



Licensing Committees

This guidance leaflet sets out the procedure for public speaking at Licensing Committees meetings

Most licensing applications are determined by officers under powers delegated to them by the Council. However, the Licensing Committee determines significant or controversial applications (i.e. where objections have been received), those relating to CBC-owned property and any other application referred to the committee by officers. The Committee comprises 10 elected Members, reflecting the current political balance of the Council, with officers in attendance to present items and provide advice to Members. Officers prepare a written report on each application, which assesses the proposal on its individual merits, and all material considerations relating to the case.

The Licensing Committee meets every month. Forthcoming dates can be found on the CBC website. At the current time, meetings are being held remotely, with members of the public able to 'attend' via a live stream on CBC's YouTube channel. The Chair will review the start time of each meeting on a month-by-month basis, depending on the number of applications to be considered, and this will be advertised on the website when the agenda is published.

Members of the public have the opportunity to speak at Committee remotely. If you are unable to or uncomfortable about attending the meeting via telephone, you will have the opportunity to have your speech read out at the meeting if you provide a transcript in advance (details below).

How do I know if the application I am interested in is going to Committee?

The agenda and officer reports are published one week in advance of the Licensing Committee hearing and can be viewed on line at www.cheltenham.gov.uk (About the Council – Meetings and Decisions – Council, cabinet and committee meetings). Updates are published and uploaded as necessary, with a final update the day before the meeting. If you cannot view

the documents on line, please contact 01242 264170 or 264130.

Can I see a copy of the Committee agenda and officer's report prior to the meeting?

Yes – all papers are available to the public - see above. Very occasionally, the Committee deals with sensitive business in 'closed' session - the Chairman will explain the process before the start of the meeting.

Who can speak at a Licensing Committee meeting?

Any person who submitted a written representation, either in support or in opposition to, an application can speak at a Licensing Committee hearing, either directly or through an agent/Elected Member.

If I want to speak, how do I arrange it?

If you submitted an application or relevant representation in relation to an application, we will write to invite you to attend a committee hearing remotely. Our correspondence with you will include further instructions on how to register to speak.

How many people can speak on each application?

In theory, there is no limit. However, in cases where there are numerous representations, we ask that a single speaker represent the group, normally a local Ward Member or an objector willing to speak for the group. The Chairman has the final decision as to who is allowed to speak.

How long will I be able to speak for?

The adopted "Probity in Licensing" guide limits objector and applicant presentations to 10 minutes each. This time can be extended at the Chair's discretion.

What should I say?

People who submitted representations, either in support or in opposition to, an application cannot introduce any new material or points not already raised in their representation.

Speakers may not enter into debate with Members, officers or each other, and the Chairman will not allow cross-examination by any party.

You are required to provide a transcript of your speech by 5.00pm on the day prior to the meeting, so that if connectivity is lost during the meeting, your speech can be read out by a member of the Democratic Services team.

When will I speak at the meeting?

Each agenda item will be considered as follows:

- Officer presentation/introduction
- Objectors/supporters
- Applicant/agent
- Member questions
- Member debate
- Applicant's final right of reply
- Member debate
- Legal Officer takes the vote by roll call

How will public speaking work on the day?

You will be provided with the dial-in details no earlier than two hours before the meeting start time.

You will be able to join the meeting up to 30 minutes before the meeting officially starts; once your arrival has been confirmed by Democratic Services, your phone number will be identified on the system and you will be placed in a virtual lobby until the agenda item on which you are speaking is considered. During your time in this virtual lobby, you will be unable to hear proceedings and are strongly advised to watch proceedings via the council's YouTube channel : <https://www.youtube.com/user/cheltenhamborough>.

At the point at which the application on which you are speaking is opened, the host of the meeting will move you out of the virtual lobby and you will then be able to address the

committee when invited to do so by the Chair (press *6 to activate your microphone)

As you will have submitted your speech in advance, should there be any issues with connectivity a member of Democratic Services will read out your speech before the Committee.

After public speakers have spoken, Members will ask questions, debate and vote on the application. You will not be able to make any further contribution to the meeting.

When are the Committee minutes available for members of the public?

Draft minutes are published on the website as soon as they are available.

If you have any queries concerning public speaking at Licensing Committee meetings, please contact Democratic Services on 01242 264130 or 264170