

## LICENSING SUB-COMMITTEE

### PROCEDURES

The Chairman will welcome all parties to the meeting, introduce the Sub-Committee Members and officers present, and outline the procedure as below:

- a) The Licensing Officer to outline the application and the decision to be taken
- b) Members to ask questions of the Licensing Officer
- c) The Applicant to put their case to the Sub-Committee and clarify any information arising from the Licensing Officer's outline
- d) Any Objectors to address the Sub-Committee and put their case
- e) Members to ask questions of the Objectors
- f) Applicant to ask questions of the Objectors
- g) Any party requested by the Applicant to address the Sub-Committee (at the Sub-Committee's discretion)
- h) Members to ask questions of the Applicant
- i) Objectors to ask questions of the Applicant
- j) Applicant to briefly summarise their position
- k) Objectors to briefly summarise their position
- l) Licensing Officer to provide a summary
- m) Chair to ask all parties if they have said all that they wish to
- n) Sub-Committee to retire for deliberations

**N.B. Decision letter to be sent to applicant within 5 working days**