

**STEVENAGE BOROUGH COUNCIL**

**LICENSING COMMITTEE**

**HEARING OF LICENCE APPLICATIONS – PROCEDURE**

The Committee will apply the following procedure when considering Licence applications to ensure adherence to the rules of natural justice.

1. The Committee Administrator will introduce the applicant, any representatives and any objectors to the Committee. The Chair will introduce the members of the Committee to these parties.
2. The Licensing Officer will outline the reason for the hearing and report on the facts of the case. Members of the Committee, the applicant and objectors may ask questions of the Licensing Officer.
3. The objector(s) (via a representative if they wish) may then state their case, calling any witnesses.
4. With the Chair's permission, Members of the Committee and the applicant (and/or representative) may then ask questions of the objector(s)/representative.
5. The applicant (and/or representative) will state their case, calling any witnesses they wish.
6. With the Chair's permission, Members of the Committee and objectors may then ask questions of the applicant (and/or representative).
7. The objector(s)/representative is then invited to sum up.
8. The applicant (and/or representative) is then invited to sum up.
9. The applicant (and representative), objector(s) (and representative) and the Licensing Officer will then be asked to retire for the Committee to consider the matter and make its decision.
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. In either event, reasons will be given for the Committee's decision.

**NOTES:**

- (1) **EACH PARTY WILL BE AFFORDED A REASONABLE AMOUNT OF TIME TO PRESENT THEIR CASE.**
- (2) **ALL PARTIES MAY ASK FOR CLARIFICATION OF ANY POINT AT ANY TIME IN THE PROCEEDINGS.**
- (3) **THE COMMITTEE ADMINISTRATOR AND COUNCIL'S SOLICITOR WILL BE PRESENT THROUGHOUT THE MEETING AND MAY ASK QUESTIONS AT ANY TIME TO ASSIST THE COMMITTEE.**