

## LICENSING SUB-COMMITTEE

### PROCEDURES

The Licensing Panel Sub-Committee are 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 Reporting Officer (as the licensing authority) shall outline the application and the decision to be taken
- b) Sub-Committee Members to ask questions of the Reporting Officer
- c) Applicant to ask questions of the Reporting Officer
- d) The Applicant to put their case to the Sub-Committee
- e) Sub-Committee Members to ask questions of the Applicant
- f) If applicable, any other persons to make their representations
- g) If applicable, Sub-Committee Members to ask questions of other persons
- h) If applicable, Applicant to ask questions of other persons
- i) Chair to ask if any parties have any further questions or anything they wish to add
- j) Applicant to briefly summarise their position & confirm that they have had every chance to say what they have wished too.
- k) Reporting Officer to sum up and restate the options for the Members of the Sub Committee
- l) Sub-Committee to retire and communicate their decision within 5 working days