

**LICENSING ACT 2003 SUB-COMMITTEE  
HEARING PROCEDURE  
DETERMINATION OF WHETHER TO CONSIDER REVOKING OR SUSPENDING A PERSONAL  
LICENCE**

**1. CHAIR OF SUB-COMMITTEE:**

- opens meeting
- outlines procedure to be followed

**2. LICENSING OFFICER OUTLINES THE REPORT**

**3. QUESTIONS TO THE LICENSING OFFICER FOR CLARIFICATION FROM**

- Sub-Committee

**4. DECISION MAKING**

Licensing Officer retires whilst Sub-Committee makes decision

**5. NOTICE OF DECISION**

Parties re-admitted and Chair announces decision and reasons