



Statutory Licensing Regulatory Board Sub-Committee

Procedure for Hearing an Objection to a Personal Licence Application

- The Chair opens the meeting by introducing Members of the Sub-Committee and Officers present to the Applicant and to those appearing on behalf of the Chief Officer of Police.
- The Licensing Officer will present a report setting out the details of the application and the objection notice received from the Police.
- Members of the Sub-Committee may ask the Licensing Officer questions by way of clarification of any points arising in the report.
- The representative of the Chief Officer of Police will address the Sub-Committee and call witnesses, as appropriate.
- Members of the Sub-Committee may ask questions of the person representing the Chief Officer of Police or any witnesses called on his behalf.
- The Applicant or person representing the Applicant will address the Sub-Committee and may call witnesses as appropriate.
- Members of the Sub-Committee may ask questions of the Applicant and/or any witnesses.
- The Chair will invite the parties to briefly summarise their cases, without raising any new points, if they wish to do so.
- The Chair will ensure that the parties are satisfied that they have been given opportunity to present all of their relevant evidence.
- Members of the Sub-Committee will deliberate and reach a decision (the Sub-Committee will normally resolve to go into private session to consider its decision. Where it does so only the Legal Advisor will remain with Sub-Committee and any legal advice which is given in private will be repeated in public.)

Notes

- Generally the Applicant and the representative of the Chief Officer of Police will not be entitled to question each other. This may be permitted exceptionally where it appears to the Sub-Committee that the interest of justice require it.
- Any changes to the membership of the Sub-Committee to that stated on the agenda will be given at the beginning of the meeting.
- Decisions will generally be taken regardless of whether the Applicant is present.
- In cases where a decision cannot be given at the end of the hearing the parties will be notified of the decision in writing within 5 working days.
- Parties have a right to appeal, details of which can be obtained from the Licensing Officer.
- The Licensing Authority is committed to taking decisions in an honest, accountable and transparent fashion but on occasion may find it necessary to exclude members of the press and public based upon the legal framework given in the Local Government Act 1972 Schedule 12A and/or local policy. On these occasions decisions based on the above framework will be given.