

**STATUTORY LICENSING REGULATORY BOARD**  
**SUB-COMMITTEE**

**PROCEDURE FOR CONDUCT OF HEARINGS – Variation**  
**application**

Chair to open meeting and outline procedure:-

1. Service Director Law and Governance to outlining the application of the variation of the Licence and any relevant representations:-
  - (i) Members to ask relevant questions
  - (ii) Applicant/Representative to ask relevant questions
  - (iii) Responsible Authority/Interested parties to ask relevant questions
2. Applicant/Representative to present their case:-
  - (i) Members to ask relevant questions
  - (ii) Service Director to ask relevant questions
  - (iii) Responsible Authority/Interested parties to ask relevant questions
3. Any parties making representations to address the Sub-Committee:-
  - (i) Members to ask relevant questions
  - (ii) Service Director to ask relevant questions
  - (iii) Applicant/Representative to ask relevant questions
4. Summing up by the Local Authority (no new evidence at this stage).
5. Summing up of the Applicant's case (no new evidence at this stage).
6. Summing up of the Responsible Authority/ Interested parties' evidence (no new evidence at this stage)
7. All parties to retire.
8. Sub-Committee to make decision.
9. All parties invited back into the meeting and decision announced.