

## **LICENSING REVIEW HEARING – 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 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 from each representative:
7. Each representative in turn may be asked questions by:
  - a) Licence holder;
  - b) Licensing Sub Committee Members
8. Licence holder respond to review.

The Licence holder may be asked questions by:

- a) The Applicant;
  - b) Licensing Sub Committee Members.
9. Additional comments from Licensing Team
10. The Applicant makes a closing statement.
11. Licence holder makes a closing statement.
12. Committee Members may then wish to discuss the evidence and representations made before reaching their decision. Committee Members will retire to discuss their decision. They will be accompanied by the Committee Clerk and, if requested, the Legal Advisor to the Committee.
13. The decision of the Committee, with reasons, will normally be given at the end of the hearing.
14. Notification of the decision to all parties will be confirmed in writing within 5 working days or sooner if required.