

**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 TRANSFER OF PREMISES LICENCE  
AND VARIATION OF THE DESIGNATED PREMISES SUPERVISOR**

**Procedure For The Hearing**

1. The Chairman shall introduce the Members of the Sub-Committee and supporting staff.
2. The applicant for the review and 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 shall have the opportunity to ask questions of the officer from the Licensing Authority.
6. The applicant for review (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 for review (or their representative) shall put the case in respect of the matter and may call witnesses.
10. The Licence Holder shall have the opportunity to ask questions of the applicant for review (or their representative) and any witnesses called.
11. Anyone making representations to the application shall have the opportunity to ask questions of the applicant for review (or their representative) and any witnesses called.
12. Members of the Sub-Committee may ask questions of clarification of the applicant for review (or their representative).
13. **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 for review (or their

representative) and may call witnesses.

14. The applicant for review (or their representative) may ask questions of clarification of anyone making representations.
15. The Licence Holder may ask questions of clarification of anyone making representations.
16. Members of the Sub-Committee may ask questions of clarification of anyone making representations.
17. The Licence Holder shall put their case in respect of the matter and may call witnesses.
18. The applicant for review may ask questions of clarification of the Licence Holder.
19. Anyone making representations may ask questions of clarification of the Licence Holder.
20. Members of the Committee may ask questions of clarification of the Licence Holder.
21. The officer of the Licensing Authority shall have the opportunity to sum up their case if they so wish.
22. The applicant for review (or their representative) shall have an opportunity to sum up their case if they so wish.
23. Anyone making representations in respect of the application shall have an opportunity to sum up their case if they so wish.
24. The Licence Holder shall have an opportunity to sum up their case if they so wish.
25. 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.
26. At the conclusion of their deliberations, the Chairman of the Sub Committee may inform the applicant for review (or their representative) and the Licence Holder of the decision of the Sub-Committee, briefly explaining the reasons for the decision.
27. The Council's Legal Advisor shall write **within seven working days** (or as soon as practicable if this cannot be completed) to the Licence Holder and applicant for review confirming the Sub Committee's decision and giving reasons for that decision.