

# North Somerset Council

## Licensing Sub-Committee

### Procedure to be followed for meetings of the Licensing Sub-Committee when considering Licensing Act 2003 applications

The Chairman introduces the Members of the Sub-Committee and officers present, and explains the procedure to be followed:

- 1 The Chairman invites the Licensing Officer to outline the proposal. All parties may then ask questions for clarification only
- 2 The Chairman then invites 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 invites the applicant/applicant's representative 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 parties are then invited to sum up
- 5 The Sub-Committee then withdraws to consider the submissions and to make its deliberations
- 6 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 Licensing 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.