

**PROCEDURE TO BE FOLLOWED FOR CONSIDERATION OF  
APPLICATIONS FOR TEMPORARY EVENT NOTICES PREMISES OR  
PERSONAL LICENSES HAVING REGARD TO THE LICENSING ACT 2003**

(The Licensing Act 2003 (Hearings) Regulations 2005 require that a hearing shall take the form of a discussion led by the Authority and generally cross examination shall not be permitted. The procedure set out below is designed to give some structure to the Hearing and all parties should be aware that the hearing could continue in the absence of the applicant if they fail to attend or fulfil their obligations to the Licensing authority.)

1. The Chair will introduce the Members of the Sub-Committee and invite those present at each hearing to introduce themselves.
2. The Chair will ask those present if they are aware of and understand the Procedure to be followed. No additional representations to that already submitted can be considered.
3. The Senior Licensing Officer will present the application and report. May change depending on who attends committee
4. Responsible authorities will then be allowed to make their representations in respect of the application.
5. The Sub-Committee may ask questions of the responsible authorities through the Chair
6. The Applicant or their representative will present their application and may comment on any representations made.
7. The Sub-Committee may ask questions of the Applicant / representative through the Chair.
8. Finally, the Applicant or their representative can make a short closing speech.
9. All parties will then withdraw to allow the Sub-Committee to consider the case. When a decision is made all parties will return and be told the decision and reasons for that decision by the Chair of the Sub-Committee. Written notice of the decision will follow.