LICENSING SUB-COMMITTEE HEARINGS
PROCEDURE SUMMARY

INTRODUCTION

1. The Chair introduces him/herself and invites other Members, Council officers, Police, Applicant and Objectors to do the same.
2. The Chair invites Members to disclose
   i) any prior contacts (before the hearing) with the parties or representations received by them; and separately
   ii) any declarations of interest.
3. The Chair explains the procedure to be followed by reference to this summary which will be distributed in advance.

NON-ATTENDANCE BY PARTY OR PARTIES

4. If one or both of the parties fails to attend, the Chair decides whether to:
   (i) 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 opportunity to attend.

TOPIC 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 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 any other topic headings to be discussed.

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

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 generally be admitted.

12. If the other party object to documents produced late but before the hearing, the following criteria shall be taken into account when the Chair 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 LICENSING OFFICER'S INTRODUCTION	
13. The Licensing Officer introduces the report explaining, for example, the existing hours, the hours applied for and the comments of the other Council Services or outside official bodies. This should be as "neutral" as possible between the parties.	
14. The Licensing Officer can be questioned by Members and then by the parties.	
THE HEARING	
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	
(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	
CLOSING ADRESSES	
16. The Chair asks each party how much time is needed for their closing address, if they need to make one.	
17. Generally, the Objectors make their closing address before the Applicant who has the right to the final closing address.	
THE DECISION	
18. Members retire with the Committee Clerk and legal representative to consider their decision including the imposition of conditions.	
19. The decision is put in writing and read out in public by the Committee Clerk once Members have returned to the meeting.	