

**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 Licence Holder and/or Legal Representative
- The Complainant and/or Legal Representative

**4. THE COMPLAINANT AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS REGARDING THE COMPLAINT**

**5. QUESTIONS TO COMPLAINANT FROM:**

- Sub-Committee
- The Licence Holder and/or Legal Representative
- The Licensing Officer

**6. THE LICENCE HOLDER AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS**

**7. QUESTIONS TO THE LICENCE HOLDER AND/OR LEGAL REPRESENTATIVE FROM:**

- Sub-Committee
- The Complainant and/or Legal Representative
- The Licensing Officer

**8. COMPLAINANT/ LEGAL REPRESENTATIVE INVITED TO SUM UP (IF THEY WISH)**

**9. THE LICENCE HOLDER/ LEGAL REPRESENTATIVE INVITED TO SUM UP (IF THEY WISH)**

**10. DECISION MAKING**

All parties retire whilst Sub-Committee makes decision

**11. NOTICE OF DECISION**

Parties re-admitted and Chair announces decision and reasons