

### Sub-Committee Hearing Procedure

- 1 The Chair of the Licensing Sub-Committee will introduce the Sub-Committee and ask officers to introduce themselves.
- 2 The Chair will ask the applicants to formally introduce themselves.
- 3 The Assistant Director, Community Safety and Street Scene, will outline the procedure to be followed at the hearing.
- 4 Hearing Procedure:-
  - i. The Assistant Director, Community Safety and Street Scene will introduce the report.
  - ii. Questions concerning the report can be asked both by Members and the applicant.
  - iii. The Assistant Director, Community Safety and Street Scene will introduce in turn representatives for the Responsible Authority and Interested Parties who will be asked to detail their relevant representations.
  - iv. Members may ask questions of those parties
  - v. With the leave of the Chair the applicant or his representative may cross examine the representatives of the Responsible Authorities and Interested Parties.
  - vi. The applicant / licensee (or his/her nominated representative) will then be asked to:-
    - a) detail the application;
    - b) provide clarification on the application and respond to the representations made.
  - vii. The applicant/licensee (or his/her nominated representative) may then be asked questions by members and with the leave of the Chair from the other parties present.
  - viii. The applicant will then be given the opportunity to sum up the application. The Assistant Director, Community Safety and Street Scene will then detail the options.
  - ix. There will then be a private session for members to take legal advice and consider the application.
- 5 The decision of the Licensing Sub-Committee will be given in accordance with the requirements of the Licensing Act 2003 and regulations made there under.

**Notes:**

- At any time in the Licensing Process Members of the Sub-Committee may request legal advice from the Solicitor to the Sub-Committee. This advice may be given in open session or in private.

- The Committee Hearing will be held in public unless and in accordance with the Regulations the Sub-Committee determine that the public should be excluded.