The Licensing Sub-Committee Hearings Process

OUTLINE OF APPLICATION
Made by the Committee Services Officer (Licensing)

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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

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RESPONSIBLE AUTHORITIES
Each Responsible Authority and its witnesses (if any) to present its case.

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QUESTIONS TO THE RESPONSIBLE AUTHORITIES

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OBJECTORS
Each objector to present their case to the Sub-Committee.

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QUESTIONS TO THE OBJECTORS

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CLOSING STATEMENT
Made by each party - objectors, responsible authorities, applicant

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EXCLUSION OF THE PUBLIC

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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

All questions must be directed through the Chairman

Only those people who have submitted a written objection in the 28 day objection period may speak at the Sub - Committee

In addressing the Sub-Committee other persons can only raise matters that were contained within their representation

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

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