

0208 313 4218
licensing@bromley.gov.uk

Our Ref: ehts/co/sp

17th Oct 2017

Email

Dear Sir or Madam

Re: **NOTICE OF A HEARING
PREMISES LICENCE APPLICATION.
Shortlands Golf Club Meadow Road BR2 0DX**

Objections have been received to this application and a hearing of the Licensing Sub Committee has been arranged in Council Offices in one of the Committee Rooms for the

Tuesday 14th November 2017 at 10:00hrs at the London Borough of Bromley, Civic Centre, Committee Rooms, Stockwell Close, Bromley BR1 3UH.

The Full Licensing Sub Committee Report for this hearing will be available on line at least 10 working days before the hearing date and can be viewed by following the instructions below.

This application can be viewed at: www.bromley.gov.uk

- On the left hand side click on Business
- Then click on Licences
- On the right hand side click Licensing applications online
- Then click Search and view licensing applications

This takes you to the Licensing >> Simple Search page.

- This should default to Search for Applications
- Type the reference number **17/00634/LAPRE** into the search box under: Enter a **keyword, reference number, postcode or single line of an address**, please note this is case sensitive and would need to be entered as it is written. Click on search
- You will now see the Licensing >> Summary for this application.
- Click on the middle tab entitled Documents
- Click view document to view the relevant document.

NO "hard" Copies of the Agenda, Report and papers will be available at the hearing.

Your rights to attend the hearing, have assistance and be represented.

As you made a valid objection within the time limits you may attend the hearing and address the Sub-committee.

You may be assisted or represented by any person even if that person is not legally qualified.

If you are unable to attend you may wish to consider asking one of your Ward Councillors to represent you. Details of your Ward Councillors may be obtained from the Councils Web site www.bromley.gov.uk or by phoning 020 8464 3333.

Following receipt of this letter

1. Please let me know by letter or email, no later than 5 days before the hearing
 - a. If you consider the hearing to be unnecessary.
 - b. If you will attend the hearing or
 - c. be represented at the hearing and if so by who.
2. If you want another person to appear at the hearing on your behalf (other than any person you intend to represent you at the hearing), the notice should request permission for that person to appear and give details of their name and a brief description of the point or points on which they may be able to assist the Sub-committee in relation to your objection.

Failure of parties to attend the hearing

If you do not attend the hearing the application will be considered by the Sub-committee and your written objection will be considered.

At the hearing

1. Members of the Sub Committee may ask you questions.
2. The Sub-committee may take into account any documentation or other information produced by you in support of your objection application either before the hearing or with the agreement of all parties at the hearing.
3. The Sub-committee will disregard any information given by you at the hearing, which is not relevant to the application or any of the four licensing objectives listed below
 - The Prevention of Crime and Disorder
 - Public Safety
 - The Prevention of Public Nuisance
 - The Protection of Children from Harm

Appeals against a decision of the Licensing Committee

1. You, as an objector, the applicant or one of the Responsible Authorities (e.g. Police) may appeal against a decision of the licensing sub committee in certain circumstances. These are laid down with Schedule 5 of the Licensing Act 2003.
2. Any appeal should be made to the Magistrates Court, London Road, Bromley, BR1 1BY. An appeal must be lodged within 21 days beginning the day on which you were informed of the decision of the committee.
3. **It should be noted that there would be a cost incurred for taking an appeal to the Magistrates Court that must be met by the person making the appeal.**

Procedure to be followed at the Hearing

- a. Chairman will identify himself and the Sub-Committee Members
- b. Chairman will check all parties have received the information from the Council and outline the procedure to be followed
- c. Chairman identifies the parties wishing to address the Panel. In the case of persons wishing to speak in objection to application the Chairman will check that he/she previously made representations and are a party to the hearing or are witnesses appearing on behalf of a party
- d. Applicant presents his/her case.
- e. Chairman will ask the other parties and the Licensing Officer dealing with the application whether they wish to be allowed to put questions.
- f. Objectors present his/her case.
- g. Chairman will ask the other parties and the Licensing Officer dealing with the application whether they wish to be allowed to put questions.
- h. Chairman will conclude hearing

Panel will retire to determine application. A decision will normally be given forthwith with written confirmation to follow within 5 working days.

GENERAL NOTE FOR APPLICANTS AND OBJECTORS

The Licensing Sub-committee recognizes the overriding requirement to ensure a fair hearing. Before to the hearing the Sub-committee will have read the application form and operating schedule, all letters of objection and the decision matrix prepared by officers of the Council.

In order to ensure that sufficient time is available for all applications the Sub-committee proposes to normally allow 25 minutes to each of the parties to present their case. The Sub-committee recognizes that for some applications there may be a number of objectors and in those cases the objectors are encouraged to appoint a spokesperson to represent all their views.

The procedure will take the form of a discussion and not follow the more formal procedure of a Court. If the Panel allows questions the total time allowed will normally be limited to 15 minutes.

A contact number for each of the parties can be obtained in advance of the hearing from

the licensing administration team on 0208 313 4218.

If an applicant or objector wishes to make representations that he/she cannot make his/her case adequately within the indicated time limits he should contact the licensing administration team on the above address in writing at least 2 working days before the hearing stating the reasons.

If you have any questions or problems please do not hesitate to contact me on the above telephone number

Yours sincerely

Steve Phillips

Team Leader
Licensing Team