

LICENSING SUB COMMITTEE PROCEDURE

The Chairman will introduce the Members of the Sub-Committee and invite those present at each hearing to introduce themselves.

- 1 The Licensing Officer outlines the details of the application, and relevant representations received, to the Sub Committee.
- 2 Any person who has submitted a relevant representation will be given the opportunity to present details of their representation. The running order for such presentations will be decided by the Chairman prior to the first presentation commencing.
- 3 Following each submission, the Applicant or his representative may question the person concerned.
- 4 Members of the Sub-Committee may then ask questions of the person concerned.
- 5 Once all relevant representations have been heard, the Applicant or his representative presents his application for the licence and calls any witnesses in support.
- 6 Any person who has submitted relevant representations may then question the Applicant (if he has given evidence) and any witnesses.
- 7 Members of the Sub- Committee may then ask questions of the Applicant and any witnesses.
- 8 All parties who have presented relevant representations can summarise their case and comment briefly on the Applicant's replies to questions. They cannot introduce new issues.
- 9 The Applicant can summarise their case and comment briefly on the any parties replies to his questions, they cannot introduce new issues.
- 10 All parties will then withdraw whilst the Sub Committee considers the case.
- 11 The Sub Committee will deliberate in private only recalling any party to clear points of uncertainty on evidence already given. If recall is necessary all parties will return notwithstanding only one is concerned with the point giving rise to doubt.
- 12 The Chairman will announce the Sub Committee's decision and will give reasons for the decision to the parties at the end of the hearing; the decision being confirmed in writing afterwards.