

**APPENDIX 1 – COMMITTEE TERMS OF REFERENCE
LICENSING COMMITTEE**

Number of Members	11 13
Politically Balanced Y/N	Y
Quorum	6
Procedure applicable	Rules Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10-11, 13.4, 13.5, 14 and 21 2- 4, 6, 8-10, 12.2-12.3, 14, 17, 19, 20 and 21)
Terms of Reference	<p>1. To exercise all powers and duties of the Council in licensing and registration except the determination of applications and other matters relating to licences or licence applications delegated to Licensing Sub-Committees; in particular (but not limited to) the exercise of all powers and duties conferred by the Licensing Act 2003 and the Gambling Act 2005 <u>and the Local Government (Miscellaneous) Provisions Act 1976</u></p> <p>2. <u>Enforcement of licensing and registration</u></p> <p>3. To determine street amenity consents</p>
Special provisions as to the Chairman	None
Whipping arrangements	No whipping is permitted
Special provisions as to membership	<p>Only those Councillors who have undertaken appropriate training may sit on the Licensing Committee.</p> <p>Neither the Leader nor Deputy Leader may be a member of the Licensing Committee</p>

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LICENSING SUB-COMMITTEE
(Parent Committee – Licensing Committee)

Number of Members	3 (from the membership of the Licensing Committee) <u>with a fourth reserve Member on standby for each meeting</u>
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 9-11, 13.4, 13.5, 14, 18.2, 20.1 and 22) <u>2-4, 6, 8-10, 12.2-12.3, 14, 17, 19, 20, 21 and 25</u>)
Terms of Reference	To consider and determine applications and hearings arising from the Licensing Act 2003 and the Gambling Act 2005
Special provisions as to the Chairman	None
Special provisions as to membership	<p>Only those Councillors who have undertaken <u>the training specified below appropriate training</u> may sit on the Licensing Sub- Committee: -</p> <p><u>1:Committe Process and Quasi-judicial principles meetings training</u></p> <p><u>2. Licensing Act / Gambling Act Training Licensing Act/Gambling Act, taxi licensing and other licensing functions covered by Worcestershire Regulatory Services</u></p> <p>Neither the Leader nor Deputy Leader may be a member of the Licensing Committee</p>

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LICENSING (MISCELLANEOUS) SUB-COMMITTEES A AND B
(Parent Committee – Licensing Committee)

~~Sub-Committee A and Sub-Committee B will sit in rotation~~

Number of Members	3 (from the membership of the Licensing Committee) including either the Chairman or Vice-Chairman of the Licensing Committee (with a fourth Member on standby for each meeting)
Politically Balanced Y/N	N (but to include where possible a member of the opposition)
Quorum	3
Procedure applicable	Rules Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 9-11, 13.4, 13.5, 14, 18.2, 20.1 and 22) <u>2-4, 6, 8-10, 12.2-12.3, 14, 17, 19, 20, 21 and 25</u>)
Terms of Reference	To determine licensing applications (other than those arising under the Licensing Act 2003 and the Gambling Act 2005) including (but not limited to): 1. private hire and hackney carriage driver, operator and vehicle licensing; 2. street trading consents; 3. sex <u>establishment shop</u> applications; 4. pet shop licences; 5. animal boarding licences; 6. riding establishment licences; 7.4. charitable collections; 8.5. street amenity consents-
Special provisions as to the Chairman	None
Whipping arrangements	No whipping is permitted
Special provisions as to membership	Neither the Leader nor Deputy Leader may be a member of the Licensing (Miscellaneous) Sub-

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	<p>Committee</p> <p>Only those Councillors who have undertaken the appropriate training specified below may sit on the Licensing (Miscellaneous) Sub-Committee.</p> <p><u>1. Committee Process and Quasi-judicial principles training</u></p> <p><u>2. Licensing Act/Gambling Act, taxi licensing and other licensing functions covered by Worcestershire Regulatory Services</u></p> <p><u>Quasi-judicial meetings training</u></p> <p><u>1. Taxi Licensing/ Street Trading training</u></p>
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