

LICENSING SUB- COMMITTEE HEARINGS

ORDER OF PROCEEDINGS

- Opening remarks by the Chairperson of the Sub-Committee
- Ensure parties understand the procedure to be followed
- Agree any maximum period for submissions from the respective parties

1. **Licensing Officer**

Outlines relevant details of the application and relevant representations, **including** written ones where any parties have not attended, refers to the relevant legislation & Government Guidance and any additional relevant items.

2. **Questions From Parties**

Then **with consent of the Chairperson** questions may be put by the parties in the following order:

- Officers of responsible authorities
- Interested parties (residents etc)
- The Applicant
- The Licensing Officer
- Members of the Sub-Panel (Committee)

3. **The Applicant**

The applicant will then be invited to outline their application, provide any further information and address the representations received

With the consent of the Chairperson questions through the Chair in order set out in 2. above.

4. **Responsible Authorities**

Outline relevant representations and provide further information and call any witnesses

With the consent of the Chairperson questions in the order set out in 2. above.

5. **Interested Parties (Residents etc)**

Outline relevant representation and provide further information and call any witnesses

With the consent of the Chairperson questions in the order set out in 2. above.

6. Any Remaining Representations within the papers

Applicant to be invited to comment on any such representation.

Questions from the Sub-Committee Only.

7. Responsible Authorities

Invite any such authorities who have not yet made any observations to do so.

If observations are made invite questions from parties in the order set out in 2. above.

8. Closing Statements

Order:

- Each interested Party
- Each responsible authority
- The Licensing Officer (limited to interpretation of law & guidance)
- The Applicant

9. The Legal Advisor

Invite legal advisor to make any statements as necessary to clarify the legal issues and principles to be applied by the Sub-Panel in reaching its decision.

10. Declare an overriding interest in excluding the public from the decision making process.

11. Retire for Decision with the clerk/Administrator and Legal Advisor.

12. If during deliberations it is necessary to ask a question of a party, then reconvene in the presence of all parties so to do.

13. Reconvene to announce decision or adjourn to be notified to the parties within 5 working days of the day or last day of the hearing.