



Licensing Sub-Committee

Application for a Review 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 review application submitted 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 (responsible authority asking for the review)
 - (b) The licence holder (or their representative) of the premises the subject of review
 - (c) Any other interested parties who have submitted observations in writing who wish to address the Sub-Committee.

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

Questions can be put to or by the Licensing Officer, the responsible authority having requested the review, the representatives of the premises the subject of the review, and any other interested parties.

They will normally be taken in the following order, at the discretion of the Chairman:

- (a) the Licensing Officer regarding points upon which clarification is sought;
 - (b) the Sub-Committee regarding points upon which clarification is sought from either the applicant or the licence holder;
 - (c) the Sub-Committee on any other topic, and
 - (d) any other parties at the hearing who have made written observations, in the order nominated by the Chairman.
7. **The Chairman** will invite the applicant (authority having requested the review), the licence holder (or their representatives) and any other interested parties 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 deliberate.
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