

LICENSING HEARING PROCEDURE – REVIEW

1. Introductions	
2. Hearing Report The Licensing Officer presents the Hearing Report	
3. Applicant for Review a. Applicant for Review addresses the Panel about their application b. Questions to the Applicant for Review	
4. Responsible Authorities c. Responsible Authorities address the Panel about their representations d. Questions to the Responsible Authorities	
5. Other Persons (this may be local residents, businesses or Parish/Town Councils) a. Other Persons address the Panel about their representations b. Questions to the Other Persons	
6. Licence Holder a. The Licence Holder addresses the Panel b. Questions to the Licence Holder	
7. Summing Up a. Applicant for Review sums up b. Responsible Authorities sum up c. Other Persons sum up d. Licence holder sums up.	
8. Panel Retire The Panel will retire to consider the review and make their decision. If, during deliberation, the Panel require clarification from any party the hearing will be re-convened. If necessary the panel will then retire again to finalise their decision.	
8. Decision The Panel will return and the Chair will normally announce a summary of the Panel’s decision. In some cases the Chair will advise that the decision will be notified within 5 working days.	
9. Decision Notice A Decision Notice containing the full decision, any conditions imposed and the reasons, will be forwarded to applicant and all those persons that have made representation within 5 working days	

Notes

1. If the Applicant is not present at the hearing the Panel may either proceed with the hearing in the absence of the Applicant or any other party or the Panel may adjourn the hearing.
2. The applicant for review, the licence holder or any person that has made representation may be assisted or represented by any other person.
3. Cross-examination of any person will not be permitted unless the Panel considers it beneficial for the consideration of representations, application or notice.
4. 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.