

Statutory Licensing Regulatory Board Sub Committee



Personal Licence Application

PROCEDURE DOCUMENT

- 1 Chairman or Clerk to outline the procedure
- 2 Principal Officer (Licensing) to present his report setting out the details of the application and the objection received from the Police
- 3 Members to ask relevant questions of the officer (if any)
- 4 Police Officer representative to address the Sub Committee and call witnesses (as appropriate)
- 5 Members of the Sub Committee ask any relevant questions of the Police Officer representative or any witnesses called on his behalf
- 6 Applicant (or their representative) to address the Sub Committee and call witnesses (as appropriate)
- 7 Members of the Sub Committee ask any relevant questions of the Applicant (or their representative) and any witnesses
- 8 Chairman to invite all parties to briefly summarise their cases (no new information to be submitted at this stage)
- 9 Chairman asks all Parties if they are satisfied that they have said all they wish to
- 10 Principal Officer (Licensing), applicant (together with their representatives/witnesses) and Police representatives (and their witnesses) to retire
- 11 Panel make decision
- 12 All parties invited back into the meeting and informed of the decision

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.
- 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.