GENERAL LICENSING SUB-COMMITTEE HEARING PROCEDURE

1. CHAIR OF SUB-COMMITTEE:

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

2. LICENSING OFFICER OUTLINES THE MATTERS CONTAINED WITHIN THE REPORT

- 3. QUESTIONS TO LICENSING OFFICER FOR CLARIFICATION FROM:
 - Sub-Committee
 - The Applicant and/or Legal Representative
- 4. THE APPLICANT AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS
- 5. QUESTIONS TO THE APPLICANT AND/OR LEGAL REPRESENTATIVE FROM:
 - Sub-Committee
 - The Licensing Officer
- 6. THE APPLICANT/ LEGAL REPRESENTATIVE 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