
PROCEDURE FOR LICENSING HEARING

It is important that the hearing follows a particular order to ensure that all parties have a chance to be heard.

The Licensing & Appeals Sub-Committee is not a court and as such cross-examination will not be permitted unless the Sub-Committee agrees.

Any Applicant, Interested Party or Responsible Authority, or their respective representative who has given notice, should make themselves known to the Democratic Services Officer before the hearing commences.

1. Chairman's Introduction

- 1.1 The Chairman will briefly announce the application and the purpose of the hearing.
- 1.2 The Chairman will introduce the Sub-Committee and the Council's Legal Adviser.
- 1.3 The Chairman will request that the following persons identify themselves (including their representative if applicable) and state whether they wish to call any witnesses (and the witnesses names if applicable):-
 - (a) The Applicants
 - (b) The Council's Licensing Officer
 - (c) Any Responsible Authorities
- 1.4 The Chairman shall announce that this procedure is to be followed at the hearing (reference – item 3 of the agenda for the hearing) and draw particular attention to the following time limits (which includes the examination of any witnesses):-
 - 15 minutes for the Responsible Authority to present their case.
 - 15 minutes permitted for the Applicants to present their submissions.
 - These time limits may only be extended with the permission of the Sub-Committee.

2. Summary of the Application from the Licensing Officer

- 2.1 The Council's Licensing Officer will be asked to introduce the application and present their report. The Licensing Officer will not normally go through the report in full as it is anticipated that the Sub-Committee, and the Parties have read it.
- 2.2 The Sub-Committee and the Parties may seek clarification from the Licensing Officer on matters raised in the report.

3. Responsible Authority's Submissions

- 3.1 The Responsible Authority will have an opportunity to present their submissions (15 minutes only).
- 3.2 Members of the Sub-Committee may then ask questions of the Responsible Authority *for clarification purposes only*. Other Parties may only ask questions of the Responsible Authority if given permission by the Sub-Committee and any such questions must be *for clarification purposes only*.

4. Applicants' Submissions

- 4.1 The Applicants will have an opportunity to present their submissions (15 minutes only).
- 4.2 Members of the Sub-Committee may then ask questions of the Applicants *for clarification purposes only*. Other Parties may only ask questions of the Applicants if given permission by the Sub-Committee and any such questions must be *for clarification purposes only*.

5. Closing Statements

- 7.1 Any Party is permitted to make a short closing statement (not exceeding 2 minutes). The order of closing statements will be Responsible Authority and then Applicants.

6. Adjournment/Deliberation

- 8.1 The Sub-Committee will not deliberate in public. The Chairman will adjourn the hearing so that the Sub-Committee may retire to consider its decision. The Sub-Committee may request the presence of the Legal Adviser to provide legal advice.

8.2 The Sub-Committee will disregard any information given or evidence produced by a Party or a witness, which is not relevant to their application, representations or notice (as applicable), and/or the promotion of the licensing objectives.

8.3 No Party has an obligation to remain in the Chamber following the adjournment proceedings – it should be noted that the Decision will be sent in writing to all Parties following the hearing in any instance.

7. Decision

9.1 The Sub-Committee will re-convene and the Chairman will announce the Sub-Committee's decision. Where possible, the decision will be in full; however, it will often be the case that it will be a summary, with the full decision being confirmed in writing after the hearing (decision will be sent to all Parties).

9.2 The Sub-Committee also reserves the right to make no decision on the day of the hearing and to issue its decision in writing following the hearing (in compliance with the statutory time limits).

8. Close

10.1 The Chairman will then close proceedings.