

**LICENSING ACT 2003 SUB-COMMITTEE  
HEARING PROCEDURE  
REVIEW OF CLUB PREMISES CERTIFICATE / PREMISES 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 Applicant and/or Legal Representative
- Responsible Authorities/Other Persons
- The Licence Holder

**5. THE APPLICANT FOR THE REVIEW AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS REGARDING THEIR APPLICATION**

**6. QUESTIONS TO THE APPLICANT FOR THE REVIEW AND/OR LEGAL REPRESENTATIVE FROM:**

- Sub-Committee
- Responsible Authorities/Other Persons
- The Licence Holder

**7. REPRESENTATIONS FROM RESPONSIBLE AUTHORITIES**

**8. QUESTIONS TO RESPONSIBLE AUTHORITIES FROM:**

- Sub-Committee
- The Applicant and/or Legal Representative
- Other Persons
- The Licence Holder

**9. REPRESENTATIONS FROM OTHER PERSONS**

**10. QUESTIONS TO OTHER PERSONS FROM:**

- Sub-Committee
- The Applicant and/or Legal Representative
- Responsible Authorities
- The Licence Holder

**11. REPRESENTATION FROM LICENCE HOLDER**

**12. QUESTIONS TO LICENCE HOLDER FROM:**

- Sub-Committee
- The Applicant and/or Legal Representative
- Responsible Authorities/Other Persons

**13. APPLICANT INVITED TO BRIEFLY SUMMARISE (IF THEY WISH)**

**14. RESPONSIBLE AUTHORITIES INVITED TO BRIEFLY SUMMARISE (IF THEY WISH)**

**15. OTHER PERSONS INVITED TO BRIEFLY SUMMARISE (IF THEY WISH)**

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

**17. DECISION MAKING**

All parties retire whilst Sub-Committee makes decision

**18. NOTICE OF DECISION**

Parties re-admitted and Chair announces decision and reasons