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## CENTRAL LICENSING COMMITTEE, 23.06.14

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**Present:** Councillors Eddie Dogan, Huw Edwards, Annwen Hughes, Louise Hughes, W. Tudor Owen, Peter Read, Angela Russell, Ann Williams, Elfed W. Williams, Eryl Jones-Williams

**Also Present:** Siôn Huws (Compliance and Language Manager), Gwenan M. Williams (Licensing Manager) and Lowri Haf Evans (Member Support and Scrutiny Officer).

Councillor Tudor Owen took the opportunity to thank everyone for their support during his period as Chairman.

### 1. ELECTION OF CHAIRMAN

Resolved to elect Councillor Eryl Jones-Williams as Chairman of the Committee for 2014-2015.

### 2. ELECTION OF VICE-CHAIRMAN

Resolved to elect Councillor Huw Edwards as Vice-chairman of the Committee for 2014-2015.

### 3. WELCOME AND APOLOGIES

Everyone was welcomed to the Committee by the Chairman, Councillor Eryl Jones Williams. Apologies were received from Councillors Dilwyn Lloyd, Llywarch Bowen Jones, Chris O'Neal and Peter Read.

### 4. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received from any members present.

### 5. URGENT ITEMS

Nothing to note.

### 6. MINUTES OF THE PREVIOUS MEETING

The Chairman signed the minutes of the meeting of the committee held on 9 December 2013, subject to the correction of Part 2: Item 1 (iii) Setting a time limit for observations.

*Accuracy: "A request was made to set a time limit on the observations submitted by **everyone**. This created fairness for everyone.*

*A time limit of no more than ten minutes was proposed.*

*Agreed."*

## **7. MINUTES OF THE CENTRAL LICENSING SUB-COMMITTEES**

Submitted - for information, the minutes of meetings of the Central Licensing Sub-committee held on 21.1. 2014 and 20.2. 2014.

## **8. INVALID PREMISES LICENCE APPLICATIONS**

Submitted - the report of the Head of Regulatory Department, recommending that the Committee supported officers of the Licensing Authority to act with the aim of ensuring that invalid applications for licences were not submitted.

It was highlighted that the Licensing Unit had had to refuse several applications recently for premises licences or applications to vary a premises licence because they had not been presented in accordance with the requirements of the Licensing Act and relevant regulations.

The requirements of the legislation and relevant regulations were detailed together with the implications of submitting invalid applications. In terms of the legal position, it was explained that measures had been established to tighten the process of scrutinising every application received by the Licensing Unit. This could ensure that invalid applications were not referred to the sub-committees for a decision. Consequently, a situation could be avoided where a hearing would have to be deferred on the day if evidence came to hand that an application had not been submitted in accordance with the legal requirements. It was stated that neither officers nor the Sub-committee of the Licensing Authority had the right to make decisions on invalid applications.

In response to questions by Members, the Licensing Officer noted that the Licensing Unit:

- Had adapted their arrangements to tighten the process.
- Ensured that continuous evidence was gathered when an application was in the consultation period.
- Acted in response to the statutory requirements of the Act.
- Noted that it was difficult to anticipate evidence that was submitted late in the day.

The recommendation was welcomed as some Members were of the opinion that invalid applications that had been before the sub-committees were a misuse of the scarce resources of Officers and Council Members.

**RESOLVED to accept the recommendation of the Head of the Regulatory Department.**

The meeting commenced at 10.00am and concluded at 10.45am.