

## **SUMMARY OF PROCEDURE FOR LICENSING SUB-COMMITTEE HEARINGS**

1. The procedure to be followed at Licensing Sub Committee Hearings will be outlined by the Chairman at the beginning of each hearing.
2. Parties to the hearing can be represented by a friend or legal adviser who acts as their spokesperson.
3. The procedure to be followed is summarised<sup>1</sup> below and will generally be followed although the procedure may be varied at the Chair's discretion
  - The Licensing Officer will introduce the Report and provide clarification on any factual issues.
  - The applicant will present the application and call any witnesses in respect of whom permission to appear has been given and answer any questions put to them.
  - Those who have made relevant representations will make their representations and call any witnesses in respect of whom permission to appear has been given and answer any questions put to them.
  - The parties will briefly sum up their respective cases
4. At the conclusion of the meeting the Sub Committee will retire to reach a decision accompanied by the Legal Adviser and Committee Clerk.
5. The decision will either be given at the conclusion of the meeting (and confirmed in writing within five working days) or provided in writing within five working days.

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<sup>1</sup> A full copy of the Procedure can be obtained from Committee Services.