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Licensing Sub-Committee

Mon 16 Nov
2026
10.30 am

Arrow Valley Visitors Centre, Battens Drive, B98 0LJ

Redditch Borough Council
Working together for our communities

If you have any queries on this Agenda please contact

Gavin Day
Democratic Services Officer

Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: (01527) 64252 (Ext. 3304)
e.mail : gavin.day@bromsgroveandredditch.gov.uk

LICENSING SUB-COMMITTEE PROCEDURE

1. Rights of Applicants

a) A Licence Holder will be permitted the opportunity of being heard by the Committee before his/her case is determined.

b) The Licence Holder will also be allowed to be accompanied by a legal or other representative to assist them if he/she so desires.

2. Notice of Meeting

a) As much notice as is practicable will be given to the Licence Holder of the date of the Committee meeting at which his/her licence review will be heard, in order to enable him/her to prepare his/her case adequately.

b) Every member of the Committee will be issued with copies of every document which has been supplied, both by and to the applicant/driver and any third parties.

3. Procedure at Meeting

a) The Chair will open the hearing and ask Members of the Sub-Committee and officers present to introduce themselves.

b) in the event the Licence Holder is not represented, the Chair will remind them that they can be represented by a legal representative at their own expense.

c) The Chair will ask the Licence Holder (and their representative, if represented), to introduce themselves.

d) The Technical Officer (Licensing), Worcestershire Regulatory Services will present the report and call any witnesses.

e) The Chair will invite Members of the Sub-Committee and the Licence Holder or their representative to ask any relevant questions of the Technical Officer or the witnesses.

f) The Chair will invite the Licence Holder or their representative to present the Licence Holder's case and to call any witnesses on behalf of the Licence Holder.

g) The Chair will invite Members of the Sub-Committee to put questions to the Licence Holder and/or their representative and/or witnesses.

h) The Chair will invite the Licence Holder and/or their representative to sum up.

i) The Chair will ask the Licence Holder to confirm that they have said all they wish to say.

j) The Chair will ask the Sub-Committee Members if they have all the information, they need to reach a decision.

k) The Chair will ask the Legal Advisor if there is any legal advice to be given.

l) The Licence Holder and any other parties present will leave the meeting room so that the Sub-Committee can reach its decision in private.

m) When the Sub-Committee has reached its decision the Licence Holder and their representative will be invited to return to the meeting room. The Chair will relay the decision and the reason(s) for the decision to the Licence Holder.

n) The Chair will inform the Licence Holder that a written Decision Notice will be issued within 14 days.

o) If relevant, The Council's Legal Advisor will inform all those present of the right to appeal and that, an appeal against the Sub-Committee's decision must be lodged within 21 days of the date on which written confirmation of the decision is received by the Licence Holder.

4. Adjournment

If an application is made for an adjournment, the Committee should grant the request if refusal would deny the Licence Holder a fair hearing and thereby result in a breach of the rules or natural justice.

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Licensing Sub-Committee

Monday, 16th November, 2026

10.30 am

Arrow Valley visitors Centre - Arrow Valley

Agenda

Membership:

Cllrs: Matthew Dormer, Gary Slim, Simon Farmer

1. Election of the Chair for the meeting

2. Apologies and Substitutes

3. Declarations of Interest

4. Exclusion of the Public and Press

Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

"that under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following item(s) of business on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the following paragraphs of Part 1 of Schedule 12 (A) of the said Act, as amended:

- **Paragraph 1 – Any Individuals**
- **Paragraph 2 – Identity of Individuals**
- **Paragraph 3 – Financial or Business Affairs**
- **Paragraph 7 – The Prosecution of a Crime."**

5. Consideration of the Suspension or Revocation of A Personal Licence (Pages 7 - 18)

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 5

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