

PROCEDURE FOR LICENSING REVIEW 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 Licence Holder, any representative, and any witness intended to be called in response to the application.
- c. The Council's Licensing Officer
- d. The Relevant Responsible Authorities
- e. 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. The Licence Holder 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 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. The Licence Holder will then be given the opportunity of asking questions of the Responsible Authority and witnesses on their submissions.
- d. 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. The Licence Holder 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 Licence Holder's Submissions

- a. The Licence Holder will have the opportunity to present their response to the application.
- b. The Applicant may then question the Licence Holder and any witnesses.
- c. Members of the Sub-Committee may then ask questions of the Licence Holder on their submissions.

7 Sub-Committee Questions

Final questions from Members of the Sub-Committee.

8 Closing Statements

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

9 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.

10 Decision

The Sub-Committee will re-convene and the Chairman will announce the decision.

11 Conclusion

The Chairman will close the proceedings.

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