

# **SANDON FIELDS – PREMISES LICENCE REVIEW HEARING PROCEDURE**

## **1. Chair's Welcome**

Introduction of:

- Councillors sitting on Sub-Committee
- legal advisor;
- licensing officer(s);
- Other Persons instigating the review (Mr and Mrs Dell)
- officers of responsible authorities (Police and Environmental Health);
- Other Persons (supporting the review);
- Other Persons (opposing the review);
- the premises licence holder.

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 Persons instigating the review (Mr and Mrs Dell)
- officers of responsible authorities (Police and Environmental Health);
- Other Persons (supporting the review);
- Other Persons (opposing the review);
- the premises licence holder.

6. The Sub-Committee may ask questions of the licensing officer

## The Other Persons requesting the review's case (Mr and Mrs Dell)

7. The Chair will ask Mr and Mrs Dell to present their submissions to the Sub-Committee.

8. The Chair will ask if there are any questions of fact of Mr and Mrs Dell from:

- officers of responsible authorities (Police and Environmental Health);
- Other Persons (supporting the review);
- Other Persons (opposing the review);
- the premises licence holder.

9. The Sub-Committee may ask questions of Mr and Mrs Dell.

The responsible authorities submit their case (Police and Environmental Health)

10. The Chair will ask the responsible authorities, in turn, to present their submissions to the Sub-Committee
11. The Chair will ask if there are any questions of fact of the responsible authority from:
  - Mr and Mrs Dell
  - officers of the other responsible authority;
  - Other Persons (supporting the review);
  - Other Persons (opposing the review);
  - the premises licence holder.
12. The Sub-Committee may ask questions of the responsible authority

**The above process will be repeated for each responsible authority**

The Other Persons supporting the review submit their case

13. The Chair will ask the Other Persons, in turn, to present their submissions to the Sub-Committee
14. The Chair will ask if there are any questions of fact of the Other Persons from:
  - Mr and Mrs Dell
  - officers of responsible authorities (Police and Environmental Health);
  - Other Persons (opposing the review);
  - the premises licence holder.
15. The Sub-Committee may ask questions of the other persons

The Other Persons opposing the review submit their case

16. The Chair will ask the Other Persons, in turn, to present their submissions to the Sub-Committee
17. The Chair will ask if there are any questions of fact of the Other Persons from:
  - Mr and Mrs Dell
  - officers of responsible authorities (Police and Environmental Health);
  - Other Persons (supporting the review);
  - the premises licence holder.
18. The Sub-Committee may ask questions of the other persons

Closing Statements

19. The licensing officer may make final submissions to the Sub-Committee
20. The responsible authorities may make final submissions to the Sub-Committee
21. The Other Persons supporting the review may make final submissions to the Sub-Committee
22. Mr and Mrs Dell may make final submissions to the Sub-Committee
23. The Other Persons opposing the review may make final submissions to the Sub-Committee

24. The premises licence holder may make final submissions to the Sub-Committee.

Conclusion

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 Sub-Committee will close the hearing and retire to make a decision.

27. Where possible, the Chair will announce the Sub-Committee's decision and will give reasons for the decision.