Licensing Review Procedures

1. **Introductions**
   - ❑ Chair introduce Members and Officers. Invite applicant / Licence Holder / representatives to table. Ask to introduce themselves.
   - ❑ Chair explain procedure. Ask if Parties received report and ready to proceed.
   - ❑ In the event that any Party to the hearing fails to attend Members consider whether to adjourn the hearing or to proceed in the Party's absence.

2. **Summary of report by Licensing Manager / Officer.**

3. **Applicant / Representative (for eg Environmental Health, Police, Trading Standards) submissions on the application / call any witnesses.**
   Any Questions for Applicant / Representative
   - ❑ Statutory Consultees?
   - ❑ Licence holder?
   - ❑ Officers?
   - ❑ Members?

4. **Statutory Consultees (for eg Police, Fire Service, Environmental Health) submissions on the application.**
   Any questions for Statutory Consultees from
   - ❑ Applicant / Representative?
   - ❑ Licence holder?
   - ❑ Officers?
   - ❑ Members?

5. **The Licence Holder's submission on the application.**
   Any questions for Licence Holder from
   - ❑ Applicant / Representative?
   - ❑ Statutory Consultee?
   - ❑ Officers?
   - ❑ Members?

6. **Do Members require any clarification from the Licensing Manager / Officer?**
   If clarification given, questions on clarification only from:
   - ❑ Applicant / Representative?
   - ❑ Licence holder?
   - ❑ Statutory Consultees?
   - ❑ Members?

7. **Summaries (if required)**
   - ❑ Licensing Manager / Officer summing up
   - ❑ Statutory Consultees summing up
   - ❑ Licence Holder summing up
   - ❑ Applicant/Representative summing up

8. **Decision Making**
   - ❑ Members retire to discuss the application, propose and second a recommendation and vote on this.
   - ❑ They may take legal advice from the Legal Advisor. The Legal Advisor will advise the Parties of any legal advice given to the sub-committee. No other person may retire with the Sub-committee.
   - ❑ The decision is announced by the Chair giving full reasons for the decision, together with any conditions, which are to be attached to the grant of the licence or the reasons for a refusal of the application.