

**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 Friday, 5th December, 2025 at 10.00 am in the Chief Executive's  
Office - Second Floor, King's Court, Chapel Street, King's Lynn**

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

**OFFICERS:**

Craig Pease – Senior Licensing Officer

Amy Pearce – Legal Advisor

Lauren Steele – 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 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 and responded to a question from the Licence Holder.

The Panel asked no questions.

5        **LICENCE HOLDER'S CASE**

At the request of the Chair, 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 the representations made at the Hearing and dispose of the matter by using one of the options as set out in the report.

7        **SUMMING UP - THE LICENCE HOLDER**

The Licence Holder summed up their case.

8        **OUTSTANDING MATTERS**

The Legal Advisor advised there were no outstanding matters.

9        **DECISION NOTICE**

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 11.53 am**