

**AGREED PROCEDURE FOR CONSIDERING AN APPLICATION
FOR A SEX ESTABLISHMENT LICENCE**

1. The chairman explains the proposed format for the meeting and asks everyone to introduce themselves.
2. The Licensing Manager will be asked to explain the background of the application.
3. The applicant will be invited to open his case and call any witnesses.
4. Council officers will be invited to question the applicant/witnesses.
5. Objectors will be invited to question the applicant/witnesses
6. Members will be invited to question the applicant/witnesses
7. Council officers will be invited to state their case.
8. The applicant will be invited to question council officers
9. Objectors will be invited to question council officers
10. Members will be invited to question council officers
11. Objectors will be invited to state their case (one at a time)
12. The applicant will be invited to question objectors
13. Council officers will be invited to question objectors
14. Members will be invited to question objectors
15. The applicant will be invited to sum up his case.
16. The public, including the applicant, objectors and officers (except the committee administrator) and solicitor) withdraw while members of the panel reach their decision.
17. Announcement of decision to applicant, objectors, officers and public to be confirmed in writing within 10 days.

The committee should note the procedure may be changed should it become necessary on the grounds of fairness and the need to establish the facts.