

**LICENSING PROCEDURES**

1. The **Chairman** and those present at the meeting will be asked to identify themselves, and their position if officers.
2. The **Chairman** will ask whether the applicant, if unaccompanied, is aware that he/she can be represented.
3. The **Licensing Officer** will open the proceedings with an outline of the basic facts under consideration and a brief outline of the objections.
4. The **Applicant** or his or her **advocate** will present his/her case
5. **Applicant** will call his or her witnesses to speak.
6. **Objectors** (who have registered their objections in writing within specified statutory limits) and officers may question the applicant and his or her witnesses. (Note objectors put their objections at No. 8).
7. The **Chairman and Committee** may question applicant and witnesses.
8. The **Chairman** will invite objectors to state their objections (but with a time limit of 5 minutes). **Objectors** who failed to submit their objections prior to the hearing may not be heard. The Committee will have a discretion to hear late objections and may take the view that it is not appropriate to hear such applications.
9. The **Chairman** will invite representations and/or objection from its officers and, if appropriate, third party statutory bodies.
10. The **Applicant** to ask questions of any Council or other officer including statutory bodies and objectors who have submitted statements or evidence.
11. The **Chairman and Committee** may question the objectors, Council officers or statutory bodies.
12. The **Applicant** to make Final Statement and reply to representations and/or objections.
13. The **Committee** will pass a resolution to move into private session and retire together with the Clerk (solicitor) of the Committee, to deliberate upon the application.
14. If it is necessary to recall any party to clarify points in issue, all parties will be invited to return.
15. When a conclusion has been reached, **all parties** will be recalled and the decision will be announced to the applicant, together with any conditions, provisos, restrictions, etc., or the reasons for refusal of an application.
16. The Committee's decision will also be notified to the applicant in writing as soon as possible together with any statutory rights of appeal, which may be available.

**COMMITTEE FORMALLY CLOSED**

