

# Agenda Item 3.

## HEARING PROCEDURE – APPLICATION FOR REVIEW OF A PREMISES LICENCE

1. Sub-Committee to elect a Chairman for this Hearing only.
2. Chairman to welcome all Parties and introduce the Members of the Sub-Committee.
3. Chairman to ask Sub-Committee if they have any interests to declare.
4. Chairman of Sub-Committee to outline procedure and reaffirm that only information relevant to representations can be considered and that such information must be relevant to the Licensing objectives. Chairman to confirm that all parties understand this. The four Licensing Objectives are:-
  - The Prevention of Crime and Disorder;
  - Public Safety;
  - The Prevention of Public Nuisance; and
  - The Protection of Children from Harm.
5. The Licensing Officer will introduce the Hearing report and update the Sub-Committee on any developments following publication of the report whenever required.
6. Applicant to present application, including any witnesses. This can last no longer than 7 minutes.
7. The Licence Holder and any other parties that have made representations may, with the permission of the Sub-Committee, question the Applicant and witnesses.
8. Each Responsible Authority that has made representations to present their representations including any witnesses. Each Responsible Authority has 7 minutes to present their representation.
9. The Applicant and the Licence Holder may ask questions of each Responsible Authority if permitted to do so by the Sub-Committee, but will, in any event, be given the opportunity to respond to comments made by other parties at the end of the Hearing.
10. Each Interested Party that has made representations to present their representations including any witnesses. Each Interested Party has 7 minutes to present their representation.
11. The Licence Holder and the Applicant may ask questions of each Interested Party if permitted to do so by the Sub-Committee.
12. In order to facilitate effective Hearings, interested parties making similar representations will be asked to nominate a spokesman to present their representations. At the conclusion of a spokesman's representation, the Chairman will ask the other Interested Parties if they have any other points to raise.
13. Questions by the Sub-Committee and, when permitted, by the Applicant and the Licence Holder, will be directed to the nominated spokesman in the first instance.
14. The Licence Holder to make their case including any witnesses. This can last no longer than 7 minutes.
15. The Applicant may ask questions of the Licence Holder if permitted to do so by the Sub-Committee.
16. After hearing the application and all representations, the Sub-Committee will ask any further questions of any party that it may have.
17. The Chairman will ask all parties if they have any further relevant points that have not been covered in the Hearing and to give a brief summary of their evidence and information.
18. All parties other than the Sub-Committee, Sub-Committee's Legal advisor and the Clerk to leave the Hearing.
19. The Sub-Committee shall determine the application. The decision will be notified in writing to all parties after the Sub-Committee has reached its decision.

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