



## 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).

\*[13. The Members of the Sub-committee will retire with their supporting officers to make their decision.

14 The Members of the Sub-committee and their supporting officers will return to the hearing room and the Chair will invite the legal adviser to inform the meeting of the decision made, any finding of fact relied on, the reasons for the decision and any specific legal advice given.]

15 The Sub-committee's decision will be confirmed in a written Notice of Determination that will be issued to all parties within 10 working days of the hearing.

\* Where permitted by the Act, the Chair may close the meeting at this point and re-convene the meeting in private at a later date for the Sub-committee to make its decision.

\*\* Where a party is absent and the Sub-committee proceeds with the hearing in that party's absence, it will have regard to the written application or representation and any supporting documents sent to the authority before the hearing commenced.