

LICENSING HEARING PROCEDURE - NEW AND VARIATION APPLICATIONS

1. Introductions	
2. Hearing Report The Licensing Officer presents the Hearing Report	
3. Responsible Authorities a. Responsible Authorities address the Panel about their representations b. Questions to the Responsible Authorities	
4. Other Persons (this may be local residents, businesses or Parish/Town Councils) a. Other Persons address the Panel about their representations b. Questions to the Other Persons	
5. Applicant a. The Applicant addresses the Panel about the application b. Questions to the Applicant	
6. Summing Up a. Responsible Authorities sum up b. Other Persons sum up c. Applicants sum up.	
7. Panel Retire The Panel will retire to consider the application and make their decision. If, during deliberation, the Panel require clarification from any party the hearing will be re-convened. If necessary the panel will then retire again to finalise their decision.	
8. Decision The Panel will return and the Chair will normally announce a summary of the Panel's decision. In some cases the Chair will advise that the decision will be notified with 5 working days.	
9. Decision Notice A Decision Notice containing the full decision, any conditions imposed and the reasons, will be forwarded to applicant and all those persons that have made representation within 5 working days	

Notes

1. If the Applicant is not present at the hearing the Panel may either proceed with the hearing in the absence of the Applicant, or where it considers it necessary in the public interest, adjourn the hearing to another date
2. The applicant or any person that has made representation may be assisted or represented by any other person.
3. Cross-examination of any person will not be permitted unless the Panel considers it beneficial for the consideration of representations, application or notice.
4. If the proceedings are, in the opinion of the Chair, being disrupted by the behaviour of any person attending the hearing, the Chair may (as an alternative to adjourning the hearing) require that person to leave the hearing.