

HEARING PROCEDURE

1. CHAIR OF SUB-COMMITTEE:

- opens the meeting
- introduces Members and Officers
- confirms details of all parties in attendance
- outlines procedure to be followed

2. LICENSING OFFICER OUTLINES THE MATTERS CONTAINED WITHIN THE REPORT

3. QUESTIONS TO LICENSING OFFICER FOR CLARIFICATION FROM:

- Sub Committee
- The Licence Holder and/or Legal Representative

4. THE LICENCE HOLDER AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS REGARDING THE COMPLAINT

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

- Sub Committee
- The Licensing Officer

6. THE COMPLAINANT AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS REGARDING THE COMPLAINT

7. QUESTIONS TO COMPLAINANT FROM:

- Sub Committee
- The Licence Holder and/or Legal Representative
- The Licensing Officer

8. THE LICENCE HOLDER / LEGAL REPRESENTATIVE INVITED TO SUM UP (IF THEY WISH)

9. DECISION MAKING

The Sub Committee will retire to make the decision

10. NOTICE OF DECISION