

**LICENSING SUB-COMMITTEE**  
**ORDER OF PROCEEDINGS**

1. Introductions.
2. Licensing Officer to present report outlining the application, relevant representations and relevance to the Local Authority licensing policy statement and statutory guidance.
3. Questions to the Licensing Officer from the Sub-Committee or other parties.
4. Reviewing authority to present their case.
5. Other responsible authorities, interested parties and Sub-Committee to ask questions of the reviewing authority.
- 6.. Other responsible authorities to present their case.
7. The licence holder/representative, other responsible authorities, interested parties and Sub-Committee to ask questions.
8. The licence holder/representatives to present their case.
9. Reviewing authority, other responsible authorities, interested parties and Sub-Committee to ask questions.
10. Interested parties to make representations.
11. Licence holder/representatives, responsible Authorities and Sub-Committee to ask questions of the interested parties.
12. All parties to briefly summarise their case.
13. The Chair to check that all parties have said all they wish to.
14. The Sub-Committee to deliberate in private, all persons except the Legal Adviser and Committee Administrator, to withdraw from the hearing. At this stage, the sub Committee shall consider what steps should be taken, if any, as it considers necessary for the promotion of the licensing objectives and review any interim steps that are in place on the date of the hearing and consider whether it is appropriate for the licensing objectives for the steps to remain in place, or if they should be modified or withdrawn.
15. All parties to be recalled and advised of the Sub-Committee's decision and inform parties in regard to the right of appeal to the Magistrates Court under Section 181 of the Licensing Act 2003