



Date: 16/10/2017
Ask For: Emily Kennedy
Direct Dial: (01843) 577046
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LICENSING SUB COMMITTEE

24 OCTOBER 2017

A meeting of the Licensing Sub Committee will be held at **10.00 am on Tuesday, 24 October 2017** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Membership:

Councillors: Matterface, Rogers and Tomlinson

A G E N D A

Item
No

Subject

1. **ELECTION OF CHAIRMAN**

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

'To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest Form attached at the back of this Agenda. If a Member declares an interest, they should complete that form and hand it to the Officer clerking the meeting and then take the prescribed course of action.'

4. **TEMPORARY EVENT NOTICE APPLICATION BY: GARY RYAN** (Pages 3 - 22)

Declaration of Interests Form

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**APPLICATION FOR TEMPORARY ACTIVITIES:
TEMPORARY EVENT NOTICE APPLICATION
BY: Gary Ryan**

Licensing Sub-Committee – 24th October 2017 at 10 a.m

Report Author **Philip Bensted Regulatory Services Manager**

Portfolio Holder **Cllr Lin Fairbrass Community Services**

Status **For Decision**

Classification: **Unrestricted**

Ward: **Margate Central**

Executive Summary:

To consider this application for temporary activities in the light of objections made by Kent Police and Environmental Health

Recommendation(s):

The instructions of the Sub-Committee are requested

CORPORATE IMPLICATIONS

Financial and Value for Money	None
Legal	<p>There is a right of appeal to a Magistrates' Court within 21 days of the date of the decision of the Licensing Sub-Committee with regard to the grant/refusal of a licence or any of the conditions attached to it.</p> <p>The Licensing Sub-Committee must pay proper attention to the applicant's rights under the provisions of the Human Rights Act 1998, which gives further effect in the United Kingdom to the fundamental rights and freedoms contained in the European Convention on Human Rights. The Licensing Sub-Committee must have proper regard to the rights of the individual applicant when making decisions that affect them. However, it also has to have regard to the safety and protection of the public and therefore to ensure that the right balance is found and think hard about how it can cause the least possible harm to individuals, bearing in mind its duty to ensure the protection of the public.</p>
Corporate	None.
Equalities Act 2010 & Public Sector Equality Duty	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only</p>

	aim (i) of the Duty applies to Marriage & civil partnership.
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1.0 Introduction and Background

- 1.1 A temporary event notice has been received from Gary Ryan of Cecil Square, Margate for The Gallery, Cecil Square, Margate. The event is described as ‘opening of a new venue, Solar Restaurant and Bar’. There will be the following licensable activities, the sale by retail of alcohol, the provision of regulated entertainment and late night refreshment. It is intended that it will take place on the 27th and 28th October between 10 p.m and 3 a.m. The maximum number of people to be present will be 250. The applicant is the holder of a personal licence.
- 1.2 Part 5 of the 2003 Licensing Act provides a system of permitted temporary activities, under which licensable activities can be carried out on a temporary basis (for a period not exceeding 7 days) without the need for a premises licence or a club premises certificate. A copy of the notice is appended at Annex 1.

2.0 General Points

- 2.1 The Act provides for periods of notice and the number of events that may be held. Notice must be given to the Licensing Authority, Police and Environmental Protection ten working days before the beginning of the event period. The Police and Environmental Protection then have three working days to lodge objections with the Licensing Authority and Applicant. A copy of the Police objection is appended at Annex 2. A copy of the Environmental Health objection is appended at Annex 3.
- 2.2 Objections must relate to the undermining of the licensing objectives, the prevention of crime and disorder, public safety, the prevention of public nuisance, the protection of children from harm.
- 2.3 A copy of the premises licence for The Gallery with times and conditions is at Annex 4.

3.0 Options

- 3.1 Grant the application.
- 3.2 Refuse the application.
- 3.3 Grant the application with the conditions attached to the premises licence.

Contact Officer:	Philip Bensted, Regulatory Services Manager, ext 57630
Reporting to:	Penny Button, Head of Neighbourhood Services, ext 57425

Annex List

<i>Annex 1</i>	Temporary event notice
<i>Annex 2</i>	Police objection
<i>Annex 3</i>	Environmental Health objection
<i>Annex 4</i>	Premises licence

Background Papers

Title	Details of where to access copy
N/A	

Corporate Consultation

Finance	N/A
Legal	N/A

Continued from previous page...

Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

E-mail

Telephone number

Other telephone number

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). (See also guidance on completing the form, note 2)

* Does the premises have an address?

Yes No

* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither Premises licence Club premises certificate

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below (see also guidance on completing the form, note 3)

Describe the nature of the premises below (see also guidance on completing the form, note 4)

BAR AND RESTAURANT, CURRENTLY TRADING AS 'THE GALLERY'

Describe the nature of the event below (see also guidance on completing the form, note 5)

OPENING OF A NEW VENUE; 'SOLAR RESTAURANT AND BAR'

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises (see also guidance on completing the form, note 6):

The sale by retail of alcohol

Continued from previous page...

- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

(See also guidance on completing the form, note 7).

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

(see also guidance on completing the form, note 8)

Event start date / /
dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date / /
dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

(see also guidance on completing the form, note 9)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

Note that the maximum number of people cannot exceed 499.

(see also guidance on completing the form, note 10)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

(see also guidance on completing the form, note 11):

- On the premises only
- Off the premises only
- Both

Section 5 of 9

RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 12)

Continued from previous page...

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

ENTERTAINMENT IN THE FORM OF A DJ WILL TAKE PLACE BETWEEN,
22.00 - 02.45

Section 6 of 9

PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 13)

Do you currently hold a valid personal licence? Yes No

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 14)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? Yes No

Have you already given a temporary event notice for the same premises in which the event period:
a) Ends 24 hours or less before; or Yes No
b) Begins 24 hours or less after the event period proposed in this notice? Yes No

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 15)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? Yes No



**Kent
Police**

Chief Officer of Police Objection Notice in relation to a
Temporary Event Notice given under Part 5 Section 100
Licensing Act 2003 (S104 Licensing Act 2003)

Details of person making objection

Name of Chief Officer of Police	Sharon Adley
Postal Address: (Area Headquarters)	Margate Police Station Fort Hill Margate CT9 1HL
E-mail address	██████████kent.pnn.police.uk
Telephone Number:	01843 ██████████

The Chief Officer of Police has received a Temporary Event Notice under Section 100 Licensing Act 2003, and under Section 104 of that Act, asks the Licensing Authority to consider this objection in respect of the prevention of crime and disorder objective.

Details of Temporary Event

Date(s) of event	27 th October 2017 – 28 th October 2017
Licensable activities proposed	The Sale by retail of alcohol The Provision of regulated entertainment. The provision of late night refreshment.
Hours of licensable activities	2200 - 0300
Name of Premises:	Gallery
Address of premises:	14 Cecil Square Margate Kent CT9 1BD
Date and time TEN received by police	06/10/2017
Date and time objection notice given to Licensing Authority and the premises user	06/10/2017

Due to the circumstances of this case, I am satisfied that allowing the premises to be used in accordance with the notice would undermine the crime prevention objective because

The Police are objecting to the TENs application for this event.

The premises have changed ownership and are in the process of changing its name.

So the Police understand why this TENS has been applied for.

However the premises has been recently called before a Council review panel hearing where the Police and Environmental Health raised issues regarding noise complaints and excessive patron noise.

The hearing resulted in a reduction in hours and extra conditions to resolve this concern.

This was resolved and the new conditions were applied to the premises licence in July 2017. The Police feel this is too soon to support the premises to be allowed to stay open until this time, after the premises was called for review due to the noise during these hours which are being asked for.

The Police cannot support this TENS notice.

Please use separate sheets where necessary

Suggested modifications that could be added to the temporary event notice to remedy the objection or other suggestions the Licensing Sub Committee may take into account:

Please use separate sheets where necessary. Consider s106 Licensing Act 2003.

The Police will only support the current terms of the active premises licence.

Signed:
Print name: PC Darren Dennett

Date: 06/10/2017
Force Number: [REDACTED]

Philip Bensted

From: Christopher Brown
Sent: 09 October 2017 12:55
To: TDC Licensing
Subject: TEN application - The Gallery 15 Cecil Square Margate - 27/10/17

Licensing,

I have been asked to comment on the above TEN application on behalf of Environmental Health.

I object to the application on the grounds of the prevention of public nuisance. The Gallery has only recently (July 2017) been subject to a premises licence review. As part of that review the hours of the premises were reduced. Prior to our agreement to any TEN, Environmental Health would like to see a clear extended period of operation where there are no complaints.

Regards,

Christopher Brown
Environmental Protection Officer
Thanet District Council
www.thanet.gov.uk
Direct Dial: 01843 [REDACTED]
E-mail: [REDACTED]@thanet.gov.uk

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Thanet District Council
Part A
Premises Licence

Premises licence number

LN/200501506

Part 1 – Premises details

Postal address of premises, or if none, ordnance survey map reference or description	
The Gallery 15 Cecil Square	
Post town Margate, Kent	Post code CT9 1BT
Telephone number 01843 [REDACTED]	

Where the licence is time limited the dates

None

Licensable activities authorised by the licence

- 1) Films (indoors)
- 2) Live music (indoors), performances of dance (indoors)
- 3) Recorded music (indoors)
- 4) Late night refreshment (indoors)
- 5) Supply of alcohol (on and off the premises)

The times the licence authorises the carrying out of licensable activities

- 1) Mon – Wed 10am to 11.30pm, Thurs – Sat 10am to 1.30am, Sun – 12noon to 1am
- 2) Mon – Wed 10am to 11pm, Thurs 10am to 1.30am, Fri/Sat 9am to 1.30am, Sun 12noon to 12.30am
- 3) Mon – Wed 10am to 11.30pm, Thurs 10am to 1.30am, Fri/Sat 9am to 1.30am, Sun – 10am to 1am
- 4) Thurs – Sat 11pm to 1.30am
- 5) Mon – Wed 10am to 11pm, Thurs 10am to 1.45am, Fri/Sat 9am to 1.45am, Sun 12noon to 12.30am

The opening hours of the premises

Mon – Wed 10am to 11.30pm
Thurs 10am to 2am
Fri/Sat 9am to 2am, Sun – 10am to 1am

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

On and off subject to mandatory conditions

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Mr Gary Paul Ryan

[REDACTED], Painters Forstal, Faversham, Kent ME13 0EF

01843 [REDACTED]

Registered number of holder, for example company number, charity number (where applicable)

None

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

Mr Gary Paul Ryan

[REDACTED], Painters Forstal, Faversham, Kent ME13 0EF

01843 [REDACTED]

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

SWALE/PL/1809

Swale Borough Council

Issued on the 11 July 2017

To commence on the 24 November 2005

Regulatory Services Manager _____



Annex 1 – Mandatory conditions

No supply of alcohol may be made under the premises licence: -

At a time when there is no designated premises supervisor in respect of the premises licence, or

At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

The admission of children (persons under 18 years) to the exhibition of any film is restricted in accordance with any recommendation of the British Board of Film Classification (BBFC) or the Licensing Authority.

Where a film exhibition has not been classified, the licence holder will certify to the Licensing Authority that an assessment of the suitability of the film for exhibition to children, in accordance with the BBFC Guidelines has been carried out, and that this has been confirmed by the Licensing Authority, in writing, prior to public viewing.

1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

(a) a holographic mark, or

(b) an ultraviolet feature.

4. The responsible person must ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in

a securely closed container) it is available to customers in the following measures—

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”

5. (1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

(2) For the purposes of the condition set out in paragraph 1 –

a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

b) “permitted price” is the price found by applying the formula –

$$P = D + (D \times V)$$

where -

- i. P is the permitted price,
- ii. D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –

- i. The holder of the premises licence,
- ii. The designated premises supervisor (if any) in respect of such a licence, or
- iii. The personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.

Regulated Entertainment

Maximum number of persons admitted: -
Ground Floor 300

1. All doors and windows shall be kept closed, except for access and egress, when operating under this licence.
2. The noise from any entertainment must not be audible in any neighbouring or adjoining premises.
3. Dancing will only be allowed on the designated dance floor.

Annex 2 – Conditions consistent with the operating Schedule

1. CCTV shall be installed at the premises. The number and location of the cameras/monitors and recording equipment to be agreed with the Police.
2. CCTV to be fitted to a standard agreed to by the Police that complies with the CCTV Code of Practice (2008 edition) produced by the Information Commissioners Office, with all public areas including all access and egress points covered. The CCTV system will be maintained and serviced on a regular basis and records kept to that effect. Save for periods of maintenance, servicing or breakdown, it shall be operational at all times that members of the public and/or staff are on the premises and images will be retained for a period of at least one calendar month by whatever means the licence holder deems appropriate. In instances of breakdown the premises shall

ensure that the fault is reported to the appropriate persons so arrangements can be made for the repairs within 48 hours if possible, any major repairs affecting the covering of the CCTV not able to be repaired within 48 hours to be reported to the Licensing Officer. The management shall maintain written details of the steps taken to affect any repair and make such details available to the Police or Local Authority for inspection upon request. The Police or Local Authority will have access to these images at any reasonable time and in any case within 48 hours of the request for the image being made. The Police or Local Authority will be allowed to take a recording by way of tape, CD Rom or any other means of the image within 48 hours of the initial request being made either by the Police or Local Authority.

3. The system shall be maintained and images stored in accordance with the Data Protection Act and any other relevant legislation relating to the use of the systems.
4. CCTV shall be operational at all times that members of the public and/or staff are on the premises.
5. Images will be retained for a period of at least one calendar month by whatever means the licence holder deems appropriate.
6. The Police or Local Authority will have access to these images at any reasonable time.
7. All drinks shall be served in toughened glass/polycarbonate glasses from midnight every Thursday, Friday, Saturday and Sunday.
8. No glasses or glass bottles allowed outside after 10pm any evening.

Annex 3 – Conditions attached after a hearing by the Licensing Authority

1. By the 25th July 2017 the premises shall have a written dispersal policy that outlines the procedure for management, door supervisors and staff. The Policy shall be displayed and maintained at the main door where it is easily visible to door staff and also behind the bar where it is easily visible to the relevant site manager and staff. The Policy shall contain procedures on:
 - a. Supervising the queue to ensure that it is managed in a way that avoids rowdy, unpleasant behaviour and to

- keep customers quiet as to not disturb neighbours in the vicinity.
- b. Display notices outside where the queue is formed asking them to be quiet or they will be refused entry.
 - c. Display numbers for taxi firms inside and provide a process where taxis can be waited for inside the premises.
 - d. Move patrons away from the premises that are standing around talking to others.
 - e. Procedure on refusing entry or banning those who repeatedly cause a nuisance by noise and rowdy behaviour.
 - i. Persons refusing to use the designated smoking area shall be a refusal of re-entry.
 - f. The smoking area shall only be used by smokers and no other patrons who wish to join them.
 - g. At least one member of the door staff shall be responsible for monitoring the smoking area and controlling behaviour and noise.
 - h. Door supervisors shall be stationed outside the premises until 2.30am Thursday, Friday and Saturday to control the dispersal. Where all patrons of the premises have left the area prior to 2.30am door staff can be stood down from 2.15am, or 15 minutes from closure.
2. All tables at the front of the premises shall be removed at 10pm on each operational night.
 3. By the 11th August 2017 the smoking area to the front of the premise shall be enclosed in nature by barriers of at least one metre tall (subject to Kent County Council Highways approval) and shall only cover the area between the two entrance doors. The smoking area shall be removed at 2am to aid dispersal.
 4. No entry to new patrons after 1am on each operational night. All re-entries by patrons shall cease from 1.30am.
 5. Alcohol that is purchased at the premises shall not leave the internal parts of the premises after 10pm on each operational day. This shall result in patrons leaving to smoke having drinks removed from them.

Annex 4 - Plans

Plans considered May 2005

THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
 - exercises functions of a public nature; or
 - is directed to charitable purposes; or
 - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

Gifts, Benefits and Hospitality

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £25 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

What if I am unsure?

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Democratic Services and Scrutiny Manager well in advance of the meeting.

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY

MEETING

DATE..... **AGENDA ITEM**

DISCRETIONARY PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....
.....
.....

NAME (PRINT):

SIGNATURE:

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.