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Committee Manager Carrie O'Connor (Ext 37614)

6 March 2019

### Licensing Committee

A meeting of the Licensing Committee will be held in Committee Room 1 (the Pink Room) at the Arun Civic Centre, Littlehampton on the **Friday 22nd March 2019 at 9.30 am** and you are requested to attend.

Members: Councillors Cooper (Chairman), Wheal (Vice-Chairman), Mrs Bower, Buckland, Cates, Clayden, Mrs Daniells, Dillon, Edwards, Hitchins, Mrs Oakley, Oliver-Redgate, Patel, Purchase and Warren.

### AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating  
:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest

3. MINUTES

(Pages 1 - 2)

To approve as a correct record the Minutes of the meeting held on 14 December 2018 (attached)

5. ENFORCEMENT POLICY FOR ENVIRONMENTAL HEALTH, PRIVATE SECTOR HOUSING, LICENSING AND CLEANSING - AMENDMENTS (Pages 3 - 40)

The report seeks approval for the Council to adopt amendments to the existing Enforcement Policy for Environmental Health, Private Sector Housing, Licensing and Cleansing which includes an additional enforcement option relating to Civil Penalty for Housing Act 2004 offences.

Also, minor amendments have been made to reflect changes in job descriptions or structures within teams. All amendments are highlighted in the attached report by way of tracked changes for ease of reference.

In addition, the report seeks approval for setting a Fixed Penalty Notice fine level of £100 as an alternative to prosecution for the offence of breaching a Community Protection Notice.

6. LICENSING FEE SETTING (Pages 41 - 52)

This report sets out proposed licence fees for specified licensing regimes to take effect on 1 April 2019.

Note : \*Indicates report is attached for all Members of the Council only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager).

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.