



# STROUD DISTRICT COUNCIL

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## Licensing & Regulation Committee

### Licensing Hearing Procedure

1. The Chair will introduce Members of the Panel and Officers present, and explain the procedure to be followed.
2. The Chair will identify those persons or representatives entitled to address the hearing and to submit questions, including any nominated representatives.
3. If the Applicant is not present, the Panel may either:
  - Proceed with the hearing in the absence of the Applicant, or
  - Where it considers it necessary in the public interest, adjourn the hearing to another date
4. The Licensing Officer will present his Statement of Facts.
5. The Chair will invite the representatives of the Responsible Authorities that have made objections or representations to address the Panel and submit relevant evidence.
6. The Chair will invite Interested Parties who have made representations to address the Panel and submit relevant evidence.
7. The Chair will invite the Applicant or his/her representative to address the Panel and to submit relevant evidence.
8. No new evidence will be admitted at the hearing (other than that requested by the Licensing Authority for clarification) without the consent of all other parties to that hearing.
9. The Panel will consider any admissible representations lodged by Responsible Authorities or Interested Parties not present at the hearing.
10. The Chair will invite:
  - a. the Responsible Authorities present who have made objections or representations
  - b. those Interested Parties present who have made representations
  - c. the Applicant to sum up their cases.



11. **Cross-examination will not be permitted unless the Panel considers it beneficial for the consideration of representations, application or notice.**
12. **If the proceedings are in the opinion of the Chair being disrupted by the behaviour of any person attending the hearing, the Chair may (as an alternative to adjourning the hearing) require that person to leave the hearing.**
13. **The Chair will invite the Legal Adviser to address the Panel on any legal point on which he believes his advice would be beneficial to reaching a determination.**
14. **The Panel will retire to consider the application and make their decision.**
15. **The Panel will return to the hearing room and announce their decision, the reasons for it and any conditions imposed.**