

PROCEDURE AT HEARING

1. Opening remarks and formalities, introductions and explanation of the procedure by the Chairman.
2. Summary of the application by the Licensing Officer.
3. 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).
4. Presentation by Applicant (opportunity to present case, call parties in support and produce documents: maximum 20 minutes).
6. Questions to applicant (by Members).
7. Presentation by the Secretary of State's Nominated Inspector: (opportunity to present case, call parties in support and, produce documents: maximum 20 minutes).
8. Questions to Secretary of State's Nominated Inspector (by Members).
9. Presentation by Objectors (opportunity to present case, call parties in support and, produce documents: maximum 20 minutes).
10. Questions to Objectors (by members).
11. Clarification of any issues arising by the Licensing Officer, if required, followed by questions by members if necessary.
12. Summary by Secretary of State's Nominated Inspector: maximum 5 minutes.
13. Summary by Objectors: maximum 5 minutes per objector.
14. Summary by Applicant: maximum 5 minutes.

15. All parties withdraw from the hearing to allow the committee to consider the matter. (They 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, they will return to the meeting).
16. After consideration, all parties to receive committees decision within 5 working days.
17. All parties are informed of their right and time permitted to appeal the committee's decision.
18. Meeting is closed or, if applicable, the next hearing begins.