

**PROCEDURE TO BE FOLLOWED FOR CONSIDERATION OF
APPLICATIONS FOR 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 Chairman will introduce the Members of the Sub-Committee and invite those present at each hearing to introduce themselves.
2. The Chairman 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. The Applicant will present his/her application and may comment on any representations made.
5. The Sub-Committee may ask questions of the Applicant through the Chair.
6. Responsible authorities will then be allowed to make their representations in respect of the application.
7. The Sub-Committee may ask questions of the responsible authorities through the Chair
8. Other Persons who have made written representations will then be allowed to make their representations in respect of the application.
9. The Sub-Committee may ask questions of the other persons through the Chair.
10. Finally, the Applicant or his representative can make a short closing speech.
11. 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 Chairman of the Sub-Committee. Written notice of the decision will follow.