

Borough Council of
**King's Lynn &
West Norfolk**



Licensing and Appeals Board

Agenda

Monday, 14th April, 2025
at 3.00 pm

in the

**Council Chamber
Town Hall
Saturday Market Place
King's Lynn**

Also available to view at

<https://www.youtube.com/user/WestNorfolkBC>

Please note that the meeting will be followed by a full meeting of the Licensing Committee



Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200

Friday 4 April 2025

Dear Member

Licensing and Appeals Board

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Monday, 14th April, 2025 at 3.00 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn, PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for Absence

To receive any apologies for absence.

2. Items of Urgent Business

To determine any other items of business which the Chair decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972.

3. Declarations of Interest (Page 5)

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting or simply observing the meeting from the public seating area.

4. Members Present Under Standing Order 34

5. Minutes (Pages 6 - 39)

To approve as a correct record the below minutes:

20th April 2023 – Full Meeting

28th April 2023

12th July 2023

24th July 2023

31st October 2023

12th January 2024

25th April 2024 – 10.00am

25th April 2024 – 11.15am

9th May 2024

15th July 2024

20th August 2024

9th October 2024 – 10.00am

9th October 2024 – 11.15am

6th November 2024

18th December 2024

24th December 2024

20th February 2025

6. Any other business

7. Date of the next meeting

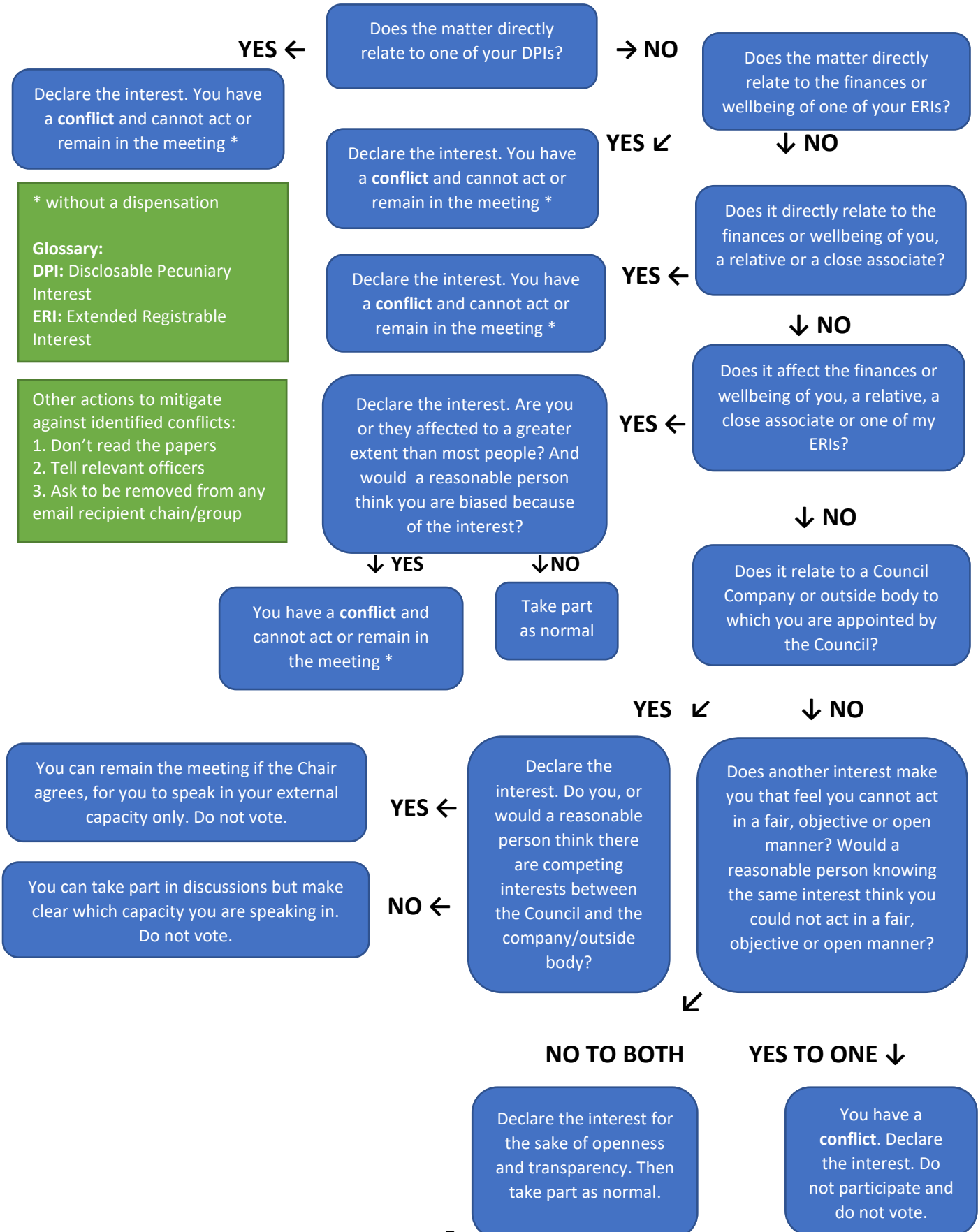
To:

Licensing and Appeals Board: B Anota, B Ayres, J Bhondi, A Bubb, R Coates, C J Crofts, B Jones (Chair), S Nash, T Parish, C Rose (Vice Chair), S Squire, D Tyler and M Wilkinson

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

YES ←

Does the matter directly relate to one of your DPIs?

→ NO

Does the matter directly relate to the finances or wellbeing of one of your ERIs?

↓ NO

Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

YES ↙

Does it directly relate to the finances or wellbeing of you, a relative or a close associate?

↓ NO

Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

YES ←

Does it affect the finances or wellbeing of you, a relative, a close associate or one of my ERIs?

↓ NO

Declare the interest. Are you or they affected to a greater extent than most people? And would a reasonable person think you are biased because of the interest?

YES ←

↓ YES

↓ NO

You have a **conflict** and cannot act or remain in the meeting *

Take part as normal

Does it relate to a Council Company or outside body to which you are appointed by the Council?

YES ↙

↓ NO

You can remain the meeting if the Chair agrees, for you to speak in your external capacity only. Do not vote.

YES ←

Declare the interest. Do you, or would a reasonable person think there are competing interests between the Council and the company/outside body?

Does another interest make you that feel you cannot act in a fair, objective or open manner? Would a reasonable person knowing the same interest think you could not act in a fair, objective or open manner?

You can take part in discussions but make clear which capacity you are speaking in. Do not vote.

NO ←

↙

NO TO BOTH

YES TO ONE ↓

Declare the interest for the sake of openness and transparency. Then take part as normal.

You have a **conflict**. Declare the interest. Do not participate and do not vote.

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

Minutes from the Meeting of the Licensing and Appeals Board held on Thursday, 20th April, 2023 at 3.05 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor D Tyler (Chair)
Councillors A Bubb, C J Crofts, A Holmes, C Manning, E Nockolds, C Sampson, D Whitby and M Wilkinson

Officers:

James Arrandale, Principal Lawyer (Zoom)
Marie Malt, Licensing Manager
Wendy Vincent, Democratic Services Officer

1 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C Hudson, P Kunes, T Parish and Mrs V Spikings.

2 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **MEMBERS PRESENT UNDER STANDING ORDER 34**

There were no Members present under Standing Order 34.

5 **MINUTES**

[Click here to view a recording of this item on You Tube](#)

The Chair reminded the Board that a Schedule of Decisions and details of the Hearings had been circulated separately as it was a confidential document and should Members wish to discuss any details it would need to be done after the meeting when the Board had resolved to exclude the Press and Public.

RESOLVED: The minutes from the below listed meetings were agreed as a correct record and signed by the Chair:

29 March 2022
26 May 2022
23 June 2022
6 July 2022
29 September
23 November 2022
13 January 2023
25 January 2023

6 **NATIONAL REGISTER OF TAXI LICENCE REFUSALS, REVOCATIONS, AND SUSPENSIONS**

[Click here to view a recording of this item on You Tube](#)

The Licensing Services Manager presented the report circulated with the Agenda and responded to questions and comments from the Board.

7 **ANY OTHER BUSINESS**

There was none.

8 **DATE OF THE NEXT MEETING**

To be confirmed.

9 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That under Section 100(A) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

10 **UPDATE FROM THE LICENSING MANAGER**

The Licensing Manager provided an update and responded to questions from the Board.

The meeting closed at 3.37 pm

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

**Minutes from the Meeting of the Licensing and Appeals Board held on
Friday, 28th April, 2023 at 10.00 am in the Kempe Room - Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillors D Tyler (Chair), T Parish and D Whitby.

OFFICERS:

Craig Pease – Licensing Enforcement Officer

Chido Mushonga – Legal Advisor

1 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

5 **REVIEW OF COMBINED DRIVERS LICENCE**

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to consider an application for a Combined Drivers Licence.

6 **PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS**

The Legal Advisor outlined the procedure which would be followed at the Hearing.

7 **REPORT OF THE LICENSING OFFICER**

At the request of the Chair, the Licensing Officer presented the report and responded to questions from all parties.

8 **APPLICANTS CASE**

The Applicant presented their case and responded to questions from all parties.

9 **SUMMING UP - LICENSING OFFICER**

The Licensing Officer summed up his case and requested that the Panel consider the report and dispose of the matter by using one of the options as set out in the report.

10 **SUMMING UP - APPLICANT**

The Applicant summed up his case.

11 **OUTSTANDING MATTERS**

The Legal Advisor outlined the outstanding matters.

12 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and Democratic Services Officer.

All parties were called back into the room and the decision was read out. A copy of the Decision Notice was handed to the Applicant.

The meeting closed at 11.30 am

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

**Minutes from the Meeting of the Licensing and Appeals Board held on
Wednesday, 12th July, 2023 at 10.00 am in the Kempe Room - Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillors C J Crofts (Chair), T Bubb and S Nash.

OFFICERS:

James Arrandale – Legal Advisor

Craig Pease – Licensing Officer

Rebecca Parker – Democratic Services Officer

OBSERVING:

Councillor Jones – Chair of the Licensing and Appeals Board

Councillor Rose – Vice Chair of the Licensing and Appeals Board

1 **APPOINTMENT OF CHAIR FOR THE MEETING**

Councillor Crofts was appointed Chair for the Hearing.

2 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

3 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

4 **DECLARATIONS OF INTEREST**

[Click here to view the recording of this item on You Tube.](#)

Councillor Nash explained that Mr Paisley had been a customer of his approximately seven years ago. He commented that there was no financial interest and did not consider there to be a conflict of interest.

5 **APPLICATION FOR A PRIVATE HIRE VEHICLE LICENCE IN
RESPECT OF A VEHICLE REGISTERED AS A CATEGORY N1**

[Click here to view the recording of this item on You Tube.](#)

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to consider an application for a Private Hire Vehicle Licence in respect of a vehicle registered as a Category

N1. The Chair introduced the Panel Members, Officers and Legal Advisor. The Applicant introduced himself.

6 **PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS**

[Click here to view the recording of this item on You Tube.](#)

The Legal Advisor outlined the procedure which would be followed at the Hearing.

7 **REPORT OF THE LICENSING OFFICER**

[Click here to view the recording of this item on You Tube.](#)

At the request of the Chair, the Licensing Officer presented his report as included in the Agenda. He requested that the Panel consider the application, including any submissions put forward by the Applicant, and dispose of the matter using one of the options as set out in the report.

There were no questions.

8 **APPLICANT'S CASE**

[Click here to view the recording of this item on You Tube.](#)

The Panel adjourned the meeting to carry out an inspection of the vehicle.

At the request of the Chair, the Applicant presented his case and provided the Panel with documentation showing that the DVLA had recognised the vehicle as a minibus on the V5 certificate, but that the category of the vehicle could not be changed on registration documents. The Applicant also provided the Panel with a letter from GM which indicated that the vehicle would be treated as category M1 for taxation purposes.

In response to questions from the Panel, the Applicant explained that if the vehicle had been converted pre-registration, then the category would have been changed. He also stated that the vehicle had previously been panelled in the rear, but now side windows had been added. There were two fire extinguishers in the vehicle.

9 **SUMMING UP - LICENSING OFFICER**

[Click here to view the recording of this item on You Tube.](#)

The Licensing Officer reminded the Panel to consider the Licensing conditions relating to vehicle category and the documentation presented to the Panel by the Applicant.

10 **SUMMING UP - APPLICANT**

[Click here to view the recording of this item on you Tube.](#)

The Applicant reminded the Panel that the documentation provided to them proved that the DVLA did consider the vehicle to be a minibus and that it was up to standard and safety requirements.

11 **LEGAL ADVICE**

[Click here to view the recording of this item on You Tube.](#)

The Legal Advisor addressed any outstanding matters referring the Panel to the relevant Licensing Conditions.

12 **DETERMINATION**

[Click here to view the recording of this item on You Tube.](#)

The Chair advised that the Panel would retire to consider their decision in private, accompanied by the Legal Advisor and Democratic Services Officer.

All parties agreed to Councillors Jones and Rose remaining in the room during deliberations for training purposes only. They took no part in the decision making process.

All parties were then called back into the room and the Chair read out the Panel's decision.

The meeting closed at 11.00am

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

**Minutes from the Meeting of the Licensing and Appeals Board held on
Monday, 24th July, 2023 at 9.00 am in the Chief Executives Office, Kings
Court**

PRESENT: Councillor B Jones (Chair)

OFFICERS:

James Arrandale	-	Legal Adviser
Stuart Ashworth	-	Assistant Director, Environment and Planning
Marie Malt	-	Licensing Services Manager
Wendy Vincent	-	Democratic Services Officer

1 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

2 EMERGENCY HEARING CASE

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to consider an emergency case. He introduced the Panel Members, Officers and Legal Advisor.

The Licence Holder and his representative introduced themselves.

3 PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS

The Legal Advisor outlined the procedure which would be followed at the Hearing.

4 REPORT OF THE LICENSING SERVICES MANAGER

At the request of the Chair, the Licensing Services Manager presented her report.

5 LICENCE HOLDER'S CASE

The Licence Holder presented his case and responded to questions from all parties.

6 **SUMMING UP - LICENSING SERVICES MANAGER**

The Licensing Services Manager summed up her case and requested that the Panel consider the report and dispose of the matter by using one of the options as set out in the report.

7 **SUMMING UP - LICENCE HOLDER**

The Licence Holder summed up his case.

8 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and Democratic Services Officer.

All parties were called back into the room and the decision was read out.

A copy of the Decision Notice was handed to the Licence Holder.

The meeting closed at 10.49 am

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

**Minutes from the Meeting of the Licensing and Appeals Board held on
Tuesday, 31st October, 2023 at 10.00 am in the Council Chamber, Town
Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillors B Jones (Chair), C Rose and J Kirk

OFFICERS:

Craig Pease – Licensing Enforcement Officer

James Arrandale – Legal Advisor

1 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

5 **REVIEW OF COMBINED DRIVERS LICENCE**

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to review a Combined Drivers Licence.

6 **PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE
HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS**

The Legal Advisor outlined the procedure which would be followed at the Hearing.

7 **REPORT OF THE LICENSING OFFICER**

At the request of the Chair, the Licensing Manager presented the report and responded to questions from all parties.

8 **LICENCE HOLDERS CASE**

At the request of the Chair, the Licence Holder presented their case and responded to questions from all parties.

9 **SUMMING UP - LICENSING OFFICER**

The Licensing Officer summed up their case and requested that the Panel consider the report and dispose of the matter by using one of the options as set out in the report.

10 **SUMMING UP - LICENCE HOLDER**

The Licence Holder summed up their case.

11 **OUTSTANDING MATTERS**

The Legal Advisor outlined the outstanding matters.

12 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and Democratic Services Officer.

All parties were called back into the room and the decision was read out. A copy of the Decision Notice was handed to the Applicant.

The meeting closed at 11.35 am

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

Minutes from the Meeting of the Licensing and Appeals Board held on Friday, 12th January, 2024 at 10.00 am in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor B Jones (Chair), Councillors C Rose and D Tyler

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

5 REVIEW OF COMBINED DRIVERS LICENCE

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to review a Combined Drivers Licence. He introduced the Panel Members, Officers and Legal Advisor.

The Licence Holder introduced himself.

6 PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS

The Legal Advisor outlined the procedure which would be followed at the Hearing.

7 REPORT OF THE LICENSING OFFICER

At the request of the Chair, the Senior Licensing Officer presented his report and responded to questions from the Panel.

The Licence Holder asked no questions.

8 **LICENCE HOLDERS CASE**

At the request of the Chair, the Licence Holder presented their case and responded to questions from all parties.

9 **SUMMING UP - SENIOR LICENSING OFFICER**

The Senior Licensing Officer summed up their case and requested that the Panel consider the report and dispose of the matter by using one of the options as set out in the report.

10 **SUMMING UP - LICENCE HOLDER**

The Licence Holder summed up his case.

11 **OUTSTANDING MATTERS**

The Legal Advisor confirmed there were no outstanding matters.

12 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and Democratic Services Officer.

All parties were called back into the room and the decision was read out. A copy of the Decision Notice was handed to the Applicant.

The meeting closed at 10.59 am

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

**Minutes from the Meeting of the Licensing and Appeals Board held on
Thursday, 25th April, 2024 at 10.00 am in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillors Jones (Chair), Crofts and Kirk.

OFFICERS:

James Arrandale – Legal Advisor

Craig Pease – Senior Licensing Officer

Rebecca Parker – Senior Democratic Services Officer.

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

5 REVIEW OF COMBINED DRIVERS LICENCE AND HACKNEY CARRIAGE PROPRIETORS LICENCE

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to review a Combined Drivers Licence and Hackney Carriage Proprietors Licence. He introduced the Panel Members, Officers and Legal Advisor.

The Licence Holder introduced himself.

6 PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS

The Legal Advisor outlined the procedure which would be followed at the Hearing.

7 **REPORT OF THE LICENSING OFFICER**

At the request of the Chair, the Licensing Manager presented his report and responded to questions from all parties.

8 **LICENCE HOLDERS CASE**

At the request of the Chair, the Licence Holder presented their case and responded to questions from all parties.

9 **SUMMING UP - SENIOR LICENSING OFFICER**

The Senior Licensing Officer summed up his case and requested that the Panel consider the report and dispose of the matter by using one of the options as set out in the report.

10 **SUMMING UP - LICENCE HOLDER**

The Licence Holder summed up his case.

11 **OUTSTANDING MATTERS**

The Legal Advisor advised on Outstanding Matters.

12 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and Democratic Services Officer.

All parties were called back into the room and the decision was read out. A copy of the Decision Notice was handed to the Licence Holder.

The meeting closed at 11.20 am

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

**Minutes from the Meeting of the Licensing and Appeals Board held on
Thursday, 25th April, 2024 at 11.15 am in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillors Jones (Chair), Crofts and Kirk.

OFFICERS:

James Arrandale – Legal Advisor

Craig Pease – Senior Licensing Officer

Rebecca Parker – Senior Democratic Services Officer

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

5 APPLICATION FOR A COMBINED DRIVERS LICENCE

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to consider an application for the grant of a Combined Driver's Licence. He introduced the Panel Members, Officers and Legal Advisor.

The Licence Holder introduced himself.

**6 PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE
HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS**

The Legal Advisor outlined the procedure which would be followed at the Hearing.

7 **REPORT OF THE LICENSING OFFICER**

At the request of the Chair, the Senior Licensing Officer presented his report and responded to questions from all parties.

8 **APPLICANT'S CASE**

At the request of the Chair, the Licence Holder presented their case and responded to questions from all parties.

9 **SUMMING UP - SENIOR LICENSING OFFICER**

The Senior Licensing Officers summed up their case and requested that the Panel consider the report and dispose of the matter by using one of the options as set out in the report.

10 **SUMMING UP - APPLICANT**

The Applicant summed up his case.

11 **OUTSTANDING MATTERS**

The Legal Advisor advised on outstanding matters.

12 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and Democratic Services Officer.

All parties were called back into the room and the decision was read out. A copy of the Decision Notice was handed to the Applicant.

The meeting closed at 12.02 pm

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

**Minutes from the Meeting of the Licensing and Appeals Board held on
Thursday, 9th May, 2024 at 9.30 am in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillors B Jones (Chair) and Assistant Director Stuart Ashworth.

OFFICERS:

James Arrandale – Legal Advisor

Craig Pease – Senior Licensing Officer

Rebecca Parker – Senior Democratic Services Officer

1 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

2 EMERGENCY HEARING CASE

The Licence Holder requested an adjournment so that they could read through the paperwork. The Chair granted this request and the Hearing was adjourned for thirty minutes.

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to consider an emergency case. He introduced the Panel Members, Officers and Legal Advisor.

The Licence Holder and his representative introduced themselves.

**3 PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE
HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS**

The Legal Advisor outlined the procedure which would be followed at the Hearing.

4 REPORT OF THE LICENSING OFFICER

At the request of the Chair, the Licensing Manager presented his report.

5 LICENCE HOLDER'S CASE

The Licence Holder presented his case and responded to questions from all parties.

6 **SUMMING UP - LICENSING SERVICES MANAGER**

The Licensing Officer summed up the case and requested that the Panel consider the report and dispose of the matter by using one of the options as set out in the report.

7 **SUMMING UP - LICENCE HOLDER**

The Licence Holder summed up his case.

8 **OUTSTANDING MATTERS**

The Legal Advisor advised on Outstanding Matters.

9 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and Senior Democratic Services Officer.

All parties were called back into the room and the decision was read out.

A copy of the decision notice was handed to the Licence Holder.

The meeting closed at 11.31 am

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

**Minutes from the Emergency Meeting of the Licensing and Appeals Board
held on Monday, 15th July, 2024 at 10.00 am in the Kempe Room - Town
Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor B Jones (Chair) and Assistant Director Stuart Ashworth.

OFFICERS:

Craig Pease – Senior Licensing Officer
James Arrandale- Legal Advisor

1 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

1 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

2 **EMERGENCY HEARING CASE**

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to consider an emergency case. He introduced the Panel Members, Officers and Legal Advisor.

The Licence Holder was introduced.

3 **PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE
HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS**

The Legal Advisor outlined the procedure which would be followed at the Hearing.

4 **REPORT OF THE LICENSING OFFICER**

At the request of the Chair, the Senior Licensing Officer presented his report.

5 **LICENSE HOLDER'S CASE**

The Licence Holder presented their case and responded to questions from all parties.

6 **SUMMING UP - LICENSING OFFICER**

The Senior Licensing Officer summed up their case and requested that the Panel consider the report and dispose of the matter by using one of the options as set out in the report.

7 **SUMMING UP - LICENSE HOLDER**

The license holder summed up their case.

8 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and Democratic Services Manager.

All parties were called back into the room and the decision was read out.

A copy of the Decision Notice was handed to the Licence Holder.

The meeting closed at 12.43 pm

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

Minutes from the Meeting of the Licensing and Appeals Board held on Tuesday, 20th August, 2024 at 10.00 am in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor B Jones (Chair), B Anota and C Crofts.

OFFICERS:

Craig Pease – Senior Licensing Enforcement Officer
 Johanna Riches – Licensing Officer
 James Arrandale – Legal Advisor
 Amy Pearce – Observing
 Rebecca Parker – Senior Democratic Services Officer

OBSERVING: Councillor Rose.

1 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

5 **APPLICATION FOR A COMBINED DRIVERS LICENCE**

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to consider an application for the grant of a Combined Drivers Licence. He introduced the Panel Members, Officers and Legal Advisor.

The applicant and their representative introduced themselves.

6 **PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS**

The Legal Advisor outlined the procedure which would be followed at the Hearing.

7 **REPORT OF THE LICENSING OFFICER**

At the request of the Chair, the Licensing Officer presented the Report. There were no questions.

8 **APPLICANT'S CASE**

At the request of the Chair, the Applicant's representative presented their case and responded to questions from all parties.

9 **SUMMING UP - LICENSING OFFICER**

The Licensing Officer summed up their case and requested that the Panel consider the report and the representations made at the hearing and dispose of the matter by using one of the options as set out in the report.

10 **SUMMING UP - THE APPLICANT**

The Applicant had nothing further to add.

11 **OUTSTANDING MATTERS**

The Legal Advisor advised there were no outstanding matters.

12 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and Democratic Services Officer.

All parties were called back into the room and the decision was read out. A copy of the Decision Notice was handed to the Applicant.

The meeting closed at 10.50 am

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

**Minutes from the Meeting of the Licensing and Appeals Board held on
Wednesday, 9th October, 2024 at 10.00 am in the Kempe Room, Town Hall,
Saturday Market Place, King's Lynn, PE30 5DQ**

PRESENT: Councillor B Jones (Chair), B Ayres and C Rose

OFFICERS:

Craig Pease – Senior Licensing Enforcement Officer
Dave Bax – Licensing Enforcement Officer (Observing)
James Arrandale – Legal Advisor
Amy Pearce - Trainee Solicitor (Observing)
Rebecca Parker – Senior Democratic Services Officer
Lauren Steele – Democratic Support Officer

The Chair opened the Hearing and requested a temporary adjournment so that they could try to contact the Licence Holder who was not present at the Hearing. The Panel agreed and the Hearing was adjourned for fifteen minutes.

1 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

5 **REVIEW OF AN EXISTING COMBINED DRIVER'S LICENCE**

The Panel agreed to adjourn the Hearing and reconvene the Hearing at a later date due to the Licence Holder not being able to attend the Hearing.

The meeting closed at 10.30 am

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

**Minutes from the Meeting of the Licensing and Appeals Board held on
Wednesday, 9th October, 2024 at 11.15 am in the Kempe Room, Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor B Jones (Chair), B Ayres and C Rose

OFFICERS:

Craig Pease – Senior Licensing Enforcement Officer
Dave Bax – Licensing Enforcement Officer (Observing)
James Arrandale – Legal Advisor
Amy Pearce – Trainee Solicitor (Observing)
Rebecca Parker – Senior Democratic Services Officer
Lauren Steele – Democratic Support Officer

1 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

5 **REVIEW OF AN EXISTING COMBINED DRIVER'S LICENCE**

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to review an existing Combined Driver's Licence. He introduced the Panel Members, Officers and Legal Advisor.

The Licence Holder was not present at the Hearing.

The Panel agreed to hold the Hearing in the Licence Holder's absence.

6 **PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS**

The Legal Advisor outlined the procedure which would be followed at the Hearing.

7 **REPORT OF THE LICENSING OFFICER**

At the request of the Chair, the Senior Licensing Officer presented his report.

There were no questions.

8 **SUMMING UP - LICENSING OFFICER**

The Senior Licensing Officer summed up their case and requested that the Panel consider the report and dispose of the matter by using one of the options as set out in the report.

9 **OUTSTANDING MATTERS**

The Legal Advisor advised on Outstanding Matters.

10 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and the Democratic Services Officers.

All parties were called back into the room and the decision was read out.

A copy of the Decision Notice would be emailed to the Licence Holder after the Hearing closed.

The meeting closed at 11.09 am

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

RECONVENED LICENSING AND APPEALS BOARD

**Minutes from the Meeting of the Reconvened Licensing and Appeals Board
held on Wednesday, 6th November, 2024 at 4.00 pm in the Kempe Room,
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor B Jones (Chair), B Ayres and C Rose

OFFICERS:

Craig Pease – Senior Licensing Officer

James Arrandale – Legal Advisor

Amy Pearce – Trainee Solicitor (Observing)

Rebecca Parker – Senior Democratic Services Officer

Lauren Steele – Democratic Support Officer

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

5 REVIEW OF AN EXISTING COMBINED DRIVER'S LICENCE

The Chair welcomed everyone to the Hearing and stated that the purpose of the reconvened Hearing was to review an existing Combined Driver's Licence. He introduced the Panel Members, Officers and Legal Advisor.

The Licence Holder was not present at the Hearing but had sent a representative and the Licence Holder had indicated in advance of the Hearing that the Hearing could proceed in their absence.

The Licence Holder's representative introduced himself.

6 **PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS**

The Legal Advisor outlined the procedure which would be followed at the Hearing.

7 **REPORT OF THE LICENSING OFFICER**

At the request of the Chair, the Senior Licensing Officer presented his report.

There were no questions.

8 **LICENCE HOLDER'S CASE**

At the request of the Chair, the Licence Holder's representative presented their case and responded to questions from all parties.

9 **SUMMING UP - LICENSING OFFICER**

The Senior Licensing Officer summed up their case and requested that the Panel consider the report and the representations made at the Hearing and dispose of the matter by using one of the options as set out in the report.

10 **SUMMING UP - THE LICENCE HOLDER**

The Licence Holder's representative summed up their case.

11 **OUTSTANDING MATTERS**

The Legal Advisor advised there were no outstanding matters.

12 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and the Democratic Services Officers.

All parties were called back into the room and the decision was read out. A copy of the Decision Notice was handed to the Licence Holder's representative.

The meeting closed at 5.51 pm

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

**Minutes from the Meeting of the Licensing and Appeals Board held on
Wednesday, 18th December, 2024 at 4.00 pm in the Kempe Room,
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillors B Jones (Chair), B Ayres and C Rose (Vice Chair)

OFFICERS:

Craig Pease – Senior Licensing Officer

James Arrandale – Legal Advisor

Amy Pearce – Trainee Solicitor (Observing)

Lauren Steele – Democratic Support Officer

1 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

5 **REVIEW OF AN EXISTING COMBINED DRIVER'S LICENCE**

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to review an existing Combined Driver's Licence. He introduced the Panel Members, Officers and Legal Advisor.

The Licence Holder introduced himself.

6 **PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS**

The Legal Advisor outlined the procedure which would be followed at the Hearing.

7 **REPORT OF THE LICENSING OFFICER**

At the request of the Chair, the Senior Licensing Officer presented his report and responded to a question from the Licence Holder.

The Panel asked no questions.

8 **LICENCE HOLDER'S CASE**

At the request of the Chair, the Licence Holder presented their case and responded to questions from all parties.

9 **SUMMING UP - LICENSING OFFICER**

The Senior Licensing Officer summed up their case and requested that the Panel consider the report and the representations made at the Hearing and dispose of the matter by using one of the options as set out in the report.

10 **SUMMING UP - THE LICENCE HOLDER**

The Licence Holder had nothing further to add.

11 **OUTSTANDING MATTERS**

The Legal Advisor advised on outstanding matters.

12 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and Democratic Support Officer.

All parties were called back into the room and the decision was read out. A copy of the Decision Notice was handed to the Licence Holder.

The meeting closed at 5.36 pm

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

**Minutes from the Emergency Meeting of the Licensing and Appeals Board
held on Tuesday, 24th December, 2024 at 12.30 pm in the Meeting Room 1-3
- First Floor, King's Court, Chapel Street, King's Lynn PE30 1EX**

PRESENT: Councillor B Jones (Chair)
Stuart Ashworth – Assistant Director

Officers present:
C Pease, Senior Licensing Officer
A Pearce, Legal representative
S Winter, Democratic Services Manager

1 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

2 EMERGENCY HEARING CASE

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to consider an emergency case. He introduced the Panel Members, Officers and Legal Advisor.

The Licence Holder introduced themselves

3 PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS

The Legal Advisor outlined the procedure which would be followed at the Hearing.

4 REPORT OF THE LICENSING OFFICER

At the request of the Chair, the Senior Licensing Officer presented his report.

There were no questions.

5 **LICENCE HOLDERS CASE**

The licence holder presented their case and responded to questions from the Senior Licensing Officer.

6 **SUMMING UP - LICENSING OFFICER**

The Senior Licensing Officer summed up their case and requested that the Panel consider the report and dispose of the matter by using one of the options as set out in the report.

7 **SUMMING UP - LICENCE HOLDER**

The License Holder summed up their case.

8 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and Democratic Services Manager.

All parties were called back into the room and the decision was read out.

A copy of the Decision Notice was handed to the Licence Holder.

The meeting closed at 1.20 pm

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

LICENSING AND APPEALS BOARD

**Minutes from the Meeting of the Licensing and Appeals Board held on
Thursday, 20th February, 2025 at 3.30 pm in the Kempe Room,
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillors B Jones (Chair), R Coates and C Rose (Vice Chair)

PORTFOLIO HOLDER:

Councillor J Moriarty – Portfolio Holder for Planning and Licensing (Observing)

OFFICERS:

Craig Pease – Senior Licensing Officer

Amy Pearce – Legal Advisor

Lauren Steele – Democratic Support Officer

1 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

5 **REVIEW OF AN EXISTING COMBINED DRIVER'S LICENCE**

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to review an existing Combined Driver's Licence. He introduced the Panel Members, Officers and Legal Advisor.

The Licence Holder introduced himself.

The Licence Holder's Representative introduced himself.

6 **PROCEDURE FOR DETERMINING HACKNEY CARRIAGE/PRIVATE HIRE LICENCE APPLICATIONS AND DISCIPLINARY HEARINGS**

The Legal Advisor outlined the procedure which would be followed at the Hearing.

7 **REPORT OF THE LICENSING OFFICER**

At the request of the Chair, the Senior Licensing Officer presented his report and responded to questions from the Panel.

The Licence Holder and their Representative asked no questions.

8 **LICENCE HOLDER'S CASE**

At the request of the Chair, the Licence Holder's Representative presented their case.

There were no questions.

9 **SUMMING UP - LICENSING OFFICER**

The Senior Licensing Officer summed up their case and requested that the Panel consider the report and the representations made at the Hearing and dispose of the matter by using one of the options as set out in the report.

10 **SUMMING UP - THE LICENCE HOLDER**

The Licence Holder and their Representative had nothing further to add.

11 **OUTSTANDING MATTERS**

The Legal Advisor confirmed there were no outstanding matters.

12 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor and Democratic Support Officer.

All parties were called back into the room and the decision was read out. A copy of the Decision Notice was handed to the Licence Holder.

The meeting closed at 5.33 pm