

## LICENSING HEARING SUB-COMMITTEE PROCEDURE (Guidance)

1. Appointment of Sub-Committee Chair.
2. All persons present to introduce themselves.
3. Outline of the case by the Licensing Team.

**NB:** 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 opening statement and the calling of any witnesses.
5. The applicant and each witness may be asked questions by:
  - a) Responsible Authorities (Environmental Health, Police etc.)
  - b) Objector(s) (Residents etc.)
  - c) Licensing Sub-Committee members.
6. Each Responsible Authority and Objector will in turn make an opening statement and call witnesses.

Each party and witness called may be asked questions by:

- a) The Applicant
  - b) Licensing Sub Committee Members
7. Additional comments from Licensing Team.
  8. Each Responsible Authority and Objector may make a closing statement.
  9. Applicant may make a closing statement.
  10. Sub-Committee members will retire to consider the evidence presented and to make their decision. They will be accompanied by the Committee Clerk and, if requested, the Legal Advisor to the Committee.
  11. The decision of the Sub-Committee, with reasons, will normally be given at the end of the hearing.
  12. Notification of the decision to all parties will be confirmed in writing within five 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.