

### **Licensing Act 2003 - Hearing Procedure – Variation of a Premises Licence**

1. The Chair of the Licensing Sub Committee will introduce the Committee and ask officers to introduce themselves.
2. The Chair of the Licensing Sub Committee will ask the following parties to introduce
  - a. themselves:
  - b. the applicant and any witnesses they wish to call.
  - c. any person who has made representations and any witnesses they wish to call.
3. The Licensing Officer will introduce the report and provide any updates.
  - a. Questions **solely concerning the report** can be asked by Members, the applicant and by persons making representations.
4. The Chair of the Licensing Sub Committee will then invite:
  - a. **any person who has made representations** to present their representations and call any witnesses

**Note:** Members of the Sub Committee, followed by the applicant may ask questions of all persons who have made representations and their witnesses.

- b. **the applicant** to present their application, respond to the representations, and call any witnesses

**Note:** Members of the Sub Committee, followed by any person who has made representations may ask questions of the applicant and their witnesses.

5. **The licence holder will then be given the opportunity to sum up**
6. The public hearing will then be concluded, and the Sub Committee will go into closed session, together with the Councils Solicitor and the Clerk to the meeting.
7. The decision of the Licensing Committee will be given in accordance with the requirements of the Licensing Act 2003 and regulations made thereunder.

**Note:**

At any time throughout the hearing Members of the Licensing Sub Committee may request legal advice from the Council's Solicitor. Any advice sought during closed session will be included in the notice setting out the decision.

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