

6.6 Licensing Committee

6.6.1 Remit

The Licensing Committee (in this Section 3 referred to as “the Committee”) is delegated by Council to form the statutory Licensing Committee as required under the Licensing Act 2003. Acting on this delegation, the Licensing Committee is authorised to address the registration and regulatory remit of the council as required under:

- (a) the Licensing Act 2003; and
- (b) the Gambling Act 2005.

6.6.2 Members of the Licensing Committee also have delegated authority as a Committee constituted under the Local Government Act 1972 to address issues relating to the registration and regulatory of the following, unless the authority to determine the matter has been delegated to another Committee or an individual officer:

- (a) the Local Government (Miscellaneous Provisions) Act 1976 (as it relates to taxi licensing);
- (b) health and safety at work (for non-council officers);
- (c) food premises;
- (d) scrap metal; and
- (e) Local Choice Functions (as specified in Section 3C).

6.6.3 The Committee may authorise a prosecution for any offence within the scope of its delegation.

6.6.4 Unless otherwise delegated, the Committee will hear licensing and registration appeals which the council is required to determine. The Committee will not take the place of any other appeals or complaints procedures nor will it provide a general appeal mechanism for any decision of the council.

6.7 Membership and meeting arrangements

- 6.7.1 The Committee shall consist of 12 Members (and up to six substitutes). It shall be appointed annually by the Council and shall be politically balanced.
- 6.7.2 Members appointed to the Committee will:
- (a) be able to provide a sufficient, competent pool capable of carrying out the Committee's programme of work and anticipated number of Sub-Committees hearings for the forthcoming year;
 - (b) make themselves available to participate in the work of the council acting in its capacity as the Licensing Authority; and
 - (c) be required to undertake mandatory training on the functions and responsibilities of the Committee and its Sub-Committees.
- 6.7.3 The Chair will:
- (a) be elected with full understanding of their procedural responsibilities, in accordance with the principles set out in paragraph 3.7.1 in Section 3 of the Constitution;
 - (b) be responsible for Member-to-Member engagement, in particular between the Committee and the Executive Member whose portfolio incorporates licensing-related policy; and
 - (c) lead on other Member-related duties including the appointment of Members of the Committee and non-voting co-optees to Task and Finish Groups.
- 6.7.4 With the agreement of the Chair (or Vice-Chair in the absence of the Chair) and relevant Executive Member, additional meetings of the Committee may also be called if necessary. Sub-Committee meetings will be scheduled as and when required.

6.8 Quorum

- 6.8.1 The Quorum for the Committee shall be four Members.

6.9 Delegation of functions

- 6.9.1 The Committee's functions will be determined in line with Tables A, B and C of this part of the Constitution. The Committee or a Sub-Committee will consider:
- (a) matters which the council's policies dictate the Committee's involvement;
 - (b) appeals being made against an officer's decision; and
 - (c) matters when an officer to whom a decision has been delegated chooses to put the matter before the Committee.
- 6.9.2 A Sub-Committee will consist of any three Members drawn from the full membership of the Committee and appointed for each occasion when it is needed. All Members of the Committee should be given equal opportunities to sit on Sub-Committees following successful completion of the relevant training.
- 6.9.3 Applications made in respect of the Licensing Act 2003 will be brought before the Committee or a Sub-Committee in accordance with any regulations published under the act, the guidance issued under section 182 of the act and summarised in Table A at page 155.
- 6.9.4 Applications made in respect of the Gambling Act 2005 will be brought before the Committee or a Sub-Committee in accordance with the Scheme of Delegation summarised in Table B at page 157.
- 6.9.5 Applications made in respect of sex establishments will be brought before the Committee or a Sub-Committee in accordance with the Schedule of Delegation summarised in Table C at page 159.
- 6.9.6 The Committee or Sub-Committee shall determine taxi licensing-related matters reserved for the Licensing Committee. All other taxi-licensing matters have been delegated to the Head of Housing and Health, acting in consultation with the Chair of the Licensing Committee.

6.10 Procedure at meetings

- 6.10.1 Meetings of the Committee will be conducted in accordance with the Council Procedure Rules, except when the Committee sits as a hearing, in which case the Hearing Procedure Rules (see Appendix

A) will apply.

TABLE A

Licensing Act 2003: Delegation of Functions

The Licensing Authority has adopted the following level of delegation of functions in accordance with the general guidance issued by the Government.

Matter to be dealt with	Delegated to Licensing Sub Committee	Delegated to Officers
<ul style="list-style-type: none"> • Application for personal licence with unspent convictions • Application to review premises licence/club premises certificate • Decision to object when local authority is a consultee and not the lead authority • Determination of a Hertfordshire Constabulary representation to a temporary event notice 	All cases	
<ul style="list-style-type: none"> • Application for personal licence • Application for premises licence/club premises certificate • Application for provisional Statement • Application to vary premises licence/club premises certificate • Application to vary designated premises supervisor • Application for transfer of premises licence • Applications for Interim Authorities • Determination of application for licence, or variation of licence, in respect of community premises: supervision of alcohol sales 	If a relevant representation made and not withdrawn	<ul style="list-style-type: none"> • If no relevant representation made or • If representation made and withdrawn

<ul style="list-style-type: none">• Request to be removed as designated premises supervisor• Decision on whether a complaint is irrelevant, frivolous or vexatious• Determination of application for minor variation• Determination of relevance of representation• Exercise of Responsible Authority Functions of applications and notices submitted to the Licensing Authority under the Licensing Act 2003 (as amended by the Police and Social Responsibility Act 2011) in accordance with the regulations		All cases
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TABLE B

Gambling Act 2005: Delegation of Functions

GAMBLING ACT 2005 Summary of permitted Licensing Authority delegations			
Matter to be dealt with	Delegated to the Licensing Committee	Delegated to the Sub Committee	Delegated to Officers
Consideration of and the making of proposals to the Executive prior to the Executive's recommendation to Council for approval of: <ul style="list-style-type: none"> • the Statement of Licensing Policy (including substantive amendments) • policy not to permit casinos 	All cases		
<ul style="list-style-type: none"> • Cancellation of club gaming / club machine permits • Review of a premises licence • Decision to give a counter notice to a temporary use notice 		All cases	
<ul style="list-style-type: none"> • Application for premises licences • Application for a variation to a licence • Application for transfer of a licence • Application for a provisional statement • Application for club gaming/club machine permits 		If a relevant representation made and not withdrawn	<ul style="list-style-type: none"> • If no relevant representation made <i>or</i> • If representation made and withdrawn
<ul style="list-style-type: none"> • Fee Setting (when appropriate) • Applications for other permits • Cancellation of licensed premises gaming machine permits • Consideration of temporary use notice 			All cases

TABLE C

Sex Establishments: Schedule of Delegated Authority

Matter to be dealt with	Delegated to
<p>Grant (First or New) of an application for any type of Sex Establishment Licence</p>	<p>The sub-committee*:</p> <ul style="list-style-type: none"> • if a relevant objection received and not withdrawn and/or • if officers have concerns in respect of the application or characteristics of the locality <p>Officers in all other cases</p>
<ul style="list-style-type: none"> • Refusal of an application for <i>the grant, renewal or transfer</i> of any type of Sex Establishment Licence on the grounds that: <ul style="list-style-type: none"> • the applicant is unsuitable to hold the licence by reason of having been convicted of an offence or for any other reason • if the licence were to be granted, renewed or transferred the business to which it relates would be managed by or carried on for the benefit of a person, other than the applicant, who would be refused the grant, renewed or transfer of such a licence if he made the application himself • Refusal of an Application for <i>the grant or renewal</i> of any type of Sex Establishment Licence on the grounds that: <ul style="list-style-type: none"> • the number of sex establishments, or sex establishments of a particular kind, in the relevant locality at the time the application is made is equal to or exceeds the number which the authority consider is appropriate for that locality • the grant or renewal of the licence would be inappropriate, having regard to the character of the relevant locality; or to the use to which any premises in the vicinity are put; or to the layout, character or condition of the premises, vehicle, vessel or stall in respect of which the application is made • Refusal of an Application for <i>the variation</i> of the terms, conditions or restrictions on / or subject to which the licence is held for any type of Sex Establishment Licence 	<p>The sub-committee* in all cases</p>

*

Matters ordinarily delegated to a sub-committee may be referred to the Licensing Committee at the discretion of the Director of Communities after consultation with the Chair and/or Vice-Chair of the Licensing Committee

Matter to be dealt with	Delegated to
<ul style="list-style-type: none"> • Decision on whether an objection is frivolous or vexatious • Decision on whether an objection is relevant • Refusal of an Application for <i>the grant</i> of any type of Sex Establishment Licence on the grounds that the Applicant is: <ul style="list-style-type: none"> • under the age of 18 • for the time being disqualified from holding a licence following revocation of such a licence • a person, other than a body corporate, who is not resident in an EEA state or was not so resident throughout the period of 6 months immediately preceding the date when the application was made • a body corporate which is not incorporated in an EEA state • a person who had, within a period of 12 months immediately preceding the date when the application was made, been refused the grant or renewal of a licence for the premises, vehicle, vessel or stall in respect of which the application is 	Officers in all cases

**Although matters will normally be referred to a sub-committee for determination, they may be referred to the full Committee at the discretion of the Director of Communities after consultation with the Chair and/or Vice-Chair*

Appendix A

Procedure for Hearings of Licensing Matters

Delegated authority is given to the Licensing Committee (referred to as 'the Committee' in this Appendix A) to amend its procedures from time to time to comply with legislative requirements and in the interests of fairness and efficiency.

Licensing Act 2003 Hearing Regulations - Hearing Procedure

1. Introduction

1.1 The Licensing Committee or a Sub-Committee of the Licensing Committee sitting as a Hearing Panel acts as a Quasi-Judicial body. This means that it must follow the rules of natural justice by ensuring that:

- (a) applicants and licensees know in advance and in reasonable detail anything that is claimed or alleged against them;
- (b) all parties are given a proper opportunity to present their views;
- (c) only relevant matters are considered; and
- (d) the decision taken is reasonable.

1.2 A Hearing Panel will also have regard to:

- (a) the Human Rights Act 1998;
- (b) Guidance issued under Section 182 of the Licensing Act 2003 (hereinafter called the "2003 Act" in this Appendix A);
and
- (c) the council's Statement of Licensing Policy under the 2003 Act.

1.3 Where a Hearing Panel chooses to depart from the guidance and/or the council's Statement of Licensing Policy, it must give its reasons for doing so.

2. Definitions

2.1 In this document the following definitions apply:

- (a) "applicant/licensee" means the person who has made an application for a licence under the 2003 Act or a person who has served notice of a temporary event in accordance with the 2003

Act or a person who is the holder of a licence under the 2003 Act;

- (b) “representation” means a submission by a responsible authority or interested party under the 2003 Act, whether made in response to a consultation, by application for review or served in the form of a notice;
- (c) “party to a hearing” means a person to whom notice of the hearing has been given in accordance with column 4 of Schedule 1 attached or who is otherwise entitled to speak at a hearing;
- (d) “member of the Licensing Authority” means a Member sitting as a member of the Licensing Sub-Committee (hereinafter called a Hearing Panel), or an Officer who has been appointed by the council as a proper officer of the Licensing Authority, to provide any advice that Members require to fulfil their functions whether or not it is asked for on:
 - questions of law;
 - questions of mixed law and fact;
 - matters of practice and procedure;
 - the range of options available to the Hearing Panel;
 - any relevant decisions of the courts;
 - relevant national guidance or local policy;
 - other issues relevant to the matter before the Hearing Panel;
 - the appropriate decision making structure to be applied in any case;
 - assistance on the formulation of reasons and recording decisions;
 - the questioning of any party to a hearing; or
 - assistance to any party to clarify evidence and issues
- (e) “discussion” means examination by argument and debate
- (f) “cross examination” means the examination of a party or witness with a view to querying or questioning his or her evidence.

3. Composition of Licensing Hearing Panels

- 3.1 The Licensing Hearing Panel shall consist of three Members. Members of the Panel shall neither represent nor have a connection with;

- (a) any party to the matter in hand;
- (b) the Ward in which any party resides; or
- (c) the Ward in which any premises concerned are located nor themselves live within the vicinity of any premises under consideration

Hearings will be held in accordance with Schedule 1 below which sets out:

Column 1	Provision under a which a hearing may be held
Column 2	The period of time within which the hearing must take place
Column 3	The period of notice that must be given about the hearing
Column 4	The persons to whom notice of the hearing will be given
Column 5	The documents that will accompany the notice of the hearing (if any)
Column 6	The period of time within which a party to a hearing must confirm whether or not they intend to appear

4. Notice of Hearing

4.1 A notice of hearing shall be accompanied by the following:

- (a) the rights of a party to a hearing (see paragraph 5 below);
- (b) the consequences of non-attendance;
- (c) the procedure to be followed at the hearing;
- (d) any particular points on which the Licensing Authority will want clarification at the hearing; and
- (e) any other documents in accordance with Column 5 of Schedule 1.

5. Rights of a Party to a Hearing

5.1 A party to a hearing:

- (a) may be assisted or represented, whether or not that person is legally qualified;
- (b) is entitled to give further information in support of his, her or their application or representation where the Licensing Authority has given notice that clarification on certain points is required;

- (c) may question any other party if given permission to do so by the Licensing Authority;
- (d) may address the Licensing Authority;
- (e) must be aware that, in the event of non-attendance, the hearing may proceed in his, her or their absence. However, if a party has indicated that they intend to attend the hearing but fail to do so, the Licensing Authority may, where it is in the public interest, adjourn the hearing to a specified date (but see paragraph 6 below). Alternatively, the hearing may be held in that party's absence (in which case the Licensing Authority will consider the application, representation or notice made by the absent party); and
- (f) will be advised of the procedure to be followed (see Schedule 2 below).

5.2 The following apply:

- (a) a party to a hearing must confine his, her or their submission to the information given in his, her or their application or representation unless they are asked otherwise by the Licensing Authority;
- (b) Where a party who has confirmed that they intend to appear at a hearing is unable to do so or is unavoidably delayed they must contact the Licensing Authority to explain the reason for his, her or their absence;
- (c) each party to a hearing will be allowed an equal maximum period of time to exercise the above rights;
- (d) the maximum period to be allowed will be determined at the commencement of each hearing; and
- (e) where a number of interested parties attend a hearing, all of whom wish to make the same or similar points, they will be invited to appoint a spokesperson. Other interested parties will then be asked to add anything that they consider his, her or their spokesperson has omitted. It is not necessary for each interested party to repeat the same points and the Chair of the hearing is expected to be firm on this point.

5.3 **Action required by party to a hearing following receipt of notice**

of hearing

- 5.4 A party to a hearing is required to confirm to the Licensing Authority within the period set out in Column 6 of Schedule 1 below:
- (a) whether or not they intend to attend or be represented;
 - (b) whether they consider the hearing unnecessary; and
 - (c) any request, in writing, for permission for any other person to attend (as a witness). Any such request must include the person's name and brief description of the point(s) that person may be able make in order to assist the Licensing Authority at the hearing. Any such request will be considered at the beginning of the hearing but such permission shall not be unreasonably withheld.
- 5.5 The following apply:
- (a) any such request will be considered at the commencement of the hearing; and
 - (b) the submission of the witness must relate to the points contained in the representation made by the party on whose behalf they are appearing. Any other comment(s) must and will be disregarded.

6. Dispensing with a hearing

- 6.1 The Licensing Authority may dispense with a hearing if all the parties to it (other than the Licensing Authority itself) have given notice in writing that it is unnecessary. If all parties give such notice, the Licensing Authority, if it agrees, must give notice to the parties that the hearing has been dispensed with and determine the application within 10 working days based on the representations that have been made in writing.

7. Withdrawal of representation

- 7.1 A party to a hearing may withdraw any representation by giving notice no later than 24 hours prior to the commencement of the hearing or orally at the hearing itself.
- 7.2 If all representations are withdrawn the application will be approved as submitted.

8. Adjournments and Extensions of time

8.1 The Licensing Authority may:

- (a) extend any time limit relating to a hearing set out in Schedule 1 if felt in the public interest, provided that any reviews can still be determined within the prescribed time limits and provided that during the transition period the application is not consequently deemed grant or deemed refused;
- (b) adjourn or hold a hearing on additional specified dates where it considers this to be necessary; or
- (c) adjourn to enable a site meeting to be held.

8.2 Notice will be given to all the parties to the hearing stating the period of the extension or the date of the re-scheduled hearing and the reasons for it.

8.3 During the transition period any adjournment or extension of time will not re-schedule the hearing later than the following:

Type of Application	Latest time for hearing
<ul style="list-style-type: none">• Conversion of premises licence or club premises certificate• Variation of new premises licence or new club premises certificate	Not later than 2 months beginning on the day the application was received by the Licensing Authority
Application for a personal licence by the holder of a Justices' Licence	Not later than 3 months beginning on the day the application was received by the Licensing Authority

9. Hearings in Public

9.1 Hearings will take place in public, unless the Licensing Authority excludes the public from any part of a hearing on the grounds that the public interest in doing so outweighs the public interest in the hearing (or that part) taking place in public.

9.2 When the public are excluded from a hearing (or part), any party to the hearing, his, her or their representative and any person called by them as a witness may also be excluded.

9.3 The Chair may require any person attending the hearing who is behaving in a disruptive manner to leave and may determine whether and with what conditions if any they may return.

10. Representations and Supporting Documentation

- 10.1 Members of the Licensing Authority may ask any question of any party or other person attending the hearing.
- 10.2 In considering any representation made by a party, the Licensing Authority may take into account supporting documentary or other information produced by that party either before the hearing or, with the consent of all the other parties, at the hearing itself.
- 10.3 If material is to be introduced at the hearing, the party must make it available for distribution to the members of the Licensing Authority and the other parties to the hearing if its submission is permitted.
- 10.4 The Licensing Authority will disregard any information given at a hearing that is not relevant to the matter under consideration.

11. Procedure at a Hearing

- 11.1 The hearing will proceed in the following order:
 - (a) The Chair will elicit any Declarations of Interests.
 - (b) The Chair will introduce members of the Hearing Panel.
 - (c) The Chair will ask those present to introduce themselves.
 - (d) The Chair will ask all parties to the Hearing whether they are happy to proceed with their application or representation.
- 11.2 The Chair may ask the officer of the Licensing Authority to report:
 - (a) any requests from a party to the Hearing for permission for a witness to appear in support of his, her or their representation. Any such requests will be determined by the Hearing Panel; and
 - (b) any documentary or other information that a party to the Hearing wishes to present. If there is any such material, the Chair will ask all the other parties to the Hearing whether they consent to it being presented. If they agree, the material will be distributed. If not, this material may not be distributed unless the Chair wishes it to be.
- 11.3 The Chair may invite the applicant/licensee or his, her or their representative to estimate the time required to present his, her or their case and ask questions of other parties to the hearing. The Chair will

then ask the other parties to the hearing whether they will require a longer period to present their representation and question the applicant. The Hearing Panel will determine the maximum period of time allowed for each party to put his, her or their case. This decision will be final.

- 11.4 The Chair will ask the Officer of the Licensing Authority to summarise the matter under consideration.
- 11.5 The Members of the Hearing Panel, the applicant, and those making representations may ask questions of the Officer of the Licensing Authority.
- 11.6 Starting with the applicant or licensee, each party will exercise his, her or their rights within the identified maximum time, as follows:
- (a) each party to present his, her or their case, including responding to any points of which the Licensing Authority has previously given notice, and call any approved witness or witnesses in support of his, her or their case; and
 - (b) if given permission by the Chair, and only through the Chair, each party may raise questions of any other party or witness/witnesses.
- 11.7 The applicant/licensee or his, her or their representative will be asked to sum up his, her or their case.

12. Determination of Applications

12.1 In the case of a hearing relating to:

- (a) a counter notice following police objection to a temporary event notice; or
- (b) a review of premises licences following closure order;

the Licensing Authority must make its determination at the conclusion of the hearing.

12.2 In the case of any other hearing, the members of the Hearing Panel may choose to determine the case at the conclusion of the hearing or after the hearing within five working days.

12.3 If determining the case at the hearing, it is for the members of the Hearing Panel to choose whether to retire to consider the case or

discuss the case in front of all parties.

- 12.4 When determining a case, either during the hearing or after, and whether having retired or deliberating in front of the parties, the following shall apply:
- (a) Members of the Hearing Panel will determine the case, not Officers or any other parties;
 - (b) Members of the Hearing Panel will be advised by a Legal Officer;
 - (c) a Committee Support Officer will be available to make relevant notes and make a written record of the Panel's decision;
 - (d) if Members of the Hearing Panel have a question relating to the relevant legislation or the council's policies which the Legal Officer is unable to address, they may seek the advice of an officer of the council's Licensing Team; and
 - (e) if Members of the Hearing Panel wish to attach conditions to an application under consideration they may seek the views of any or all of the parties before determining the case, especially if the details of the possible condition were not discussed with parties during the hearing and/or members of the Hearing Panel do not feel they have as clear a view as possible of the proposed condition's efficacy, applicability and/or acceptability to any or all of the parties.
- 12.5 Once the case has been determined, all parties will be advised of the decision and the reasons for it, together with their right of appeal. If determined at the hearing, the Legal Advisor to the Hearing Panel will advise those present of any advice that has been provided during the determination. If determined after the hearing, the notification of the outcome shall make reference to any such legal advice provided.
- 12.6 A determination may authorise an officer of the Licensing Authority to approve an application subject to conditions to be applied in accordance with the decision made at the hearing.
- 12.7 Whether determined at the hearing or after, the applicant shall be informed of the decision and rights of appeal in writing within five working days of the hearing.

13. Recording Proceedings

- 13.1 A written record of proceedings will be taken and kept for six years from the date of the determination or the disposal of any subsequent appeal, whichever is the later.

14. Irregularities

- 14.1 Any irregularity resulting from failure to comply with the Licensing Act 2003 (Hearings) Regulations 2005 (or any subsequent Regulations) will not of itself render the proceedings void but, if the Licensing Authority considers that any person has been prejudiced as a result of any irregularity, it will take steps to rectify this before reaching its determination.
- 14.2 Clerical mistakes in any document recording a determination, or errors in documentation arising from an accidental slip or omission, may be corrected by the Licensing Authority.

Schedule 1

Provision under which hearing may be held <i>References are to sections of the Licensing Act 2003</i>	Period of time within which hearing must be take place	Period of notice that to be given about the hearing	Persons to whom notice of hearing will be given	Documents to accompany notice of hearing (if any)	The period of time within which a party to the hearing must confirm whether or not they intend to appear
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Determination of application for premises licence <i>Section 18(3)(a)</i> Determination of application for a provisional statement – premises to be constructed, extended or altered	20 working days commencing day after period of consultation ends	Ten working days	The person who has made the application Persons who have made relevant representations	The relevant representations that have been made	Five working days before day on which hearing is held
Determination of application to vary premises licence <i>Section 35(3)(a)</i>	20 working days commencing day after period of consultation ends	Ten working days	Holder of premises licence who made application Persons who have made relevant representations	The relevant representations that have been made	Five working days before day on which hearing is held
Determination of application to vary a premises licence to specify individual as the premises supervisor <i>Section 39(3)(a)</i>	20 working days commencing day after period within which police may object	Ten working days	Holder of premises licence who made application Police The DPS	The notice given by the Police	Five working days before day on which hearing is held

Provision under which hearing may be held <i>References are to sections of the Licensing Act 2003</i>	Period of time within which hearing must be take place	Period of notice that to be given about the hearing	Persons to whom notice of hearing will be given	Documents to accompany notice of hearing (if any)	The period of time within which a party to the hearing must confirm whether or not they intend to appear
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Determination of application for transfer of premises licence <i>Section 44(5)(a)</i>	Five working days commencing day after period within which police may object	Ten working days	The person who has made the application Police The holder of the premises licences	The notice given by the Police	Five working days before day on which hearing is held
Cancellation of interim authority notice on death etc of licence holder following police objections <i>Section 48(3)(a)</i>	Five working days commencing day after period within which police may object	Two working days	The person who has given notice Police	The notice given by the Police	One working day before day on which hearing is held
Determination of application for review of premises licence <i>Section 52(2)</i>	20 working days commencing day after period of consultation ends	Ten working days	The holder of the premises licence Persons who have made relevant representations Persons who asked for the review	The relevant representations that have been made	Five working days before day on which hearing is held
Determination of application for club premises certificate <i>Section 72(3)(a)</i> Determination of application to vary club premises certificate <i>Section 85(3)(a)</i>	20 working days commencing day after period of consultation ends	Ten working days	The club that has made the application Persons who have made relevant representations	The relevant representations that have been made	Five working days before day on which hearing is held

Provision under which hearing may be held <i>References are to sections of the Licensing Act 2003</i>	Period of time within which hearing must be take place	Period of notice that to be given about the hearing	Persons to whom notice of hearing will be given	Documents to accompany notice of hearing (if any)	The period of time within which a party to the hearing must confirm whether or not they intend to appear
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Determination of application for review of club premises certificate <i>Section 88(2)</i>	20 working days commencing day after period of consultation ends	Ten working days	The club which holds the club premises certificate Persons who have made relevant representations Persons who asked for the review	The relevant representations that have been made	Five working days before day on which hearing is held
Counter notice following police objection to Temporary Event Notice <i>Section 105(2)(a)</i>	Seven days commencing day after period within which police may object	Two working days	The premises user Police		One working day before day on which hearing is held
Determination of application for grant of a personal licence <i>Section 120(7)(a)</i>	20 working days commencing day after period within which police may object	Ten working days	The person who has made the application Police	The notice given by the Police	Five working days before day on which hearing is held
Determination of application for renewal of a personal licence <i>Section 121(6)(a)</i>	20 working days commencing day after period within which police may object	Ten working days	The person who has made the application Police	The notice given by the Police	Five working days before day on which hearing is held
Convictions coming to light after grant or renewal of personal licence <i>Section 124(4)(a)</i>	20 working days commencing day after period within which police may object	Ten working days	The holder of the personal licence Police	The notice given by the Police	Five working days before day on which hearing is held

Provision under which hearing may be held <i>References are to sections of the Licensing Act 2003</i>	Period of time within which hearing must be take place	Period of notice that to be given about the hearing	Persons to whom notice of hearing will be given	Documents to accompany notice of hearing (if any)	The period of time within which a party to the hearing must confirm whether or not they intend to appear
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Review of premises licences following closure order <i>Section 167(5)(a)</i>	Ten working days commencing day after notice given	Five working days	The holder of the premises licence Persons who have made relevant representations	The relevant representations that have been made	Two working days before day on which hearing is held
Determination of application for conversion of existing licence <i>Paragraph 4(3)(a) of Schedule 8</i>	Ten working days commencing day after Police give notice	Five working days	The person who has made the application Police		Two working days before day on which hearing is held
Determination of application for conversion of existing club certificate <i>Paragraph 16(3)(a) of Schedule 8</i>	Ten working days commencing day after Police give notice	Five working days	The club that made the application Police		Two working days before day on which hearing is held
Determination of application by holder of a justices' licence for grant of a personal licence <i>Paragraph 26(3)(a) of Schedule 8</i>	Ten working days commencing day after Police give notice	Five working days	The person who has made the application Police		Two working days before day on which hearing is held