

---

## 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. Any Responsible Authorities that have made representations and wish to address the Sub-Committee
- d. Any 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 her report.

### **3 The Applicant's Submission**

- a. The Applicant or Representative will submit their case.
- b. Responsible Authorities may question the Applicant and any witnesses.
- c. Interested Parties 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 Responsible Authorities' Submissions**

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

**5 Interested Parties' Submissions**

- a. Interested Parties will have the opportunity to present their Objections.
- b. The Applicant may then question the Interested Parties and any witnesses.
- c. Responsible Authorities may then question the Interested Parties and any witnesses.
- d. 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**

Interested Parties, Responsible Authorities 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 318111.