

**STREET TRADING CONSENT  
APPLICATIONS/RENEWALS/REVOCATIONS AND OTHER RELATED ITEMS**

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**APPEAL PROCEDURE FOR GENERAL LICENSING  
SUB-COMMITTEE**

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1. Introductions (Chair)
  
2. Licensing Officer gives details of application/reason for report on existing Consent Holder and relevant information
  
3. Questions to the Licensing Officer from:
  - i) Members of the Sub-committee
  - ii) Applicant/Consent Holder
  
4. Applicant/Consent Holder and/or legal representative make representations.
  
5. Questions to Applicant/Consent Holder from:
  - i) Members of the Sub-committee
  - ii) Licensing Officer
  
6. Applicant/Consent Holder or representative asked to sum up (if they wish)
  
7. Chair informs Applicant/Consent Holder that the decision is made in private and that they will be notified of the decision by telephone as soon as possible after the decision is made and in writing within five working days (or may wait and hear decision in person if they prefer).
  
8. Committee to Deliberate in private
  
9. Chair to confirm the decision to Sub-committee following assistance from Legal and Democratic Services Officers. Specific attention to be drawn to the following:
  - details in the decision notice/letter such as reasons for refusal or revocation
  - advice/warning to be given to the Applicant/Consent Holder in a letter or any other issues that must be stressed to the Applicant