The Licensing Sub-Committee Review Process

OUTLINE OF APPLICATION
Made by Licensing & Food Safety Manager

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APPLICATION
To be presented by the applicant or their representative
Witnesses for the applicant (if any) to give evidence

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QUESTIONS TO THE APPLICANT
By the respondent, members of the Sub-Committee and officers

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OTHER PARTIES IN SUPPORT OF THE APPLICATION
Each party to present its case

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QUESTIONS TO THE OTHER PARTIES
By the applicant, respondent, members of the Sub-Committee and officers

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RESPONDENT
The respondent or their representative to present their case
Witnesses for the respondent (if any) to give evidence

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QUESTIONS TO THE RESPONDENT
By the applicant, members if the Sub-Committee and officers

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CLOSING STATEMENTS
Made by each party - respondent
other parties, applicant

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EXCLUSION OF THE PUBLIC

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The decision of the Sub-Committee will be sent in writing to all those who made a representation →

DECISION
All parties will be asked to leave while the Sub-Committee considers the application and reaches its decision
All parties will then be asked to return and the decision of the Sub-Committee will be read out

← There is a right of appeal to the Magistrates Court and details of this are included in the decision letter