

## LICENSING SUB-COMMITTEE PROCEDURE

1. At the start of the meeting the Chairman will introduce:
  - the members of the sub-committee
  - the officers present
  - the parties and their representatives
2. The Chairman will then deal with any appropriate agenda items.
3. The Licensing Officer will be asked to outline the details of the application
4. The applicant or their representative is then invited to present their case.
5. Committee members will be invited to ask questions.
6. The Chairman may then allow an opportunity for questions.
7. Parties will then “sum up” their case.
- 8.. The Chairman will ask the Legal Advisor if all relevant points have been addressed before advising all parties that the sub-committee will withdraw from the meeting to consider its decision in private. The sub-committee will be accompanied by the Democratic Services Officer and the Legal Advisor to offer procedural advice and legal guidance.
9. On returning the Chairman will:
  - Notify all those present of the sub-committee’s decision (or indicate when it will be made)
  - Inform that detailed reasons will follow in writing (unless given on the day)
  - Inform those present of their right to appeal to the Magistrates’ Court

### NOTE

Under no circumstances must the parties or their representatives offer the sub-committee information in the absence of the other parties.

The Chairman and the Committee have discretion whether to allow new information or documents to be submitted and read at the hearing.

May 2019