
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.