

## ISLINGTON LICENSING SUB-COMMITTEES -

### PROCEDURE FOR HEARING LICENSING APPLICATIONS UNDER THE GAMBLING ACT 2005

#### INTRODUCTION

#### TIME GUIDE

- 1) The Chair of the Sub-Committee will open the meeting and invite all members of the Sub-Committee, Officers, the applicant and anybody making representations, including witnesses to introduce themselves.
- 2) The Chair will introduce the application and draw attention to the procedure to be followed as detailed below.

#### CONSIDERATION OF APPLICATIONS:

**N.B. The Sub-Committee have read all the papers. All parties should use this time to present a summary of their key points and not to repeat the detail already provided in the report.**

- 3) **The Licensing Officer** will report any further information relating to the application or representations. Where necessary the relevant parties will respond to these points during their submissions.

- 4) **Responsible Authorities** to present the key points of their representations and clarify any points requested by the Authority. Witnesses to give evidence.

**10  
mins**

- 5) The Sub-Committee to question the responsible authorities on matters arising from their submission.

- 6) **Interested Parties** to present the key points of their representations; and clarify any points requested by the Authority. Witnesses to give evidence.

**10  
mins**

- 7) The Sub-Committee to question the interested parties on matters arising from their submission.

- 8) **The applicant** to present the key points of their application, address the representations and clarify any points requested by the Authority. Witnesses to give evidence.

**10  
mins**

- 9) The Sub-Committee to question the applicants on matters arising from their submission.

- 10) If required, the Licensing Officer to clarify matters relating to the application and the Licensing Policy.

- 11) The Chair may give permission for any party to question any other party or person representing a party on any matter that is relevant to the application or review, or any representation made on the application or review, where the Chair considers that it is appropriate to do so.

#### CASE SUMMARIES

- 12) **Responsible Authorities**

- 13) **Interested parties**

- 14) **Applicant**

**2  
mins  
each**

#### DELIBERATION AND DECISION

- 15) The Sub-Committee may retire to consider its decision. The Committee Clerk and Legal Officer will remain with the Sub-Committee.

- 16) If the Sub-Committee retires, all parties should remain available to provide further information or clarification.

- 17) The Chair will announce the Sub-Committee's decision giving reasons and any conditions to be attached to the licence. All parties will be informed of the decision in writing.