

**RBWM LICENSING & PUBLIC SPACE
PROTECTION ORDER SUB-COMMITTEE**

21 July 2022 – 11.00

**CONSIDERATION OF AN APPLICATION TO VARY A PREMISES LICENCE
UNDER s34 of the LICENSING ACT 2003**

Procedure

The Sub-Committee to elect a Chair. The Chair will welcome all parties to the meeting, introduce the Sub-Committee members and officers present. The hearing will then proceed as follows;

- a) Officer Reporting to outline the application and the decision to be taken
- b) Members of the Sub-Committee to ask questions of the Officer Reporting
- c) Applicant to ask questions of the Officer Reporting
- d) The Applicant to put their case to the Sub-Committee
- e) Members of the Sub-Committee to ask questions of the Applicant
- f) Responsible Authority to ask questions of the Applicant
- g) Responsible Authority to put their case to the Sub-Committee
- h) Members of the Sub-Committee to ask questions of the Responsible Authority
- i) Applicant to ask questions of the Responsible Authority
- l) Chair to ask if any parties have any further questions or anything they wish to add
- j) Applicant to briefly summarise their position
- k) Officer Reporting to sum up and restate the options for the Sub Committee
- l) Sub-Committee to retire and make their decision within 5 working days

The Sub-Committee must allow all parties an equal maximum period of time in which to exercise their rights provided for in regulations, that is;

- where the licensing authority has given notice to a party that it will want clarification on any particular points, to provide further information in support of their application, representations or notice (as applicable),
- to question any other party; and
- to address the Sub-Committee