

## **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) The Officer Reporting (as the licensing authority) to outline the application and the decision to be taken
- b) Members to ask questions of the Officer Reporting
- c) Applicant to ask questions of the Officer Reporting
- d) Premises licence holder to ask questions of the Officer Reporting
  
- e) The Applicant to put their case to the Sub Committee
- f) Members to ask questions of the Applicant
- g) Premises licence holder to ask questions of the Applicant
  
- h) Other responsible authorities to make their representation
- i) Members to ask questions of other responsible authorities
- j) Premises licence holder to ask questions of other responsible authorities
  
- k) Other persons to make their representation
- l) Members to ask questions of other persons
- m) Premises licence holder to ask questions of other persons
  
- n) Applicant to briefly summarise their position
- o) Premises licence holder to briefly summarise their position
- p) Officer Reporting to sum up and restate the options for the Members of the Sub Committee
- q) Chair to ask if any parties have any further questions or anything they wish to add
- r) Sub Committee to retire and make their decision within 5 working days