

## **PROCEDURE TO BE FOLLOWED BY THE LICENSING SUB-COMMITTEE – NEW AND VARIATION APPLICATION HEARINGS**

All hearings will normally be held in public, however, the Licensing Sub-Committee may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing or that part of the hearing taking place in public. A party or that party's representatives may be treated as a member of the public and therefore excluded from the meeting for all or part of the hearing, and all parties have the right to be represented and to call witnesses.

The Clerk or Legal Advisor to the Sub-Committee will have the right to ask questions on behalf of the Sub-Committee of any party to the proceedings.

### **PROCEDURE:**

1. The Chair of the Sub-Committee will open the meeting and introduce the members of the sub-committee and call upon the parties to identify themselves and their representatives and to identify any witnesses they intend to call.
2. The Chair of the Sub-Committee will either call upon the Licensing Officer or themselves explain to the parties the procedures which will be followed at the hearing. Unless the Chair directs otherwise, each party will normally have a maximum period of one hour in which to state their representations and call any witnesses in support of their case. In every case, all parties will have an equal maximum period.
3. The applicant will then have the opportunity to outline why they have made the application and any conditions they are proposing to put in place to uphold the licensing objectives.
4. The Sub-Committee and other parties through the Chair will have an opportunity to clarify any points made by the applicant.
5. Any person or organisation who has made relevant representations will then outline their concerns in relation to the licensing objectives mentioned in 2.1 of the report. (This and point 6 will repeat for all representations made).
6. The Sub-Committee and other parties through the Chair will have an opportunity to clarify any points made by the person or organisation making the representation.
7. All parties will be given the opportunity to sum up their case and respond to any matters that have arisen since they made their representations. This will finish with the applicant summing up.
8. The Sub-Committee will normally make their determination at the conclusion of the hearing, but when this is not possible, will make its determination within the period of five working days beginning with the day on which the hearing was held.
9. The Council will provide a written notice of the decision to all parties forthwith and in any event before the end of the fifth working day after the conclusion of the hearing.