

**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