

LICENSING SUB COMMITTEE

PROCEDURE FOR APPLICATIONS MADE UNDER THE LICENSING ACT 2003

| Step | Description |
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| 1. | Chair of the Licensing Sub Committee, opens the Hearing and welcomes everyone present. Introduces Colleagues on Sub Committee and Officers Present. |
| 2. | Chair invites Licensing Officer to introduce the Application |
| 3. | Chair invites the Applicant (or the Appointed Representative) to present the Application. |
| 4. | Chair invites any Responsible Authorities (E.g. Police, Fire Service) to present their representations. |
| 5. | Chair invites Members of the Licensing Sub Committee to ask questions of the Applicant or the Responsible Authorities. |
| 6. | Chair invites Interested Parties to present their representations. |
| 7. | Chair invites Members of the Licensing Sub Committee to ask questions of the Interested Parties and to clarify any points with the Applicant. |
| 8. | Chair invites the Applicant (or Appointed Representative) to make a final statement. |
| 9. | Licensing Sub Committee Members will adjourn to consider their decision, accompanied by the Clerk to the Hearing and the Legal Advisor. |
| 10. | Licensing Sub Committee members return with their decision on the Application, supported by reasons. |