

**APPLICATION FOR THE GRANT OF A PUBLIC
ENTERTAINMENT LICENCE
GRAND MARQUEE C/O ESSEX COUNTY HOTEL,
AVIATION WAY, SOUTHEND, ESSEX**

PROCEDURE

1. Subject to the approval of the Committee, the following procedure will be adopted in the interests of a fair and orderly hearing of this application.
2. Introduction by the Chairman who will:
 1. Announce the purpose of the hearing.
 2. Identify the Members of the Committee.
 3. Identify the applicant, his representative and any witnesses he intends to call.
 4. Identify the Head of Housing, Health & Community Care (or his representative).
 5. Identify any interested parties who wish to address the hearing, for example the Police, objectors and supporters.
3. The Chairman should ensure that the applicant has received a copy of the report to the Committee and this Procedure Note.
4. The applicant or his representative will be asked to present his application and call his witnesses. Those who give evidence may be asked questions by Members of the Committee, and by the Head of Housing, Health & Community Care and interested parties with the consent of the Committee.
5. The Head of Housing, Health and Community Care will present his report and questions may be asked by the Committee and by the

applicant and by other interested parties with the consent of the Committee.

6. Interested parties, commencing with any professional persons, for example, the Police, will be asked to present their case and to call their witnesses. Those who give evidence may be asked questions by Members of the Committee, and by the applicant, the Head of Housing, Health & Community Care and by any other interested party with the consent of the Committee.
7. The Head of Housing, Health & Community Care and interested parties will be invited to sum up if they wish to do so, following which the applicant will be invited to make a final statement.
8. The Chairman will then advise the parties that the hearing has been concluded and that no further evidence will be heard.
9. The Committee will then retire to consider the report of the Head of Housing, Health & Community Care and the representations and evidence received. Their Committee Administrator and Legal Adviser will adjourn with them to advise on law and procedure, but not merits.
10. Dependant upon the length of time taken to reach a decision the Chairman may announce the outcome on which there shall be no discussion should the applicant have chosen to remain for that purpose. If the Committee is unable to reach an early decision it will be notified in writing at the earliest opportunity.