

**CONSIDERATION OF AN APPLICATION TO REVIEW A PREMISES LICENCE
UNDER s51 of the LICENSING ACT 2003**

Procedures

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 Reporting Officer (as the licensing authority) to outline the application and the decision to be taken
- b) Sub Committee Members to ask questions of the Officer Reporting
- c) Applicant to ask questions of the Officer Reporting
- d) Premises license holder to ask questions of the Officer Reporting

- e) The Applicant to put their case to the Sub Committee
- f) Sub Committee Members to ask questions of the Applicant
- g) Premises license holder to ask questions of the Applicant

- h) Other responsible authorities to make their representation
- i) Sub Committee Members to ask questions of other responsible authorities
- j) Premises license 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 license holder to ask questions of other persons

- n) Applicant to briefly summarise their position
- o) Premises license 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 communicate their decision within 5 working days