

APPENDIX A6

CHAIRMAN'S PROCEDURE – SUMMARY REVIEW 1ST HEARING

Democratic Services to seek nominations for the Appointment of Chairman.

1. Chairman to welcome everyone and read Fire Evacuation Procedure.
2. Apologies / Substitutes.

Chairman to read:

There is a substitute present at today's hearing. The reason for a substitute is that if anything happens to a member of the Sub-Committee before the hearing commences, the substitute can take their place. The substitute is remaining for the hearing and will retire with the Sub-Committee, to observe the discussion when it is arriving to its decision, for training purposes. Are there any objections to the substitute retiring with the Sub-Committee?

(If there are objections, the Chairman will explain that the substitute will NOT therefore retire with the Sub-Committee)

3. Ask for declarations of interest (from members and officers) and lobbying
4. Chairman will Introduce members of the hearing Sub-Committee.
5. Chairman will ask those present to introduce themselves.
6. Chairman will remind all present that the hearing will be a public hearing therefore if there is any information which parties do not wish to be made public, the parties will need to ask the Sub-Committee to consider, under regulation 14 of the Licensing Act 2003 (Hearings) Regulations 2005, whether anyone present or any members of the public should be excluded from the hearing.
7. The hearing will then commence.
8. The Chairman will clarify with everyone present that they are clear about the procedure to be followed.
[The Legal Adviser to explain if necessary]
9. Chairman invites licensing representative to summarise the matter before the Sub-Committee.
10. Members of the Sub-Committee and other parties may ask the licensing representative questions.
11. Chairman invites the premises licence holder to address the Sub-Committee on why s/he is of the view that the interim steps put in place should be withdrawn or modified.
12. Allow questioning of the premises licence holder by police and/or Sub-Committee members.

13. Chairman invites the police to present their response – their reasons why the interim steps should remain in place or be modified.
14. Allow questioning of police by premises licence holder and/or Sub-Committee members.
15. Invite premises licence holder to sum up.
16. The Sub-Committee, Legal Adviser and the officer from Democratic Services leave the room to consider their decision.
17. The hearing resumes so that the Chairman can announce the decision including rights of appeal.