

**LICENSING ACT 2003 SUB-COMMITTEE
HEARING PROCEDURE
PREMISES LICENCE APPLICATIONS**

1. CHAIR OF SUB-COMMITTEE:

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

2. SUB-COMMITTEE TO DECIDE WHETHER TO ALLOW PERSON SPECIFIED ON REGULATION 8 NOTICE PERMISSION TO SPEAK

- Members should note that permission should not be unduly withheld

3. LICENSING OFFICER OUTLINES THE APPLICATION AND RELEVANT REPRESENTATIONS

4. QUESTIONS TO THE LICENSING OFFICER FOR CLARIFICATION FROM:

- Sub-Committee
- The Applicant and/or Legal Representative
- Responsible Authorities

5. THE APPLICANT AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS REGARDING HIS/HER APPLICATION

6. QUESTIONS TO THE APPLICANT AND/OR LEGAL REPRESENTATIVE FROM:

- Sub-Committee
- Responsible Authorities

7. REPRESENTATIONS FROM RESPONSIBLE AUTHORITIES

8. QUESTIONS TO RESPONSIBLE AUTHORITIES FROM:

- Sub-Committee
- The Applicant and/or Legal representative

9. RESPONSIBLE AUTHORITIES INVITED TO BRIEFLY SUMMARISE (IF THEY WISH)

10. THE APPLICANT AND/OR LEGAL REPRESENTATIVE INVITED TO SUM UP (IF THEY WISH)

11. DECISION MAKING

All parties retire whilst Sub-Committee makes decision

15. NOTICE OF DECISION