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Agenda for a meeting of the Bradford District Licensing Panel to be held on Thursday, 18 November 2021 at 9.30 am in the Ernest Saville Room - City Hall, Bradford

Members of the Committee – Councillors

LABOUR	CONSERVATIVE
M Slater Hussain	Davies

Notes:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- Given the restrictions on room capacity, any Councillors and members of the public who wish to attend the meeting are asked to email jane.lythgowl@bradford.gov.uk by **mid-day on Tuesday 16 November 2021** and request to do so.
- On the day of the meeting you are encouraged to wear a suitable face covering (unless you are medically exempt) and adhere to social distancing. Staff will be at hand to advise accordingly.
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

From:

Parveen Akhtar
City Solicitor

Agenda Contact: Jill Bell/Jane Lythgow/Farzana Mughal

Phone: 01274 432270/ 07811 504164

E-Mail: jane.lythgow@bradford.gov.uk

To:

A. PROCEDURAL ITEMS

1. DISCLOSURES OF INTEREST

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

Notes:

- (1) Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) Officers must disclose interests in accordance with Council Standing Order 44.*

2. INSPECTION OF REPORTS AND BACKGROUND PAPERS

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.

Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Jane Lythgow - 01274 432270)

B. BUSINESS ITEMS

3. APPLICATION FOR THE REVIEW OF A PERSONAL LICENCE 1 - 18

The Interim Assistant Director, Waste, Fleet and Transport Services will present a report (**Document “Q”**) which invites Members to consider a personal licence following a conviction of a relevant offence by the holder of that licence.

Recommended –

Members are invited to consider the information and documents referred to in this report and determine what action should be taken.

(Melanie McGurk – 01274 431873)

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Report of the Interim Assistant Director Waste, Fleet & Transport Services to the meeting of the Bradford District Licensing Panel to be held on 18 November 2021.

Q

Subject:

To invite the panel to consider a personal licence holder, who has been convicted of a relevant offence (Section 132A of the Licensing Act 2003).

Summary statement:

The Licensing Panel are asked to consider a personal licence following a conviction of a relevant offence by the holder of that licence.

EQUALITY & DIVERSITY

The Council has to comply with the public sector equality duty in S.149 Equality Act 2010.

Susan Spink
Interim Assistant Director
Waste, Fleet & Transport Services

Report Contact: Melanie McGurk
Senior Licensing Officer
Phone: (01274) 431873
E-mail: melanie.mcgurk@bradford.gov.uk

Portfolio:

Neighbourhoods & Community Safety

Overview & Scrutiny Area:

Corporate

1. SUMMARY

The Licensing Panel are asked to consider a personal licence following a conviction of a relevant offence by the holder of that licence.

2. BACKGROUND

2.1 Personal Licence

Personal licences are issued by the Licensing Authority where the applicant resides, and applicants must hold an accredited licensing qualification. Once granted, a personal licence remains valid unless surrendered, suspended, revoked or declared forfeit by the Courts.

A personal licence was granted to Miss Jodie Louise Gumbley on 19 June 2014. A copy of the personal licence is attached at Appendix 1.

- 2.2** Since 06 April 2017, a Licensing Authority which issued a Personal Licence is now able to suspend (for up to 6 months) or revoke a Personal Licence, where the Licensing Authority becomes aware that an individual holding a personal licence has been convicted of a relevant offence or a foreign offence, a foreign offence being an equivalent offence committed in any place other than England and Wales, or if the holder has been required to pay an immigration penalty. This is a discretionary power.

A list of relevant offences is attached at Appendix 2.

- 2.3** LA 2003 Section 128 provides that where the holder of a personal licence is charged with a relevant offence, he must, produce to the court the personal licence, or notify the court of the existence of the personal licence and the identity of the relevant licensing authority and of the reasons why he cannot produce the licence. A person commits an offence if he fails, without reasonable excuse, to comply with this section.

The Bradford Magistrates Court Office Team has advised that they have checked the Court file but can see no mention of Miss Gumbley disclosing to the Court that she holds a personal licence.

- 2.4** LA 2003 Section 132 places an obligation on the licence holder to notify the Licensing Authority of any conviction of a relevant offence. A person commits an offence if he fails, without reasonable excuse, to comply with this section.

The Licensing Authority was notified by West Yorkshire Police that the personal licence holder had been convicted of a relevant offence as defined in Schedule 4 of the Act. Miss Gumbley did not inform the Council as Licensing Authority of the relevant offence.



Details of the offence and Court correspondence are attached at Appendix 3.

- 2.5** Where the Licensing Authority becomes aware that a holder of a Personal Licence has been convicted of a relevant offence or foreign offence and is considering revocation or suspension of the licence, notice must be sent to the holder of the Personal Licence inviting the Personal Licence Holder to make representations regarding the conviction within 28 days. This notice cannot be sent until after the period for lodging an appeal against the conviction for a relevant offence has passed. Where an appeal has been lodged, it must be decided and the conviction upheld in order for the Licensing Authority to exercise its powers.

The Bradford Magistrates convicted Miss Gumbley of the offence of, 'stole one rear registration plate, to the value of £10 and one taxi licence plate to the value of £20. Contrary to section 1(1) and 7 of the Theft Act 1968.

Miss Gumbley pleaded guilty to the offence on 26 April 2021.

The Court ordered compensation and a Community Order was made.

A copy of the notice served on Miss Gumbley is attached at Appendix 4.

- 2.6** Miss Gumbley has not responded to the notice.

3. OTHER CONSIDERATIONS

Legal Appraisal

- 3.1** The Licensing Act 2003 requires the Council to carry out its various licensing functions so as to promote the following four licensing objectives:
- a) the prevention of crime and disorder
 - b) public safety
 - c) the prevention of public nuisance
 - d) the protection of children from harm
- 3.2** The Council must also have regard to the guidance issued by the Home Office under Section 182 of the Licensing Act 2003. Regard must also be taken of the Council's statement of Licensing Policy for the District.
- 3.3** LA2003 Section 132A This section applies where a licensing authority has granted a personal licence and it becomes aware that the holder of the licence has been, at any time before or after the grant of the licence—
- (a) convicted of any relevant offence or foreign offence, or
 - (b) required to pay an immigration penalty.

The relevant licensing authority may—



- (a) suspend the licence for a period not exceeding six months, or
- (b) revoke the licence.

If the relevant licensing authority is considering whether to suspend or revoke the licence, the authority must give notice to the licence holder.

The notice must invite the licence holder to make representations regarding—
(a) the relevant offence, foreign offence or immigration penalty that has caused the relevant licensing authority to issue the notice,
(b) any decision of a court under section 129 or 130 in relation to the licence, and
(c) any other relevant information (including information regarding the licence holder's personal circumstances).

The licence holder may make representations to the relevant licensing authority within the period of 28 days beginning with the day the notice was issued.

Before deciding whether to suspend or revoke the licence the Licensing Authority must consider:

- a) any representations made by the licence holder
- b) any decision of a court to forfeit or suspend the personal licence of which the licensing authority is aware, or any suspension of that decision on appeal; and
- c) any other information which the authority considers relevant.

Statement of Policy Issues

- 3.4 The following parts of the Licensing Policy are of particular importance; Part 4 (prevention of crime and disorder).

4. FINANCIAL & RESOURCE APPRAISAL

There are no apparent finance or resource implications.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

There are no apparent risk management and governance implications.

6. LEGAL APPRAISAL

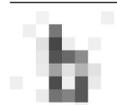
Referred to in part 3 of this report.

7. OTHER IMPLICATIONS

7.1 SUSTAINABILITY IMPLICATIONS

There are no apparent sustainability implications.

7.2 GREENHOUSE GAS EMISSIONS IMPACTS



There are no apparent implications.

7.3 COMMUNITY SAFETY IMPLICATIONS

The Licensing Authority is required to pay due regard to the prevention of crime and disorder objective referred to in 3.1 of this report.

7.4 HUMAN RIGHTS ACT

The following rights are applicable:

Article 1 First Protocol to the Convention – Right to peaceful enjoyment of possessions subject to the state’s right to control the use of property in accordance with the general interest. The Council’s powers set out in the recommendations fall within the states right. A fair balance must be struck between public safety and the applicant’s rights.

Article 6 – A procedural right to a fair hearing. As refusal of the application is an option, adherence to the Panels’ usual procedure of affording a hearing to the applicant is very important. The applicant should also be able to examine the requirements of the fire authority. If the decision is to refuse then reasons should be given.

7.5 TRADE UNION

Not applicable.

7.6 WARD IMPLICATIONS

Not applicable.

7.7 IMPLICATIONS FOR CORPORATE PARENTING

There are no apparent implications.

7.8 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

There are no apparent data protection or information security implications.

8. NOT FOR PUBLICATION DOCUMENTS

None.

9. OPTIONS

9.1 Members may:



- (a) take no further action
- (b) suspend the personal licence for a period not exceeding 6 months
- (c) revoke the personal licence

9.2 If Members propose not to revoke the licence, the Licensing Authority must give notice to the police and invite the police to make representations within 14 days of receipt of the notice.

9.3 Any representations made by the police must be taken into account by the Licensing Authority and a second hearing will be held for Members to consider the original information, any representations from the police or licence holder and give a final decision.

9.4 Should the personal licence holder feel aggrieved at any decision with regard to the licence they may appeal to the Magistrates Court. Where an appeal is made, any decision by the Licensing Authority does not have effect until the appeal is disposed of.

9.5 Where no appeal is made, the decision of the Licensing Authority comes into effect at the end of the period that an appeal can be made.

10. RECOMMENDATIONS

Members are invited to consider the information and documents referred to in this report and determine what action should be taken.

11. APPENDICES

1. Personal Licence.
2. List of relevant offences.
3. Offence details & Court correspondence.
4. Notice to the personal licence holder.

12. BACKGROUND DOCUMENTS

Legislation, guidance and regulations.



Licensing Service
3rd Floor Argus Chambers, Hall Ings
Bradford, West Yorkshire
BD1 1HX

Licensing Act 2003 - Personal Alcohol Licence

Licence Number: 094009

Licence Holder

Miss Jodie Louise Gumbley
 ■ Ventnor Street
 Bradford
 BD3 9JZ

Licence remains in force unless cancelled, suspended or revoked

Convictions

Conviction Date	Offences	Sentence

Date of Issue: 19 June 2014

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Relevant or Foreign Offences.

Schedule 4 - Section 113 Personal Licence: Relevant Offences

1. An offence under this Act.
2. An offence under any of the following enactments-
 - (a) Schedule 12 to the London Government Act 1963 (c. 33) (public entertainment licensing); (b) the Licensing Act 1964 (c. 26); (c) the Private Places of Entertainment (Licensing) Act 1967 (c. 19); (d) section 13 of the Theatres Act 1968 (c. 54); (e) the Late Night Refreshment Houses Act 1969 (c. 53); (f) section 6 of, or Schedule 1 to, the Local Government (Miscellaneous Provisions) Act 1982 (c. 30); (g) the Licensing (Occasional Permissions) Act 1983 (c. 24); (h) the Cinemas Act 1985 (c. 13); (i) the London Local Authorities Act 1990 (c. vii).
3. An offence under the Firearms Act 1968 (c. 27).
4. An offence under section 1 of the Trade Descriptions Act 1968 (c. 29) (false trade description of goods) in circumstances where the goods in question are or include alcohol.
5. An offence under any of the following provisions of the Theft Act 1968 (c. 60)-
 - (a) section 1 (theft); (b) section 8 (robbery); (c) section 9 (burglary); (d) section 10 (aggravated burglary); (e) section 11 (removal of articles from places open to the public); (f) section 12A (aggravated vehicle-taking), in circumstances where subsection (2)(b) of that section applies and the accident caused the death of any person; (g) section 13 (abstracting of electricity); (h) section 15 (obtaining property by deception); (i) section 15A (obtaining a money transfer by deception); (j) section 16 (obtaining pecuniary advantage by deception); (k) section 17 (false accounting); (l) section 19 (false statements by company directors etc.); (m) section 20 (suppression, etc. of documents); (n) section 21 (blackmail); (o) section 22 (handling stolen goods); (p) section 24A (dishonestly retaining a wrongful credit); (q) section 25 (going equipped for stealing etc.).
6. An offence under section 7(2) of the Gaming Act 1968 (c. 65) (allowing child to take part in gaming on premises licensed for the sale of alcohol).
7. An offence under any of the following provisions of the Misuse of Drugs Act 1971 (c. 38)-
 - (a) section 4(2) (production of a controlled drug); (b) section 4(3) (supply of a controlled drug); (c) section 5(3) (possession of a controlled drug with intent to supply); (d) section 8 (permitting activities to take place on premises).
8. An offence under either of the following provisions of the Theft Act 1978 (c. 31)-
 - (a) section 1 (obtaining services by deception); (b) section 2 (evasion of liability by deception).
9. An offence under either of the following provisions of the Customs and Excise Management Act 1979 (c. 2)-
 - (a) section 170 (disregarding subsection (1)(a)) (fraudulent evasion of duty etc.); (b) section 170B (taking preparatory steps for evasion of duty).
10. An offence under either of the following provisions of the Tobacco Products Duty Act 1979 (c. 7)-
 - (a) section 8G (possession and sale of unmarked tobacco); (b) section 8H (use of premises for sale of unmarked tobacco).
11. An offence under the Forgery and Counterfeiting Act 1981 (c. 45) (other than an offence under section 18 or 19 of that Act).
12. An offence under the Firearms (Amendment) Act 1988 (c. 45).
13. An offence under any of the following provisions of the Copyright, Designs and Patents Act 1988 (c. 48)-
 - (a) section 107(1)(d)(iii) (public exhibition in the course of a business of article infringing copyright); (b) section 107(3) (infringement of copyright by public performance of work etc.); (c) section 198(2) (broadcast etc. of recording of performance made without sufficient consent); (d) section 297(1) (fraudulent reception of transmission); (e) section 297A(1) (supply etc. of unauthorised decoder).
14. An offence under any of the following provisions of the Road Traffic Act 1988 (c. 52)-
 - (a) section 3A (causing death by careless driving while under the influence of drink or drugs); (b) section 4 (driving etc. a vehicle when under the influence of drink or drugs); (c) section 5 (driving etc. a vehicle with alcohol concentration above prescribed limit).
15. An offence under either of the following provisions of the Food Safety Act 1990 (c. 16) in circumstances where the food in question is or includes alcohol-
 - (a) section 14 (selling food or drink not of the nature, substance or quality demanded); (b) section 15 (falsely describing or presenting food or drink).
16. An offence under section 92(1) or (2) of the Trade Marks Act 1994 (c. 26) (unauthorised use of trade mark, etc. in relation to goods) in circumstances where the goods in question are or include alcohol.
17. An offence under the Firearms (Amendment) Act 1997 (c. 5).
18. A sexual offence, being an offence —
 - (a) listed in Part 2 of Schedule 15 to the Criminal Justice Act 2003, other than the offence mentioned in paragraph 95 (an offence under section 4 of the Sexual Offences Act 1967 (procuring others to commit homosexual acts)); (b) an offence under section 8 of the Sexual Offences Act 1956 (intercourse with a defective); (c) an offence under section 18 of the Sexual Offences Act 1956 (fraudulent abduction of an heiress).
19. A violent offence, being any offence which leads, or is intended or likely to lead, to a person's death or to physical injury to a person, including an offence which is required to be charged as arson (whether or not it would otherwise fall within this definition)."
20. An offence under section 3 of the Private Security Industry Act 2001 (c. 12) (engaging in certain activities relating to security without a licence).
21. An offence under Section 46 of the Gambling Act 2005 if the child or young person was invited, caused or permitted to gamble on premises in respect of which a premises licence under this Act had effect.
22. An offence under the Fraud Act 2006.

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Ms JODIE GUMBLEY

█ Ventnor Street

Bradford

BD3 9JZ

DOB: █ Age: █

Gender: Female

Nationality 1: British

CRO: 158587/08D

Aliases: Ms JODIE LOUISE GUMBLEY

Case Number: **2000747895**

Defendant Present: Yes

Attending Solicitor: Mr Carter (Sheikh Ayub Solicitors)

Informant: WYYP West Yorkshire Police

URN: 13BD1161920

Post-Hearing Custody Status:

1

CJ88116

On 18/09/2020 at WYCOMBE GREEN, BRADFORD assaulted █
█ by beating her

Contrary to section 39 of the Criminal Justice Act 1988.

ASN/Seq No.: 200000000001155117P/001

Plea: Guilty - 26/04/2021

COEW

Community order made. The defendant must comply with the following requirements by 13/06/2022: Rehabilitation Activity Requirement: Offender to comply with any instructions of the responsible officer to attend appointments (with the responsible officer or someone else nominated by them), or to participate in any activity as required by the responsible officer up to a maximum of 30 days., Unpaid Work Requirement: Carry out unpaid work for 80 hours within the next twelve months. This work will be supervised by the responsible officer.

FCOMP

To pay compensation of £55.

55.00

FVS

To pay a surcharge to fund victim services of £95.

95.00

COLLO

Collection order made.

GPTAC

Defendant's guilty plea taken into account when imposing sentence.

2

TH68007

On 18/09/2020 at WYCOMBE GREEN, BRADFORD, stole one rear registration plate, to the value of £10 and one taxi licence plate to the value of £20, belonging to █

Contrary to section 1(1) and 7 of the Theft Act 1968.

ASN/Seq No.: 200000000001155117P/002

COEW

Community order made. The defendant must comply with the following requirements by 13/06/2022: Rehabilitation Activity Requirement: Offender to comply with any instructions of the responsible officer to attend appointments (with the responsible officer or someone else nominated by them), or to participate in any activity as required by the responsible officer up to a maximum of 30 days., Unpaid Work Requirement: Carry out unpaid work for 80 hours within the next twelve months. This work will be supervised by

Plea: Guilty - 26/04/2021

the responsible officer.

FCOMP

30.00

To pay compensation of £30.

GPTAC

Defendant's guilty plea taken into account when imposing sentence.

Time To Pay: £10.00 per week commencing 12/07/2021

BALANCE

180.00

I certify the above extract to be a true copy

Date Printed: 27/09/2021

_____ of the said Magistrates' Court.

From: wy-bradfordmags [mailto:wy-bradfordmags@Justice.gov.uk]
Sent: 13 October 2021 09:14
To: Melanie McGurk <melanie.mcgurk@bradford.gov.uk>
Subject: RE: Request for Memorandum of Conviction [OFFICIAL]

CAUTION: This email has originated from outside Bradford Council.
Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good Morning

I have spoken to the Legal Adviser and she says that a personal licence being mentioned in Court is very rare therefore she has confirmed that this was not mentioned on the 14/6/21

Kind regards

██████████

██████████

Bradford Magistrates Court
01274 390111

[Coronavirus \(COVID-19\): courts and tribunals planning and preparation](#)

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<https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

From: Melanie McGurk <melanie.mcgurk@bradford.gov.uk>
Sent: 07 October 2021 14:07
To: wy-bradfordmags <wy-bradfordmags@Justice.gov.uk>
Subject: FW: Request for Memorandum of Conviction [OFFICIAL]

Good Afternoon

Further to the correspondence below, would it be possible for you to check the Court records to see if there is any mention of Ms Gumbley disclosing that she holds a personal alcohol licence please?

LA 2003 Section 128 provides that where the holder of a personal licence is charged with a relevant offence, he must, produce to the court the personal licence, or notify the court of the existence of the personal licence and the identity of the relevant licensing authority and of the reasons why he cannot produce the licence. A person commits an offence if he fails, without reasonable excuse, to comply with this section.

As Ms Gumbley was charged with a relevant offence, theft is a relevant offence under the Licensing Act 2003, the matter is being referred to Members of the Licensing Panel, who can revoke or suspend the licence and this information is required for the report which I must present to Members.

I would be extremely grateful, if you could help with this matter.

Kind regards

Melanie McGurk
Senior Licensing Officer
Licensing Team

Tel: 01274 431873 • Fax: 01274 432109
Mobile: 07971 926355

Britannia House, 3rd Floor, Argus Chambers, Hall Ings, Bradford, BD1 1HX

City of Bradford Metropolitan District Council
Department of Place

The Licensing Register can be viewed at: www.bradford.gov.uk/business/licensing/licensing-register

Get the Bradford Council mobile app: www.bradford.gov.uk/app

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From: wy-bradfordmags <wy-bradfordmags@Justice.gov.uk>

Sent: 27 September 2021 17:14

To: [REDACTED] <[\[REDACTED\]@westyorkshire.police.uk](mailto:[REDACTED]@westyorkshire.police.uk)>; Bradford Licensing

<bradford.licensing@westyorkshire.police.uk>

Subject: FW: Request for Memorandum of Conviction [OFFICIAL]

Good afternoon,

Please see attached memo from 14/06/2021 as requested.

Thankyou

██████████

Court/Resulting Team

HMCTS |Bradford Magistrates Court|The Tyrls Bradford| BD1 1LA

01274 390 111

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**Department of Place
Licensing Team**

Miss Jodie Louise Gumbley
█ Ventnor Street
Off Leeds Road
Bradford
BD3 9JZ

Argus Chambers, Hall Ings
Bradford, West Yorkshire
BD1 1HX

Tel: (01274) 432240
My Ref: LIC/094009
Your Ref:
E-Mail: licensing@bradford.gov.uk

Date: 13 August 2021

Dear Madam

**LICENSING ACT 2003 – Notice to consider whether to revoke or suspend a
Personal Licence.
Personal Licence – 094009**

I write regarding information provided by West Yorkshire Police stating that on the 14 June 2021, you were convicted of the following offence;

Theft of one rear registration plate, to the value of £10 and one taxi licence plate to the value of £20, contrary to section 1(1) and 7 of the Theft Act 1968..

The Court should have been informed that you hold a personal licence.

The Licensing Act 2003, Schedule 4 sets out the relevant offences in regards to a personal licence holder. A conviction under section 1, Theft Act 1968, is classed as a relevant offence.

Under section 132A of the Licensing Act 2003, local authorities can revoke or suspend (maximum of 6 months) a personal licence.

In light of the above conviction, the licensing authority for City of Bradford Metropolitan District Council is giving you notice that they are considering revoking or suspending your personal licence, 094009.

You have 28 days beginning from the date this notice was issued to provide representations that will be considered before a final decision is made.

Your representation can make comments in regards to the following:

- The relevant offence that caused City of Bradford Metropolitan District Council to issue this notice,

- Any decision of the court under section 129 or 130 of the Licensing Act 2003 in relation to your personal licence. Section 129 allows the court to order the forfeiture of the licence or order its suspension for a period not exceeding six months. Section 130 relates to an appeal of the decision made by the court in regard to a decision made under section 129.

- Any other relevant information. This can include information regarding personal circumstances etc.

Please provide any representation by the 13 September 2021.

Once your representation is received, a meeting of the Licensing Sub-Committee will be held where a decision will be made to revoke your personal licence, suspend your personal licence, issue a written warning or take no further action. You will be informed of the date of the hearing and be invited to attend and speak if you wish to do so.

If the Sub-Committee decide to suspend, issue a written warning, or take no further action, we are required by law to inform the Chief of Police, and ask them to provide representations on your case considering the objective of the prevention of crime and disorder. Any response received from the police will be considered, and a second hearing may take place to consider the information available (e.g. if the police object to the original decision). Should such a second hearing be appropriate, then you will be informed of the date of the hearing and be invited to attend and speak if you wish to do so.

Following the hearing and decision process outlined above, you will be notified of the final decision.

If the decision of the Sub-Committee is to revoke or suspend your licence at either of these hearings you will have the right to appeal that decision. Further information will be provided to you in the event such a decision is made.

Yours faithfully

Mrs M McGurk
Senior Licensing Officer

C.C. West Yorkshire Police Licensing Section, Trafalgar House Police Station, Nelson Street, Bradford, BD5 0DX.

Q:\LLC & Licensing\Licensing\Template\PERSONAL