

# North Somerset Council

## Licensing Sub-Committee

### Procedure to be followed for meetings of the Licensing Sub-Committee

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 proposal. All parties may then ask questions for clarification only
- (2) The Chairman will then invite persons who have made relevant representations to clarify the representations. All parties may then ask questions of those making representations or make comment, which will be at the discretion of the Chairman
- (3) The Chairman will then invite the applicant to clarify the application and to address the representations made. All parties may then ask questions of the applicant or make comment at the discretion of the Chairman.
- (4) The Chairman will invite parties who have made representations to sum up.
- (5) The Chairman will invite the applicant 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.