

## Appendices

### Licensing Panel – Licensing Act 2003

## Procedure A - Oral Hearing in Public

*This document provides a summary of the Panel's usual procedure for the conduct of an oral hearing in public.*

1. Introduction by chair of:
  - Members
  - Officers and Officers of Responsible Authorities
  - Applicants and Objectors
  - the procedure for the hearing.
  
2. Presentation of the report by Officers of the Relevant Authority.
  
3. Presentation by the applicant of their statement. Additional material may be submitted with the agreement of the Panel and the other party, subject to advice by the Council's legal advisor at the time.
  
4. Questioning of applicant by:
  - each of the objectors
  - the Panel
  
5. Presentation by the objectors, or their representative of their statements. Additional material may be submitted with the agreement of the Panel and the other party, subject to advice by the Council's legal advisor at the time.
  
6. Questioning of each objector by:
  - the applicant
  - the Panel
  
7. Concluding statement(s) by objectors.
  
8. Concluding statement by applicant.
  
9. The Panel together with their legal advisor and committee clerk withdraw to consider of the application. Should the Panel wish to clarify any point with any particular party, all sides are recalled for the questions to be asked.
  
10. The hearing is reconvened for the Panel to announce their decision. Should the application be refused or conditions be placed on the licence the Panel must give reasons for this action.

### NOTES

**WITNESSES:** *Either side may call witnesses to support their case. Witnesses should have submitted written statements before the hearing which they present and on which they may be questioned. Witnesses introduced at short notice may speak with the agreement of the Panel and the other party, subject to advice by the Council's legal advisor at the time.*

**ADJOURNMENT:** *The Panel may at any time adjourn to a later date for the further consideration of an application. The date and time should be agreed with all parties as far as possible*