

## **GUIDELINES FOR LICENSING HEARING PANELS**

The chairman will control the proceedings and the following is a guideline for each hearing but may be adjusted if appropriate.

1. The chairman explains the proposed format for the meeting and asks everyone to introduce themselves.
2. The Licensing Officer briefly outlines the application.
3. The applicant (or their representative) speaks in support of their application and call any witnesses.
4. Objectors\* ask the applicant (or their representative) and witnesses questions.
5. The panel asks the applicant (or their representative) and witnesses questions.
6. Objectors\* speak about their representation and call any witnesses.
7. The applicant (or their representative) asks the objectors questions.
8. The panel asks questions.
9. All parties are asked if they wish to add anything further.
10. The chairman requests everyone to leave the room in order that the panel may reach a decision. The Legal Officer and Committee Co-ordinator to the panel will remain.

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11. Everyone will be invited to return to receive the decision. In the event of complex or lengthy applications, the panel may decide to give its decision at a later date.

\* Objectors may include responsible authorities such as the Police, the Fire Brigade, Environmental Health Officers, Development and Building Control Officers, Highway Officers, Trading Standards Officers and local residents. The responsible authorities will be asked to speak first.