## LICENSING SUB-COMMITTEE HEARINGS PROCEDURE SUMMARY

INT	RODUCTION	
1.	The Chair introduces himself and invites other Members, Council officers, Police, Applicant	
	and Objectors to do the same.	
2.	The Chair invites Members to disclose any prior contacts (before the hearing) with the	
	parties or representations received by them	
3.	The Chair explains the procedure to be followed by reference to this summary which will	
	be distributed.	ļ
	N-ATTENDANCE BY PARTY OR PARTIES	
4.	If one or both of the parties fails to attend, the Chair decides whether to:	ļ
	(i) grant an adjournment to another date, or	
	(ii) proceed in the absence of the non-attending party.	ļ
	Normally, an absent party will be given one further chance to attend.	
TOP		
	PIC HEADINGS	
5.	The Chair suggests the "topic headings" for the hearing. In the case of the majority of	
	applications for variation of hours, or other terms and conditions, the main topic is:	
	Whether the extensions of hours at a applied for would conflict with the four	
	Whether the extensions of hours etc. applied for would conflict with the four	
	licensing objectives i.e.	
	(i) the prevention of crime and disorder,	
	(ii) public safety,	
	(iii) the prevention of public nuisance, and	
	(iv) the protection of children from harm.	
6.	The Chair invites comments from the parties on the suggested	
	topic headings and decides whether to confirm or vary them.	
WIT	NESSES	
7. 7	The Chair asks whether there are any requests by a party to call a witness and decides any	
5	such request.	
8. (	Only if a witness is to be called, the Chair then asks if there is a request by an opposing party	
t	o "cross-examine" the witness. The Chair then decides any such request.	
DOC	CUMENTARY EVIDENCE	
9.	The Chair asks whether there are any requests by any party to	
	introduce late documentary evidence.	
10.	If so, the Chair will ask the other party if they object to the	
	admission of the late documents.	
11.	If the other party do object to the admission of documents which	
	have only been produced by the first party at the hearing, then the	

documents shall not be admitted.

12. If the other party object to documents produced late but before the				
		g, the following criteria shall be taken into account when the lecides whether or not to admit the late documents:		
	(i)	What is the reason for the documents being late?	_	
	(ii)	Will the other party be unfairly taken by surprise by the late documents?	-	
	(iii)	Will the party seeking to admit late documents be put at a major disadvantage if		
		admission of the documents is refused?		
	(iv)	Is the late evidence really important?		
	(v)	Would it be better and fairer to adjourn to a later date?		
THE		SING OFFICER'S INTRODUCTION	_	
13.		Licensing Officer introduces the report explaining, for	_	
10.		nple, the existing hours, the hours applied for and the		
	comments of the other Council Services or outside official bodies.			
		should be as "neutral" as possible between the parties.		
14.		_icensing Officer can be questioned by Members and then by		
	the	parties.		
THE	HEAR	ING	-	
15.	This ta	akes the form of a discussion led by the Chair. The Chair can		
		he order as appropriate but it should include:		
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	(i)	an introduction by the Objectors' main representative		
	(ii)	an introduction by the Applicant or representative		
	(iii)	questions put by Members to the Objectors		
	(iv)	questions put by Members to the Applicant		
	(v)	questions put by the Objectors to the Applicant		
	(vi)	questions put by the Applicant to the Objectors		
	( )			
		ADRESSES		
16.		Chair asks each party how much time is needed for their		
	CIOS	ing address, if they need to make one.		
17.	Gene	erally, the Objectors make their closing address before the		
		licant who has the right to the final closing address.		
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THE	E DECIS	ION		
18.	Members retire with the Committee Clerk and legal representative			
	to consider their decision including the imposition of conditions.			
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19.		ecision is put in writing and read out in public by the nittee Clerk once Members have returned to the meeting.		
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