

**LICENSING ACT 2003 SUB-COMMITTEE  
HEARING PROCEDURE  
DETERMINATION OF WHETHER TO REVOKE OR SUSPEND A PERSONAL  
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. LICENSING OFFICER OUTLINES THE REPORT**

**3. QUESTIONS TO THE LICENSING OFFICER FOR CLARIFICATION FROM:**

- Sub-Committee
- The Licence Holder

**4. REPRESENTATION FROM LICENCE HOLDER**

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

- Sub-Committee

**6. LICENCE HOLDER 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