
PROCEDURE FOR LICENSING HEARING: REVIEW OF A PREMISES LICENCE

To ensure a fair and orderly hearing, the Sub-Committee will follow the procedure set out below:-

1 Introductions

The Chairman will announce the purpose of the hearing and identify: -

- a. The Interested party who has requested the review of the premises licence, any representative, and any witness intended to be called in support of the application for the review of a premises licence.
- b. The Council's Licensing Officer
- c. Any Relevant Responsible Authorities, if present
- d. The Premises Licence Holder, any representative, and any witness intended to be called to give evidence.

2 Summary of Application

The Council's Licensing Officer will be asked to introduce the application and present his report.

3 The Applicant's Submission

- a. The Applicant (or Representative) will submit their case for the review of the Premises Licence.
- b. The Premises Licence Holder or their representative may question the Applicant and any witnesses.
- c. Any Responsible Authorities may question the Applicant and any witnesses.
- d. Members of the Sub-Committee may then question the Applicant and any witnesses on their submissions.

4 Premises Licence Holder Response

- a. The Premises Licence Holder or their representative will in turn present their response to the application calling any witnesses as necessary.

- b. The Applicant or Representative will then be given the opportunity of asking questions of the Premises Licence Holder and witnesses on their submissions.
- c. If there are any Responsible Authorities present, they may question the Premises Licence Holder or their Representative and any witnesses.
- d. Members of the Sub-Committee may then ask questions of the Premises Licence Holder and any witnesses that have given evidence.

5 Sub-Committee Questions

Final questions from Members of the Sub-Committee.

6 Closing Statements

The Applicant, followed by the Premises Licence Holder, will be given the opportunity of making a final statement if they wish to do so.

7 Adjournment

The Chairman will then advise that the hearing has been concluded and the Sub-Committee will retire to consider its decision. The Sub-Committee may request the presence of the Legal Adviser to provide legal advice.

8 Decision

The Sub-Committee will reconvene and the Chairman will announce the decision.

9 Conclusion

The Chairman will close the proceedings.

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