

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB3 6EA

t: 08450 450 500
f: 01954 713149
dx: DX 729500 Cambridge 15
minicom: 01480 376743
www.scambs.gov.uk



25th June 2004

To: Members of the Licensing Committee

Dear Councillor

You are invited to attend a Training Session, which will be held in the **GROUND FLOOR MEETING ROOM** at South Cambridgeshire Hall on **MONDAY, 5 JULY 2004** at **10.00 a.m.**

Lunch will be provided for those Members attending both the training session and Licensing Committee in the afternoon.

Yours faithfully
GJ HARLOCK
Finance and Resources Director

PAGES

LICENSING TRAINING

The session will be run by Fiona McMillan (Assistant Solicitor) and Myles Bebbington (Licensing officer). The object will be to give a relatively simple introduction to various aspects of Licensing and legal procedures, the issues most likely to be covered will be:-

1. The scope of Licensing, ie what do we licence!
2. Role of the committee
3. Where does the committee fit into the various licensing procedures
4. What type of reports/appeals can a committee be expected to receive
5. What key procedures must be followed to prevent problems such as judicial reviews
6. What can the committee expect from its officers
7. The Licensing Act 2003
8. An introduction to the more formal training arranged in August and its importance.

Leaflets on the main licensing areas are attached for Members information and whilst it is intended to be a very informal session, Members will be encouraged to ask questions.

INFORMATION LEAFLETS

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