

## **PROCEDURE FOR LICENSING SUB-COMMITTEE HEARINGS RELATING TO REVIEW APPLICATIONS**

1. Chairman introduces Members and Officers and explains procedure to parties present.
2. Presentation of Officers' report. (This should be a factual report and should not contain any recommendations for grant, refusal etc.)
3. Questions by Members to Officers on their report, policy etc.
4. Chairman asks parties whether they have any questions to officers on the report. If there are such questions, they will be asked firstly by the Applicant for review, secondly by anyone (other than the licence holder) making representations and thirdly by the licence holder.
5. If any parties have previously produced additional information subsequent to their initial application or representation, the Sub-Committee will now decide whether that additional information should be put before them.
6. Presentation by Applicant (opening, call witnesses, produce any additional information permitted under paragraph 5 above and give any clarification requested by the Licensing Authority).
7. Questions to Applicant by Members.
8. Chairman to ask whether any other parties wish to question the Applicant. If any party wishes to do so, the Sub-Committee will now decide whether this should be permitted. If this is permitted, questions will be asked firstly by anyone (other than the licence holder) making representations and secondly by the licence holder.
9. Presentation by any responsible authorities making representations (opening, call witnesses, produce any additional information permitted under paragraph 5 above and give any clarification requested by the Licensing Authority).
10. Questions to responsible authorities by Members.
11. Chairman to ask whether any other parties wish to question the responsible authority. If any party wishes to do so, the Sub-Committee will now decide whether this should be permitted. If this is permitted, questions will be asked firstly by the Applicant, secondly by anyone else (other than the licence holder) making representations and thirdly by the licence holder.

12. Presentation by any interested party making representations (opening, call witnesses, produce any additional information permitted under paragraph 5 above and give any clarification requested by the Licensing Authority).
13. Questions to interested parties by Members.
14. Chairman to ask whether any parties wish to question the interested party. If any party wishes to do so, the Sub-Committee will now decide whether this should be permitted. If this is permitted, questions will be asked firstly by the Applicant, secondly by anyone else (other than the licence holder) making representations and thirdly by the licence holder.
15. Presentation by the licence holder (opening, call witnesses, produce any additional information permitted under paragraph 5 above and give any clarification requested by the Licensing Authority).
16. Questions to licence holder by members.
17. Chairman to ask whether any parties wish to question the licence holder. If any party wishes to do so, the Sub-Committee will now decide whether this should be permitted. If this is permitted, questions will be asked first by the Applicant, secondly by any responsible authority making representations and thirdly by any interested party making representations.
18. Chairman will ask all parties to sum up briefly. Summing up will firstly be by the Applicant, secondly by anyone (other than the licence holder) making representations and thirdly by the licence holder.
19. Sub-Committee will retire to consider their decision.
20. Sub-Committee will return and announce their decision.

### **Notes**

Please note that the clear intention of the licensing legislation is that all essential elements of each party's case should be included in their initial application or representation. Evidence or information which is sent to the Licensing Authority before the hearing but after the initial application can only be put before the Sub-Committee with the Sub-Committee's consent. New evidence/information which is raised at the hearing itself can only be put before the Sub-Committee with the consent of both the Sub-Committee and all the other parties to the hearing.

All parties will be allowed an equal amount of time to present their case. Where there are a number of interested parties whose representations reveal similar grounds of concern, the interested parties are strongly urged to appoint a spokesperson from among their number in order that hearings are not unnecessarily lengthened by repetition of the same points.