

**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