

Procedure for dealing with Mediated Applications

Current Procedure:

1. Licensing application received.
2. Representations made.
3. Hearing date agreed.
4. Licensing Sub Committee membership agreed.
5. Mediated agreement is reached between all parties.
6. Hearing is held.
7. In the absence of representations Sub Committee must approve the application as applied for, together with any conditions agreed between the parties.

Proposed procedure:

1. Licensing application received.
2. Representations made.
3. Hearing date agreed.
4. Licensing Sub Committee membership agreed.
5. Mediated agreement is reached between all parties.
6. *Licensing officer requests all parties to confirm in writing that agreement has been reached and the terms of that agreement.*
7. *At the same time, licensing officer asks all parties to confirm that they are happy to dispense with a hearing if written agreement is reached.*
8. *Licensing officer notifies the Democratic Services officer and provides copies of written agreement(s) and details of the application and any conditions.*
9. *Sub Committee is notified that mediation has been reached and provided with a summary of the application and any conditions agreed. Sub Committee is requested to approve the application (template authorisation form to be returned by email).*
10. *Meeting date is cancelled.*
11. *Licensing officer issues Notice of Decision to the applicant within ten days of the confirmation that a hearing is not required.*
12. *Standing item to be added to next agenda detailing all applications agreed under mediation procedure since the last meeting.*