

HEARINGS PROCEDURE FOR LICENSING (STATUTORY) SUB-COMMITTEES

LICENSING ACT APPLICATION/REVIEW HEARINGS

1.	The Chairman will introduce the Members and participants and explain the procedure to be followed.
2.	The Chairman will advise all parties that they must make their submissions succinctly, and that all parties will be afforded the same time which should generally not exceed 10 minutes.
3.	<i>If any party has not indicated they do not intend to attend or be represented at the hearing, the Sub-Committee may:</i> <ul style="list-style-type: none">• <i>where it considers it necessary in the public interest, adjourn the hearing to a specified date(s); or</i>• <i>hold the hearing in that party's absence.</i>
4.	The Licensing Officer will appear first and will give: <ul style="list-style-type: none">• a summary of the application/case• a summary of the representations made• a summary of how the application/case and any relevant representations relate to the provision of the Licensing Policy Statement, any guidance from the Secretary of State and the relevant legislation.
5.	Members will be able to ask questions of the Licensing Officer.
6.	The review applicant or their representative will be asked to present their case.
7.	Members, Legal Officer, any other party to the hearing will be able to ask questions of the review applicant.
8.	Representatives of the Responsible Authorities and/or Statutory Consultees, will appear next to explain their case.
9.	Members, Legal Officer, any other party to the hearing will be able to ask questions of the Responsible Authorities and/or Statutory Consultees.
10.	The licence holder or their representative will be asked to present their case.
11.	Members, Legal Officer, any other party to the hearing will be able to ask questions of the licence holder.
12.	The licence holder or their representative will be asked to provide their closing statement.
13.	The Members of the hearing will generally retire into closed session to make a decision and record reasons for this.
14.	The authority will normally make its determination on the day and announce their decision and the reasons for it at the conclusion of the hearing. However, if stated otherwise by Members before they retire, the decision will be communicated to all parties within 5 working days.