

**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