

Environment

Director: Michael Hainge

ADDRESS REMOVED

Your Ref:

Our Ref: PREM/Club MO

Please ask for: Licensing Assistant

Direct Line / Extension: 01432 260105

Fax: 01432 383142

E-mail: licensing@herefordshire.gov.uk

03 August 2007

Dear Mr Harrison,

**LICENSING ACT 2003
PREMISES LICENCE APPLICATION (VARIATION)**

You should read the whole of this letter as it contains important information, which may affect the grant of your licence.

I refer to your recent application for a Premises Licence in respect of the above premises. As you are aware there had to be a 28-day consultation period to allow the various 'responsible authorities' and 'interested parties' to make any representation.

I can now inform you that representation(s) have been received and are enclosed.

Due to representations having been received, a date now has been arranged for this matter to be heard before members of the Regulatory Licensing Committee of Herefordshire Council (hereafter referred to as the authority). The hearing will be as follows: -

Date: Friday 17th August

Time: 10.00am

Place: Council Chambers, Brockington, 35 Hafod Road, Hereford, HR1 1SH



Putting People First Providing for our Communities Preserving our Heritage Promoting the County Protecting our Future

County of Herefordshire District Council,

Licensing Section

County Offices, PO Box 233, Bath Street, Hereford HR1 2ZF

Main Switchboard (01432) 260000 - www.herefordshire.gov.uk

Clarification on a particular point

To assist with the hearing, the authority will want clarification on the following point(s): -

The requested information shall be given to the Committee at the hearing in support of your application, representation or notice.

Your Rights

You may attend the hearing and may be assisted or represented by any person whether legally qualified or not.

You may address the authority at the hearing, however you must request the permission of the authority to question any other party.

The Committee will require anyone behaving in a disruptive manner to leave the hearing. If they are not permitted to return to address the Committee, the Committee will allow them to submit, in writing, the information they would have been entitled to give orally had they not been required to leave.

Failure of parties to attend the hearing

If you have informed the authority that you do not intend to attend the hearing or be represented at it, then it may proceed in your absence.

If you have not informed us that you will not be attending, or fail to attend or be represented at the hearing, then the authority may either: -

- a) adjourn the hearing, where it considers it to be necessary in the public interest to do so, to a specified date or
- b) hold the hearing in your absence

If the hearing is adjourned you will be notified forthwith of the new date, time and place of the hearing.

If the hearing is held in your absence then the authority will consider your application and any representation or notice made by you.

Procedure at hearing

The procedure that will be followed at the hearing is explained on the attached sheet, headed 'Licensing Act 2003 Procedure & Guidance Notes for Hearings'.

ACTION REQUIRED ON RECEIPT OF THIS NOTICE

Please complete the attached 'Notice of Intention' and return it to us confirming whether or not: -

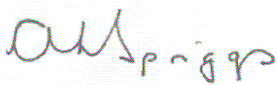
- you will be attending the hearing or represented
- you consider the hearing to be unnecessary and the reasons why
- you request permission for another person to appear at the hearing to make on your behalf a point or points on which that person may be able to assist the authority in respect of the application, representation or notice
- you wish us to keep you updated by email.

Advertisement of Application

As your application was for a variation of your licence you were required to advertise this in the local press, please include a copy of this advertisement when returning the 'Notice of Intention'.

Should you have any queries or require any additional information, please contact the Licensing Helpline on 01432 260105.

Yours sincerely,



**MR FRED SPRIGGS
LICENSING OFFICER
LICENSING SECTION
ENVIRONMENTAL HEALTH & TRADING STANDARDS**

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Copy of Representations
Copy of Guidance Notes & Procedure
Notice of Intention

The contents of this letter are based upon the information required within 'The Licensing Act 2003 (Hearings) Regulations 2005'. In the event of any conflict then the regulations will prevail. A copy of these regulations can be found on the DCMS website or are available for viewing at the address shown on the bottom of the first page of this letter.