



Coventry City Council

LICENSING ACT 2003

LICENSING SUB-COMMITTEE

HEARING PROCEDURE NOTE

1. The Members of the Sub-committee will enter the hearing room.
2. The Chair will introduce the Members of the Sub-committee and its supporting officers (normally a legal adviser and a minute taker) and will ask each of the parties (and their representatives) to identify themselves.
3. The Chair will ask if the parties have received and understood the procedure note (and in particular that cross-examination by the parties is not normally allowed) and whether anyone present would like the procedure explained further?
4. The Chair will confirm any relevant further documents that the licensing authority has received after the agenda was distributed and before the hearing that it will be considering and will ask the parties whether there are any other documents they now wish to present (subject to the other parties' consent) and their reasons for doing so.
5. The Chair will ask if any party wishes to call witnesses in support of their case and their reasons for doing so.
6. The Licensing Officer will give a brief description of the application, confirm whether all relevant application formalities have been complied with and where relevant, that the authority has notified the parties of any points that the authority wanted clarification on at the hearing?
7. The Chair will invite the applicant/review applicant (or representative) to present their case (maximum 20 minutes).
8. The Chair will invite Members of the Sub-committee to ask the applicant/review applicant (or representative) questions.
9. The Chair will invite each of the other parties (or their representative(s)) to present their case (maximum 20 minutes each).
10. The Chair will invite Members of the Sub-committee to ask any of the other parties (or their representative(s)) questions.
11. The Chair will invite each of the other parties (or their representative(s)) to sum up their case and if they wish, to comment on anything said by any other party (maximum 10 minutes).
12. The Chair will invite the applicant/review applicant (or representative) to sum up their case and if they wish, to comment on anything said by any other party (maximum 10 minutes).