

## APPLICATION FOR LICENCES HEARING PROCEDURE

1. Legal Adviser to state that:
  - a) procedures are being recorded electronically
  - b) microphones must be used
  - c) advise on procedure to be followed if fire alarm is sounded
2. Declaration of Interest
3. Chairman after being elected to introduce him/herself, the other two members of the Sub-Committee, the Committee Administrator and the Licensing Officer.
4. Licensing Officer to introduce the report outlining in details of the application and representations, notifications and notices received and any requests that have been made to appear at the hearing.
5. Sub-Committee to decide on any matters relating to notices, requests to appear etc. arising from Licensing Officer's report and Chairman to confirm with those present that hearing procedure is acceptable.
6. Invite those present who are participating in the hearing (not members of the public, press or other councillors) to introduce/ identify themselves.
7. Parties will be requested to address the Sub- Committee in the following order:  
*(Representations must be confined to the points raised in the written representations – new issues not previously mentioned cannot be considered)*  
The Applicant  
Police Authority  
Environmental Services  
Interested Parties  
Questions may be asked by members of the Sub-Committee, responsible authorities and interested parties at the end of each representation.
8. Following these presentations, parties may if they wish make a closing statement, If so, they will be made in the following order.  
*(No points that have not previously been mentioned may be raised at this stage)*  
Interested Parties  
Environmental Services  
Police Authority  
The Applicant
9. The Sub-Committee will retire to determine the application together with the Committee Administrator who will continue to record the proceedings of the Sub-Committee. The Legal Advisor may be requested to retire with the Sub-Committee to give advice on any legal points that may arise.
10. On returning, the Legal Advisor will detail legal advice given to the Sub-Committee during its retirement.
11. The Chairman will announce the decision of the Sub- Committee at the conclusion of the hearing.