

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. The Relevant Responsible Authorities
- d. 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. 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. Members of the Sub-Committee may then ask questions of the Responsible Authority and any witnesses that have given evidence.

4. Interested Parties Submissions (where applicable)

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

- c. Members of the Sub-Committee may then ask questions of the Interested parties on their submissions.

5. 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. Members of the Sub-Committee may then question the Applicant and any witnesses on their submissions.

6. Committee Questions

Final questions from Members of the Sub-Committee.

7. Closing Statements

The Responsible Authorities, followed by Interested Parties 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