

THE LICENSING ACT AND THE GAMBLING ACT 2005
LICENSING SUB COMMITTEE HEARINGS PROCEDURE

INTRODUCTION OF THE MATTER BEFORE THE COMMITTEE

- The Chair welcomes the parties and introduces the Members and Officers
- The Chair briefly explains the matter before the committee
- The Chair deals with any Membership changes and interests
- The Chair confirms whether the hearing is to be a public meeting or held in private
- Chair confirms to procedure that will be followed at the hearing (all parties will have access to a laminated copy of the procedure)
- The Committee deals with the issue of absent parties (if any), the admission of witnesses and late documentary evidence
- The Committee determines in view of the above whether or not to proceed with the hearing or adjourn to a later time or date.

THE LICENSING OFFICER OUTLINES THE CASE

- The Chair asks the Licensing Officer to summarise the case by reference to the report and any additional admitted evidence.
- The Chair asks the parties whether they consider the report to be accurate
- If the report is not accurate the committee can note the amendments if required.

THE APPLICANT PRESENTS HIS / HER CASE

- The Chair asks the applicant to present his / her case
- the Committee ask the applicant questions
- The Chair may give permission for the other parties to ask the applicant questions
- The Chair asks the applicant's witnesses to give evidence
- The Committee ask the witnesses questions
- The Chair may give permission for the other parties to ask the witnesses questions.

THE RESPONSIBLE AUTHORITIES / INTERESTED PARTIES PRESENT THEIR CASE

- The Chair asks the Responsible Authority / Interested Party to present his / her case
- The Committee ask the Responsible Authority / Interested Party questions
- The Chair may give permission for the applicant to ask the Responsible Authority / Interested Party questions
- The Chair asks the Responsible Authority / Interested Party's witnesses to give evidence
- The Committee ask the witnesses questions
- The Chair may give permission for the applicant to ask the witnesses questions.

RESPONSIBLE AUTHORITIES / INTERESTED PARTIES SUM UP THEIR CASE

THE APPLICANT SUMS UP HIS / HER CASE

CONCLUSION OF HEARING

- Chair asks if the parties have said everything they want to so that is relevant
- The Chair asks the parties to leave excluding the Governance Officer and Legal Advisor in order to deliberate the matter.

DECISION AND REASONS

The committee may determine the matter after the conclusion of the hearing and recall the parties to inform them of the decision, however, where deliberation may take some time, the decision and reasons in most cases can be given no later than five working days from the day after the hearing concludes.