

**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**