

**STEVENAGE BOROUGH COUNCIL  
GENERAL PURPOSES COMMITTEE**

**CONSIDERATION OF APPLICATIONS IN RESPECT OF REGULATORY  
MATTERS – PROCEDURE**

The procedure detailed below will be followed.

1. The Committee Administrator will introduce the applicant (and representative) to the Committee.
2. The Licensing Officer will report on the facts of the case calling any appropriate witnesses.
3. The applicant (and/or representative) may then ask questions of the Licensing Officer and witnesses.
4. With the Chair's permission Members of the Committee may then ask questions of the Licensing Officer.
5. The applicant (and/or representative) may then state his/her case, calling any witnesses they wish. All who speak may be asked questions by the Licensing Officer.
6. With the Chair's permission Members of the Committee may then ask questions of the applicant.
7. The Licensing Officer is then invited to make a closing speech.
8. The applicant (and/or representative) is then invited to make a closing speech.
9. The applicant (and representative) and the Licensing Officer then retire for the Committee to consider the matter and make its decision. In the event that the Committee wishes to seek clarification from one or other of the parties, all parties will be invited to return to the meeting.
10. At the conclusion of its deliberations, the Committee will EITHER invite all parties to return to the meeting to deliver its decision OR inform all parties of its decision in writing as soon as possible after the meeting.
11. The Committee Administrator and Council's Solicitor (if present) will be present throughout the meeting and may ask questions at any time to assist the Committee.

**NB ALL PARTIES MAY REQUEST CLARIFICATION OF ANY POINT AT ANY TIME IN THE PROCEEDINGS**