

PROCEDURE FOR LICENSING SUB-COMMITTEE HEARINGS

1. **INTRODUCTION**

The Chairman/Chairwoman introduces the Sub-Committee and Officers and outlines the procedure to be followed.

2. **INTRODUCTION FROM LICENSING OFFICER**

The Licensing Officer will introduce the application, calling forward the applicant and/or his/her representative. The application will be outlined and the applicant asked to confirm that it is correct.

3. **APPLICANT'S CASE**

The applicant or his/her representative will present the application and may call evidence in support. The applicant and any witnesses may then be asked questions by, in turn, the Sub-Committee, the Licensing Officer, the Police, the Fire Authority, the Local Planning Authority, the Council's Public Protection and Personal Services Officers, local residents or businesses.

4. **OBJECTORS' CASE**

Any objectors to the application will present their objections. The objectors may then be questioned in turn by the Sub-Committee, the Licensing Officer, and the applicant or his/her representative.

5. **CLOSING STATEMENTS**

The objectors are invited to summarise their case followed by the applicant or his/her representative summarising his case.

6. **ADVICE FROM LICENSING OFFICER AND/OR LEGAL OFFICER**

The Sub-Committee may request advice from the Licensing Officer and/or the Legal Officer on any matters of the Council's Licensing Policy and/or law and jurisdiction.

7. **CONSIDERATION OF APPLICATION**

The Sub-Committee retire to another room to consider the application. The Sub-Committee may call upon the Legal Officer to give further legal advice in private.

8. ANNOUNCEMENT OF DECISION

The Chairman/Chairwoman will announce the decision of the Sub-Committee together with the reasons for the decision.

The above procedure may be varied with the consent of all parties involved, provided that the general principles contained in the procedure are followed.