

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 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.

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. 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. 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

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.

If you would like this report in large print, braille or another language please contact 01702 546366.