

**LICENSING ACT 2003 SUB-COMMITTEE
HEARING PROCEDURE
REVIEW OF CLUB PREMISES CERTIFICATE / PREMISES LICENCE**

1. CHAIR OF SUB-COMMITTEE:

- opens meeting
- introduces Members and Officers
- confirms details of all parties in attendance
- outlines procedure to be followed

2. LICENSING OFFICER OUTLINES THE APPLICATION AND RELEVANT REPRESENTATIONS

3. QUESTIONS TO THE LICENSING OFFICER FOR CLARIFICATION FROM:

- Sub-Committee
- The Applicant and/or Legal Representative
- Responsible Authorities/Other Persons
- The Licence Holder

4. THE APPLICANT FOR THE REVIEW AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS REGARDING THEIR APPLICATION

5. QUESTIONS TO THE APPLICANT FOR THE REVIEW AND/OR LEGAL REPRESENTATIVE FROM:

- Sub-Committee
- Responsible Authorities/Other Persons
- The Licence Holder

6. REPRESENTATIONS FROM RESPONSIBLE AUTHORITIES

7. QUESTIONS TO RESPONSIBLE AUTHORITIES FROM:

- Sub-Committee
- The Applicant and/or Legal Representative
- Other Persons
- The Licence Holder

8. REPRESENTATIONS FROM OTHER PERSONS

9. QUESTIONS TO OTHER PERSONS FROM:

- Sub-Committee
- The Applicant and/or Legal Representative

- Responsible Authorities
- The Licence Holder

10. REPRESENTATION FROM LICENCE HOLDER

11. QUESTIONS TO LICENCE HOLDER FROM:

- Sub-Committee
- The Applicant and/or Legal Representative
- Responsible Authorities/Other Persons

12. APPLICANT INVITED TO BRIEFLY SUMMARISE (IF THEY WISH)

13. RESPONSIBLE AUTHORITIES INVITED TO BRIEFLY SUMMARISE (IF THEY WISH)

14. OTHER PERSONS INVITED TO BRIEFLY SUMMARISE (IF THEY WISH)

15. LICENCE HOLDER INVITED TO SUM UP (IF THEY WISH)

16. DECISION MAKING

All parties retire whilst Sub-Committee makes decision. A written decision notice will be provided to all parties within five working days.

There is a right of appeal to the Magistrates Court within 21 days of the notice of decision being issued.