



LICENSING ACT 2003 - HEARING PROCEDURE
Todd in the Hole, Bury Wood, Todds Green, Stevenage, SG1 2JE

Chairman's opening remarks

1. Welcome and housekeeping
2. Invite the following to introduce themselves:
 - Sub-committee members
 - Legal advisor
 - Licensing officer
 - Other persons
 - Applicant (and representatives if applicable)
3. 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 his/her report
 - If there has been any amendments to the application and/or report
 - (If there has been any amendments), have all parties been made aware of the amendments
6. The Chair will ask if there are any questions of fact of the licensing officer from:
 - The applicant
 - The 'other persons'
 - The sub-committee

The applicant's case

7. The Chair will ask the applicant (and any representatives) to present their submissions to the Sub-Committee
8. The Chair will ask if there are any questions of fact of the applicant from:
 - The 'other persons'
 - The sub-committee



The 'other persons' 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 applicant
 - The sub-committee

Closing statements

11. The licensing officer may make his/her final submission to the sub-committee
12. The 'other persons', in turn, may make final submissions to the sub-committee
13. The applicant may make final submissions to the sub-committee

Conclusion

14. The legal officer will summarise any legal points that have arisen during the hearing and will answer any legal questions from the sub-committee.
15. The Chair will close the hearing and the sub-committee will retire to make a decision.
16. Where possible, the Chair will announce the sub-committee's decision and will give reasons for the decision.