

Licensing Act 2003 Sub-Committee

Tuesday, 18th October 2022, 6.30 pm

Committee Room 1, Town Hall

Agenda

2 **Procedure**

(Pages 19 - 20)

General procedure points and hearing procedure for the meeting.

Gary Hall
Chief Executive

Electronic agendas sent to Members of the Licensing Act 2003 Sub-Committee Councillor Matthew Lynch (Chair), Councillor (Vice-Chair) and Councillors Tommy Gray and John Walker.

Electronic agendas sent to Licensing Act 2003 Sub-Committee reserves (Councillors) for information.

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**LICENSING ACT 2003 SUB-COMMITTEE
HEARING PROCEDURE
DETERMINATION OF WHETHER TO REVOKE OR SUSPEND A PERSONAL
LICENCE**

1. CHAIR OF SUB-COMMITTEE:

- opens meeting
- introduces Members and Officers
- confirms details of all parties in attendance
- outlines procedure to be followed

2. LICENSING OFFICER OUTLINES THE REPORT

3. QUESTIONS TO THE LICENSING OFFICER FOR CLARIFICATION FROM:

- Sub-Committee
- The Licence Holder

4. REPRESENTATION FROM LICENCE HOLDER

5. QUESTIONS TO LICENCE HOLDER FROM:

- Sub-Committee

6. LICENCE HOLDER INVITED TO SUM UP (IF THEY WISH)

7. DECISION MAKING

All parties retire whilst Sub-Committee makes decision

8. NOTICE OF DECISION

Parties re-admitted and Chair announces decision and reasons

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