LICENSING ACT 2003 SUB-COMMITTEE HEARING PROCEDURE CLUB PREMISES CERTIFICATE / 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/Other Persons
- 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/Other Persons
- 7. REPRESENTATIONS FROM RESPONSIBLE AUTHORITIES
- 8. QUESTIONS TO RESPONSIBLE AUTHORITIES FROM:
 - Sub-Committee
 - The Applicant and/or Legal representative
- 9. REPRESENTATIONS FROM OTHER PERSONS
- 10. QUESTIONS TO OTHER PERSONS FROM:
 - Sub-Committee
 - The Applicant and/or Legal representative

- 11. RESPONSIBLE AUTHORITIES INVITED TO BRIEFLY SUMMARISE (IF THEY WISH)
- 12. OTHER PERSONS INVITED TO BRIEFLY SUMMARISE (IF THEY WISH)
- 13. THE APPLICANT AND/OR LEGAL REPRESENTATIVE INVITED TO SUM UP (IF THEY WISH)

14. DECISION MAKING

All parties retire whilst Sub-Committee makes decision

15. NOTICE OF DECISION

Parties re-admitted and Chair announces decision and reasons