

# Licensing & Regulatory Sub-Committee

## Hearings Procedure Note

### Series A: Licensing Act 2003

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Note: Before the meeting begins the Chairman will remind everyone that the meeting is being recorded and webcast live and that anyone present therefore accepts that they may be filmed or recorded.

*The order of business will be as follows, although the Chairman has discretionary power to vary it subject to all parties receiving a fair hearing*

1. **The Chairman** will introduce him/herself, and will invite the Sub Committee, officers, the applicant and other interested parties to introduce themselves.
2. **The Chairman** will ask the interested parties whether agreement has been reached on any of the issues which are in dispute.
3. **The Chairman** will ask the applicant (or their representative) to confirm who will be speaking at the hearing.
4. **The Chairman** will ask other interested parties to confirm who will be speaking at the hearing.

**Note:**

*Only those having made written representations (or their appointed representative) may speak at the hearing.*

*Details of all speakers should be provided to Democratic Services when returning the LAR1 notification form, at least five working days before the hearing.*

*Any late request to speak will be at the discretion of the Chairman and subject to equal treatment of all parties.*



5. **The Chairman** will invite the **Licensing Officer** to present the report, giving a brief outline of the application and the issues for consideration by the Sub-Committee.
  
6. **The Chairman** will invite the parties to make their representations to the Sub-Committee, in the following order:
  - (a) Applicant (or representative)
  - (b) Responsible authorities
  - (c) Other interested parties either for or against the application.
  
7. **The Chairman** will invite questions to and from the parties in the following order:
  - (a) from the Licensing & Regulatory Sub Committee members to:
    - i. the Licensing Officer
    - ii. the applicant (and/or their representative)
    - iii. the responsible authorities
    - iv. any other speaker
  - (b) from the Licensing Officer to any other party;
  - (c) from the applicant and/or representative to any other party;
  - (d) from the responsible authorities to any other party;
  - (e) from any other speaker to any other party

*Note: All questions must be put through the Chairman. There is to be no direct cross-examination between the parties, at any time, without the express permission of the Chairman.*
  
8. **The Chairman** will invite closing submissions from the parties in the following order:
  - (a) the applicant (or their representative),
  - (b) the responsible authorities,
  - (c) any other speakers.

9. **The Chairman** will confirm that no one else has anything further to add and will then adjourn the meeting.
10. The Sub-Committee will deliberate in private, attended by the legal officer and the democratic services officer who may only give professional advice or guidance.
11. If it is necessary to recall any party to clarify points in issue, all parties will be invited to return.
12. When the Sub-Committee has reached its decision all parties will be advised and the Chairman will resume the meeting.
13. **A summary of the decision will be given**, which is to be considered as provisional and subject to amendment or correction in the detail, until the formal decision is issued in writing.

**HEARING FORMALLY CLOSED**