

## THE BUFFS FOOTBALL CLUB HEARING PROCEDURE

### 1. Chair's Welcome

Introduction of:

- Councillors sitting on Sub-Committee
- Legal advisor;
- Licensing officer(s);
- Other Persons
- The applicants

### 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, and the applicants 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
- The applicants.

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

### The Applicant(s) case

### 7. The Chair will ask the applicants to present their submissions to the Sub-Committee.

### 8. The Chair will ask if there are any questions of fact of the applicants from:

- Other Persons

### 9. The Sub-Committee may ask questions of the applicants.

### The Other Persons submit their case

### 10. The Chair will ask the Other Persons, in turn, to present their submissions to the Sub-Committee

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

- The applicants

### 12. The Sub-Committee may ask questions of the Other Persons

Closing Statements

13. The licensing officer may make final submissions to the Sub-Committee
14. The Other Persons may make final submissions to the Sub-Committee
15. The applicants may make final submissions to the Sub-Committee.

Conclusion

16. The Legal Advisor will summarise any legal points that have arisen during the hearing and will answer any legal questions from the Sub-Committee.
17. The Sub-Committee will close the hearing and retire to make a decision.
18. Where possible, the Sub-Committee will return and the Chair will announce the sub-Committee's decision including reasons for the decision.