

## STEVENAGE BOROUGH COUNCIL

### LICENSING COMMITTEE

#### HEARING OF LICENCE APPLICATIONS – PROCEDURE

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

1. The Chair will introduce himself/herself and invite the other Committee Members, the Licensing Officer(s), Legal Advisor, Committee Administrator, Responsible Authority representatives, interested parties and the Premises Licence Holder and any representative to introduce themselves.
2. The Licensing Officer will outline the reason for the hearing and report on the facts of the case. Members of the Committee, the Responsible Authority representatives, those who had submitted representations, and Premises Licence Holder (and/or representative) may ask questions of the Licensing Officer.
3. The Responsible Authority representatives may then state their case, calling any witnesses.
4. With the Chair's permission, Members of the Committee and the Premises Licence Holder (and/or representative) may then ask questions of the Responsible Authority representatives.
5. Those who have submitted representations may then state their case, calling any witnesses.
6. With the Chair's permission, Members of the Committee and the Premises Licence Holder (and/or representative) may then ask questions of those who have submitted representations.
7. The Premises Licence Holder (and/or representative) will state their case, calling any witnesses they wish.
8. With the Chair's permission, Members of the Committee, Responsible Authority Representatives and those who have submitted representations may then ask questions of the Premises Licence Holder (and/or representative).
9. The Responsible Authority representatives are then invited to sum up.
10. Those who have submitted representations are then invited to sum up.
11. The Premises Licence Holder (and/or representative) is then invited to sum up.
12. The Committee will retire to consider the matter and make its decision.
13. At the conclusion of its deliberations, the Committee will EITHER 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.**