

## LICENSING HEARING

### **Mobile phones must be turned off throughout the hearing.**

The purpose of the hearing is to consider the detail of the application being made, objections and representations, the council's policy, relevant legislation, statutory guidance and promoting the licensing objectives (the prevention of public nuisance, public safety, the prevention of crime and disorder and protection of children from harm). The Panel will be advised to disregard any irrelevant points.

The hearing will take the form of a discussion led by the committee. Cross examination is not encouraged and please wait to be invited to speak.

Where a large number of interested parties are involved; they will be encouraged to appoint a spokesperson or spokespersons so as to avoid duplication of representations being made.

### Procedure for Hearing:

1. The Chair Person introduces the panel, legal advisor and clerk. All parties attending hearing will be asked to introduce themselves.
2. Legal advice given to the meeting by Legal Officer
3. A representative of the Licensing Team presents the overview report
4. The Panel, Applicant or those making representations may ask questions of the report content
5. Applicant puts forward their application
6. Responsible Authorities to ask applicant questions
7. Objectors to ask applicant questions (each to give their name before speaking)
8. Panel, legal advisor to ask applicant questions
9. Responsible authority put forward their representations\*
10. Applicant to put questions to the Responsible Authority\*
11. Objectors to put questions to the Responsible Authority\*
12. Panel/legal advisor to put questions to the Responsible Authority\*
13. Objectors to put forward their representations\*
14. Applicant to put questions to the objector\*
15. Responsible Authority to put questions to the objector\*
16. Panel/legal advisor to put questions to the objector\*
17. Responsible authorities closing submission
18. Objectors closing submission
19. Applicant closing submission
20. Committee to retire to make decision

\*These steps will be repeated if there is more than one Responsible Authority or objector present