

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



Licensing and Appeals Board

Agenda

Wednesday, 13th May, 2026
at 10.00 am

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



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

Tuesday 5th May 2026

Dear Member

Licensing and Appeals Board

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 13th May, 2026 at 10.00 am** 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 - 32)

To approve as a correct record the below minutes:

14th April 2025 – Full Meeting

22nd April 2025 – 3.00pm

22nd April 2025 – 3.30pm

23rd April 2025

11th June 2025

26th June 2025

23rd July 2025

8th October 2025

14th October 2025

5th December 2025

11th December 2025

26th February 2026 – 1.00pm

26th February 2026 – 3.00pm

6. Any other business

7. Date of the next meeting

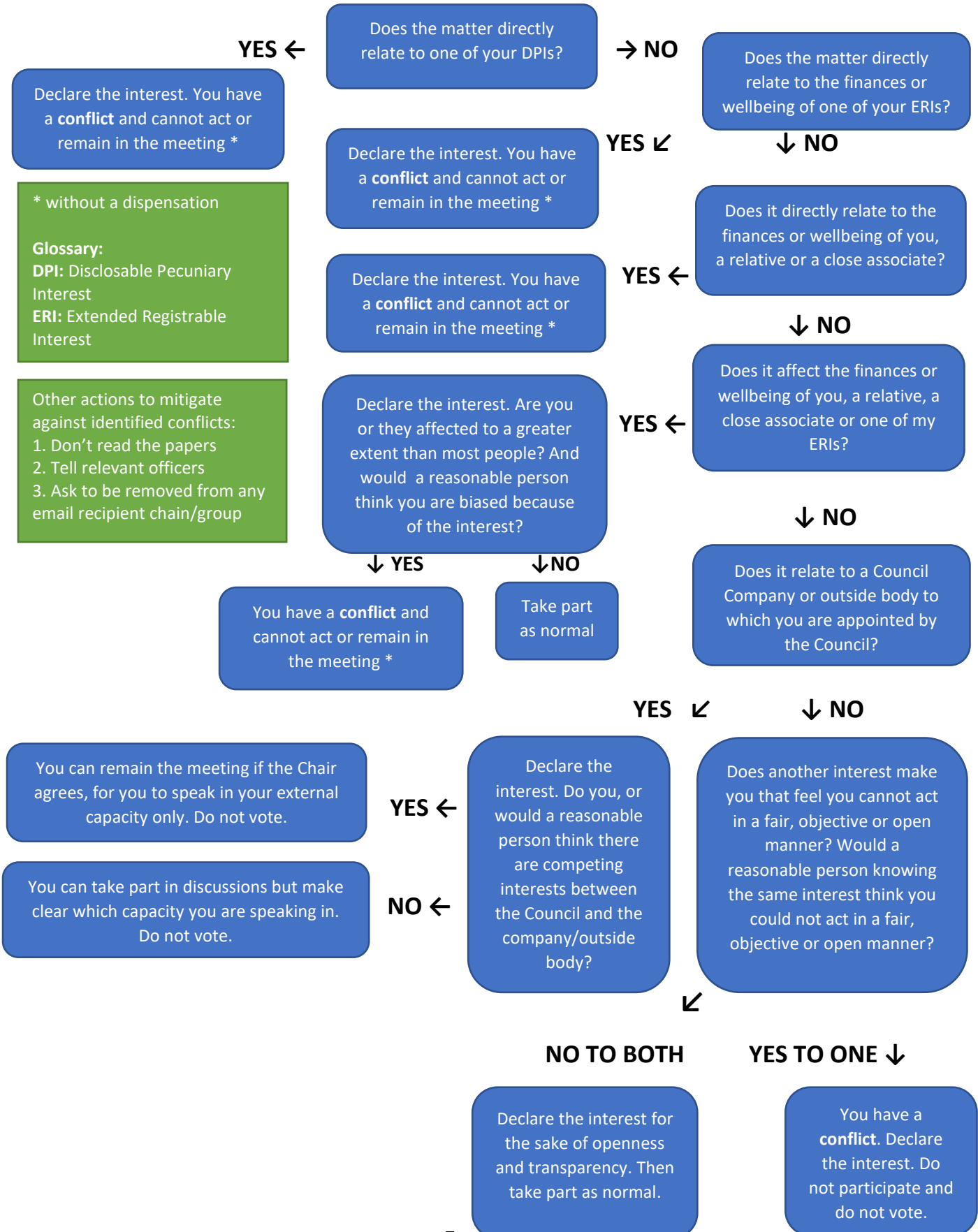
To:

Licensing and Appeals Board: B Anota, B Ayres, J Bhondi, A Bubb, R Coates, C J Crofts, B Jones (Chair), J Kirk, T Parish, C Rose (Vice-Chair), S Sandell and S Squire

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



* 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

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, 14th April, 2025 at 3.35 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

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

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bubb, Tyler and Wilkinson.

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

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

20 April 2023
28 April 2023
12 July 2023
24 July 2023
31 October 2023
12 January 2024
25 April 2024 – 10.00am
25 April 2024 – 11.15am
9 May 2024
15 July 2024
20 August 2024
9 October 2024 – 10.00am
9 October 2024 – 11.15am
6 November 2024

18 December 2024
24 December 2024
20 February 2025

6 **ANY OTHER BUSINESS**

There was none.

7 **DATE OF THE NEXT MEETING**

The next meeting of the Licensing and Appeals Board was scheduled for 22nd April 2025 at 3.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn. The Panel Members for this Hearing were Councillors Crofts, Jones and Rose.

The meeting closed at 3.45 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, 22nd April, 2025 at 3.00 pm in the Council Chamber,
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

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

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 was not present at the Hearing but had indicated in advance of the Hearing that the Hearing could proceed in their absence.

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 there were no outstanding matters.

10 **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 would be sent to the Licence Holder after the Hearing closed.

The meeting closed at 3.25 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, 22nd April, 2025 at 3.30 pm in the Council Chamber,
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

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

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 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 and responded to questions from the Panel.

The Licence Holder's representative asked 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 the Panel.

The Senior Licensing Officer asked 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's representative summed up their case.

11 **OUTSTANDING MATTERS**

The Legal Advisor advised there were no outstanding matters.

12 **DECISION NOTICE**

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's representative and a copy would be sent to the Licence Holder after the Hearing closed.

The meeting closed at 4.56 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, 23rd April, 2025 at 3.30 pm in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor B Jones (Chair)
Councillors A Bubb and C Rose

OFFICERS:

Craig Pease – Senior Licensing Enforcement Officer
Amy Pearce – Legal Advisor
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 DRIVER'S 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. He introduced the Panel Members, Officers and Legal Advisor and the Applicant 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 and responded to questions from the Panel and the Applicant.

8 **APPLICANT'S CASE**

At the request of the Chair the Applicant presented his case and responded to questions.

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 summed up their 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 5.15 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, 11th June, 2025 at 3.30 pm in the Kempe Room - Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

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

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.

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 a question from the Senior Licensing Officer.

The Panel asked 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 had nothing further to add.

11 **OUTSTANDING MATTERS**

The Legal Advisor confirmed there were no outstanding matters.

12 **DECISION NOTICE**

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 5.40 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, 26th June, 2025 at 3.30 pm in the Kempe Room - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

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

OFFICERS PRESENT: C Pease - Senior Licensing Officer,
J Arrandale - Legal Representative
E Briers – 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 Senior Licensing Officer advised the Panel the Licence Holder was not going to be in attendance.

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.

The Panel asked questions and the Senior Licensing Officer responded.

5 **LICENCE HOLDERS CASE**

The Licence Holder was not present at the meeting.

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 **DECISION**

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

The Senior Licensing Officer was called back into the room and the decision was read out.

A copy of the Decision Notice was sent to the Licence Holder following the meeting.

The meeting closed at 4.24 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, 23rd July, 2025 at 3.30 pm in the Council Chamber, 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

Amy Pearce – Legal Advisor

Lauren Steele – Democratic Support Officer

OBSERVING:

Councillor Everett – Member of the Licensing and Appeals Board

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 **APPLICATION TO DEPART FROM LICENSING PROCEDURES AND CONDITIONS IN RESPECT OF PRIVATE HIRE SIGNAGE**

[Click here to view the recording of this item on YouTube](#)

The Chair welcomed everyone to the Hearing and stated that the purpose of the Hearing was to consider an application to depart from Licensing Procedures and Conditions in respect of Private Hire Signage. The Chair introduced the Panel Members, Officers and Legal Advisor.

The Applicant introduced himself.

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

[Click here to view the recording of this item on YouTube](#)

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

6 **REPORT OF THE LICENSING OFFICER**

[Click here to view the recording of this item on YouTube](#)

At the request of the Chair, the Senior 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.

7 **APPLICANT'S CASE**

[Click here to view the recording of this item on YouTube](#)

At the request of the Chair, the Applicant presented his case and explained he had used the car to provide an additional service over the last two years.

The Applicant emphasised that a special event vehicle had additional requirements, including a £30.00 minimum fee and the need for the customer to specifically request it. He explained that many customers did not understand this requirement and that some high-end clients preferred not to give a reason for using the vehicle.

The Applicant believed there was only one other similar vehicle in the area and wished for King's Lynn to have this type of service at a reasonable cost. He explained that the vehicle was expensive to run and that he needed to earn enough to cover its upkeep.

In response to questions from the Senior Licensing Officer, the Applicant explained that he had chosen to change from special events only to private hire to allow customers to use the car without the higher hire costs associated with special events.

He stated that he did not have a suitable alternative vehicle other than an eight-seater with wheelchair access, which was not always available.

When asked why he believed stickers on the vehicle would deter customers, he explained that some valued privacy, others preferred a car without signage, and that stickers were unsuitable for weddings. He confirmed he was content to display the plate on the back of the vehicle.

The Applicant further explained that special event use alone was not ideal, as weddings occurred only at certain times of the year. He wished to use the vehicle more often for regular customers and believed that private hire use without stickers would increase demand, helping him to cover running costs. He felt it was important to offer this type of vehicle and service to customers at a reasonable price.

There were no questions to the Applicant from the Panel.

8 **SUMMING UP - LICENSING OFFICER**

[Click here to view the recording of this item on YouTube](#)

The Senior Licensing Officer reminded the Panel to 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.

9 **SUMMING UP - APPLICANT**

[Click here to view the recording of this item on YouTube](#)

The Applicant thanked the Panel for the opportunity to present his case. He stated that he intended to retain the additional service within his company, emphasising that public safety was very important and that he always sought to offer all possible services and accommodate all customers.

10 **OUTSTANDING MATTERS**

[Click here to view the recording of this item on YouTube](#)

The Legal Advisor confirmed there were no outstanding matters.

11 **DECISION NOTICE**

[Click here to view the recording of this item on YouTube](#)

The Chair advised that the Panel would retire to make their decision in private, accompanied by the Legal Advisor, Democratic Support Officer and Councillor Everett who was observing for training purposes.

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

The meeting closed at 5.19 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, 8th October, 2025 at 3.30 pm in the Council Chamber, Town
Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillors Jones (Chair), Bhondi and Rose (Vice Chair)

OFFICERS:

Craig Pease – Senior Licensing Officer

Amy Pearce – Legal Advisor

Lauren Steele – 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 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.

There were no questions.

8 **LICENCE HOLDER'S CASE**

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

The Senior Licensing Officer asked 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 summed up their case.

11 **OUTSTANDING MATTERS**

The Legal Advisor advised there were no outstanding matters.

12 **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 4.55 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, 14th October, 2025 at 3.30 pm in the Kempe Room,
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor 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.

There were no questions.

5 LICENCE HOLDER'S CASE

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

The Senior Licensing Officer asked no questions.

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 5.30 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 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

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, 11th December, 2025 at 10.00 am in the Kempe Room - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

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

OFFICERS:

Craig Pease – Senior Licensing Officer

Amy Pearce – Legal Advisor

Cat Smith – Paralegal (Observing)

Lauren Steele – Democratic Services Officer

Marie Malt – Licensing Service Manager (Chaperone to the Witness)

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 Senior Licensing Officer's Witness 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 Panel.

The Licence Holder asked no questions.

8 LICENSING OFFICER'S WITNESS' CASE

At the request of the Chair, the Senior Licensing Officer's Witness presented their case and responded to questions.

9 LICENCE HOLDER'S CASE

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

10 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.

11 SUMMING UP - THE LICENCE HOLDER

The Licence Holder summed up their case.

12 OUTSTANDING MATTERS

The Legal Advisor advised on outstanding matters.

13 DECISION NOTICE

The Panel retired to make their decision in private, accompanied by the Legal Advisor, Democratic Services Officer and the Paralegal who was observing for training purposes.

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 12.56 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, 26th February, 2026 at 1.00 pm in the Council Chamber,
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillors Jones (Chair), Parish and Rose (Vice Chair)

OFFICERS:

Craig Pease – Senior Licensing Officer

Amy Pearce – Legal Advisor

Gemma Sedgley – Assistant Licensing Officer (observing)

Lauren Steele – 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 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. The Chair introduced the Panel Members, Officers and Legal Advisor.

The Licence Holder 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 Senior Licensing Officer presented their report.

There were 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 summed up their case.

11 **OUTSTANDING MATTERS**

The Legal Advisor advised there were no outstanding matters.

12 **DECISION NOTICE**

The Panel retired to make their decision in private, accompanied by the Legal Advisor, Democratic Services Officer and the Assistant Licensing Officer who was observing for training purposes.

All parties were called back into the room and were informed that the Decision Notice would be sent to them within five working days.

The meeting closed at 2.52 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 Thursday, 26th February, 2026 at 3.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor Jones (Chair) and Mark Whitmore – Assistant Director

OFFICERS:

Craig Pease – Senior Licensing Officer

Amy Pearce – Legal Advisor

Gemma Sedgley – Assistant Licensing Officer (observing)

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

The Licence Holder was not present at the Hearing but had indicated in advance of the Hearing that they would not be in attendance.

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

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 their report.

There were no questions.

5 **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.

6 **OUTSTANDING MATTERS**

The Legal Advisor advised there were no outstanding matters.

7 **DECISION**

The Panel retired to make their decision in private, accompanied by the Legal Advisor, Democratic Services Officer and the Assistant Licensing Officer who was observing for training purposes.

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

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

The meeting closed at 3.44 pm