

## **LICENSING REVIEW HEARING – SUB-COMMITTEE PROCEDURE (Guidance)**

1. Appointment of Sub-Committee Chair
2. Chair's introduction and outline of procedure.
3. Outline of the case by the Licensing Team.

Officers from the Licensing Team may be asked questions at any time by Members of the Sub-Committee, or by any of the parties present, in order to clarify issues relevant to the case or relating to the Licensing Act 2003 and the Council's licensing policy.

4. Applicant's presentation of evidence.
5. The applicant may be asked questions by:
  - a) Licence holder.
  - b) Licensing Sub-Committee members
6. Presentation of evidence for each objector in turn.
7. Each objector in turn may be asked questions by:
  - a) Licence holder.
  - b) Licensing Sub-Committee members
8. Presentation of evidence in turn by each Responsible Authority.
9. Each Responsible Authority in turn may be asked questions by:
  - a) Licence holder.
  - b) Licensing Sub-Committee members
10. Licence holder response to review.

The Licence holder may be asked questions by:

- a) The Applicant.
  - b) Objectors and Responsible Authorities.
  - c) Licensing Sub-Committee members.
11. Additional comments from Licensing Team.
  12. The Applicant, Objectors and Responsible Authorities make a closing statement in turn.
  13. Licence holder makes a closing statement.

14. Sub-Committee members may then wish to discuss the evidence and representations made before reaching their decision. Sub-Committee members will retire to discuss their decision. They will be accompanied by the Sub-Committee Clerk and, if requested, the Legal Advisor to the Sub-Committee.
15. The decision of the Sub-Committee, with reasons, will normally be given at the end of the hearing.
16. Notification of the decision to all parties will be confirmed in writing within 5 working days or sooner if required.

**NB** All parties should be given an equal maximum time to present their case. Where there are a number of objectors it is permissible to ask them to appoint a spokesperson, making it clear that if the spokesperson leaves anything out then any of the other objectors can add to the case.