

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 A PREMISES LICENCE APPLICATION

Procedure for the Hearing

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 and also make reference to the fact that each party has an equal amount of time within which to present their case and may set down limits for this.
4. The Officer representing the Licensing Authority shall present a report on the matter.
5. Any objectors to the application shall have the opportunity to ask questions of the Officer from the Licensing Authority.
6. The Applicant (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 Applicant (or their representative) shall put their case in respect of the matter and may call witnesses.
10. Any objectors to the application shall have the opportunity to ask questions of the Applicant (or their representative).
11. Members of the Sub-Committee may ask questions of clarification of the Applicant (or their representative) and any witnesses called.
12. **Anyone making representations** in respect of the application shall put their case in respect of the matter in the presence of the Officer representing the Licensing Authority and the Applicant and may call witnesses.
13. The Applicant (or their representative) may ask questions of clarification of anyone making representations and any witnesses called.
14. Members of the Sub-Committee may ask questions of clarification of anyone making representations 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 Applicant (or their representative) shall have the opportunity to sum up their case if they so wish.
17. Any objectors to the application shall have the opportunity to sum up their respective cases 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 Applicant (or their representative) of the decision of the Sub-Committee, briefly explaining the reasons for the decision.
20. The Council's Legal Advisor shall write **within seven working days** (or as soon as practicable if this cannot be completed) to the Applicant confirming the Sub-Committee's decision and giving reasons for that decision.
21. The Applicant or any objector may appeal to the Magistrates Court within 21 days of the decision being received if they are dissatisfied with the Sub-Committee's decision.