

## CHAIR'S PROCEDURE FOR LICENSING SUB-COMMITTEES

	Item	tick
1	I confirm that this hearing is recorded.	
2	No fire drills are scheduled today. If the alarm is heard the exits are at (point)	
3	Introductions of those present	
4	Declarations of Interest	
5	Inform all parties that the Licensing Sub-Committee will follow the Council's hearing procedures, a copy of which was included in the notice packs sent to all parties.	
6	Ask Legal Adviser to inform those present that the Licensing Sub-Committee had a briefing prior to the hearing to confirm the procedure and for clarification on any aspect of the application	
7	This hearing is an informal process unlike a Court hearing, but the Licensing Sub-Committee can allow cross examination. Otherwise the process of presentations and questioning for clarification, is the process arising under the Licensing Act 2003. Ask all parties to confirm whether there have been any requests for adjournments or late submissions.	
8	The Licensing Officer is asked to confirm if there are any technical issues they feel should be brought to the attention of the Licensing Sub-Committee(i.e. withdrawal of objection / agreed conditions etc)	
9	Presentation by the Applicant <ul style="list-style-type: none"> <li>a) Questions by the Licensing Sub-Committee of the Applicant</li> <li>b) Questions by Responsible Authorities and then Interested Parties to the Applicant</li> </ul>	
10	Presentation by each Responsible Authorities (this will need repeating each authority) <ul style="list-style-type: none"> <li>a) Questions by the Licensing Sub-Committee of the Responsible Authorities</li> <li>b) Questions by the Applicant and then Interested Parties to Responsible Authorities</li> </ul>	
11	Presentation by any interested parties (based on agenda order, unless changed by Chair) (this will need repeating for each party) <ul style="list-style-type: none"> <li>a) Questions by the Licensing Sub-Committee of other Interested Parties</li> <li>b) Questions by the Applicant and then Responsible Authorities to the Interested Parties</li> </ul>	
12	Ask Licensing Officer for any comments/ clarification	
13	Ask Legal Adviser for any comments/clarifications	
14	Closing statements by the Responsible Authorities	
15	Closing statements by the Interested Parties	
16	Closing statements by the Applicant	
17	The Licensing Sub-Committee is retiring to closed session and invites the Legal Adviser and Committee Clerk to join them to provide advice only.	
	<i>Closed session with Panel/Legal Adviser/Clerk</i>	
18	Re-open for public session	
19	The Legal Officer is asked to present any advice provided during private session	
20	Licensing Sub-Committee's decision to be read out either by the Chair or the Chair to invite the Legal Officer to explain the conditions made in their decision. Chair to inform those present that all parties should receive a written copy of the decision notice within 5 working days	

21	Close Hearing	
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