

Date:

Tuesday 23 December 2025 at 1.00 pm

Venue:

Council Chamber, Dunedin House, Columbia Drive, Thornaby, Stockton-on-Tees TS17 6BJ

Cllr Eileen Johnson (Chair)

Cllr John Coulson and Cllr Andrew Sherris

Agenda

1. **Evacuation Procedure** (Pages 7 - 10)
2. **Apologies for Absence**
3. **Declarations of interest**
4. **Licensing Act 2003 Personal Licence Application - 160402** (Pages 11 - 20)

Members of the Public - Rights to Attend Meeting

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have access to the agenda papers.

Persons wishing to obtain any further information on this meeting, including the opportunities available for any member of the public to speak at the meeting; or for details of access to the meeting for disabled people, please.

Contact: Democratic Services Officer, Sarah Whaley on email sarah.whaley@stockton.gov.uk

Key – Declarable interests are :-

- Disclosable Pecuniary Interests (DPI's)
- Other Registerable Interests (ORI's)
- Non Registerable Interests (NRI's)

Members – Declaration of Interest Guidance



Table 1 - Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2 – Other Registrable Interest

You must register as an Other Registrable Interest:

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

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Council Chamber, Dunedin House Evacuation Procedure & Housekeeping

Entry

Entry to the Council Chamber is via the Council Chamber entrance indicated on the map below.



In the event of an emergency alarm activation, everyone should immediately start to leave their workspace by the nearest available signed Exit route.

The emergency exits are located via the doors on either side of the raised seating area at the front of the Council Chamber.

Fires, explosions, and bomb threats are among the occurrences that may require the emergency evacuation of Dunedin House. Continuous sounding and flashing of the Fire Alarm is the signal to evacuate the building or upon instruction from a Fire Warden or a Manager.

The Emergency Evacuation Assembly Point is in the overflow car park located across the road from Dunedin House.

The allocated assembly point for the Council Chamber is: D2

Map of the Emergency Evacuation Assembly Point - the overflow car park:



All occupants must respond to the alarm signal by immediately initiating the evacuation procedure.

When the Alarm sounds:

1. **stop all activities immediately.** Even if you believe it is a false alarm or practice drill, you MUST follow procedures to evacuate the building fully.
2. **follow directional EXIT signs** to evacuate via the nearest safe exit in a calm and orderly manner.
 - do not stop to collect your belongings
 - close all doors as you leave
3. **steer clear of hazards.** If evacuation becomes difficult via a chosen route because of smoke, flames or a blockage, re-enter the Chamber (if safe to do so). Continue the evacuation via the nearest safe exit route.
4. **proceed to the Evacuation Assembly Point.** Move away from the building. Once you have exited the building, proceed to the main Evacuation Assembly Point immediately - located in the **East Overflow Car Park**.
 - do not assemble directly outside the building or on any main roadway, to ensure access for Emergency Services.

5. await further instructions.

- **do not re-enter the building under any circumstances without an “all clear”** which should only be given by the Incident Control Officer/Chief Fire Warden, Fire Warden or Manager.
- do not leave the area without permission.
- ensure all colleagues and visitors are accounted for. Notify a Fire Warden or Manager immediately if you have any concerns

Toilets

Toilets are located immediately outside the Council Chamber, accessed via the door at the back of the Chamber.

Water Cooler

A water cooler is available at the rear of the Council Chamber.

Microphones

During the meeting, members of the Committee, and officers in attendance, will have access to a microphone. Please use the microphones, when invited to speak by the Chair, to ensure you can be heard by the Committee and those in attendance at the meeting.

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DELEGATED

Report to Statutory
Licensing Sub-Committee

23 December 2025

Report of Assistant Director
Transformation and
Regulated Services

Licensing Act 2003 Personal Licence Application - 160402

Summary

The purpose of this report is to advise the subcommittee that an application has been received for a personal licence under the Licensing Act 2003 ("the Act"). This application is the subject of an objection notice from the police, therefore a hearing is required.

Recommendation(s)

Members need to determine what action to take.

Detail

1. An application for a personal licence under section 117 of the Licensing Act 2003, has been received.
2. On reviewing the basic disclosure and the declaration, the applicant has been convicted of driving a motor vehicle with excess alcohol on 27 April 2025, which is a relevant conviction, under schedule 4 of the Act.
3. The police have made an objection notice (which had not been withdrawn), which includes personal details relating to applicant's conduct, and illustrates the police objection.
4. Therefore, under section 120(2)(d) the application could not be determined by licensing officers and a hearing is required.
5. The detailed grounds for the police objection are contained in appendix 1 (exempt).
6. Members will have an opportunity to consider all the information at the subcommittee hearing.
7. The subcommittee will be asked to determine whether discussion of appendix 1 requires exclusion of the public under regulation 14 of the Licensing Act 2003 (Hearings) Regulations 2005.

8. Under regulation 14 the subcommittee may exclude the public where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public.
9. In addition, section 100A(4) of the Local Government Act 1972 allows the exclusion of the public from the meeting where exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act would otherwise be disclosed.

Legislation and Policy Considerations

10. When making decisions members should have regard to the following documents.
This report includes some extracts from these documents, but full copies can be found online.

The Licensing Act 2003	www.legislation.gov.uk/ukpga/2003/17/part/6
Revised guidance issued under section 182 of Licensing Act 2003	www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003/revised-guidance-issued-under-section-182-of-the-licensing-act-2003-december-2023-accessible-version
Stockton-on-Tees Borough Council Licensing Policy Statement	www.stockton.gov.uk/personal-licence

The Licensing Act 2003

11. A personal licence authorises that individual to supply alcohol, or authorise the supply of alcohol, in accordance with a premises licence.
12. Where premises have a premises licence authorising the supply of alcohol, a personal licence must be held by the nominated individual responsible for the day-to-day running of the licensed premises, known as the designated premises supervisor.
13. More than one individual at the licensed premises may hold a personal licence, although it will not be necessary for all staff to be licensed. But all supplies of alcohol under a premises licence must be made by or under the authority of a personal licence holder.
14. To qualify for a personal licence an individual must be aged 18 or over, possess a recognised qualification, prove right to work and be able to show the licensing authority that they have not been convicted of certain relevant offences.
15. Relevant offences are set out in Schedule 4 to the 2003 Act.

Members' Options

16. The licensing authority carries out its functions under the Act with a view to promoting the following four objectives:

- the prevention of crime and disorder
- the prevention of public nuisance
- the protection of children from harm
- ensuring public safety

17. When an objection is lodged by the police, the licensing authority must hold a hearing to decide whether to reject or grant the personal licence and must give reasons for its decision.

18. The licensing authority must grant a personal licence unless it considers that doing so would undermine the crime prevention objective.

19. The need for a hearing may be dispensed with by agreement of the authority, the applicant and the police.

20. The licensing authority must give reasons for its decision.

21. The applicant and his representative have been invited to today's meeting.

Ward(s) and Ward Councillors:

Not ward related

Not ward related

Financial Implications

This application is being processed as part of normal duties, there are no additional costs involved.

Legal Implications

The applicant and the police have been notified of the hearing in accordance with the Licensing Act 2003 (Hearings) Regulations 2005 and Licensing Act 2003 (Hearings) (Amendment) Regulations 2005 "the Regulations".

Information to accompany the notice of hearing was provided to the applicant and the police in accordance with the Regulations

Any decision made by the Committee carries a right of appeal to the Magistrates Court within 21 days.

Environmental Implications

None

Community Safety Implications

The licensing authority carries out its functions under the Act with a view to promoting the following four objectives:

- the prevention of crime and disorder
- the prevention of public nuisance
- the protection of children from harm

- ensuring public safety

Any action following the consideration of this report will aim to reinforce community confidence.

Background Papers

Appendices

Name of Contact Officer: Leanne Maloney-Kelly

Post Title: Licensing Team Leader

Telephone number: 01642 526566

Email Address: leanne.maloney-kelly@stockton.gov.uk

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Apply for personal licence

Date submitted	13/11/2025
Do you currently hold a personal licence?	No
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	No
What is your title?	Mr
What is your first name?	Stephen
What is your last name?	Kent
Have you been known by any previous names?	No
What is your date of birth?	1 [REDACTED]
What is your nationality?	BRITISH
What is your email address?	licensing@get-licensed.co.uk
What is your contact telephone number?	[REDACTED]
What is your address?	30 ROCKFERRY CLOSE
Town	STOCKTON-ON-TEES
Postcode	TS19 9NT
Do you want your correspondence to go to this address?	Yes
How would you like to demonstrate you have the right to work in the UK?	Upload
Upload a copy of your right to work entitlement document	Passport.jpg
Which statement applies to you?	I hold an accredited licensing qualification
Upload a copy of your licensing qualification	eCertificate [Wisby, Stephen 22-01-1963] [Q] LASER Level 2 Award for Personal Licence Holders.pdf
Upload a copy of your basic criminal convictions certificate	DBS.pdf
What is the full name of the person who has endorsed your photo?	[REDACTED]
What is the contact telephone number of the person who has endorsed your photo?	[REDACTED]
What is the address of the endorser?	[REDACTED]
	[REDACTED]
Town	[REDACTED]
Postcode	[REDACTED]
What is the professional status or qualification of the endorser?	[REDACTED]
How do you know the endorser?	Professionally

Upload the front of the photo showing your face	Photo.jpg
Upload the back of the photo showing the signed endorsement	Endorsed Photo Back.pdf
Has any personal licence held by you been forfeited or revoked in the last 5 years?	No
Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty?	Yes
If you have been convicted of any relevant offence or foreign offence you must provide details of each conviction including; the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:	Refer to DBS Certificate
Declaration	<p>I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.</p> <p>The information contained in this form is correct to the best of my knowledge and belief.</p> <p>It is an offence to knowingly or recklessly to make a false statement in or in connection with an application for the grant of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.</p> <p>It is an offence, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.</p> <p>I declare that I have not been convicted of any relevant offence or any foreign offence or been required to pay a civil immigration penalty.</p>
Total	£37.00
CAN	8191

 THERE ARE NO OFFICIAL OBSERVATIONS



Passport No./Passeport No.

GBR

KENT

STEPHEN

BRITISH CITIZEN

Sex/Sexe (5) Place of birth/Lieu de naissance (6)

M

STOCKTON ON TEES

Date of issue/Date de délivrance (7)

Authority/Autorité (8)

30 AUG /AOUT 12 IPS

Date of expiry/Date d'expiration (9)

Holder's signature/Signature du titulaire (10)

30 AUG /AOUT 22

Short

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