



**TRAFFORD**  
**COUNCIL**

**AGENDA PAPERS FOR  
LICENSING COMMITTEE MEETING**

**Date: Wednesday, 25 May 2016**

**Time: 7.15 pm**

**Place: Trafford Town Hall, Talbot Road, Stretford, M32 0TH**

<b>A G E N D A</b>	<b>PART I</b>	<b>Pages</b>
<b>2. MEMBERSHIP OF THE COMMITTEE</b>		
To note the membership, including Chairman, Vice-Chairman and Opposition Spokesperson, of the Licensing Committee for the Municipal Year 2016/17.		1 - 2
<b>3. TERMS OF REFERENCE</b>		
To note the terms of reference for the Licensing Committee.		3 - 8
<b>5. APPOINTMENT OF SUB-COMMITTEES AND DELEGATION TO OFFICERS</b>		
To appoint the membership of the following Sub-Committees and agree their terms of reference:-		
(a) Public Protection Sub-Committee		9 - 10
(b) Licensing Sub-Committee		11 - 12
<b>6. CONFIRMATION OF APPOINTMENTS AND TERMS OF REFERENCE TO SAFETY AT SPORTS GROUND SUB-COMMITTEE</b>		13 - 14
The Committee is requested to appoint the membership of the Safety at Sports Ground Sub-Committee as recommended by Council at its Annual Meeting held on Wednesday 25 May 2016 and agree their terms of reference.		

**THERESA GRANT**

## Licensing Committee - Wednesday, 25 May 2016

Chief Executive

### Membership of the Committee

To be determined at Annual Council on 25<sup>th</sup> May, 2016.

### Further Information

For help, advice and information about this meeting please contact:

Ruth Worsley, Democratic & Scrutiny Officer

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This agenda was issued on **Monday, 23 May 2016** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

Any person wishing to photograph, film or audio-record a public meeting is requested to inform Democratic Services in order that necessary arrangements can be made for the meeting.

Please contact the Democratic Services Officer 48 hours in advance of the meeting if you intend to do this or have any queries.

## TRAFFORD COUNCIL

### MEMBERSHIP OF COMMITTEES 2016/17

#### Notes on Membership:

(1) It is advisable that the number of members serving on both the Licensing and Planning Development Control Committees in each political group is kept to a minimum to ensure that the potential for conflicts of interest is kept to a minimum.

(2) All Licensing Committee Members may be called upon as Members of the Licensing Sub-Committee, the meetings for which are held during the working day. Therefore, it would be preferable if Members serving on this Committee could also be available during the day time.

<b>COMMITTEE</b>		<b>NO. OF MEMBERS</b>
LICENSING		15
<b>CONSERVATIVE GROUP</b>	<b>LABOUR GROUP</b>	<b>LIBERAL DEMOCRAT GROUP</b>
Councillors:- Stephen Anstee Dan Bunting Mrs Denise Haddad Alan Mitchell <b>V-CH</b> Matthew Sephton Bernard Sharp John Smith Mike Whetton <b>CH</b>	Councillors:- Barry Brotherton Anne Duffield Mike Freeman <b>OS</b> Philip Gratrix David Jarman Ejaz Malik Whit Stennett	Councillors:-
<b>TOTAL</b>	8	7
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## **LICENSING COMMITTEE**

### Terms of Reference

1. To exercise the Council's licensing functions under the Licensing Act 2003 with the exception of any function conferred on the Council under Section 5 of the Act (statement of licensing policy).
2. In respect of each 5 year period, in consultation with the Executive, to formulate or prepare for approval by the Council its policy with respect to the exercise of its licensing functions under the Licensing Act 2003.
3. To keep the policy with respect to the exercise of its licensing functions under the Licensing Act 2003 under review and recommend any revisions to the policy to the Council.
4. To exercise the Council's licensing functions under the Gambling Act 2005 with the exception of any function conferred on the Council under Section 349 of the Act (statement of licensing policy).
5. To exercise powers in relation to the following functions as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000:
  - (i) all licensing and registration functions except those relating to town and country planning and the regulation of the use of the highway;
  - (ii) functions under any 'relevant statutory provision' within the meaning of Part I of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the Council's capacity as employer; and
  - (iii) associated functions under any local Act.
6. To establish one or more Sub-Committees under Section 10(1) of the Licensing Act 2003 and Section 154 of the Gambling Act 2005 consisting of three members of the Licensing Committee for the discharge of functions exercisable by the Committee under the Licensing Act 2003 and the Gambling Act 2005. The functions to be exercised by the Sub-Committees include the functions set out at Appendix 1 and Appendix 2. Licensing Act and Gambling Act Sub-Committees shall be chaired in accordance with the protocol set out at Appendix 3.
7. To establish a Safety at Sports' Grounds Sub-Committee consisting of three Members of Council to oversee the exercise of the Council's functions in relation to safety at sports' grounds.

8. To establish a Public Protection Sub-Committee for the discharge of all other licensing, registration and regulatory functions within the terms of reference of the Licensing Committee not covered by the sub-committees in paragraphs 6 and 7 above. That in establishing a Public Protection Sub-Committee this is to be a Sub-Committee of 9 Members (5:4:0) with up to 5 substitute Members for the Sub-Committee Members being allowed (3:2:0). The substitute Members for the Sub-Committee can only be nominated from the membership of the Licensing Committee.

#### Delegation

In exercising the power and duties assigned to them in their terms of reference, the Licensing Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

## Appendix 1 to the Licensing Committee's Terms of Reference

### Delegated Functions Licensing Act

#### TABLE OF DELEGATED FUNCTIONS

Matter to be dealt with	Full Committee	Sub Committee	Officers
Application for personal licence		If a police objection is made	If no objection is made
Application for personal licence with unspent convictions		All Cases	
Application for premises licence/club premises certificate		If a relevant representation is made	If no relevant representation is made
Application for provisional statement		If a relevant representation is made	If no relevant representation is made
Application to vary premises licence/club premises certificate		If a relevant representation is made	If no relevant representation is made
Application for minor variation			All cases
Application to vary designated premises supervisor		If a police objection is made	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection is made	All other cases
Application for interim authorities		If a police objection is made	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision to Serve Counter Notice to Temporary Event Notice where permitted limits have been exceeded			All cases
Application for Temporary Event Notice		If a police objection is made	All other cases

## Appendix 2 to the Licensing Committee's Terms of Reference

### Delegated Functions Gambling Act

TABLE OF DELEGATED FUNCTIONS

<b>Matter to be dealt with</b>	<b>Full Council</b>	<b>Sub-Committee of Licensing Committee</b>	<b>Officers</b>
Final approval of three year licensing policy	X		
Policy not to permit casinos	X		
Fee setting (when appropriate)			X
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Review of a premises licence		X	
Application for club gaming/club machine permits		Where objections have been made (and not withdrawn)	Where no objections made/objections have been withdrawn
Cancellation of club gaming/club machine permits		X	
Application for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	



## Appendix 3 to the Licensing Committee's Terms of Reference

### List of proposed Chairmen

Name	Order of Priority
Chairman of Licensing Committee	1
Vice-Chairman of Licensing Committee	2
Opposition Spokesperson for Licensing Committee	3
Member of Licensing Committee	4
Member of Licensing Committee	5

Note: the order of priority is applicable when more than one chairman is a member of the same Sub-Committee.

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## AGENDA ITEM 5(a)

### TRAFFORD COUNCIL

#### MEMBERSHIP OF SUB-COMMITTEES 2016/17

<b>SUB-COMMITTEE</b>		<b>NO. OF MEMBERS</b>
PUBLIC PROTECTION		9
<b>COUNCILLORS</b>		
Stephen Anstee	Anne Duffield	
Alan Mitchell V-CH	Mike Freeman OS	
Matthew Sephton	David Jarman	
John Smith	Whit Stennett	
Mike Whetton CH		
<b>TOTAL</b>	5	4

[5 Substitutes: Dan Bunting, Mrs, Denise Haddad, Bernard Sharp, Barry Brotherton, Philip Gratrix]

## **PUBLIC PROTECTION SUB-COMMITTEE**

### Terms of Reference

1. To exercise powers in relation to the following functions as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000:
  - (i) all licensing and registration functions except those relating to town and country planning, the regulation of the use of the highway and Safety at Sports Grounds.
  - (ii) functions under any 'relevant statutory provision' within the meaning of Part I of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the Council's capacity as employer; and
  - (iii) associated functions under any local Act.
2. Membership of the Public Protection Sub-Committee shall comprise 9 Members (5:4:0) with up to 5 substitute Members being allowed (3:2:0). The substitute Members for the Public Protection Sub-Committee can only be nominated from the membership of the Licensing Committee.

### Delegation

In exercising the power and duties assigned to them in their terms of reference, the Public Protection Sub-Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

## AGENDA ITEM 5(b)

### TRAFFORD COUNCIL

#### SUB-COMMITTEES 2016/17

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LICENSING SUB-COMMITTEE CHAIRMAN	5
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<b>CHAIRMAN</b>	<b>ORDER OF PRIORITY</b>	
Mike Whetton	1	Chairman of Licensing
Alan Mitchell	2	Vice-Chairman of Licensing
Mike Freeman	3	Opposition Spokesperson
Stephen Anstee	4	Member of Licensing
Matthew Sephton	5	Member of Licensing

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<b>TOTAL</b>	5
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Note: the order of priority is applicable when more than one chairman is a member of the same Sub-Committee.

## **LICENSING SUB-COMMITTEE**

### Terms of Reference

1. To exercise the Licensing Sub-Committee's functions under the Licensing Act 2003 regarding consideration of contested applications and reviews.
2. To establish one or more Sub-Committees under Section 10 (1) of the Licensing Act 2003 consisting of three members of the Licensing Committee for the discharge of functions exercisable by the Committee under the Licensing Act 2003. The functions to be exercised by the Sub Committees include the functions set out at Agenda Item 4, Appendix 1.
3. To establish one or more Sub-Committees under Section 154 of the Gambling Act 2005 consisting of three members of the Licensing Committee for the discharge of functions exercisable by the Committee under the Gambling Act 2005. The functions to be exercised by the Sub-Committees include the functions set out at Agenda Item 4, Appendix 2.
4. Sub-Committees shall be appointed as follows:-
  - (a) one Member to be taken from the list of proposed Chairmen;
  - (b) the other two Members to be drawn from membership of the Licensing Committee, and may include Members from the list of Chairmen;
  - (c) the membership of the Sub-Committees to reflect the political balance of the Council where possible;
  - (d) subject to the above, membership of the Sub-Committees to be determined by the Director of Legal and Democratic Services in consultation with the Chairman of the Licensing Committee;
  - (e) where possible a Sub-Committee will not consider applications relating to premises located in the wards represented by its members.
5. When the Licensing Sub-Committee consists of more than one member from the list of Chairmen it will be chaired in accordance with the order of priority.

### Delegation

In exercising the power and duties assigned to them in their terms of reference, the Licensing Sub-Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

## TRAFFORD COUNCIL

### MEMBERSHIP OF SAFETY AT SPORTS GOUNDS 2016/17

<b>SUB-COMMITTEE</b>	<b>NO. OF MEMBERS</b>
SAFETY AT SPORTS GROUNDS	3
<b>COUNCILLORS</b>	
Nathan Evans <b>CH</b>	Andrew Western
Matthew Sephton <b>V-CH</b>	
<b>TOTAL</b>	<b>2</b>
	<b>1</b>

### SAFETY AT SPORTS GROUNDS SUB-COMMITTEE

#### Terms of Reference

To receive reports from the Safety at Sports Grounds Advisory Group, or other source, in relation to any matters concerning safety at sports grounds in the Borough. To promote public awareness of safety issues arising from those reports and to undertake annual inspections of the sports grounds on behalf of the Council.

#### Delegation

In exercising the power and duties assigned to them in their terms of reference, the Safety at Sports Grounds Sub-Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

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