

**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