

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

**PROCEDURE FOR CONDUCT OF REVIEW HEARINGS**

Chair to open meeting and outline procedure:-

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