

Hearing Procedure Summary

1. The Democratic Services Officer will request nominations for a Chairman for the Hearing.
2. The Chairman welcomes all those present and introduces the Application.
3. The Chairman introduces the Members of the Sub Committee and invites all parties present (Applicant, Objectors and Officers) to introduce themselves.
4. The Chairman outlines the Hearing Procedure as set out in the Agenda, makes any relevant announcements and asks for any declarations of interest.
5. The Licensing Officer is asked to present their Committee Report.
6. The Applicant/their representative is invited to address the Sub Committee.
7. Questions to the Applicant by Members of the Sub Committee.
8. Questions to the Applicant by Objectors which are to be directed through the Chairperson.
9. Those who have made an objection to the application are invited to address the Sub Committee. .
10. Questions to Objectors by Members of the Sub Committee.
11. Questions to Objectors by the Applicant which are to be directed through the Chairperson.
12. Closing submissions by the Objectors in reverse order.
13. Closing submissions by the Applicant.
14. Sub Committee retires with the Committee Lawyer and Committee Manager to consider its decision.
15. Sub Committee returns and the Lawyer gives a summary of any legal advice that may have been given to the Sub Committee.
16. The Chairman either gives the decision with reasons, or advises that it will be released in writing with reasons within the statutory time limits.