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## 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 Premises Licence Holder or their representative, and any witness intended to be called in response to the application.

### **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. The Premises Licence Holder or their representative 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 Premises Licence Holder Submissions**

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

### **5 Sub-Committee Questions**

Final questions from Members of the Sub-Committee.

**6 Closing Statements**

The Premises Licence Holder and then the Applicant will be given the opportunity of making a final statement if they wish to do so.

**7 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.

**8 Decision**

The Sub-Committee will reconvene and the Chairman will announce the decision.

**9 Conclusion**

The Chairman will close the proceedings.

If you would like this report in large print, Braille or another language please contact 01702 318111.