

Procedure -Applications for Licences

One of the Council's Legal Advisors will be in attendance throughout the proceedings and he/she is there to advise Members. Sub-Committee Members may seek clarification on points of procedure at any time. Please note that for day time hearings the Sub-Committee will normally adjourn for lunch at 1:00 p.m. and that comfort breaks will be taken at the discretion of the Chair at appropriate points during the meeting. Members should request a comfort break if required and not leave any meeting in progress.

1. *INTRODUCTION*

- Everyone to introduce themselves
- The Licensing Officer will introduce the report, including background information
- Members' questions to the Licensing Officer

2. *APPLICATION*

The applicant or their representative will outline the details of the application and call any witnesses in support.

Questions may be asked of the applicant or of any witnesses by:

- Members of the Sub-Committee
- Licensing Officer
- Objectors (including Police or Officers)

3. *OBJECTORS*

Objectors outline their case (including any Police or Officer objections). If necessary, the Licensing Officer will outline written objections where the objector is not present.

Questions may be asked of the objectors, Police or objecting Officers by:

- Members of the Sub-Committee
- Licensing Officer
- Applicant (and/or representative)
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If any written objections have been received the applicant or their representative will be invited to comment on them.

4. *SUMMING UP*

The applicant or their representative will be asked to sum up.

5. *CONSIDERATION OF DECISION - CONFIDENTIAL SESSION*

Members of the Sub-Committee will retire to consider the decision. In doing so the Solicitor to the Sub-Committee and the Committee Administrator will retire with them, but will take no part in the discussion of the merits of the case or what the decision should be. Should the Solicitor to the Sub-Committee be

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required to clarify any points of law, these will be repeated in the public session.

6. *ANNOUNCEMENT OF DECISION*

Sub-Committee Members etc. will return and the Chair will give the decision and the reasons for it in public session. The Licensing Officer will confirm this decision in writing to the applicant and advise of any right of appeal.



Note: Where the application is in respect of a function not administered by Legal & Democratic Services the duties of the Licensing Officer indicated above will be carried out by an appropriate officer concerned with that function

Note: This procedure note is issued as a guide only - the order and conduct of business may be varied by the person presiding at any time in order to facilitate the determination of the matter, having regard to statutory restrictions and the rules of natural justice .