

## **LICENSING HEARING – COMMITTEE PROCEDURE**

1. Appointment of Sub Committee Chair

2. Chair's introduction and outline of procedure.

The Chair will introduce the Members of the Sub-Committee and invite those present to introduce themselves.

The Chair will ask those present if they are aware of and understand the Procedure to be followed. No additional representations to that already submitted can be considered.

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. The Applicant will present his/her application and may comment on any representations made.

5. The Committee may ask questions of the Applicant through the Chair.

6. Responsible authorities will then be allowed to make their representations in respect of the application.

7. The Committee may ask questions of the responsible authorities through the Chair.

8. Other Persons who have made written representations will then be allowed to make their representations in respect of the application.

9. The Committee may ask questions of the other persons through the Chair.

10. Additional comments from Licensing Team.

11. Police and other persons who have made written representations to make a closing statement.

12. Applicant makes a closing statement.

13. 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.

14. The decision of the Committee, with reasons, will normally be given at the end of the hearing. Written notice of the decision will follow.