

**North Somerset Council**  
**Licensing Act 2003**  
**Licensing Sub-Committee**

**Procedure to be followed for meetings of the Licensing Sub-Committee when considering applications for the review of a premises licence**

The Chairman will introduce the Members of the Sub-Committee and officers present, and will explain the procedure to be followed, which is as follows:

- 1) The Chairman will invite the Licensing Officer to outline the application before the sub-committee. All parties may then ask questions for clarification only
- 2) The Chairman will then invite the party having called for a review of the premises licence to clarify the reasons for the review. All parties may then ask questions or make comment at the discretion of the Chairman
- 3) The Chairman will then invite any persons who have made relevant representations to clarify the representations. All parties may then ask questions of or make comment at the discretion of the Chairman
- 4) The Chairman will then invite the premises licence holder to respond. All parties may then ask questions of or make comment at the discretion of the Chairman
- 5) The Chairman then invites all parties to sum up
- 6) The Sub-Committee will then withdraw to consider the submissions and to make its deliberations
- 7) On returning to the meeting with all parties present, the Chairman/Legal Adviser to the Sub-Committee will announce the decision

**Please note:-**

All persons who have written to the Authority in connection with any of the applications on the agenda will have been invited to attend the hearing.

The Chairman appointed for the meeting shall have absolute control of the Hearing and the ruling of the Chairman shall be final.

The Legal Advisor to the Sub-Committee can assist the Chairman during the Hearing and may interrupt proceedings when it is considered necessary to ensure that the Sub-Committee is able to determine the application fairly.