

THE BARN – PREMISES LICENCE REVIEW HEARING PROCEDURE

Introduction

1. Chair's welcome
2. Introduction of:
 - Councillors sitting on the sub-committee
 - Legal advisor
 - Licensing officers
 - Other Persons instigating the review (Clerk of Offley Parish Council)
 - 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 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.
6. The Chair will ask if there are any questions of fact of the licensing officer from:
 - Other Persons instigating the review (Clerk of Offley Parish Council)
 - 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 (Clerk of Offley Parish Council)

8. The Chair will ask Clerk of Offley Parish Council to present his submission to the sub-committee
9. The Chair will ask if there are any questions of fact of Clerk of Offley Parish Council from:
 - Premises licence holder (including any representatives)
10. The sub-committee may ask questions of Clerk of Offley Parish Council

The premises licence holder submits its case

11. The Chair will ask the premises licence holder (and/or 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:

- Clerk of Offley Parish Council

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

Closing statements

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

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

16. Clerk of Offley Parish Council may make his final submission to the sub-committee

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

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

Conclusion of the evidence session

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

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

Decision

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

22. The Chair will close the hearing