

Appendix 2 EMRO Process Flowchart

1. There are recurring alcohol-related problems between midnight and 6am in a particular area.
2. Licensing authority considers that an EMRO may be a solution.
3. Informal discussions with businesses that may be affected could be held at this stage. [If this option addresses the problems within the area; no EMRO is necessary.]
4. An EMRO is seen as the best option to address the problems within an area.
5. Licensing authority ensures it has the necessary evidence to demonstrate that the EMRO is appropriate for the promotion of the licensing objectives. (17.7)
6. Licensing authority decides on the details of a proposed order, including area, days and times. (17.10)
7. Licensing authority sets out details of the proposed order in a document which is posted on the licensing authority website. The EMRO must be advertised for at least 42 days on its website and in a local newspaper or circular. (17.11)
8. Licensing authority notifies directly all responsible authorities and affected parties. They must also take all reasonable steps to display a notice in the area in which it would apply. (17.12)
9. Affected persons have 42 days to make any representations regarding the order. (17.14)
10. Licensing authority considers representations made. This can be through an informal discussion if the authority and people who have made representations agree that a hearing is not necessary. If a hearing is required, authorities must ensure it is held in accordance with the law. (17.17-17.21)
11. Either:
 - Licensing authority decides that making the order is not appropriate and uses other tools.
 - Making the order in its original form is considered appropriate. The final order is approved in full.
 - Amendments to the order are considered appropriate. If the amendments would change the days or the areas to which the order applies from those covered in the original order, then return to step 7. If the amendments are minor and no more detrimental to business than the original order then the final order is approved in full.
 - The licensing authority decides on a start date for the order, notifies affected premises and advertises the order for at least 28 days on its website and in the area affected by the order.
12. The EMRO begins to apply