

LICENSING HEARING

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

Procedure for Hearing:

1. The Chair will welcome everyone to the meeting and introduce the panel, legal advisor and clerk. All parties attending the hearing will be asked to introduce themselves. The Chair will explain the purpose of the hearing and consideration will be placed on the application, 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.
2. 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.
3. The Legal Advisor will be there to ensure the procedure is followed and to answer any questions the Councillors may have.
4. A representative of the Licensing Team presents the overview report.
5. The Panel, Applicant or those making representations may ask questions of the report content.
6. Chair invites the Applicant to outline his application and address the relevant representations
7. After the applicant has spoken the Chair will invite each interested party to ask questions through the Chair
  - Responsible Authorities
  - Representors
  - Licensing Committee members
8. After each speaker the Chair will invite the Applicant or his representative to respond through the Chair
9. The Chair invites the Responsible Authority to put forward their representations.
10. After the Responsible Authority has spoken the Chair will invite each interested party to ask questions through the Chair
  - Applicant
  - Representors
  - Licensing Committee members
11. The Chair invites each Representor to put forward their representation.

12. After each Representor has spoken the Chair will invite each interested party to ask questions through the Chair
  - Applicant
  - Responsible Authorities
  - Representors
  - Licensing Committee members
13. After each speaker the Chair will invite the Representor to respond through the Chair.
14. The Chair asks the parties in the following order whether they have anything further to add as a closing statement.
  - Responsible Authorities
  - Representors
  - Applicant.
15. Having clarified that all parties have had a fair hearing, the meeting will be closed and the panel will meet forthwith to determine the matter.
16. The decision together with notification of the right to appeal will be given in writing to all parties within 5 working days of the meeting.

**NB** The Chair may vary the procedure as necessary to ensure that a “directed discussion” takes place.