

**RBBC Licensing Sub-Committee – Licensing Procedure**

(The order of business shall be at the discretion of the Sub-Committee, but will normally proceed in accordance with and in the order of the paragraphs below.)

1. The **Chairman** will introduce him/ herself, the other members of the Sub-Committee, and such officers as are present, indicating their role in the proceedings and the procedure to be followed.
2. The **Chairman** will ask the interested parties present to identify themselves, to indicate if they wish to address the Sub-Committee, and ask whether agreement has been reached on any of the issues which are in dispute.
3. The **Sub-Committee** will consider any request made by a party for permission for another person to appear at the hearing (to represent them, to give evidence, or both).
4. The Chairman will ask the **Licensing Officer** to introduce the report, give a brief outline of the application received and issues requiring consideration by the Sub-Committee.
5. The parties will normally be invited to **address the Sub-Committee** in the following order:
  - (a) **Applicant (or representative)**;
  - (b) **Responsible Authorities**;
  - (c) **Other interested parties** who have previously submitted a report to the Council and wish to address the Sub-Committee.
6. **Questions** can be put to the Licensing Officer, applicant, Responsible Authorities and the other interested parties by and in the following order:
  - (a) The **Licensing Officer** regarding particular points upon which the Council has previously given notice it will seek clarification;
  - (b) The **Sub-Committee** regarding particular points upon which it has previously given notice that it will seek clarification;

- (c) The **Sub-Committee** on any other topic;
  - (d) The **other parties** at the hearing in the order nominated by the Chairman.
7. The Responsible Authorities, the interested parties and the applicant will make **closing submissions** in that order.
  8. After hearing the representations of the parties, the **Sub-Committee** may ask all other persons to withdraw from the room, or may withdraw itself, in order to allow it to make its deliberations.
  9. The Sub-Committee may ask the **Council's Legal Adviser** during deliberations to provide advice. The Legal Adviser may inform the parties of advice given.
  10. If it is necessary to recall any party to **clarify points in issue**, all parties will be invited to return.
  11. The Sub-Committee shall **make its determination** at the conclusion of the hearing (if required by legislation) or else within five working days.
  12. The **Chairman** will inform those present of the Sub-Committee's decision forthwith (if made), giving its reasons, and confirm that a written notification of the decision and the reasons for it will be provided within the relevant timescale.

**COMMITTEE FORMALLY CLOSED**