

Date: 24 February 2005  
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To: Members of the Licensing & Enforcement Committee  
(Councillors R H H Cross, Mrs CE E Drew, D J Cox, A E J Dinnis,  
J P Halse, Mrs M L Hardy, D R H Hull, R Mudge, B Nicholson,  
Mrs L A Roden, N Rogers, N J Spence, P C Townsend,  
C H Wale, Mrs E E Wragg).  
Other Members of the Council (for information)  
Chief Executive  
Corporate Directors – (for information)

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Dear Sir/Madam

**Licensing & Enforcement Committee Monday 7 March 2005 at 10.15 am (or upon the rising of the General Licensing Sub Committee)**

The above Committee meeting will be held in the Committee Room, Knowle, Sidmouth to consider the matters detailed on the agenda below.

Yours faithfully

MARK WILLIAMS

Chief Executive

**Members of the public are welcome to attend this meeting when items listed under Part A of the agenda are being considered. For the benefit of Councillors and members of the public a hearing loop system will be in use in the Council Chamber.**

**A G E N D A**

Page/s

- 1 To receive any apologies for absence.
- 2 To consider any items which, in the opinion of the Chairman, should be dealt with as matters of urgency because of special circumstances.  
  
(Note: Such circumstances need to be specified in the minutes; any Member wishing to raise a matter under this item is requested to notify the Chief Executive in advance of the meeting).
- 3 To agree any items to be dealt with after the public (including the press) have been excluded. (There are no items which the Officers recommend should be dealt with in this way).

**PART A**

**MATTERS FOR DECISION**

4	Licensing Act 2003 – appointment of sub committees and delegations	Head of Legal & Member Services	3 - 9
5	Procedure for dealing with applications and hearings under the Licensing Act 2003	Head of Legal & Member Services	10 - 26

**Members Remember!**

You must declare any personal or prejudicial interests in an item before it is discussed. Make sure you say the reason for your interest as this has to be included in the minutes. If your interest is prejudicial you must leave the room. You also need to declare when you are subject to the party whip, again before the matter is discussed.