



Licensing Sub-Committee

Procedure Note – Consideration of Club Gaming Permit/Club Premises Certificate

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, invite the other members of the Sub-Committee and officers present to introduce themselves and to indicate their role in the proceedings, and outline the procedure to be followed.
2. **The Chairman** will ask the 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 **Legal Advisor** to introduce the report, and to give a brief outline of the issues requiring consideration by the Sub-Committee.
5. **The Chairman** will invite the parties to address the Sub-Committee, normally in the following order:
 - (a) The Licensing Officer or Solicitor representing the Licensing Department
 - (b) The holder of the Certificate/Permit (or their representative)
 - (c) Any other interested parties the Sub-Committee has given permission to speak, as under (3) above

6. **The Chairman** will invite questions.

Questions can be put to or by each of the parties present. They will normally be taken in the following order, at the discretion of the Chairman:

- (a) the Legal Advisor regarding points upon which clarification is sought;
 - (b) the Sub-Committee regarding points upon which clarification is sought from either the licensing officer or the certificate/permit holder;
 - (c) the Sub-Committee on any other topic, and
 - (d) the parties (or their representatives).
7. **The Chairman** will invite the Licensing Officer and the certificate/permit holder (or their representatives) to make closing submissions in that order.
8. After hearing the presentations 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 definitive decision will be issued in writing within the relevant timescale.
12. **The Chairman** may announce the decision of the Sub-Committee verbally at the end of the hearing, subject to the written notification being the official and authoritative record.

HEARING FORMALLY CLOSED