



Report of the Assistant Chief Executive (Corporate Executive)

LICENSING AND REGULATORY PANEL

Date: 1st July 2008

Subject: DRAFT PROTOCOL FOR UNDERTAKING LICENSING SITE VISITS

Electoral Wards Affected:

All

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

The Licensing and Regulatory Panel, along with the Licensing Committee and the Licensing Sub Committees, can undertake site visits where Members or officers deem it necessary. Until recently there have been very few visits undertaken; however there is a slow increase in the number of applications made under the Gambling Act 2005 coming to a hearing and it is likely that more site visits will be undertaken.

As such it is felt to be prudent to present a Draft Protocol for Licensing Site Visits for Members approval in order to introduce an element of consistency of approach and best practice

1.0 Purpose Of This Report

1.1 This report is presented to Members to seek their approval of the draft Protocol for Licensing Site Visits

2.0 Background Information

2.1 To date the Licensing Sub Committees have undertaken only two site visits in respect of applications under the Licensing Act 2003 and it has been some time since the Licensing and Regulatory Panel undertook a site visit.

3.0 Main Issues

3.1 The main issue has been to address Members desire to undertake visits with regard to applications under the Licensing Act 2003 as well as those proposed by the Principal Gambling Officer for applications submitted under the Gambling Act 2005.

3.2 In doing so, it is felt to be in the best interests of all Licensing Members that a document outlining best practice be produced in support of the work undertaken on site visits by both the Licensing and Regulatory Panel and the Licensing Committee

3.3 To this end, the draft Protocol for Licensing Site Visits attached at **Appendix A** has been drawn up, having regard to the relevant Regulations, The Code of Practice for the Determination of Licensing Matters and the Acts

4.0 Implications For Council Policy And Governance

4.1 The draft Protocol for Licensing Site Visits as provided for in the relevant Terms of Reference and Code of Practice for the Determination of Licensing Matters is consistent with good corporate governance

5.0 Legal And Resource Implications

5.1 There are no legal or resource implications other than those already provided for.

6.0 Conclusions

6.1 The introduction of a Protocol for Licensing Site Visits would provide Members with a code of best practice for site visits and introduce an element of consistency of approach, should site visits be undertaken in the future

7.0 Recommendations

7.1 Members are asked to

(a) **EITHER** approve the draft Protocol for Licensing Site Visits as presented at Appendix A

(b) **OR** Comment upon the Protocol for Licensing Site Visits, suggesting any amendments they deem necessary and authorise the Assistant Chief Executive (Corporate Governance) to incorporate the amendments and issue an updated version to Members accordingly

(c) To have regard to the Protocol for Licensing Site Visits when considering requests for site visits and during any subsequent site visits