

# Community Involvement Plan

## Consultation

### Review of Statement of Liquor Licensing Policy

#### Who is to be involved?

The public consultation is open to all who are interested. A number of groups will be directly informed and asked for their view. These are:

- Elected Ward Councillors
- Town and Parish Councils in the District
- Sussex Police
- Gatwick Diamond Business Association
- West Sussex Trading Standards
- Licensed Victuallers Association
- British Beer and Pub Association
- Pubwatch Groups – Burgess Hill, East Grinstead and Hayward Heath
- ‘Specific consultation bodies’ (statutory consultees known as Responsible Authorities ) as set out in licensing legislation

Elected District Councillors will be involved throughout the process through:

- The Scrutiny Committee for Community Customer Services and Service Delivery – (any District Councillor not sitting on the committee can attend)
- Cabinet (consist of the Leader of the Council and Councillors with specific responsibility for Council services)
- Full Council (consists of all District Councillors)
- Councillors can respond during the public consultation period.

More information and details of all the above groups are available on the Council’s website at [www.midsussex.gov.uk/sci](http://www.midsussex.gov.uk/sci) (subject to Data Protection Legislation).

#### Why people are being involved?

The Licensing Act 2003 deals with all aspects of alcohol and entertainment licensing. Section 5 Licensing Act 2003 sets out a statutory requirement for the council to publish a Statement of Licensing Policy. This policy should be reviewed and published every five years.

The ‘Statement of Licensing Policy’ sets out how the Council will administer it’s responsibilities for the Licensing Act 2013. A final version will be written taking into account the results of the consultation exercise.

Two proposed amendments –

Para13.6 – Requirement for DPS to have active day to day involvement in the running of the premises

Para 14.9 – Requirement to use one of two newspapers to advertise applications.

## When people will be involved?

- **Public consultation on draft Statement of Licensing Policy – scheduled July/August/September 2019.** There will be a public consultation for six weeks in July, August and September on the draft document once it is approved by the Scrutiny Committee for Leisure and Community.
- **Amendments after the public consultation - September/October 2019.** A final draft, taking into account amendments from the consultation, will be presented to the Scrutiny Committee for Community Customer Services and Service Delivery for their approval before final approval by Full Council.
- **Final Statement agreed for adoption – scheduled December 2019.** It is anticipated that the Statement of Licensing Policy will be presented to Council in December 2019 for adoption in January 2020

Further details of the timetable are available at [www.midsussex.gov.uk/sci](http://www.midsussex.gov.uk/sci)

## How people will be involved?

The consultation will be open to all and we will seek to inform and receive comment from the widest possible range of the community. We will:

- Send out a press release informing people about the consultation how to respond
- Provide details and documentation on the Council's website.
- Provide hard copies of the document and posters informing people of the consultation for display in the following places<sup>1</sup>:
  - Help points;
  - District Council Office
- Letters or emails will be sent to all organisations listed in section 1 above<sup>2</sup>.

## What happens to the results?

All comments will be treated equally, although it will be up to the elected Councillors to consider how to balance any conflicting opinions when drafting the final document.

Consultation report/s summarising the issues raised by responses received will be produced and published on the Council website. A notification that this report is available will be sent to all respondents who provide an email address and to all organisations listed in section 1 above. Hard copies of the summary will be placed in libraries, help points and Town Councils.

## Who is running the exercise?

Mid Sussex District Council Licensing Team

Contact [licensing@midsussex.gov.uk](mailto:licensing@midsussex.gov.uk) phone (01444) 477419.

<sup>1</sup> Details of libraries and help-points available at [www.midsussex.gov.uk/sci](http://www.midsussex.gov.uk/sci)

<sup>2</sup> An Equalities Impact Assessment of the document is currently being carried out, and should this process identify any further targeted consultation which would be necessary, this would be incorporated into the Community Involvement Plan.

