

**GENERAL LICENSING SUB-COMMITTEE  
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 Applicant and/or Legal Representative

**4. THE APPLICANT AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS**

**5. QUESTIONS TO THE APPLICANT AND/OR LEGAL REPRESENTATIVE FROM:**

- Sub-Committee
- The Licensing Officer

**6. THE APPLICANT/ LEGAL REPRESENTATIVE INVITED TO SUM UP (IF THEY WISH)**

**7. DECISION MAKING**

All parties retire whilst Sub-Committee makes decision

**8. NOTICE OF DECISION**

Parties re-admitted and Chair announces decision and reasons