

## LICENSING SUB-COMMITTEE - QUICK REFERENCE GUIDE FOR RUNNING THE HEARING FOR AN APPLICATION

Licensing Act 2003

Note: The quorum for a Sub-Committee shall be two members.

The order of business at hearings shall be:

- (a) Election of Chairman.
- (b) Declarations of interests.
- (c) the licence application or review

Democratic Services will commence the meeting by giving any apologies for absence and asking for a nomination to be Chairman.

Once the Chairman has been elected:

1. Chairman ascertains who is assisting or representing the parties. *(note, if there are lots of people present, you may wish to consider setting time limits for speaking, which should be equal for all. You may also ask whether there is a spokesman for the speakers or whether they will all speak individually)*
2. Chairman invites the Licensing Officer to present their report
3. Chairman invites the applicant (or their representative) to make their case (reminding them to summarise and not to overly repeat info which is in the report)
4. Applicant questioned by members. *At the discretion of the Sub-Committee, other parties may be permitted to question the applicant.*
5. Chairman invites any representatives of Public or Statutory Bodies (E.g. Police, Environmental Health) who have made representations in respect of the application to address the Sub-Committee. No issues other than those relevant to their representations may be raised.
6. Members question each party at the conclusion of their address. *At the discretion of the Sub-Committee, the applicant may be permitted to question other parties.*
7. The Chairman then invites other persons who have made representations in respect of the application (or their representative) to address the Sub-Committee. No issues other than those relevant to their representations may be raised.
8. Members question each party at the conclusion of their address. *At the discretion of the Sub-Committee, the applicant may be permitted to question other parties.*

*Sub-Committee may offer the parties a short adjournment to discuss in the absence of the Sub-Committee whether a solution acceptable to all the parties can be put to the Sub-Committee. The parties may not speak to Members regarding the application during adjournments.*

9. The Chairman invites the applicant (or their representative) to make their closing address.
10. The Sub-Committee usually retires to a separate room to consider the application. They may take the legal advisor to assist in the drafting of wording or to give advice and the Democratic Services Officer to assist. Reasons relevant to the 4 licensing objectives are to be given for the decision.
11. The Members return to the hearing and parties will usually be informed of the decision immediately with a full decision notice issued thereafter, along with details of any appeal rights. *(note - in complex cases Members may wish to take more time to consider further and can elect to not announce their decision but to have it made and notified within 5 working days of the hearing).*