## LICENSING SUB-COMMITTEE HEARINGS PROCEDURE SUMMARY INTRODUCTION The Chair introduces himself and invites other Members, Council officers, Police, Applicant and Objectors to do the same. The Chair invites Members to disclose any prior contacts (before the hearing) with the 2. parties or representations received by them The Chair explains the procedure to be followed by reference to this summary which will 3. be distributed. **NON-ATTENDANCE BY PARTY OR PARTIES** If one or both of the parties fails to attend, the Chair decides whether to: 4. grant an adjournment to another date, or (ii) proceed in the absence of the non-attending party. Normally, an absent party will be given one further chance to attend. **TOPIC HEADINGS** The Chair suggests the "topic headings" for the hearing. In the case of the majority 5. of applications for variation of hours, or other terms and conditions, the main topic is: 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 the protection of children from harm. (iv) 6. The Chair invites comments from the parties on the suggested topic headings and decides whether to confirm or vary them. WITNESSES 7. The Chair asks whether there are any requests by a party to call a witness and decides any such request. 8. Only if a witness is to be called, the Chair then asks if there is a request by an opposing party to "cross-examine" the witness. The Chair then decides any such request. **DOCUMENTARY EVIDENCE** 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.		other party object to documents produced late but before the		
		g, the following criteria shall be taken into account when the		
		decides 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	LICEN	SING OFFICER'S INTRODUCTION		
13.	The Licensing Officer introduces the report explaining, for			
	example, the existing hours, the hours applied for and the			
		ments of the other Council Services or outside official bodies.		
	This	should be as "neutral" as possible between the parties.		
14.		Licensing Officer can be questioned by Members and then by		
	tne	parties.		
TUE	HEAR	ING		
15.		This takes the form of a discussion led by the Chair. The Chair can		
	vary the order as appropriate but it should include:			
	(i)	an introduction by the Objectors' main representative		
	(1)	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		
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CLO	SING A	ADRESSES		
16.	The	Chair asks each party how much time is needed for their		
	clos	ing address, if they need to make one.		
17.		erally, the Objectors make their closing address before the		
	App	licant who has the right to the final closing address.		
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IHE	DECIS	DIUN		
18.	Members retire with the Committee Clerk and legal representative			
		nsider their decision including the imposition of conditions.		
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19.	The d	ecision is put in writing and read out in public by the		
	Comr	mittee Clerk once Members have returned to the meeting.		