



Licensing Sub-Committee

Application Hearing Procedure Note

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 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, and to give a brief outline of the application received and 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) Applicant (or representative)
 - (b) Responsible authorities
 - (c) Other interested parties who have previously submitted a report to the Council and who wish to address the Sub-Committee.

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

Questions can be put to or by the Licensing Officer, applicant, responsible authorities and other interested parties, and will normally be taken in the following order:

- (a) the Licensing Officer regarding 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, and
- (d) the other parties at the hearing in the order nominated by the Chairman.

7. **The Chairman** will invite the responsible authorities, the interested parties and the applicant 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