

## **PROCEDURE AT HEARING**

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 (opportunity to present case, call parties in support and produce documents: maximum 20 minutes).
6. Questions to applicant (by Members).
7. Presentations by Objectors: (opportunity to present case, call parties in support and, produce documents: maximum 20 minutes per objector).
  - a) Police  
Followed by Questions by Members
  - b) Other Responsible Authorities  
Followed by Questions by Members
  - c) Interested Parties  
Followed by Questions by Members
8. Clarification of any issues arising by the Licensing Officer, if required, followed by questions by members if necessary.
9. Summary by Applicant: maximum 5 minutes.

10. Summary by Objectors: maximum 5 minutes per objector.
11. All parties withdraw from the hearing to allow the sub-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).
12. After consideration, all parties return and the decision, including any conditions and reasons, is announced.
13. All parties are informed of their right and time permitted to appeal the sub-committee's decision.
14. Meeting is closed or, if applicable, the next hearing begins.