

## LICENSING REGULATORY COMMITTEE

### PROCEDURE FOR THE HEARING OF OBJECTIONS TO ENTERTAINMENT LICENCE APPLICATIONS, NIGHT CAFÉ LICENCE APPLICATIONS, SPECIAL TREATMENT, DOOR SUPERVISORS AND SEX ESTABLISHMENTS\*

1. The Chair of the Licensing Regulatory Committee shall:-
  - (a) invite all members of the Committee, the applicant, the objector, their representatives and any witnesses to identify themselves
  - (b) ascertain whether the applicant and objector(s) are present and if unaccompanied, whether they were aware that they could be represented;
  - (c) outline the procedure to be followed at the hearing;
2. The Head of Public Protection or his/her representative shall introduce the application.
3.
  - (a) Council Officer Reports on Noise and other matters.
  - (b) Questions to Officers from Objectors and Applicants.
4. The applicant or his/her representative shall present in detail the grounds of the application.
5. Objectors and members of the committee may ask **questions only** of the applicant at this stage. Statements **will not** be allowed.
6. The objector(s) or his/her/their representative(s) shall present in detail the grounds of objection and may call witness(es) in support of the objection.
7. The objector(s) and any witness(es) he/she/they may have called, may be **questioned** by members of the Committee, the applicant or his/her/their representative(s) and appropriate officers of the Council. Statements **will not** be allowed. Witnesses called by the objector(s) may be re-examined by the objector(s) or his/her/their representative(s) on any matters arising out of such questions.
8. A ward councillor may be present at the meeting and may make a statement to the Committee regarding the application, if the required notice has been given.
9. The objector(s) or his/her/their representative(s) may then make a closing speech.
10. The applicant or his/her representative may then make a closing speech.
11. Everyone other than members of the Licensing Regulatory Committee shall withdraw from the committee room whilst they consider their decision. The Council's legal advisor and Head of Scrutiny and Democratic Services representative can remain with the Committee should legal or procedural advice be required in reaching their decision.
12. The licensing officers, objector(s), applicant, any representative(s), witnesses(s) together with all third parties, shall remain available for recall.
13. If it is necessary to recall any party to provide further information or clarification, all parties at the hearing will be invited to return.
14. At the conclusion of the public hearing, the Licensing Regulatory Committee will consider the evidence presented and the Chair will then announce the decision. The Chair will state the decision, together with any conditions deemed fit to apply to the application. **Reasons will be given for the decision and for any conditions imposed.** This will be confirmed in writing to the applicant and objector(s) or to their legal representatives, accompanied by, as appropriate, a description of any conditions which are to be attached to the granting of the licence, or the reasons for the refusal of the application. The applicant will be told of any statutory rights of appeal which are available to him/her.

**\* In any particular case, any of these procedures may be waived, altered or modified by the Chair of the Licensing Regulatory Committee.**