LICENSING SUB-COMMITTEE PROCEDURE

1. At the start of the meeting the Chair will introduce:

    - the members of the sub-committee
    - the officers present
    - the parties and their representatives

2. The Chair will then deal with any appropriate agenda items.

3. The Licensing Officer will be asked to outline the details of the application

4. The Sub-Committee members may ask questions of the Licensing Officer

5. The applicant or their representative will be invited to ask questions of the Licensing Officer

6. The applicant or their representative will be invited to present their case.

7. The Sub-Committee members will be invited to ask questions of the applicant.

8. The Licensing Officer will be invited to ask questions of the applicant.

9. The applicant will be invited to sum up.

10. The Licensing Officer will be invited to sum up.

11. The Chair 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.

12. The Chair will:

- advise when the sub-committee's decision will be confirmed in writing.
- 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 Chair and the Committee have discretion whether to allow new information or documents to be submitted and read at the hearing.

March 2022