

THE JOCKEY – PREMISES LICENCE REVIEW HEARING PROCEDURE

1. Chair's Welcome

Introduction of:

- Councillors sitting on Sub-Committee
 - legal advisor;
 - licensing officer(s);
 - Other Person instigating the review (Ms Lee)
 - Hertfordshire Constabulary
 - the premises licence holder (including any representatives)
2. The Chair will outline the procedure for the hearing
 3. The Chair will ask the Legal Advisor to outline the matters for consideration during the course of the hearing.

The Licensing Officer's report

4. The Chair will ask the licensing officer if they have anything to add to their report to the Sub-Committee; if there has been any amendments to the hearing bundle, and if so, if all Other Persons, responsible authorities and the premises licence holder have been made aware of the amendments.
5. The Chair will ask if there are any questions of fact of the licensing officer from:
 - Other Person instigating the review (Ms Lee)
 - Hertfordshire Constabulary
 - the premises licence holder.
6. The Sub-Committee may ask questions of the licensing officer

The Other Person requesting the review's case (Ms Lee)

7. The Chair will ask Ms Lee to present her submission to the Sub-Committee.
8. The Chair will ask if there are any questions of fact of Ms Lee from:
 - Hertfordshire Constabulary
 - the premises licence holder.
9. The Sub-Committee may ask questions of Mr Miller.

Responsible authorities making representations

10. The Chair will ask Hertfordshire Constabulary to present its submissions to the Sub-Committee
11. The Chair will ask if there are any questions of fact of Hertfordshire Constabulary from:
 - Ms Lee
 - the premises licence holder.
12. The Sub-Committee may ask questions of Hertfordshire Constabulary

The licence holder submits its case

13. The Chair will ask the licence holder (and its representatives) to present their submissions to the Sub-Committee
14. The Chair will ask if there are any questions of fact of the licence holder from:
 - Ms Lee
 - Hertfordshire Constabulary
15. The Sub-Committee may ask questions of the other persons

Closing Statements

16. The licensing officer may make final submissions to the Sub-Committee
17. Hertfordshire Constabulary may make final submissions to the Sub-Committee
18. Ms Lee may make her final submission to the Sub-Committee
19. The licence holder may make their final submissions to the Sub-Committee

Conclusion

20. The Legal Advisor will summarise any legal points that have arisen during the hearing and will answer any legal questions from the Sub-Committee.
21. The Sub-Committee will close the hearing and retire to make a decision.
22. Where possible, the Chair will announce the Sub-Committee's decision and will give reasons for the decision.