1. All Parties introduced to the Sub Committee.

2. The Licensing Officer will report the request for a Review.

3. The Applicant will present his/her case.
   - They may call witnesses.

4. The Respondent may ask questions of the Applicant.

5. The Respondent will present his/her case.
   - They may call witnesses.

6. The Applicant may ask questions of the Respondent.

7. Any individual that has made valid representations will be invited to speak provided that they have given notice of their intention to speak by 12.00 noon on the day before the Sub Committee meeting. Each will be given a target time of three minutes (or, at the discretion of the Chair, longer).

8. The Sub Committee Members may, through the Chair, ask questions of the applicant/respondent/officers/other attendees at any time if they require clarification of what is being said or if they need general information in order to assist them in their considerations.

9. The Sub Committee will retire to consider its decision in private.

10. On returning, the Chair will announce the decision.

Notes

- Sub Committee Members should commit to stay for the duration of the meeting in order to ensure that the required quorum is maintained and the business is transacted.

- While each application is considered, Sub Committee Members should be in attendance for the entire period and should not leave the room at any time without the express permission of the Chair. With the Chair’s agreement, the meeting will be adjourned until all Members are ready to recommence the hearing. Any Member leaving the meeting while it is ongoing will be precluded any further involvement in that application.

- A Sub Committee Member arriving late will not be able to take part in the consideration and decision-making process for any application to which he/she has not been in attendance for the entire period.

- The Council Licensing Policy for Licensing Act 2003 applications requires that Members of the Sub Committee will not hear cases that relate to premises in their own Ward.