

**INFORMAL MEETING OF THE GENERAL LICENSING COMMITTEE  
13<sup>TH</sup> NOVEMBER 2012**

**PRESENT** – Councillor Nutt (in the Chair) Councillors L. Haszeldine, B. Jones, D. Jones, Lee, Newall, Thistlethwaite, J. Vasey and L. Vasey. (9)

**APOLOGIES** – Councillors C. L. B. Hughes, Lawton, J. Lyonette and Stenson. (4)

**OFFICERS** – David Curry, Principal Building Control Officer, Anthony Hall, Superintendent Registrar, Abbie Metcalfe, Democratic Officer Luke Swinhoe, Head of Legal Services, Stuart Thew, Senior Fire Safety Officer, and Amy Wennington, Legal Advisor.

1.

**Overview of Licences from premises to be approved as a venue for Marriages and Civil Partnerships** – Members received an overview of how applications for premises to be approved as a venue for Marriages and Civil Partnerships are handled. Discussion ensued around how the numbers of occupancies are agreed, the makeup of Fire Risk Assessments, how Fire Risk Assessments are enforced and whether disability accessibility was taken into account when bookings were made for weddings. Members were keen to ensure that all future reports included information about whether any issues have been encountered during the life of the licence prior to renewal. Members also wished Officers to consider how the application form for a premises licence could be amended to encompass their concerns about altering the occupancy numbers if it is known there is likely to be disabled guests to ensure adequate provisions are made.

2.

**Decision Making** – Members received an overview from the Head of Legal Services about the decision making process and he reminded them of the phases to any judicial decision making. Mr Swinhoe also introduced Members to the draft pro forma for structured decision making and welcomed Members comments.