

## **PROCEDURE AT REVIEW HEARINGS**

1. Opening remarks and formalities, introductions by the Democratic Services Officer.
2. Chairman is elected, opens meeting and explains procedure to all parties present.
3. Summary of the application by the Licensing Officer
4. Applications and Variation of Procedure (includes applications for supporting persons to be allowed to address the committee, applications for adjournment, applications for extension of time limits and consideration of cross examination).
5. Presentation by Applicant for the Review (opportunity to present case, call parties in support and produce documents: maximum 20 minutes).
6. Questions to Applicant for the Review (by Members).
7. Relevant Representations (opportunity to present case, call parties in support and produce documents: maximum 20 minutes per party).
  - a) Police (if applicable)  
Followed by Questions by Members
  - b) Other Responsible Authorities (if applicable)  
Followed by Questions by Members
  - c) Interested Parties (if applicable)  
Followed by Questions by Members
8. Presentation by Premises Licence Holder (or their representative) (opportunity to present case, call parties in support and produce documents: maximum 20 minutes).
9. Questions to Premises Licence Holder (or their representative) (by Members).

10. Clarification of any issues arising by the Licensing Officer, if required, followed by questions by members if necessary.
11. Summary by Applicant for the Review: maximum 5 minutes.
12. Summary by Parties making Relevant Representations: maximum 5 minutes per party.
13. Summary by Premises Licence Holder (or their representative): maximum 5 minutes.
14. Chairman concludes the hearing and all parties leave the room. (The sub-committee may call in the Solicitor to help draft reasons for the decision. Any other advice must be repeated in open forum. If members need to seek clarification from any party, all parties will return to the meeting).
15. Sub-Committee consider decision and the reasons for the decision.
16. Democratic Services Officer will notify all parties of the decision in writing within five working days of the hearing.