

## **Statutory Licensing Regulatory Board Panel**

# **A**

### **PROCEDURE DOCUMENT**

- 1 Chairman or Clerk to outline the procedure
- 2 Principal officer (Licensing) to present his report outlining the application, any relevant representations and relevancies to the Local Authority Licensing Policy Statement and Statutory Guidance
- 3 Members to ask relevant questions of the officer (if any)
- 4 Licensing Officer introduces the applicant (if present) and invites them, or their representative, to address the Panel to clarify any information arising from the Officers' outline, if necessary
- 5 Licensing officer to invite those parties making representations to address the Panel
- 6 Members to ask any relevant questions of those parties making representations
- 7 With the consent of the Panel, the applicant or person representing them to ask any relevant questions of those parties making representations
- 8 If necessary, the Panel to consider requests to allow other parties invited by the applicant to address it
- 9 Applicant or person representing them to address the Panel
- 10 Members may ask any relevant questions of the applicant or person representing them
- 11 With the consent of the Panel parties that made representations to ask any relevant questions of the applicant or person representing them
- 12 Chairman to invite the applicant or those representing them, and any parties making representations to briefly summarise their points (no new information to be submitted at this stage)
- 13 Chairman asks all Parties if they are satisfied that they have said all they wish to
- 14 Principal Officer (Licensing), applicant and representatives to retire
- 15 Panel make decision
- 16 All parties invited back into the meeting and informed of the decision