
| County or administrative area | <input type="text"/>                        |
| Postcode                      | <input type="text" value="LE4 0HP"/>        |
| Country                       | <input type="text" value="United Kingdom"/> |

**Premises Contact Details**

|   |                                     |
|---|-------------------------------------|
| Telephone number                            | <input type="text"/>                |
| Non-domestic rateable value of premises (£) | <input type="text" value="14,500"/> |

**Section 3 of 18**

**VARIATION**

Continued from previous page...

Do you want the proposed variation to have effect as soon as possible?

- Yes                       No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

- Yes                       No

You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

**Describe Briefly The Nature Of The Proposed Variation**

Describe the premises. 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.

WE HAVE PREMISES FOR ALCOHOLE SALE WE JUST WANT TO EXTENDED OUR HOURS OF PREMISES

**Section 4 of 18**

**PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to vary is successful?

- Yes                       No

**Section 5 of 18**

**PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to vary is successful?

- Yes                       No

**Section 6 of 18**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

*Continued from previous page...*

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

Yes  No

**Section 7 of 18**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

Yes  No

**Section 8 of 18**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will the schedule to provide live music be subject to change if this application to vary is successful?

Yes  No

**Section 9 of 18**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

Yes  No

**Section 10 of 18**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

Yes  No

**Section 11 of 18**

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

[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

Yes  No

**Section 12 of 18**

**PROVISION OF LATE NIGHT REFRESHMENT**

Continued from previous page...

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

Yes  No

**Section 13 of 18**

**SUPPLY OF ALCOHOL**

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide 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

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

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 above, 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 14 of 18**

**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.

Provide 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 15 of 18**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide 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

Continued from previous page...

WEDNESDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="06:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

THURSDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="06:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

FRIDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="06:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

SATURDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="06:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

SUNDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="06:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

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 above, list below.

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

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

I have enclosed the premises licence

Continued from previous page...

I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

**Section 16 of 18**

**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)

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

No supply of alcohol may be made under the premises licences - at a time when there is no designated premises supervisor in respect of the premises, or at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol. The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy. The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-  
a) a holographic mark, or  
b) an ultraviolet feature.  
A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

b) The prevention of crime and disorder

THE LICENCE HOLDER WILL MAINTAIN AN INCIDENT BOOK TO RECORD ALL INCIDENTS AT PREMISES OF CRIME AND DISORDER DAMAGE TO PROPERTY AND PERSONAL INJURY THIS BOOK IS BE RETAINED AT PREMISES AND MADE AVAILABLE TO POLICE AND RESPONSIBLE AUTHORITIES ON REQUEST AND RETAINED FOR MINIMUM OF 12 MONTH

c) Public safety

The licence holder will ensure that a risk assessment is carried out to ensure public safety in around the premises

d) The prevention of public nuisance

There will be clear signs inside and outside the premises asking patrons to show courtesy for the neighbouring residents and not allow groups of people to congregate around the premises

*Continued from previous page...*

e) The protection of children from harm

THE LICENCE HOLDER WILL ADOPT A CHALLENGE 25 SCHEME

## Section 17 of 18

### NOTES ON REGULATED ENTERTAINMENT

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 18 of 18

### 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. Fees are dependent on the business rate band of the premises. Further information is provided at the link below: <https://www.leicester.gov.uk/business/licences-and-permits/entertainment-food-and-drink/licensing/alcohol-entertainment-and-late-night-refreshment/policy-and-guidance/>

\* Fee amount (£)

### DECLARATION

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

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership]: I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

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

Add another signatory

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/leicester/change-1> to upload this file and continue with your application.

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

Continued from previous page...

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

**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](#) [Next >](#)



Please ask for: Amy Day  
Direct Line: (0116) 454 3054  
Our Ref: LEIPRM1605  
Date: 11 December 2025



Leicester  
City Council

Licensing, City Hall, 115 Charles Street  
Leicester LE1 1FZ  
[www.leicester.gov.uk/licensing](http://www.leicester.gov.uk/licensing)  
e-mail:[licensing@leicester.gov.uk](mailto:licensing@leicester.gov.uk)

Mr J Saini

Dear Mr Saini

**Jas News & Booze**  
**72 Burnham Drive**

Your application to transfer the above licence to you and to change the designated premises supervisor for the above premises licence has been processed. The updated licence is enclosed, together with a summary.

May I take this opportunity to remind you that Section 57 of the Licensing Act 2003 states;

“(2) The holder of the premises licence must secure that the licence or a certified copy of it is kept at the premises in the custody or under the control of

- a) the holder of the licence, or
- b) a person who works at the premises and whom the holder of the licence has nominated in writing...

(3) The holder of the premises licence must secure that

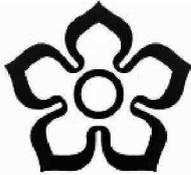
- a) the summary of the licence or a certified copy of that summary, and
- b) a notice specifying the position held at the premises by any person nominated for the purposes of subsection (2),  
are displayed prominently at the premises.”

It is an offence to fail to comply with the above requirements.

If you have any queries, please contact the Licensing Section on (0116) 454 3030 or email [licensing@leicester.gov.uk](mailto:licensing@leicester.gov.uk) .

Yours sincerely,

**Amy Day**  
Licensing Officer



**Leicester  
City Council**

Licensing  
Leicester City Council  
City Hall  
115 Charles Street  
Leicester  
LE1 1FZ

(0116) 4543030  
[licensing@leicester.gov.uk](mailto:licensing@leicester.gov.uk)

Part 1 - Premises Details

**POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION**

**Jas News & Booze**

72 Burnham Drive, Leicester, LE4 0HP.

Telephone 01163678599

**WHERE THE LICENCE IS TIME LIMITED THE DATES**

Not applicable

Expires **no expiry**

**LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE**

- the supply of alcohol

**THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES**

| Activity (and Area if applicable)    | Description                               | Time From | Time To |
|--------------------------------------|---|-----------|---------|
| J. Supply of alcohol for consumption | OFF the premises only<br>Monday to Sunday | 9:00am    | 10:00pm |

**THE OPENING HOURS OF THE PREMISES**

| Description      | Time From | Time To |
|------------------|-----------|---------|
| Monday to Sunday | 9:00am    | 10:00pm |

**WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES**

- J. Supply of alcohol for consumption OFF the premises only

Part 2

**NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE**

Jaswinderpal Saini

**REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)**

**NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL**

Jaswinderpal SAINI





Licensing  
Leicester City Council  
City Hall  
115 Charles Street  
Leicester  
LE1 1FZ

(0116) 4543030  
[licensing@leicester.gov.uk](mailto:licensing@leicester.gov.uk)

**PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR  
WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL**

Licence No. [REDACTED]

**ANNEXES**

**Annex 1 - Mandatory conditions**

No supply of alcohol may be made under the premises licence -

- a) at a time when there is no designated premises supervisor in respect of the premises licence, or
- b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-

- a) a holographic mark, or
- b) an ultraviolet feature.

A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

**Annex 2 - Conditions consistent with the operating schedule**

The licence holder will adopt a challenge 25 scheme

There will be clear signs inside and outside the premises asking patrons to show courtesy for the neighbouring residents and not allow groups of people to congregate around the premises

The licence holder will ensure that a risk assessment is carried out to ensure public safety in around the premises

The licence holder will ensure there is no service to anyone who appears to be intoxicated

**Annex 3 - Conditions attached after a hearing by the Licensing Authority**

The licence holder will ensure that CCTV is installed following advice from the Leicestershire Police and maintained in accordance with the information commissioners CCTV code of practice

The licence holder will ensure that images are recorded at all times the premises is open to the public and the recorded images are retained for a minimum of 30 days

The licence holder will ensure that there is always a member of staff on the premises whilst it is open to the public, who is trained to operate and provide images from the CCTV system to police officers and responsible authorities.

The licence holder will maintain an incident book to record all incidents at the premises of crime and disorder, damage to property and personal injury. This book is to be retained at the premises and made available to police and responsible authorities on request and retained for a minimum of 12 months

The licence holder will ensure a refusal register is maintained at the premise to record any refusals. The register is to be retained at the premises and to be made available immediately to police officers and responsible authorities on request.





**Leicester  
City Council**

Licensing  
Leicester City Council  
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115 Charles Street  
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(0116) 4543030  
[licensing@leicester.gov.uk](mailto:licensing@leicester.gov.uk)

### Premises Details

#### POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

### Jas News & Booze

72 Burnham Drive, Leicester, LE4 0HP.

Telephone 01163678599

#### WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

#### LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- the supply of alcohol

#### THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

| Activity (and Area if applicable)    | Description                               | Time From | Time To |
|--------------------------------------|---|-----------|---------|
| J. Supply of alcohol for consumption | OFF the premises only<br>Monday to Sunday | 9:00am    | 10:00pm |

#### THE OPENING HOURS OF THE PREMISES

| Description      | Time From | Time To |
|------------------|-----------|---------|
| Monday to Sunday | 9:00am    | 10:00pm |

#### WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- J. Supply of alcohol for consumption OFF the premises only

#### NAME, (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE

Jaswinderpal Saini

#### REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

#### NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

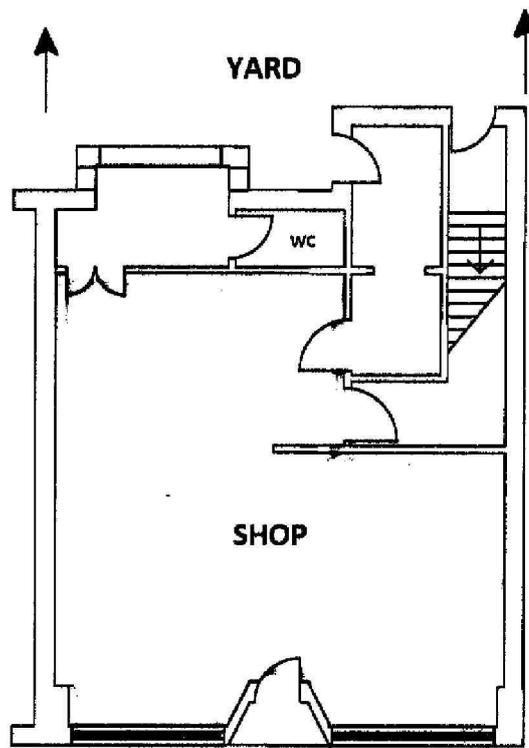
Jaswinderpal SAINI

#### STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

Restricted as per Licensing Act 2003



Annex 4 - Plan



**GROUND FLOOR PLAN**

PROJECT

SCALE 1:00;1:1250

DATE AUGUST 2015

TITLE

**72 BURNHAM DRIVE LEICESTER**

DRG NO RPD/AUGUST/2015/0

CLIENT





## Leicestershire Police

### Licensing Act 2003 – Representation in respect of a major variation application

| Details of person or body making representation |  |
|---|--|
| Your Name:                                      | Sgt 2107 Nicholas Golden   |
| Your Address:                                   | Force Licensing Department,<br>Mansfield House Police Station,<br>74 Belgrave Gate,<br>Leicester.<br>LE1 3GG |

| Details of premises representation is about |  |
|---|--|
| Name of Premises:                           | Jas News and Booze                       |
| Address of premises:                        | 72 Burnham Drive<br>Leicester<br>LE4 0HP |
| Application No. (if known)                  |  |

| Please tick one or more of the licensing objectives that your representation relates to: |                                     |
|--|-------------------------------------|
| Prevention of crime and disorder   | <input checked="" type="checkbox"/> |
| Public Safety  | <input type="checkbox"/>            |
| Prevention of public nuisance  | <input type="checkbox"/>            |
| Protection of children from harm   | <input type="checkbox"/>            |

| Please summarise your concerns about this application:  |
|---|
| <p>I write in my capacity as an alcohol licensing officer for Leicestershire Police, with delegated authority from the Chief Constable.</p> <p>This representation refers to an application for a major variation at the above-named premises. The application seeks to extend the licensing hours to allow for the sale of alcohol from 06:00 hours to 23:00 hours.</p> <p>The applicant took over as both premises licence holder and DPS in November 2025. A copy of the premises licence was sent to the applicant by Leicester City Council on 11<sup>th</sup> December 2025.</p> <p>Prior to making this representation Leicestershire Police have been in consultation with the applicant and have also visited the premises several times. The support of the local neighbourhood policing area has also been sought and will be referenced to further down within this representation.</p> |

Leicestershire Police received the application on 14<sup>th</sup> January 2026 and on 15<sup>th</sup> January 2026 local officers attended the premises to complete a licensing check and visit.

There were multiple areas of non-compliance within the premises licence identified upon this visit to include - No signage being place, no challenge 25 scheme, no incident book and there not being a refusal register at the premises. It was identified that the CCTV at the premises was reported to last for 28 days and that the rear camera was broken and waiting to be fixed. It was also identified to the officer that the applicant is the only person who can operate the footage at the premises but stated that they would be present at all times bar for the school runs.

An agreed follow up visit was completed by local police on 30<sup>th</sup> January 2026 and the premises had implemented updates on some of the areas of non-compliance - Clear signage was in place both internally and externally to advise around considerate behaviour and a refusal logbook was implemented to record refusals.

However, challenge 25 posters that had been printed were not yet displayed inside. The rear CCTV camera had yet to be repaired or installed but a date was provided for this.

The officer also discussed an amendment to the proposed hours to cover 08:00 to 23:00 hours which were consistent with other premises in the area. The applicant stated that they would be agreeable to the hours of 07:00 to 23:00 hours.

On 5<sup>th</sup> February 2026, police have attended the premises with a view to speak to the applicant, establish that the premises was complying the premises licence conditions and to potentially obtain a signed agreement on amending the proposed hours should the premises be in order.

It was identified on this visit that –

A refusal register was presented relating to intoxicated persons was in place and the challenge 25 posters were now displayed inside the premises.

However, it was identified that an incident book relating to crime and disorder, damage to property and personal injury was not in place. In addition, the status of the CCTV system at the premises caused the most concern.

It was disclosed to the officer that the footage only lasted for 15 days before being deleted which is currently half of the required 30-day timescale. It was identified that the rear CCTV camera was still not operational.

Should the CCTV retention period have been for 28 days as was identified on the first visit then a variation of the condition via an agreement could have been made.

The applicant has taken the decision to apply for an increase in hours while not appearing to be fully conversant or compliant with the existing premises licence and conditions. This highlights a concern in the applicant's ability to uphold the licensing objectives as a responsible operator given that they want to increase the operating hours thus increasing potential risk.

The applicant has been afforded time and benefit of the doubt to rectify the issues raised and has for some but not all the conditions. Leicestershire Police have carefully considered its position moving forward and at this stage it is evident that despite intervention the premises is not currently complying with some of its licence conditions. Therefore, Leicestershire Police formally object to the proposed extension of licensable hours at the above premises on the grounds of the failure to comply with existing CCTV conditions which directly undermine the Prevention of Crime and Disorder objective.

Leicestershire Police feel that the extended hours if agreed with the applicant should not take effect

until the applicant demonstrates full compliance with the premises licence conditions including the existing CCTV condition or an amendment to a minimum retention period of 28 days.

Sgt 2107 Nicholas Golden

Leicestershire Police – Alcohol Licensing for Leicestershire Police

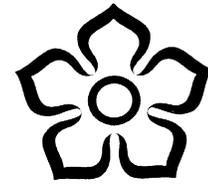
Representation dated – 06/02/2026



## CONDITIONS

| <b>CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE</b>  |
|---|
| The Licence holder will maintain an incident book to record all incidents at premises, damage to property, crime and disorder and personal injury. This book will be retained at premises and made available to Police and Responsible Authorities on request and retained for a minimum of 12 months |
| The licence holder will ensure that a risk assessment is carried out to ensure public safety around the premises.   |
| There will be clear signs inside and outside the premises asking patrons to show courtesy for the neighbouring residents and not allow groups of people to congregate around the premises.  |
| The Licence holder will adopt a Challenge 25 Scheme.  |





Leicester  
City Council

# **Code of Practice for Hearings - Licensing Act 2003**

Version 4a

July 2014

## **1. Introduction**

- 1.1. This Code of Practice sets out how hearings to be held by Leicester City Council in its role as Licensing Authority under the Licensing Act 2003 will be conducted.
- 1.2. The Licensing Act – Hearings Regulations 2004 also regulate the conduct of hearings and this Code should be read in conjunction with those regulations. In the event of uncertainty the Regulations would take precedence.
- 1.3. Members of the Licensing Committee who sit on hearing panels are also governed by the “Code Of Practice For Member Involvement in Licensing Matters.”
- 1.4. The types of hearings to which this Code of Practice is applicable are set out in Sections 6.

## **2. Objectives**

- 2.1. Hearings will be conducted in order to achieve the following objectives:
  - The decision making process promotes the licensing objectives of the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm.
  - All parties are given a fair hearing.
  - Hearings are conducted in an efficient manor.

## **3. Roles**

- 3.1. The Licensing Committee has delegated the holding of hearings to Licensing Sub-Committees of three members. Members of the Sub-Committee will:
  - Consider information and evidence presented by the parties;
  - Control the conduct of hearings in accordance with this code;
  - Ask questions of the parties that are relevant to the matter to be determined.
  - Seek advice from the Legal Advisor and Licensing Officer
  - Make a determination at the conclusion of the hearing.
- 3.2. The Legal Advisor will give legal advice to the Sub-Committee on the following matters:
  - The interpretation of legislation;
  - Other legal matters;
  - The admissibility and relevance of evidence and other information presented by the parties;
  - The relevance and appropriateness of questions.The Legal Advisor will remain neutral to the decision making process.
- 3.3. The Committee Secretary will make a record of the hearing and will advise the Sub-Committee on the procedure to be followed. The Committee Secretary will remain neutral to the decision making process.

- 3.4. The Licensing Officer will provide the factual details of the matter to be considered and offer advice to the Sub-Committee on the Licensing Act, the authority's Licensing Policy and the Guidance issued by the Secretary of State, as they relate to the application and representations made. The Licensing Officer will remain neutral to the decision making process.
- 3.5. The Parties to the hearing include the applicant and any responsible authority or interested party who has made a representation or given a notice in respect of the application. They will be able to give further information in support of their application, representation or notice, to clarify any point that the Licensing Authority has raised, to address the Sub-Committee and, if given permission by the authority, question another party.
- 3.6. Ward councillors who appear at licensing hearings as interested parties, because they have made representations or requested reviews, will be given the same opportunities and be subject to the same restrictions as other parties to the hearing.

#### **4. General Matters**

##### **4.1. Setting of Date for Hearings**

- 4.1.1. In view of the requirement to hold hearings within specified times, the Licensing Authority will generally be unable to enter into discussions to identify dates convenient to all parties concerned.
- 4.1.2. The Licensing Authority will give notice of the hearing as set out in Section 6.
- 4.1.3. The notice will specify any points that the Licensing Authority would like to be clarified at the hearing.
- 4.1.4. In exceptional circumstances, the Licensing Authority will consider applications to adjourn hearings to a later date.

##### **4.2. Notice of Attendance**

- 4.2.1. Any party receiving a notice of hearing will give the Licensing Authority, within the time period specified in Section 6, a notice of whether they intend to attend or be represented at the hearing, or whether they consider a hearing to be unnecessary.
- 4.2.2. If a party wishes any other person (other than a person representing them) to appear at the hearing, the notice shall also contain a request for permission for this, with details of the name of the person and a brief description of the points that the person would be able to make.
- 4.2.3. If a party has not notified the Licensing Authority of their intention to attend a hearing, the rights of the party, as outlined in Paragraph 3.5 above, may only be exercised with the agreement of the Sub-committee.

### **4.3. Non- Attendance at Hearings**

- 4.3.1. If a party to a hearing fails to attend, the licensing authority may hold the hearing in that party's absence unless it considers it in the public interest to adjourn the hearing to a later date.
- 4.3.2. Where a hearing is held in the absence of a party, any written representation made by the party will be considered by the Licensing Authority at the hearing.

### **4.4. Visits to Premises**

- 4.4.1. In certain situations a visit to a premises that is the subject of a hearing may prove useful. This will be dependant on the purpose of the hearing and the level of information that is provided at the hearing. However, care needs to be taken to ensure that the visit does not prejudice the hearing, by evidence being presented at the visit, other than about the physical layout of the premises. Members should also be aware that, because of the limited time during which it is possible to arrange a visit, the timing may not always be the most convenient for all involved.
- 4.4.2. Where, after considering the information presented at the hearing, members of the panel believe that a visit would be useful, a visit may be organised subject to the following
  - The permission of the occupier of the premises being granted.
  - A suitable date being found for the visit within the time allowed for determination on the application.
  - Discussion of the application not taking place during the visit
  - An opportunity being provided for the other parties to the hearing to be present during the visit.

### **4.5. Documentary Evidence**

- 4.5.1. Eight copies of any documentary or written information to be presented at hearings should be submitted to the Licensing Authority in accordance with the timescales set out in Section 6.
- 4.5.2. Parties to the hearing should also submit a written summary, of no more than one page of A4, of all information they intend to present at the hearing.
- 4.5.3. The Licensing Authority will forward copies of evidence and information to other parties to the hearing.
- 4.5.4. The Sub-Committee may only consider evidence submitted at the hearing if all parties agree to its late submission.

#### **4.6. Maximum Time Allowances at Hearings**

- 4.6.1. The Licensing Authority is required by regulation to allow the same maximum times for the parties to undertake the functions identified in paragraph 3.5 above. These are set out in Section 6.
- 4.6.2. Applications that all parties should be allowed extra time to undertake their functions, would need to be made in advance of the hearing. In these circumstances it may be possible to rearrange the hearing provided that statutory deadlines can still be met.

#### **4.7. Public Hearings**

- 4.7.1. Hearings will be in public.
- 4.7.2. The Sub-Committee may exclude the public from a hearing if it considers it in the public interest to do so.

#### **4.8. Right of Assistance and Representation**

- 4.8.1. Any party to a hearing may be assisted or represented by any person whether legally qualified or not.

### **5. Procedure at Hearings**

#### **5.1. Format of Hearings**

- 5.1.1. Hearings will take the form of a discussion led by the authority. Cross-examination will not be allowed unless the authority considers it necessary for it to consider the matter being dealt with.

#### **5.2. Introductions**

- 5.2.1. The Chair of the Sub-Committee will arrange for all parties present to introduce themselves.
- 5.2.2. The Chair will explain the procedure to be followed.

#### **5.3. Licensing Officer's Report**

- 5.3.1. The Licensing Officer will present a report that will:
  - confirm the purpose of the hearing
  - set out the factual details of the matter to be considered
  - provide advice about how the Licensing Act, statutory guidance and the authority's policy relates to the application and any representations made
  - in respect of premises licences, a schedule of the conditions that are consistent with the operating schedule submitted with the application
  - a schedule of the points that require clarification that were identified in the notice of hearing.

#### **5.4. Presentation of Information**

- 5.4.1. Each party will clarify any points raised by the authority and give further information in support of their representation, notice or application. Questions about the information may be asked by the Sub-Committee members (see Paragraph 5.5). Cross-examination by another party will not be allowed unless the Sub-Committee consider it would assist them in arriving at a determination.
- 5.4.2. The Licensing Authority will seek to focus the hearing on the promotion of the licensing objective that gave rise to the hearing and avoid the hearing straying into undisputed areas. The information should therefore be relevant and relate to the representation, notice or other determination to be considered and to the promotion of the licensing objectives.
- 5.4.3. Where more than one representation has been made, the party making the representation should avoid duplicating the points made by other parties although they may briefly state their agreement with them.
- 5.4.4. Generally, the parties may not add further representations to those disclosed to the applicant prior to the hearing, but they may amplify their existing representation.
- 5.4.5. Information will be presented first by the party making the representation or notice followed by a response by the applicant. Where there is more than one party giving a representation or notice, the Sub-Committee will decide which order they should take.
- 5.4.6. The maximum time allowed for each presentation is set out in Section 6.

#### **5.5. Questions**

- 5.5.1. Following each presentation, members of the Sub-Committee may ask questions.
- 5.5.2. The questions will be relevant and relate to the representation, notice or other determination to be considered. Duplication will be avoided.
- 5.5.3. Where the Sub-Committee consider it would assist them in arriving at a determination, they may give permission for another party, or one of the officers present to ask a question.
- 5.5.4. The maximum time allowed for questions by another party in relation to each presentation is set out in Section 6.

#### **5.6. Final Addresses to the Sub-Committee**

- 5.6.1. Following the completion of presentations and questions, each party may address the Sub-Committee. This will be done in the order in which presentations were given.
- 5.6.2. The maximum time allowed for addressing the Sub-Committee is set out in Section 6.

## **5.7. Close of Hearing**

- 5.7.1. On completion of all presentations and questions, the Chair of the Sub-Committee will declare the hearing closed.

## **5.8. Determination**

- 5.8.1. The Sub-Committee will make a determination of the matters to be considered within the timescales set out in Section 6.
- 5.8.2. In coming to a determination the Sub-Committee may take advice from its Licensing Officer and Legal Advisor. All such advice will be given in the presence of the parties to the hearing.
- 5.8.3. Where the parties of the hearing are excluded from the hearing whilst the Sub-Committee considers its determination, then except as allowed for in Paragraph 5.8.4 below, all persons present, including council officers, will also be excluded from the hearing. As an exception to the above, the Sub-Committee may decide that the Committee Services Officer may remain to record, but not take part in, the decision making process.
- 5.8.4. After reaching its determination, the Sub-Committee may ask the Legal Advisor present to verify the wording of the determination and the Committee Services Officer to record the decision, prior to it being announced to the parties. This verification and recording may take place in private.

## **5.9. Announcement of Determination and Notification**

- 5.9.1. If the Sub-Committee has made its determination immediately after the hearing, it will announce its decision, and where applicable the reasons for it, to the parties present.
- 5.9.2. Written notification of the determination will be given to the parties within the timescales set out in Section 6. Notifications will include information about the rights of appeal against the determination made.
- 5.9.3. Where there is any discrepancy between the announcement of the decision and the written notification, the written notification will take precedence.

## Details Applicable to Each Type of Hearing

- 5.10. Determination of Application for Personal Licence – Section 120(7)(a)  
 Determination of Application for Renewal of Personal Licence – Section 121(6)(a)

|  |   |
|--|---|
| Period in which Hearing to be held   | 20 working days from the date of end of period for notice by police                         |
| Period of Notice of Hearing  | 10 working days   |
| Parties to be Notified   | The Applicant<br>The Chief Officer of Police  |
| Period of Notice of Attendance at Hearing  | 5 working days before hearing   |
| Period of submission of evidence to be presented at hearing                        | 5 working days before hearing   |
| Maximum time for presentation of evidence and information by each party at hearing | 30 minutes  |
| Maximum time for questioning of each party by any other party at hearing           | 10 minutes  |
| Maximum time for addressing Sub-Committee by each party                            | 5 minutes   |
| Determinations to be made  | Whether it is necessary to reject the application to promote the crime prevention objective |
| Period allowed for Determination by Sub-Committee                                  | 5 working days  |

- 5.11. Determination of Application for Premises Licence – Section 18(3)(a)  
 Determination of Application for Club Premises Certificate – Section 72(3)(a)

|  |   |
|--|---|
| Period in which Hearing to be held   | 20 working days from the date of end of period for representations  |
| Period of Notice of Hearing  | 10 working days   |
| Parties to be Notified   | The Applicant<br>Parties making representations   |
| Period of Notice of Attendance at Hearing  | 5 working days before hearing   |
| Period of submission of evidence to be presented at hearing                        | 5 working days before hearing   |
| Maximum time for presentation of evidence and information by each party at hearing | 40 minutes  |
| Maximum time for questioning of each party by any other parties at hearing         | 15 minutes  |
| Maximum time for addressing Sub-Committee by each party                            | 10 minutes  |
| Determinations to be made  | Whether to: <ul style="list-style-type: none"> <li>• Grant the licence subject to conditions</li> <li>• To exclude from the licence any of the licensable activities</li> <li>• To refuse to accept the proposed</li> </ul> |

|   |   |
|---|---|
|   | premises supervisor <ul style="list-style-type: none"> <li>• To reject the application</li> </ul> |
| Period allowed for Determination by Sub-Committee | 5 working days  |

5.12. Determination of Application for Provisional Statement – Section 31(3)(a)

|  |   |
|--|---|
| Period in which Hearing to be held   | 20 working days from the date of end of period for representations  |
| Period of Notice of Hearing  | 10 working days   |
| Parties to be Notified   | The Applicant<br>Parties making representations   |
| Period of Notice of Attendance at Hearing  | 5 working days before hearing   |
| Period of submission of evidence to be presented at hearing                        | 5 working days before hearing   |
| Maximum time for presentation of evidence and information by each party at hearing | 40 minutes  |
| Maximum time for questioning of each party by any other parties at hearing         | 15 minutes  |
| Maximum time for addressing Sub-Committee by each party                            | 10 minutes  |
| Determinations to be made  | Whether it would be necessary on the completion of the premises, to: <ul style="list-style-type: none"> <li>• Grant the licence subject to conditions</li> <li>• To exclude from the licence any of the licensable activities</li> <li>• To refuse to accept the proposed premises supervisor</li> <li>• To reject the application</li> </ul> |
| Period allowed for Determination by Sub-Committee                                  | 5 working days  |

5.13. Determination of Application to Vary Premises Licence – Section 35(3)(a)  
 Determination of Application to Vary Club Premises Certificate – Section 85(3)(a)

|   |  |
|---|--|
| Period in which Hearing to be held                          | 20 working days from the date of end of period for representations |
| Period of Notice of Hearing                                 | 10 working days  |
| Parties to be Notified                                      | The Applicant<br>Parties making representations                    |
| Period of Notice of Attendance at Hearing                   | 5 working days before hearing                                      |
| Period of submission of evidence to be presented at hearing | 5 working days before hearing                                      |
| Maximum time for presentation of evidence                   | 40 minutes   |

|  |   |
|--|---|
| and information by each party at hearing                                   |   |
| Maximum time for questioning of each party by any other parties at hearing | 15 minutes  |
| Maximum time for addressing Sub-Committee by each party                    | 10 minutes  |
| Determinations to be made  | Whether to: <ul style="list-style-type: none"> <li>• Modify the conditions of the licence</li> <li>• To reject the whole</li> </ul> |
| Period allowed for Determination by Sub-Committee                          | 5 working days  |

5.14. Determination of Application to Change Premises Supervisor – Section 39(3)(a)

|  |   |
|--|---|
| Period in which Hearing to be held   | 20 working days from the date of end of period for notice by police                         |
| Period of Notice of Hearing  | 10 working days   |
| Parties to be Notified   | The Applicant<br>The Chief Officer of Police<br>The proposed premises supervisor            |
| Period of Notice of Attendance at Hearing  | 5 working days before hearing   |
| Period of submission of evidence to be presented at hearing                        | 5 working days before hearing   |
| Maximum time for presentation of evidence and information by each party at hearing | 30 minutes  |
| Maximum time for questioning of each party by any other parties at hearing         | 10 minutes  |
| Maximum time for addressing Sub-Committee by each party                            | 5 minutes   |
| Determinations to be made  | Whether it is necessary to reject the application to promote the crime prevention objective |
| Period allowed for Determination by Sub-Committee                                  | 5 working days  |

5.15. Determination of Application to Transfer Premises Licence – Section 44(5)(a)

|   |   |
|---|---|
| Period in which Hearing to be held        | 20 working days from the date of end of period for notice by police         |
| Period of Notice of Hearing               | 10 working days   |
| Parties to be Notified                    | The Applicant<br>The Chief Officer of police<br>The existing licence holder |
| Period of Notice of Attendance at Hearing | 5 working days before hearing   |

|  |   |
|--|---|
| Period of submission of evidence to be presented at hearing                        | 5 working days before hearing   |
| Maximum time for presentation of evidence and information by each party at hearing | 30 minutes  |
| Maximum time for questioning of each party by any other parties at hearing         | 10 minutes  |
| Maximum time for addressing Sub-Committee by each party                            | 5 minutes   |
| Determinations to be made  | Whether it is necessary to reject the application for the promotion of the crime prevention objective |
| Period allowed for Determination by Sub-Committee                                  | 5 working days  |

5.16. Cancellation of Interim Authority Notice – Section 48(3)(a)

|  |  |
|--|--|
| Period in which Hearing to be held   | 5 working days from the date of end of period for notice by police   |
| Period of Notice of Hearing  | 2 working days   |
| Parties to be Notified   | The Applicant<br>The Chief Officer of police   |
| Period of Notice of Attendance at Hearing  | 1 working days before hearing  |
| Period of submission of evidence to be presented at hearing                        | 1 working days before hearing  |
| Maximum time for presentation of evidence and information by each party at hearing | 30 minutes   |
| Maximum time for questioning of each party by any other parties at hearing         | 10 minutes   |
| Maximum time for addressing Sub-Committee by each party                            | 5 minutes  |
| Determinations to be made  | Whether it is necessary to cancel the interim authority notice for the promotion of the crime prevention objective |
| Period allowed for Determination by Sub-Committee                                  | 5 working days   |

5.17. Review of Premises Licence – Section 52(2)  
Review of Club Premises Certificate – Section 82(2)

|                                    |  |
|------------------------------------|--|
| Period in which Hearing to be held | 20 working days from the date of end of period for representations |
| Period of Notice of Hearing        | 10 working days  |

|  |   |
|--|---|
| Parties to be Notified   | The licence holder<br>Persons making relevant representations<br>The person who made the application for a review   |
| Period of Notice of Attendance at Hearing  | 5 working days before hearing   |
| Period of submission of evidence to be presented at hearing                        | 5 working days before hearing   |
| Maximum time for presentation of evidence and information by each party at hearing | 40 minutes  |
| Maximum time for questioning of each party by any other parties at hearing         | 15 minutes  |
| Maximum time for addressing Sub-Committee by each party                            | 10 minutes  |
| Determinations to be made  | Whether to: <ul style="list-style-type: none"> <li>• Modify the conditions of the licence</li> <li>• Exclude a licensing activity</li> <li>• Remove the designated premises supervisor</li> <li>• Suspend the licence for up to three months</li> <li>• Revoke the licence</li> </ul> |
| Period allowed for Determination by Sub-Committee                                  | 5 working days  |

5.18. Review of Premises Licence following Closure Order – Section 167(5)(a)

|  |   |
|--|---|
| Period in which Hearing to be held   | 10 working days from the date notice from magistrates' court  |
| Period of Notice of Hearing  | 5 working days  |
| Parties to be Notified   | The licence holder<br>Persons making relevant representations |
| Period of Notice of Attendance at Hearing  | 2 working days before hearing                                 |
| Period of submission of evidence to be presented at hearing                        | 2 working days before hearing                                 |
| Maximum time for presentation of evidence and information by each party at hearing | 40 minutes  |
| Maximum time for questioning of each party by any other parties at hearing         | 15 minutes  |
| Maximum time for addressing Sub-Committee by each party                            | 10 minutes  |

|   |   |
|---|---|
| Determinations to be made                         | Whether to: <ul style="list-style-type: none"> <li>• Modify the conditions of the licence</li> <li>• Exclude a licensing activity</li> <li>• Remove the designated premises supervisor</li> <li>• Suspend the licence for up to three months</li> <li>• Revoke the licence</li> </ul> |
| Period allowed for Determination by Sub-Committee | At the conclusion of the hearing  |

5.19. Police objection to Temporary Event Notice – Section 105(2)(a)

|  |  |
|--|--|
| Period in which Hearing to be held   | 7 working days from the date of end of period for notice by police |
| Period of Notice of Hearing  | 2 working days   |
| Parties to be Notified   | The Applicant<br>The Chief Officer of Police                       |
| Period of Notice of Attendance at Hearing  | 1 working days before hearing                                      |
| Period of submission of evidence to be presented at hearing                        | 1 working days before hearing                                      |
| Maximum time for presentation of evidence and information by each party at hearing | 40 minutes   |
| Maximum time for questioning of each party by any other parties at hearing         | 15 minutes   |
| Maximum time for addressing Sub-Committee by each party                            | 10 minutes   |
| Determinations to be made  | Whether to give a counter notice                                   |
| Period allowed for Determination by Sub-Committee                                  | At the conclusion of the hearing                                   |

5.20. Consideration of Convictions of Personal Licence Holder – Section 124(4)(a)

|  |   |
|--|---|
| Period in which Hearing to be held   | 20 working days from the date of end of period for notice by police |
| Period of Notice of Hearing  | 10 working days   |
| Parties to be Notified   | The Applicant<br>The Chief Officer of police                        |
| Period of Notice of Attendance at Hearing  | 5 working days before hearing                                       |
| Period of submission of evidence to be presented at hearing                        | 5 working days before hearing                                       |
| Maximum time for presentation of evidence and information by each party at hearing | 30 minutes  |
| Maximum time for questioning of each party by any other parties at hearing         | 10 minutes  |

|   |  |
|---|--|
| Maximum time for addressing Sub-Committee by each party | 5 minutes  |
| Determinations to be made                               | Whether it is necessary to cancel the interim authority notice for the promotion of the crime prevention objective |
| Period allowed for Determination by Sub-Committee       | 5 working days   |

5.21. Determination of Application for Conversion to Premises Licence, subject to of Police Notice of Objection – Paragraph 4(3)(a) of Schedule 8  
Determination of Application for Conversion to Club Premises Certificate, subject to of Police Notice of Objection – Paragraph 16(3)(a) of Schedule 8

|  |  |
|--|--|
| Period in which Hearing to be held   | 10 working days from the date of end of period for representations                           |
| Period of Notice of Hearing  | 5 working days   |
| Parties to be Notified   | The applicant<br>The Chief Officer of Police   |
| Period of Notice of Attendance at Hearing  | 2 working days before hearing  |
| Period of submission of evidence to be presented at hearing                        | 2 working days before hearing  |
| Maximum time for presentation of evidence and information by each party at hearing | 40 minutes   |
| Maximum time for questioning of each party by any other parties at hearing         | 15 minutes   |
| Maximum time for addressing Sub-Committee by each party                            | 10 minutes   |
| Determinations to be made  | Whether it is necessary to reject the application to promote the crime prevention objective. |
| Period allowed for Determination by Sub-Committee                                  | At the conclusion of the hearing   |

5.22. Determination of Application for Conversion to Personal Licence, subject to a Police Notice of Objection – Paragraph 26(3)(a) of Schedule 8

|  |   |
|--|---|
| Period in which Hearing to be held   | 10 working days from the date of end of period for notice by police |
| Period of Notice of Hearing  | 5 working days  |
| Parties to be Notified   | The Applicant<br>The Chief Officer of Police                        |
| Period of Notice of Attendance at Hearing  | 2 working days before hearing                                       |
| Period of submission of evidence to be presented at hearing                        | 2 working days before hearing                                       |
| Maximum time for presentation of evidence and information by each party at hearing | 30 minutes  |

|  |   |
|--|---|
| Maximum time for questioning of each party by any other party at hearing | 10 minutes  |
| Maximum time for addressing Sub-Committee by each party                  | 5 minutes   |
| Determinations to be made  | Whether it is necessary to reject the application to promote the crime prevention objective |
| Period allowed for Determination by Sub-Committee                        | At the conclusion of the hearing  |

# Summary of Procedure at Hearing

## 1. Introductions

- 1.1. Introduction from Chair
- 1.2. Introduction from other members, officers and the parties

## 2. Report

- 2.1. Report by the Licensing Officer
- 2.2. Questions by members
- 2.3. Questions by the parties

## 3. Presentations

- 3.1. Presentation by those making representations
  - 3.1.1. Questions by members
  - 3.1.2. Questions by other parties
- 3.2. Presentation by applicant
  - 3.2.1. Questions by members
  - 3.2.2. Questions by other parties

## 4. Final Addresses

- 4.1. By those making representations
- 4.2. By the applicant

## 5. Advice

- 5.1. From the Licensing Officer
- 5.2. From the Legal Advisor

## 6. Decision

- 6.1. Consideration by members in private
- 6.2. Members come to a decision
- 6.3. Legal Advisor is asked to check the decision
- 6.4. Chair announces decision