



# WOODBIDGE TOWN COUNCIL

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP  
Locum Town Clerk: Mr G E Diaper  
Tel: 01394 383599  
Email: [townclerk@woodbridge-suffolk.gov.uk](mailto:townclerk@woodbridge-suffolk.gov.uk)



## TO MEMBERS OF THE PLANNING COMMITTEE

Cllr Bale	Cllr O’Nolan
Cllr Lady Blois	Cllr Sanders
Cllr Holdcroft	Cllr Sutton
Cllr Mapey	Cllr Walsh
Cllr Miller	

You are hereby summoned to attend the **MEETING** of the **PLANNING COMMITTEE** to be held virtually on: **TUESDAY 2<sup>nd</sup> MARCH 2021 at 7PM**

Greg Diaper  
Locum Town Clerk  
25<sup>th</sup> February 2021

### **Public Attendance**

*Members of the public and press are welcome to join the Zoom meeting. Members of the public will be invited to give their views/questions the Town Council on issues on the agenda, or raise issues for consideration or inclusion at future meetings. This item will be limited to 30 minutes duration but may be extended at the discretion of the Mayor. The Zoom login details are provided below;*

### **Join the Zoom Meeting**

<https://us02web.zoom.us/j/89783748586?pwd=QjBhR2d2M0o5T2hINFhucFpJMG16Zz09>

**Meeting ID: 897 8374 8586**

**Passcode: 495867**

## AGENDA

### 1. APOLOGIES

To receive apologies for absence.

*Please be aware that the recording of this meeting is probable*

**2. DECLARATION OF INTEREST**

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

**3. REQUESTS FOR DISPENSATION**

Councillors with a Pecuniary Interest in an item on this Agenda, who wish to remain, speak, and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

**4. CONFIRMATION OF PLANNING COMMITTEE MINUTES**

To confirm the minutes of the Planning Committee held on 16<sup>th</sup> February 2021.

**5. PUBLIC QUESTION TIME**

For the public to ask questions of the Council or raise issues for consideration at a future meeting of the Council. 15 minutes maximum.

**6. TO NOTE INTENTIONS TO UNDERTAKE WORKS TO TREES IN THE CONSERVATION AREA – ATTACHED**

**7. TO COMMENT ON APPLICATIONS FOR PLANNING PERMISSION**

To comment on applications as set out on the attached schedule.

**8. TO NOTE THE DECISIONS OF EAST SUFFOLK COUNCIL ON PLANNING APPLICATIONS PREVIOUSLY CONSIDERED BY THIS COMMITTEE**

**9. TO DISCUSS THE PREMISES LICENSE VARIATION APPLICATION MADE FOR THE WATERFRONT CAFÉ, TIDE MILL WAY. – ATTACHED**

**10. CLOSURE**

## WOODBIDGE TOWN COUNCIL

Minutes of an **on-line** meeting of the **PLANNING COMMITTEE** held on **TUESDAY 16<sup>th</sup> FEBRUARY 2021** at **5pm**

### Councillors:

Present: Bale, Blois (except items 1-8), Holdcroft, Miller, O’Nolan, Sanders, Sutton, and Walsh (except items 1-5)

Absent without Apologies: C Mapey

In Attendance: Locum Town Clerk and Locum Deputy Town Clerk

### *Action*

#### **873. TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **874. TO RECEIVE DECLARATIONS OF INTEREST**

No Members declared any interests in items on the agenda.

#### **875. TO CONSIDER REQUEST FOR DISPENSATIONS**

There were no requests from Councillors with a Pecuniary Interest in an item on this Agenda for a dispensation.

#### **876. TO AGREE AND APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD 19<sup>TH</sup> JANUARY 2021**

The Committee agreed and approved the signing of the minutes of the Planning Committee meeting held 2nd February 2021 as a true record.

#### **877. PUBLIC QUESTION TIME**

There were no members of the public who wished to speak.

#### **878. TO NOTE INTENTIONS TO UNDERTAKE WORKS TO TREES IN THE CONSERVATION AREA**

The Committee noted intentions to undertake works to trees in the conservation area.

The Town Clerk was asked to write to the East Suffolk Council tree officer to request a Tree Preservation Order be considered for the tree referenced in DC/21/0391/TCA - 10 Market Hill.

**879. TO COMMENT ON APPLICATIONS FOR PLANNING PERMISSION**

The Council agreed their comments as set out below:-

Application No and Address	Committee Comments
DC/21/0296/FUL 53 Cumberland Street	We recommend APPROVAL
DC/21/0209/FUL 1B Thoroughfare	We recommend APPROVAL
DC/21/0210/LBC 1B Thoroughfare	We recommend APPROVAL

Councillors O’Nolan and Walsh declared a local non-pecuniary interest in the following application as friends of the applicant.

DC/20/0226/FUL 22 Haughgate Close	We recommend APPROVAL
DC/20/0278/FUL 34 Edwin Avenue	We recommend APPROVAL
DC/20/0265/FUL 21 Through Duncans	We recommend APPROVAL
DC/20/0338/FUL Claremont, 9B Church Street	We recommend APPROVAL
DC/20/0491/FUL 63A Through Duncans	We recommend APPROVAL

**880. TO NOTE THE DECISIONS OF EAST SUFFOLK COUNCIL ON PLANNING APPLICATIONS PREVIOUSLY CONSIDERED BY THIS COMMITTEE**

The Committee noted the decisions of East Suffolk Council on planning applications previously considered by this Committee.

**881. TO COMMENT ON SUFFOLK COUNTY COUNCIL’S PROPOSED A12 IMPROVEMENTS**

The Committee agreed to make comment on the proposed A12 improvements following the public meeting on Wednesday 3<sup>rd</sup> March, at its meeting on Tuesday 16<sup>th</sup> March.

**882. TO DISCUSS AND AGREE THIS COMMITTEE’S QUESTIONS IT WISHES TO PUT TO THE PEOPLE OF WOODBRIDGE**

The Committee agreed that Members would submit their questions to the Chairman to arrive by Tuesday 23<sup>rd</sup> February, and that the Chairman and the Town Clerk would agree the first questions to be put to the residents.

**883. CLOSURE**

The meeting was closed at 5.46pm.

Councillor Miller  
Chair

DRAFT

## ITEM 6

### TO NOTE INTENTIONS TO UNDERTAKE WORKS TO TREES IN THE CONSERVATION AREA

Neither the District Council nor the Town Council can object to these works unless the tree(s) is/are covered by a Tree Preservation Order.

<a href="#">DC/21/0584/TCA - 3 Valley Close</a>	Expiry Date: Wed 03 Mar 2021
	Determination Deadline: Sun 21 Mar 2021
T1 Pollarded Willow - Re Pollard	

<a href="#">DC/21/0583/TCA - 23 Bredfield Street</a>	Expiry Date: Wed 03 Mar 2021
	Determination Deadline: Sun 21 Mar 2021
T1, Ash Tree. Reduce by 1m all round to keep it contained in the small garden.	

<a href="#">DC/21/0862/TCA - 34 Seckford Street</a>	Expiry Date: Wed 17 Mar 2021
	Determination Deadline: Sun 04 Apr 2021
T1 Bay Tree in rear garden - up to 2m. crown reduction, and 2m. crown lift.	

This schedule is for information only.

## ITEM 7

### TO COMMENT ON APPLICATIONS FOR PLANNING PERMISSION

<a href="#">DC/21/0313/FUL - 6 Grove Road</a>	Expiry Date: Mon 08 Mar 2021
	Determination Deadline: Mon 05 Apr 2021
Hip roofed extension to increase first floor accommodation	

<a href="#">DC/21/0426/FUL - 33 Oxford Drive</a>	Expiry Date: Tue 09 Mar 2021
	Determination Deadline: Tue 06 Apr 2021
<p>Erection of rear single storey extension, two-storey side extension and extended single storey to the front.</p> <p>The two-storey side extension will be achieved by removing the garage and existing side access route and replace with extension work leaving covered side access to the far side of the property instead of between house and garage.</p> <p>The single-storey rear extension is achieved by replacement of existing conservatory.</p> <p>The single storey front extension is achieved by bringing out the front facing aspect of the house by 1m into the front garden and driveway which is in keeping with multiple other property developments in the neighbourhood whilst not exceeding the building line.</p>	

*Please be aware that the recording of this meeting is probable*

<a href="#">DC/21/0571/LBC - 10 Market Hill</a>	<b>Expiry Date:</b> Thu 11 Mar 2021
	<b>Determination Deadline:</b> Tue 06 Apr 2021
Listed Building Consent - Proposed demolition of existing single storey extension and replacement with new single storey extension to existing outbuilding to rear of 10 Market Hill, Woodbridge	
<a href="#">DC/21/0570/FUL – 10 Market Hill</a>	<b>Expiry Date:</b> Thu 11 Mar 2021
	<b>Determination Deadline:</b> Tue 06 Apr 2021
Demolition of existing single storey extension and replacement with new single storey extension to existing outbuilding to rear	
<a href="#">DC/21/0697/FUL - 42 Chapel Street</a>	<b>Expiry Date:</b> Thu 18 Mar 2021
	<b>Determination Deadline:</b> Sun 11 Apr 2021
Demolition of outbuilding, and reconstruction/extension of existing bungalow	
<a href="#">DC/21/0668/LBC - 56 New Street</a>	<b>Expiry Date:</b> Thu 18 Mar 2021
	<b>Determination Deadline:</b> Sun 18 Apr 2021
Listed Building Consent - Addition of single storey conservatory (3.5 m deep x 3.5 m wide) to rear of property consisting of one brick wall to east and two double glazed glass walls ( bifold door to south) with insulated pitched false slate roof, using existing double door entrance frame to kitchen.	

*Please be aware that the recording of this meeting is probable*

## ITEM 8

### TO NOTE THE DECISIONS OF EAST SUFFOLK COUNCIL ON PLANNING APPLICATIONS PREVIOUSLY CONSIDERED BY THIS COMMITTEE

This schedule only lists those applications not previously reported to Committee.

This item is for information only.

<b>Date</b>	<b>Application</b>	<b>WTC Decision</b>	<b>ESC Decision</b>
22.09.20	DC/20/3580/VOC - 14 Gobbitts Yard	Approval	Awaiting decision
03.11.20	DC/20/3753/LBC - 23 Seckford Street	Approval	Awaiting decision
17.11.20	DC/20/4284/VOC – The Saleroom, Theatre Street	Approval	Awaiting decision
17.11.20	DC/20/4283/LBC – The Saleroom, Theatre Street	Approval	Awaiting decision
17.11.20	DC/20/4190/FUL – 23 Burkitt Road	Approval	Awaiting decision
17.11.20	DC/20/4468/FUL – 19 Old Barrack Road	Approval	Awaiting decision
14.12.20	DC/20/4519/FUL - Land To The South Of 47 Oxford Drive	Refusal	Awaiting decision
14.12.20	DC/20/4879/FUL - 47 Grundisburgh Road	Approval	Application Permitted
05.01.21	DC/20/5023/FUL 67 Ipswich Road	Approval	Awaiting decision
05.01.21	DC/20/5115/FUL The Galley, 21 Market Hill	Approval	Awaiting decision
05.01.21	DC/20/5116/LBC The Galley, 21 Market Hill	Approval	Awaiting decision
19.01.21	DC/21/0021/FUL 11 Hilly Fields	Approval	Application Permitted
19.01.21	DC/20/5158/FUL 8 Bredfield Street	Approval	Application Permitted
19.01.21	DC/20/5159/LBC 8 Bredfield Street	Approval	Application Permitted
19.01.21	DC/20/4519/FUL Land to the South of 47 Oxford Drive	Refusal	Awaiting decision
19.01.21	DC/20/5284/FUL 18 St Johns Street	Approval	Application Permitted
19.01.21	DC/20/5152/FUL The Moorings, Cherry Tree Road	Approval	Awaiting decision
02.02.21	DC/20/5155/VOC - Kings Knoll Broomheath	Approval	Awaiting decision
02.02.21	DC/21/0256/LBC - Kings Knoll Broomheath	Approval	Awaiting decision
16.02.21	DC/21/0296/FUL - 53 Cumberland Street	Approval	Awaiting decision
16.02.21	DC/21/0209/FUL - 1B Thoroughfare	Approval	Awaiting decision
16.02.21	DC/21/0210/LBC - 1B Thoroughfare	Approval	Awaiting decision
16.02.21	DC/21/0226/FUL - 22 Haughgate Close	Approval	Awaiting decision
16.02.21	DC/21/0278/FUL - 34 Edwin Avenue	Approval	Awaiting decision
16.02.21	DC/21/0265/FUL - 21 Through Duncans	Approval	Awaiting decision
16.02.21	DC/21/0338/FUL - Claremont 9B Church Street	Approval	Awaiting decision
16.02.21	DC/21/0491/FUL - 63A Through Duncans	Approval	Awaiting decision

*Please be aware that the recording of this meeting is probable*

## **ITEM 9**

### **TO DISCUSS THE PREMISES LICENSE VARIATION APPLICATION MADE FOR THE WATERFRONT CAFÉ, TIDE MILL WAY.**

The Council have been made aware of an application from the Waterfront Café on Tide Mill Way to the Licensing Officer at East Suffolk Council for the following variations to their existing license;

- To extend hours for sale of alcohol to midnight daily.
- To add late night refreshment until midnight daily.
- To add off sales of alcohol.
- To remove old obsolete conditions.
- To add new conditions.
- To update the floor plan.

#### **Public notice**

<https://www.eastsuffolk.gov.uk/assets/Business/Licensing/Alcohol-and-Entertainment/Premises-Licence-Public-Notices/Waterfront-Cafe-Woodbridge.pdf>

The current license details can be found here;

[http://licensingpa-wdc.eastsuffolk.gov.uk/PAforLalpacLIVE/1/LicensingActPremises/Search/530/Detail?LIC\\_ID=529](http://licensingpa-wdc.eastsuffolk.gov.uk/PAforLalpacLIVE/1/LicensingActPremises/Search/530/Detail?LIC_ID=529)

The new application seeks to extend the hours by which alcohol and food can be served from the premises (until midnight) and also to add off sales of alcohol, which allows members of the public to leave the premises with their purchases.

The application also seeks to remove the condition that alcohol must be served with a meal, allowing alcohol to be served on its own.

Advice has been sought from the ESC Licensing team and the email conversation can be seen below, as well as the guidance on how to make a Licensing Representation to ESC.

Members should note that representations can only be based on what has been applied for in the variation application (the list above and information contained within the application form), and not the existing license. Any submission must be made individually by Councillors.

The closing date for responses is March 12<sup>th</sup>.

**Members are to decide if they wish to comment on the application.**

*Please be aware that the recording of this meeting is probable*

From: Deputy Town Clerk <[deputytownclerk@woodbridge-suffolk.gov.uk](mailto:deputytownclerk@woodbridge-suffolk.gov.uk)>  
Sent: 18 February 2021 10:04  
To: Licensing <[licensing@eastsoffolk.gov.uk](mailto:licensing@eastsoffolk.gov.uk)>  
Subject: FW: Alcohol Licensing along Tidemill Quay.

Good Morning

I have been made aware of the following application to extend the opening hours of the Waterfront Café to vend alcohol;

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.eastsoffolk.gov.uk%2fassets%2fBusiness%2fLicensing%2fAlcohol-and-Entertainment%2fPremises-Licence-Public-Notices%2fWaterfront-Cafe-Woodbridge.pdf&c=E,1,P7h41WBO78-\\_mL8hPrwOjukYjHegQVE24tJ4SygQ9Gx51rYrDyFbrLNcOSnyVqdw\\_nc3N3gFXITXDsRVnbgEKyhCINsMmQ8KIJDDIsGk&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.eastsoffolk.gov.uk%2fassets%2fBusiness%2fLicensing%2fAlcohol-and-Entertainment%2fPremises-Licence-Public-Notices%2fWaterfront-Cafe-Woodbridge.pdf&c=E,1,P7h41WBO78-_mL8hPrwOjukYjHegQVE24tJ4SygQ9Gx51rYrDyFbrLNcOSnyVqdw_nc3N3gFXITXDsRVnbgEKyhCINsMmQ8KIJDDIsGk&typo=1)

Please see below an email sent to me this morning from a local resident (name removed) asking about previous covenants he understood to be in place banning alcohol in this area. Can you advise if such restrictions are still in place?

Kind Regards

Greg

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-----Original Message-----

From: Licensing <[licensing@eastsoffolk.gov.uk](mailto:licensing@eastsoffolk.gov.uk)>  
Sent: 18 February 2021 12:37  
To: Deputy Town Clerk <[deputytownclerk@woodbridge-suffolk.gov.uk](mailto:deputytownclerk@woodbridge-suffolk.gov.uk)>  
Subject: RE: Alcohol Licensing along Tidemill Quay.

Good afternoon Greg

There are no longer any Public Spaces Protection Orders in place in East Suffolk. So no restrictions in this area.

Kind regards  
Teresa

Teresa Bailey | Senior Licensing Officer East Suffolk Council Tel. 01394 444364 Mobile 07769 366760

East Suffolk Council will continue to review and prioritise the delivery of its services during this unprecedented time. The COVID-19 outbreak will severely impact what we are able to do, however we will continue to support and protect our communities, delivering the critical services you need.

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-----Original Message-----

From: Deputy Town Clerk <[deputytownclerk@woodbridge-suffolk.gov.uk](mailto:deputytownclerk@woodbridge-suffolk.gov.uk)>  
Sent: 23 February 2021 16:24

To: Licensing <[licensing@eastsoffolk.gov.uk](mailto:licensing@eastsoffolk.gov.uk)>  
Subject: RE: Alcohol Licensing along Tidemill Quay.

Dear Teresa,

Further to our previous communication about this matter I hope you don't mind me troubling you for a few more answers please?!

- As the owners of land adjacent to the Granary building - we own Tide Mill Way (roadway) and the Tide Mill Quay, as well as much landing and buildings nearby - the Tide Mill, Woodbridge Art Club building, Woodbridge Museum building, Woodbridge Longshed building and the public open space (Whisstocks Place) there may be some concern amongst Councillors about the details contained in this application. Should they wish to comment is their method for us to do so?

- Is there a more detailed application you would be able to send me for consideration?

I ask these questions as our Planning Committee objected to the most recent application for this property (DC/19/0982/VOR – Waterfront Café, The Granary), and they may wish to pass comment if possible on this application.

Best

Greg

Mr G E Diaper  
Locum Town Clerk  
Woodbridge Town Council

T - 01394 383599

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Good morning Greg

You will see that the applicant wishes to remove old, obsolete conditions (under the old 1964 licensing regime which has now been repealed) and offers a set of new up to date conditions. The only condition they wish to carry over is the one about New Year's Eve.

The existing licence can be found here on our Public Register of Premises Licences - [https://linkprotect.cudasvc.com/url?a=http%3a%2f%2flicensingpa-wdc.eastsoffolk.gov.uk%2fPAforLalpacLIVE%2f1%2fLicensingActPremises%2fSearch%2f530%2fDetail%3fLIC\\_ID%3d529&c=E,1,W2\\_oO\\_b94heXDI4zIWpWf-PaUxBd1iQrDwXtgzlcqjmwI1RiSOh0TyROgBoz60thiHGLe1OQhXkBOSyWfuoGHnkP9KixxhYtIGoWBnxTsFGsI9kfE-KI&typo=1](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2flicensingpa-wdc.eastsoffolk.gov.uk%2fPAforLalpacLIVE%2f1%2fLicensingActPremises%2fSearch%2f530%2fDetail%3fLIC_ID%3d529&c=E,1,W2_oO_b94heXDI4zIWpWf-PaUxBd1iQrDwXtgzlcqjmwI1RiSOh0TyROgBoz60thiHGLe1OQhXkBOSyWfuoGHnkP9KixxhYtIGoWBnxTsFGsI9kfE-KI&typo=1)

The Town Council can not make a representation itself however, individual Councillors can make their own representations and they can also represent others if asked. They must be able to show that they have been requested to speak on another's behalf.

Please also note that representations can only be based on what has been applied for in the variation not on the existing premises licence. I have also attached a guide to making representations.

Regards  
Leonie

Leonie Hout | Licensing Officer  
East Suffolk Council  
01502 523624  
07733 362154

[www.eastsuffolk.gov.uk https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.eastsuffolkm  
eansbusiness.co.uk&c=E,1,s6F7B-  
szl9iWJv36dK2\\_OY2IYb8Oy5p6cAxhzEarpSlnf0bLPJMNUDGVN6LwdNZFvKesDh53E5476j\\_G4WsyATC  
c8sWknf16MZ4PQFEDxW2N&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.eastsuffolkm<br/>eansbusiness.co.uk&c=E,1,s6F7B-<br/>szl9iWJv36dK2_OY2IYb8Oy5p6cAxhzEarpSlnf0bLPJMNUDGVN6LwdNZFvKesDh53E5476j_G4WsyATC<br/>c8sWknf16MZ4PQFEDxW2N&typo=1)

East Suffolk Council will continue to review and prioritise the delivery of its services during this unprecedented time.

The COVID-19 outbreak will severely impact what we are able to do, however we will continue to support and protect our communities, delivering the critical services you need.



## **Licensing Act 2003: How to make a Licensing Representation.**

### **Criteria for making a representation**

Under the Licensing Act 2003, any person is able to make written representation in relation to certain types of applications. However, for a representation to be considered relevant, it must address the likely effect the granting of the application will have on the promotion of one or more of the following licensing objectives:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

Representations must relate to the impact of licensable activities carried on from the premises on those objectives listed above. By way of an illustrative example: *"...a representation from a local business person about the commercial damage caused by competition from a new licensed premises would not be relevant. On the other hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be relevant."*

Please also be aware that the Licensing Authority will not consider representations that are frivolous (ones that display a lack of seriousness in purpose or nature) or vexatious (ones that are intended to cause aggravation or annoyance whether to a competitor or other person, without reasonable cause).

### **Making a representation**

Relevant representations must be in writing and submitted to the Licensing Authority within the 28-day notice period. Late representations will not be considered and will be returned.

Once a representation has been accepted by the Licensing Department it will ultimately become part of a hearing report, which is a public document. Unless there are any genuine and well-founded fears of intimidation representations will be published with names and addresses attached.

If you are unsure when the application was made, you can view the Council's website to access the list of current applications. Alternatively, you can look at the site notice posted at the premises which advertises the application. If you would like information about licences already in force there is a public register of licences on the Council's website or you can contact the Licensing Team at East Suffolk on 01394 444802.

Attached at the end of this guidance note there is a 'Representation Form' which can be used, if you wish, to assist you when making representations. The form is designed to help extract the type of information which is required to ensure the representation is relevant and therefore, can be accepted. Letters or emails are also acceptable but must contain all the relevant information.

### **Alternatives to making an individual representation**

If you do not want to make your own representation, then you may wish to consider approaching a representative who may consent to make the representation on your behalf. For example, you may wish to ask a local Councillor or any other recognised body or association. If you are unsure about whom you can approach in your area, please contact the Licensing Team – we will be happy to offer advice.

If your chosen representative is willing to act on your behalf, you must submit a letter of authorisation to the Licensing Department as part of your representation. You must provide your chosen representative with your name, address and details of the grounds upon which your representation is made. They should then submit written representation to the Licensing Authority replicating the grounds upon which your representation is made.

Please note that all future dialogue and correspondence will be held with your representative, and the Licensing Authority will not be in a position to make direct contact with you. Consequently, the Notice of Hearing and any decision notice will also be sent to your representative.

### **Petitions**

When organising/submitting a petition as part of your representation, there are some important factors to bear in mind:

- We ask that the instigator of the petition identifies themselves as a central point of contact, as we may need to make contact in order to verify certain matters and if we are unable to do so this could invalidate the petition.
- Each page of the petition should contain information as to the purpose of the petition so that all persons know what they are signing.
- Full names and addresses for each signatory must be provided.
- All signatories must be made aware that where representations are made and not withdrawn, a copy of the petition will be supplied to the applicant and a copy will be contained within the committee papers.

The Licensing Authority will not write to each signatory separately but instead expects that the instigator of the petition will advise each signatory of the hearing date and the final outcome of the application. It is also expected that the instigator will represent signatories at the hearing and will speak for them.

### **Disclosure of personal details of persons making representation**

Where a Notice of Hearing is given to an applicant, the Licensing Authority is required to provide that applicant with copies of the relevant representations that have been made. It is only in exceptional circumstances that personal details will be removed from representation correspondence.

We would refer you to Government Guidance on this matter, which states:

*In exceptional circumstances, persons making representation to the licensing authority may be reluctant to do so because of fears of intimidation or violence if their personal details, such as name and address, are divulged to the applicant. Where licensing authorities consider that the person has a genuine and well-founded fear of intimidation and may be deterred from making a representation on this basis, they may wish to consider alternative approaches. For instance, they could advise the persons to provide the relevant responsible authority with details of how they consider that the licensing objectives are being undermined so that the responsible authority can make representations if appropriate and justified.*

*The licensing authority may also decide to withhold some or all of the person's personal details from the applicant, giving only minimal details (such as street name or general location within a street). However, withholding such details should only be considered where the circumstances justify such action.*

## **Hearings**

If the Licensing Authority decides that representations are relevant, it must hold a hearing to consider them. In the meantime, the Licensing Authority, the applicant and any person or body who has made representation can negotiate an agreeable way forward, and where written agreement is reached between all parties, the hearing may be cancelled.

The Licensing Authority strongly encourages all parties to mediate, and will assist, where possible, in the facilitation of mediation discussions.

Where agreement cannot be reached, the hearing will take place before a Licensing Sub-Committee, which is made up of three Elected Members from the Council's Licensing Committee.

The applicant, persons making representation, and any responsible authority will receive a Notice of Hearing. The Notice will set out the date, time and location and explains the procedure to be followed at the hearing. The Notice will be sent out within the prescribed statutory timescales. Please note that you are required to respond to this Notice.

All parties who have submitted a representation will be able to address the Sub-Committee. No new grounds of objection may be raised at this stage and parties are limited to speaking to matters outlined in their original representation and response to Notice of Hearing, although detail provided may be expanded upon.

Where you have chosen to use a representative, only they may speak on your behalf. However, Members may still wish to direct questions to applicants, even in cases where they are represented.

Please note that parties will all be given an equal amount of time in which to address the Sub-Committee, but that time period may be limited by the Chairman of the Sub-Committee – for example, where there are numerous objections, speaking time may be limited to 5 minutes, or the Chairman may request, where lots of similar representations have been made, that a spokesperson is nominated.

Please be assured that if for any reason you are unable to attend the hearing, the Sub-Committee will still consider your written representation.

The Sub-Committee will normally announce their decision at the hearing, and written confirmation will be distributed to all parties following the hearing.

If any party is aggrieved by the decision, an appeal may be made to the Magistrates' Court. An appeal has to be commenced by the appellant giving notice of appeal to the designated officer for the magistrates' court within a period of 21 days beginning with the day on which the appellant was notified by the licensing authority of the decision which is being appealed.

# LICENSING REPRESENTATION FORM

## Section 1: Licence Application Details

7 I wish to **object** to the following application    7 I wish to **support** the following application

**NAME OF APPLICANT** (if known):

\_\_\_\_\_

**PREMISES NAME AND ADDRESS**

\_\_\_\_\_

\_\_\_\_\_ **POSTCODE** \_\_\_\_\_

## Section 2: Your Details

[If you are acting as a representative, please go to Section 3]

**TITLE** Mr 7 Mrs 7 Miss 7 Ms 7 Other (please state) \_\_\_\_\_

**SURNAME** \_\_\_\_\_ **FORENAMES** \_\_\_\_\_

**ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **POST CODE** \_\_\_\_\_

[You must provide your full residential address /or business address if your objection relates to the impact of the licence upon your business premises]

## SECTION 3: Representative Details

[If you represent residents or businesses, please complete the details below]

**NAME OF REPRESENTATIVE/ORGANISATION**

\_\_\_\_\_

\_\_\_\_\_ **POST CODE** \_\_\_\_\_

I AM (tick as appropriate):

7      Representative of residents association

7      Representative of trade/business association

7      Ward Councillor Other (please specify)

7      MP

#### **Section 4: Reason(s) for Representation**

Under the Licensing Act 2003, for a representation to be relevant it must set out the likely effect of granting the application on the promotion of the four licensing objectives. Any representations that are considered to be frivolous or vexatious will not be accepted.

It is important that you set out any personal experiences as these will be considered as relevant.

Please fill in the reason(s) for your representation in the space provided below under each of the Licensing Objectives (where relevant).

You need to give as much detail as possible so that the Licensing Authority can assess the relevance of your representation.

Please attach any supporting documents/further pages as necessary, numbering all additional pages. Try to be as specific as possible and give examples, where possible.

<b>Licensing Objective</b>	<b>Reason for Representation</b>
Prevention of Crime and Disorder	
Prevention of Public Nuisance	

<p style="text-align: center;">Public Safety</p>	
<p style="text-align: center;">Protection of Children from Harm</p>	

I \_\_\_\_\_, hereby declare that all information I have submitted is true and correct

SIGNED \_\_\_\_\_

DATED \_\_\_\_\_

**Please send the completed form to:**

Licensing Department  
 East Suffolk Council  
 Riverside  
 Canning Road  
 Lowestoft  
 NR33 0EQ

**Tel:** 01394 444802

**Email:** [licensing@eastsoffolk.gov.uk](mailto:licensing@eastsoffolk.gov.uk)

**This form must be returned within the statutory period which is generally 28 consecutive days from the date the Public Notice was displayed on the premises. Please contact the Licensing Team for confirmation of the date.**