

**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