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## PROCEDURE FOR LICENSING HEARING

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 Applicant, any representative, and any witness intended to be called in support of the application.
- b. The Council's Licensing Officer
- c. The Relevant Responsible Authorities
- d. Interested Parties that have made representations and wish to address the Sub-Committee

### 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.
- b. Relevant Responsible Authorities, followed by Interested Parties may question the Applicant and any witnesses.
- c. Members of the Sub-Committee may then question the Applicant and any witnesses on their submissions.

### 4 Relevant Responsible Authorities' Representations

- a. The Responsible Authorities in turn will present the reasons for their objections, calling any witnesses as necessary in support of their case.
- b. The Applicant or Representative will then be given the opportunity of asking questions of the Responsible Authority and witnesses on their submissions.
- c. Members of the Sub-Committee may then ask questions of the Responsible Authority and any witnesses that have given evidence.

**5 Interested Parties' Submissions (where applicable)**

- a. Interested Parties will have the opportunity to present their Objections.
- b. The Applicant may then question the Interested Parties and any witnesses.
- c. Members of the Sub-Committee may then ask questions of the interested parties on their submissions.

**6 Sub-Committee Questions**

Final questions from Members of the Sub-Committee.

**7 Closing Statements**

The Responsible Authorities, followed by Interested Parties and then the Applicant will be given the opportunity of making a final statement if they wish to do so.

**8 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.

**9 Decision**

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

**10 Conclusion**

The Chairman will close the proceedings.

If you would like this report in large print, braille or another language please contact 01702 546366.