



## LICENSING ACT 2003 PROCEDURES FOR LICENSING SUB-COMMITTEE

- 1.0 Chair to introduce Members of the Licensing Sub-Committee and Legal Adviser and Clerk and ask all Parties to identify themselves to the Hearing.
- 2.0 Chair to outline the procedure to be followed.
- 3.0 Chair to summarise the issues arising from the representations that are relevant to the licensing objectives and invite speakers to address, and confine their representations to, those issues.

### Applicant - Representations

- 4.0 Applicant or representative to present application and call any person to assist in presenting their application.
- 4.1 Responsible Authorities to ask questions of the applicant or representative.
- 4.2 Other parties to ask questions of the applicant or representative.
- 4.3 Members and Officers to ask questions of the applicant or representative.

### Responsible Authorities - Representations

- 5.0 Responsible Authorities to make their representations and call any person to assist in making their representations.
- 5.1 Applicant or representative to ask questions of the Responsible Authorities.
- 5.2 Members and Officers to ask questions of the Responsible Authorities.

### Other person, business or body - Representations

- 6.0 Other parties to make their representations.
- 6.1 Applicant or representative to ask questions of the other parties.
- 6.2 Members and Officers to ask questions of the other parties.
- 7.0 Members to ask any further relevant questions arising from the Hearing.
- 8.0 Responsible Authorities, other parties and applicant (or representatives) to make their closing addresses.
- 8.1 Chair asks all parties to confirm they are satisfied that they have said all they wish to say.
- 9.0 The Sub-Committee may retire to determine and rule upon the application (or if appropriate all parties, Officers, press and public will withdraw whilst determination takes place). The Sub-Committee may request the Legal Adviser to advise on legal issues.
- 10.0 The Sub-Committee will announce its decision and communicate the determination of the application and the reasons for that determination.