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Licensing Sub-Committee (Regulatory)

NORTH NORFOLK DISTRICT COUNCIL

Please contact: Democratic Services

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20th April 2026

A meeting of the **Licensing Sub-Committee (Regulatory)** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Tuesday, 28 April 2026** at **10.00 am**.

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel:01263 516108, Email:democraticservices@north-norfolk.gov.uk.

Emma Denny
Democratic Services Manager

To: Cllr M Batey, Cllr K Bayes and Cllr K Leith

All other Members of the Council for information.
Members of the Management Team, appropriate Officers, Press and Public

IN TRAN communication for all

If you have any special requirements in order to attend this meeting, please let us know in advance
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

A G E N D A

1.	**CHAIRMAN'S INTRODUCTION**	1 - 4
2.	**TO RECEIVE APOLOGIES FOR ABSENCE**	
3.	**ITEMS OF URGENT BUSINESS**	

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972.

4.	**DECLARATIONS OF INTEREST**	5 - 10

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest.

5. EXCLUSION OF THE PRESS AND PUBLIC

To pass the following resolution, if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12A (as amended) to the Act.”

6.	**(WK/260003098) - APPLICATION FOR A LICENCE TO DRIVE HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLES IN NORTH NORFOLK**	11 - 24

North Norfolk District Council

The Licensing Regulatory Committee - Procedure to be followed at the Hearing

The purpose of the Licensing Regulatory Committee is to discharge the Council's functions in relation to a wide variety of regulatory licensing matters connected to public protection, such as considering applications by persons wishing to drive taxis (which, where personal information is involved, may be heard in a private session); those involved in horse riding establishments; zoos; sex establishments and tattoo parlours etc. The Licensing Regulatory Committee **does not** hear matters relating to the licensing of premises and gambling establishments.

Consequences if the Party does not attend Hearing:

1) If a party has informed the Authority that he does not intend to attend or be represented at a Hearing, the Hearing may proceed in his absence.

2) If a party who has not so indicated fails to attend or be represented at a Hearing the Authority may –
   a) Where it considers it to be necessary in the public interest, adjourn the Hearing to a specified date, or

   b) Hold the Hearing in the party's absence.

3) Where the Authority holds the Hearing in the absence of a party, the Authority shall consider at the Hearing the application, representations or notice made by that party

4) Where the Authority adjourns the Hearing to a specified date it must forthwith notify the parties of the date, time and place to which the Hearing has been adjourned.

The procedure is outlined as follows:

Introduction

1. The Chair of the Sub-Committee should introduce and explain the role of;

   (i) The Committee
   (ii) The Legal Advisor
   (iii) The Licensing Officer
   (iv) Democratic Services Officer

2. The Chair should invite the applicant or the person subject to consideration to introduce themselves and any representative they may have.

3. Those present to be made aware that all questions and comments should be directed through the Chair.

4. The Chair should invite the Legal Advisor to outline the procedure and address any preliminary matters or requests.

5. (Where the hearing is being heard in a private session) The Chair will make a statement excluding the press and public from the meeting pursuant to Schedule 12A of the Local Government Act 1972

The Application/Subject of Consideration

6. The Chair will invite the Licensing Officer to present their report, outlining the case, the background, and provide any new information, having regard to existing policy and conditions.

7. The Licensing Officer may call witnesses to support the Council's case.

8. The Licensing Officer invites questions on the report from all parties.
(The Applicant, the Objectors, the Board Members and the Legal Advisor)

9. Questions must be relevant to the matter in hand.

The Applicant's Case/Person Subject of Consideration

10. The Chair then invites the Applicant/person under consideration or their representative to present their case. They can make statements and can call witnesses (the applicant/person subject of consideration may be 'a witness' if represented).

11. Any witness called must be open to questioning, firstly by the Licensing Representative and then the Sub-Committee.

12. Questions must be relevant to the matter in hand.

Objectors

13. The Chair invites the Objectors to put forward their case.

14. The Chair invites questions to the Objectors from the Applicant, the Sub-Committee and the Legal Advisor. Any party may call witnesses or ask questions of the witnesses.

Closing Statements

15. The Chair then invites any objectors to make a closing statement. They may comment on what has been said but no new evidence should be introduced.

16. The Chair then invites the Council's Licensing Representative to sum up their case. They may comment on what has been said but no new evidence should be introduced.

17. The Chair then invites the Applicant/person under consideration or their representative to sum up their case and make a closing statement. They may comment on what has been said but no new evidence should be introduced.

18. The Chair will ask the Legal Advisor if there is any advice before the Sub-Committee retires.

Reaching a Decision

19. The Chair will then thank all those who have spoken and invite the Sub-Committee to retire to consider the case in private, accompanied by the Legal Advisor. The Chair will explain that the Legal Advisor will take no part in the decision making.

20. The Sub-Committee will then consider the case presented to them at the hearing and will seek to reach a decision and reasons for their decision.

21. Once a decision has been made, the Sub-Committee and Legal Advisor will return back in to the room and the Legal Advisor will announce in public any legal advice they have given in private.

22. The Chair will read out the decision and the reasons for the decision (save where paragraph 23, below applies).

23. The Chair will explain that notification of the outcome of the decision and reasons for the decision will be made in writing.

24. If the Sub-Committee are unable to reach a determination at that time, the Chair will explain that all parties will be notified as soon as possible (but within 5 working days, or such other period as permitted under legislation) of the decision and the reasons for such.

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Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (**Disclosable Pecuniary Interests**) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2** (**Other Registerable Interests**).

"**Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which ***affects*** –
    a. your own financial interest or well-being;
    b. a financial interest or well-being of a relative, close associate; or
    c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

    you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter ***affects*** your financial interest or well-being:
    a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
    b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

    You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

    If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* ‘director’ includes a member of the committee of management of an industrial and provident society.

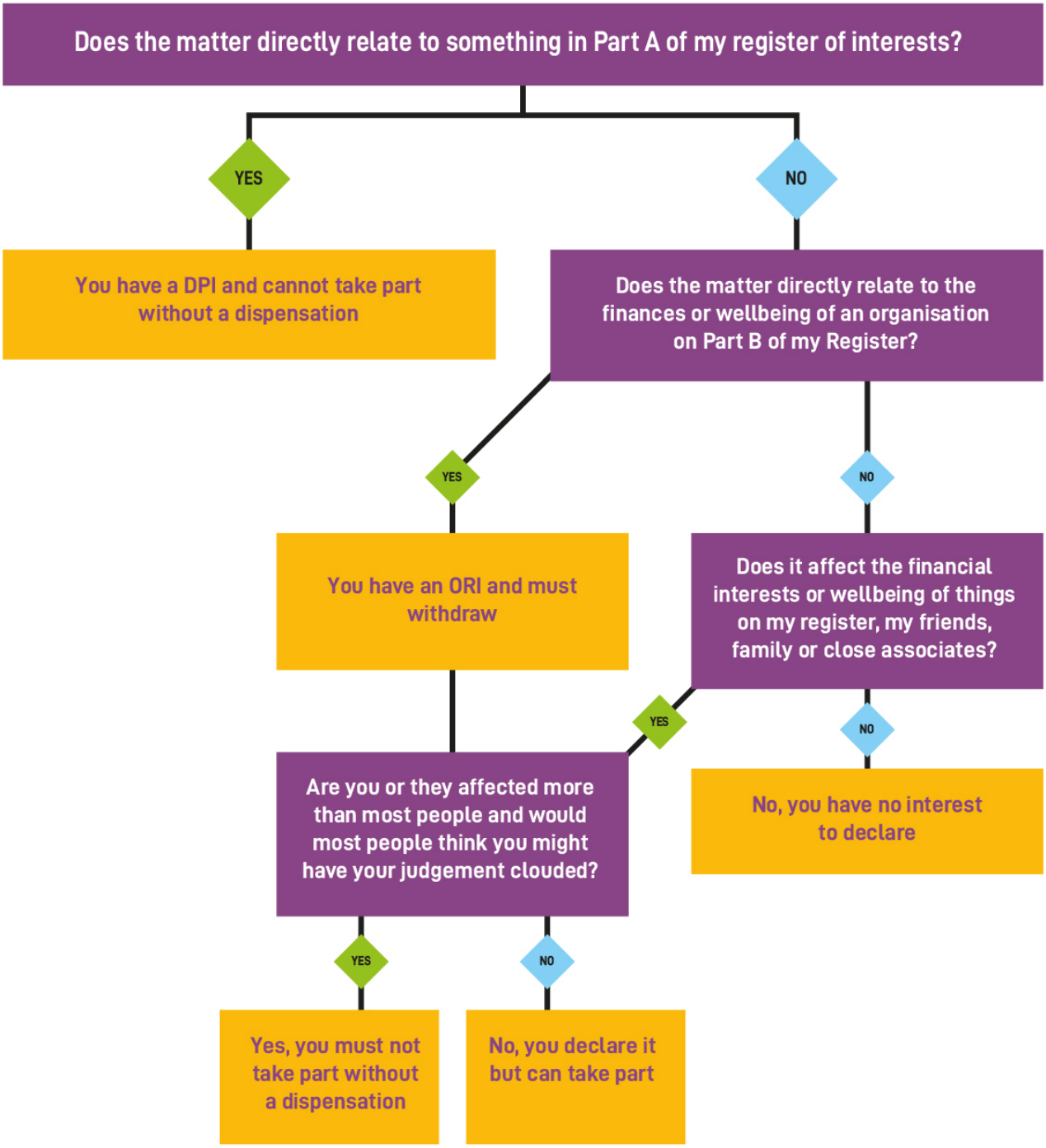
* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

a) any body of which you are in general control or management and to which you are nominated or appointed by your authority

b) any body
   (i) exercising functions of a public nature
   (ii) any body directed to charitable purposes or
   (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)



Local Government Association

Guidance on LGA Model Councillor Code of Conduct

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

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