

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

### **Chairman's Opening remarks**

1. Chair's welcome
2. Invite the following to introduce themselves
  - Sub-Committee members
  - Legal Adviser
  - Licensing Officer
  - Other Persons (supporting the Variation)
  - Other Persons (opposing the Variation)
  - Premises Licence Holder (and/or any representatives)
3. The Chair will outline the procedure for the hearing

### **The Legal Officer's Advice**

4. The Chair will ask the legal officer to outline the matters for consideration during the course of the hearing

### **The 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:
  - The Premises Licence Holder (and/or any representatives)
  - The 'Other Persons' (supporting the Variation)
  - The Sub-Committee (opposing the Variation)
  - The Sub-Committee may ask questions of the Licensing Officer

### **The 'Other Persons' supporting the Variation submit their case**

7. The Chair will ask the 'Other Persons' (in turn), to present their submissions to the Sub-Committee
8. The Chair will ask if there are any questions of fact of the 'Other Persons' from:
  - The Premises Licence Holder (and/or representatives)
  - 'Other Persons (opposing the Variation)
  - The Sub-Committee

### **The 'Other Persons' opposing the Variation submit their case**

9. The Chair will ask the 'Other Persons' (in turn), to present their submissions to the Sub-Committee
10. The Chair will ask if there are any questions of fact of the 'Other Persons' from:
  - The Premises Licence Holder (and/or any representatives)
  - 'Other Persons' (supporting the Variation)
  - The Sub-Committee

### **The Premises Licence Holder's submits its case**

11. The Chair will ask the Premises Licence Holder (and/or any representatives) to present their submissions to the Sub-Committee
12. The Chair will ask if there are any questions of fact of the Premises Licence Holder from:
  - The 'Other Persons' (supporting the Variation)
  - The 'Other Persons' (opposing the Variation)
  - The Sub-Committee

### **Closing Statements**

13. The Licensing Officer may make their final submission to the Sub-Committee
14. The 'Other Persons' (supporting the Variation) may make final submissions to the Sub-Committee
15. The 'Other Persons' (opposing the Variation) may make final submissions to the Sub-Committee
16. The Premises Licence Holder (and/or representatives) may make final submissions to the Sub-Committee

### **Conclusion of the evidence session**

17. The Legal Officer will summarise any legal points that have arisen during the hearing and will answer any legal questions from the Sub-Committee
18. The Chair will adjourn the hearing and retire into private session to consider the Sub-Committee's determination.
19. The Chair will announce the Sub-Committee's decision and will give reasons for the decision
20. The Chair will close the hearing