

Agenda Item 3.

HEARING PROCEDURE – APPLICATION FOR REVIEW OF PREMISES LICENCE

1. Sub-Committee to elect a Chairman for this Hearing only.
2. The Chairman to welcome all Parties, introduce the Members of the Sub-Committee and state the nature of the matter which is to be considered.
3. The Chairman to ask the Sub-Committee if they have any interests to declare.
4. The Chairman to ask the Officers to confirm whether or not the formal requirements in respect of the matter to be considered have been complied with.
5. Chairman of Sub-Committee to outline the procedure and reaffirm that only information relevant to representations can be considered and that such information must be relevant to the Licensing Objectives. The 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.
6. The Licensing Officer will introduce the Hearing report and update the Sub-Committee on any developments following publication of the report whenever required.
7. The Sub-Committee may ask the Licensing Team representative for clarification of any points.
8. The Applicant and Licence Holder shall have an opportunity to put questions to the Licensing Team representative.
9. The Chairman will invite the Applicant to make any representations.
10. The Sub-Committee may ask the Applicant for clarifications of any points.
11. The Licence Holder will have the opportunity to put questions to the Applicant.
12. The Chairman will invite the Licence Holder to make any representations.
13. The Sub-Committee may ask the Licence Holder for clarifications of any points.
14. The Applicant will have the opportunity to put questions to the Licence Holder.
15. The Chairman will then invite any Responsible Authorities or other persons who have made representations to speak. In order to facilitate effective hearings, other persons 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 persons if they have any other points to raise.

16. The Sub-Committee may ask the Responsible Authorities or other persons questions and points of clarification.
17. The Applicant and Licence Holder shall have an opportunity to put questions to those who have made representations if permitted to do so by the Sub-Committee, or they may respond to the comments made when summing up their case.
18. An opportunity shall be given to all parties present to sum up their case (but not to add any new facts), in the same order as above.
19. After hearing the application and all representations, the Sub-Committee will ask any further questions of any party that it may have.
20. All parties other than the Sub-Committee and support staff from Wokingham Borough Council's Legal and Democratic Services team shall be asked to leave the hearing. Officers present do not take part in the decision making but will provide legal and procedural advice and record the decision.
21. The Sub-Committee shall determine the application. The decision will be notified in writing within 5 working days to all parties after the Sub-Committee has reached its decision.