

## Hearing Procedure Summary – Classification of Films

1. The Democratic Services Officer will request nominations for a Chairman for the Licensing Sub Committee hearing.
2. The Chairman welcomes all those present and explains the purpose of the hearing.
3. The Chairman invites the Sub Committee members and the parties to the hearing 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 will read the synopsis of the film that is to be classified and refer the Sub Committee members to the film classifications available to them. The Sub Committee will then view the film to be classified.
6. The Sub Committee will be asked to pass a resolution to exclude the press and public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 (the Act) because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Schedule 12A, Part 1, paragraph 6b of the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.
7. Questions to the Licensing Officer by Licensing Sub Committee members.
8. Sub Committee retires with the Legal Adviser and Committee Manager (if appropriate) to consider its decision and to classify the film.
9. The distributor and/or the party requesting the classification together with the premise's licence/club premises certificate holders of all relevant premises licensed for the exhibition of films will be notified of the Sub Committee's decision in writing, which will include reasons for the decision within 5 working days.