



## **LICENSING AND APPEALS COMMITTEE PROCEDURE (Except Employment)**

- (1) Introduction by the Chair explaining that the process is not an adversarial one and all comments should be directed through the Chair.
- (2) Report of the Licensing Officer.
- (3) Questions for the Licensing Officer from the Committee.
- (4) Any clarification required from the Licensing Officer from the objectors
- (5) Any questions for the Licensing Officer from the applicant
- (5) Statements from the objectors.
- (6) The Committee, the Licensing Officer and the applicant (through the Chair) will have an opportunity to ask questions of each speaker.
- (7) Statement from the applicant, including any witnesses.
- (8) Questions to the applicant or his/her witnesses by the Committee.
- (9) Questions to the applicant or his/her witnesses by the Licensing Officer
- (10) The Chair will ask the objectors whether they require any clarification of the applicant's evidence.
- (11) Any further questions by the Committee, its Clerk, the applicant or the Licensing Officer.
- (12) Summing up by the Licensing Officer.
- (13) Summing up by the applicant.
- (14) The Chair will ask all parties whether they need clarification of any points.
- (15) The Committee will withdraw to make its decision.
- (16) The Committee will deliberate in private, only recalling the Council's representative and the applicant or their representative to clarify evidence already given. If recall is necessary, both parties must be given the opportunity to return, even though only one party is concerned with the point giving rise to doubt.
- (17) The Advisor may be called upon during the private deliberation to advise the Appeals Committee Members.
- (18) At the end of the proceedings, the Chair of the Appeals Committee will inform the parties of the decision. This will be confirmed, in writing within seven days.