

**STEVENAGE BOROUGH COUNCIL**

**LICENSING COMMITTEE**

**CONSIDERATION OF ISSUES IN RESPECT OF NON-REGULATORY MATTERS –  
PROCEDURE**

The procedure detailed below will be followed.

1. The Committee Administrator will introduce Trade representatives, Officers to the Committee.
2. The Licensing Officer will outline the proposals in the report and the objections received thereon.
3. Members, Trade Representatives be allowed to seek clarification from the Licensing Officers.
5. Trade Representatives be allowed to make representation(s).
6. With the Chair's permission Members of the Committee and the Licensing Officers may then seek clarification from Trade Representatives.
7. The Licensing Officer is then invited to make a closing speech.
8. The Trade Representatives are 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**