

**LICENSING HEARING PROCEDURE - NEW AND VARIATION APPLICATIONS**

<p><b>1. Introduction</b></p> <p>a. The Chair will introduce the Members of the Panel and Officers</p> <p>b. The Chair ask any Responsible Authorities to introduce themselves</p> <p>c. The Chair will ask any Other Persons (residents and businesses etc) to introduce themselves</p> <p>d. The Chair will ask the Applicants to introduce themselves</p>	
<p><b>2. Hearing Report</b></p> <p>The Licensing Officer will present the Hearing Report</p>	
<p><b>3. Responsible Authorities</b></p> <p>a. The Chair will invite Responsible Authorities to address the Panel about their representations (if any)</p> <p>b. The Chair will ask if there are any questions for the Responsible Authorities from:</p> <ul style="list-style-type: none"> <li>• Applicant</li> <li>• Other Parties</li> <li>• Panel</li> </ul>	
<p><b>4. Other Persons</b></p> <p>a. The Chair will invite Other Persons to address the Panel about their representations (if any)</p> <p>b. The Chair will ask if there are any questions for the Other Persons from:</p> <ul style="list-style-type: none"> <li>• Applicant</li> <li>• Responsible Authorities</li> <li>• Panel</li> </ul>	
<p><b>5. Applicant</b></p> <p>a. The Chair will invite the Applicants to address the Panel about their application</p> <p>b. The Chair will ask if there are any questions for the Applicants from:</p> <ul style="list-style-type: none"> <li>• Responsible Authorities</li> <li>• Other Parties</li> <li>• Panel</li> </ul>	
<p><b>6. Persons Not Present</b></p> <p>The Chair will ask the Licensing Officer if any further comments have been received from parties who have made representation but are not present at the hearing.</p>	
<p><b>7. Summing Up</b></p> <p>The Chair will invite:</p> <p>a. Responsible Authorities to sum up</p> <p>b. Other Persons to sum up</p> <p>c. Applicants to sum up.</p>	
<p><b>8. Legal Officer Comments</b></p> <p>The Chair will invite the Legal Officer to address the Panel on any legal points</p>	
<p><b>9. Panel Retire</b></p> <p>The Panel will retire to consider the application 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.</p>	
<p><b>10. Decision Announced</b></p> <p>The Panel will return and the Chair will announce the Panel's decision, the reasons for it and any conditions imposed.</p>	

## 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
  - Where it considers it necessary in the public interest, adjourn the hearing to another date
2. Cross-examination of any party will not be permitted unless the Panel considers it beneficial for the consideration of representations, application or notice.
3. 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.
4. If, after the Panel have retired to deliberate, they then require clarification from any party, the hearing will be re-convened. If necessary the panel will then retire again to finalise their decision.