

# **BYGRAVE PLANTATION – PREMISES LICENCE REVIEW HEARING PROCEDURE**

## **Introduction**

1. Chair's welcome
2. Introduction of:
  - Councillors sitting on the sub-committee
  - Legal advisor
  - Licensing officer
  - Other Persons instigating the review (Bygrave Parish Council)
  - Other Persons (supporting the review)
  - Other Persons (opposing the review)
  - Premises licence holder (including any representatives)
3. The Chair will outline the procedure for the hearing
4. The Chair will ask the legal advisor to outline the matters for consideration during the course of the hearing

## **Licensing officer's report**

5. The Chair will ask the licensing officer if they have anything to add to their report to the Sub-Committee; if there have been any amendments to the hearing bundle, and if so, if all Other Persons and the premises licence holder have been made aware of the amendments.
6. The Chair will ask if there are any questions of fact of the licensing officer from:
  - Other Persons instigating the review (Bygrave Parish Council)
  - Other Persons (supporting the review)
  - Other Persons (opposing the review)
  - Premises licence holder (including any representatives)
7. The sub-committee may ask questions of the licensing officer

## **The Other Person requesting the review's case (Bygrave Parish Council)**

8. The Chair will ask Bygrave Parish Council to present its submission to the sub-committee
9. The Chair will ask if there are any questions of fact of Bygrave Parish Council from:
  - Other Persons (supporting the review)
  - Other Persons (opposing the review)
  - Premises licence holder (including any representatives)
10. The sub-committee may ask questions of Bygrave Parish Council

## **The Other Person supporting the review submit their case**

11. The Chair will ask the Other Persons (in turn) to present their submissions to the sub-committee
12. The Chair will ask if there are any questions of fact of the Other Persons from:
  - Bygrave Parish Council

- Other Persons (opposing the review)
- Premises licence holder (including any representatives)

13. The sub-committee may ask questions of the Other Persons

**The Other Person opposing the review submit their case**

14. The Chair will ask the Other Persons (in turn) to present their submissions to the sub-committee

15. The Chair will ask if there are any questions of fact of the Other Persons from:

- Bygrave Parish Council
- Other Persons (supporting the review)
- Premises licence holder (including any representatives)

16. The sub-committee may ask questions of the Other Persons

**The premises licence holder submits its case**

17. The Chair will ask the premises licence holder (and/or representatives) to present their submissions to the sub-committee

18. The Chair will ask if there are any questions of fact of the premises licence holder from:

- Bygrave Parish Council
- Other Persons (supporting the review)
- Other Persons (opposing the review)

19. The sub-committee may ask questions of the premises licence holder

**Closing statements**

20. The licensing officer may make final submissions to the sub-committee

21. The Other Persons (supporting the review) may make final submissions to the sub-committee

22. Bygrave Parish Council may make its final submission to the sub-committee

23. The Other Persons (opposing the review) may make final submissions to the sub-committee

24. The premises licence holder (and/or representatives) may make final submissions to the sub-committee

**Conclusion of the evidence session**

25. The legal advisor will summarise any legal points that have arisen during the hearing and will answer any legal questions from the sub-committee

26. The Chair will adjourn the hearing and retire into private session to consider its determination

**Decision**

27. The Chair will announce the sub-committee's decision in open session and give reasoning for the decision

28. The Chair will close the hearing