

**LICENSING ACT 2003 SUB-COMMITTEE
HEARING PROCEDURE
REVIEW OF PERSONAL LICENCE**

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 Licence Holder / or Legal Representative

5. THE LICENCE HOLDER AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS REGARDING THEIR APPLICATION

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

- Sub-Committee

7. LICENCE HOLDER INVITED TO SUM UP (IF THEY WISH)

8. DECISION MAKING

All parties retire whilst Sub-Committee makes decision

9. NOTICE OF DECISION

Parties re-admitted and Chair announces decision and reasons