

## APPENDIX

### DRAFT PROCEDURE FOR LICENSING SUB COMMITTEE

1. The **Chairman** will open the meeting and introduce those present and ensure that all parties understand the procedure to be followed.
2. The Committee will consider any request made by a party under regulation 8(2) for permission for another person to appear at the hearing. (see note i)
3. The **Licensing Officer** will introduce the report and outline the application.
4. The **Police/Other Responsible Authorities** if represented at the Committee may present relevant facts.
5. The **applicant or representatives** will present their case and call any other persons invited to appear to make representations.
6. The Chairman will invite any questions from:
  - The Committee
  - The Licensing Officer/Police and any other Responsible Authorities
  - Interested Parties and Ward Councillors
7. **Interested Parties and Ward Councillors** will present their case.
8. The Chairman will invite any questions from:
  - The Committee
  - The Licensing Officer/Police and any other Responsible Authorities
  - The applicant or representatives
9. **Interested Parties and Ward Councillors** will make any closing remarks to the Committee.
10. The **applicant or representative** will make any closing remarks to the Committee.
11. The Committee seek clarification on any points raised.
12. The Committee may then decide on the matter in private. All persons will then withdraw from the meeting. The Committee may request the assistance of the Legal advisor at its discretion.
13. The parties will be recalled and the Chairman will announce the Committee's decision and the reasons for reaching that decision.

### NOTES TO HEARING PROCEDURES

- i. Regulation 8(2) refers to cases where due notice has been given that a party wishes any other person (other than the person he/she intends to represent him/her at the hearing) to appear at the hearing.
- ii. If the Committee, when in private session, need to question or clarify a matter with either the Licensing Officer or applicant then they shall do so in the presence of both parties.

- iii. Parties will be allowed an equal maximum period of time in which to exercise their rights provided for in regulation 16.