

Cannock Chase Council

Licensing Sub-Committee

Procedure for Dealing with Licensing Applications and Other Matters Submitted under the Licensing Act 2003

Procedure to be used for an Application to Vary an Existing Premises Licence

1. The Chairman shall introduce the Members of the Sub-Committee and supporting staff.
2. All other parties present shall introduce themselves.
3. The Chairman shall outline the procedure to be followed at the hearing.
4. The Officer representing the Licensing Authority shall present a report on the matter.
5. The Licence Holder (or their representative) shall have the opportunity to ask questions of the Officer from the Licensing Authority.
6. The Objector to the application (or their representative) shall have the opportunity to ask questions of the Officer from the Licensing Authority.
7. Members of the Sub-Committee may ask questions of the Officer from the Licensing Authority.
8. *Where the Officer of the Licensing Authority is legally represented, the legal representative may ask questions of clarification of the Officer of the Licensing Authority.*
9. The Objector to the application (or their representative) shall put their case in respect of the matter and may call witnesses.
10. The Licence Holder (or their representative) shall have the opportunity to ask questions of the Objector to the application (or their representative) and any witnesses called.
11. Members of the Sub-Committee may ask questions of clarification of the Objector to the application (or their representative) and any witnesses called.
12. The Licence Holder (or their representative) shall put their case in respect of the matter and may call witnesses.
13. The Objector to the application (or their representative) may ask questions of clarification of the Licence Holder (or their representative) and any witnesses called.
14. Members of the Sub-Committee may ask questions of clarification of the Licence Holder (or their representative) and any witnesses called.
15. The Officer of the Licensing Authority shall have the opportunity to sum up their case if they so wish.
16. The Objector to the application (or their representative) shall have the opportunity to sum up their case if they so wish.

17. The Licence Holder (or their representative) shall have the opportunity to sum up their case if they so wish.
18. Members of the Sub-Committee shall deliberate in private, accompanied by the Council's Legal Advisor and Secretary to the Sub-Committee, only recalling the other parties or their representatives to clarify points of uncertainty on evidence or submissions already given. If it is necessary to recall any party, all parties are to return, notwithstanding that only one party may be concerned with the points giving rise to doubt.
19. At the conclusion of their deliberations, the Chairman of the Sub-Committee may inform the Objector to the application (or their representative) and the Licence Holder (or their representative) of the decision of the Sub-Committee, briefly explaining the reasons for the decision.
20. The Licence Holder and Objector to the Application shall be written to **within seven working days** (or as soon as practicable if this cannot be completed) with confirmation of the Sub-Committee's decision and reasons for that decision.