

North Somerset Council

Licensing Sub-Committee

Procedure to be followed for meetings of the Licensing Sub-Committee when considering applications for the review of a premises licence under the Licensing Act 2003

The Chairman introduces 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 application. All parties may then ask questions for clarification only

2 The Chairman invites 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 then invites any persons having 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/premises licence holder's representative holder to respond. All parties may then ask questions of or make comment at the discretion of the Chairman

5 The parties are then invited to sum up

6 The Sub-Committee then withdraws 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:-

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.