

## **GUIDELINES FOR LICENSING REVIEW HEARING PANELS**

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

1. The Chairperson explains the proposed format for the meeting and asks everyone to introduce themselves.
2. The Licensing Officer briefly outlines the review application.
3. The Applicant (responsible authority and or interested party) who asked for the review speaks in support of their application and call any witnesses. Other parties who have made representations on the review to speak in support.
4. The Licence Holder asks the applicant for the review, witnesses and other parties questions.
5. The Panel asks the Applicant for the review, witnesses and other parties questions.
6. The Licence Holder responds to the review application.
7. The Applicant for the review and other parties (responsible authorities and interested parties) ask the Licence Holder questions.
8. The Panel asks the Licence Holder questions.
9. All parties are asked if they wish to add anything further.
10. The Chairperson 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 remain.
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.