

LICENSING ACT SUB COMMITTEE

PROCEDURE GUIDANCE NOTES FOR APPLICATION/RENEWAL OF A PERSONAL LICENCE

1. Legal Officer to request nominations for appointment of Chairman.
2. Declarations of Interest.
3. Chairman to introduce the members of the Sub Committee and Shropshire Council Officers.
- 4.

Statement to be read out by the Chairman

The Committee has read all the background information and representations previously made by all parties therefore there is no need to go into great detail in your presentations.

If a party has made representations but is not represented at the hearing, then the weight given to these representations may be less as the evidence submitted is not open to be tested by means of cross examination.

Could all those present at the hearing introduce themselves (indicating who they are representing) and notify the Committee of any witnesses they may wish to call together with a brief description of the points which will be made by that witness.

The Sub-Committee will then decide whether to allow those witnesses to be heard.

HEARING

1. Chairman to request the Applicant and/or their representative to present the case and call witnesses (if any).
2. Questions may be asked of the Applicant and/or their representative and any witness called in the following order:
 - (i) Public Protection Officer
 - (ii) Police representative
 - (iii) Sub Committee
 - (iv) Local Authority Legal Advisor
3. Chairman to request the Public Protection Officer to present the case and call witnesses (if any).
4. Questions may be asked of the Public Protection Officer and any witnesses called in the following order:
 - (i) Applicant (or their representative)
 - (ii) Police representative
 - (iii) Sub Committee

(iv) Local Authority Legal Advisor

5. Chairman to request other interested parties to present the case and call witnesses (if any).

(i) Police Representative

6. Questions may be asked of the police representative and any witnesses called in the following order:

(i) Public Protection Officer

(ii) Sub Committee

(iii) Local Authority Legal Advisor

(iv) Applicant (or their representative)

(v)

SUMMING UP

7. Chairman to invite each party to sum up, in the following order:

(i) Public Protection Officer

(ii) Police representative

(iii) Applicant (or their representative)

(iv)

DELIBERATIONS

8. Members of the Sub Committee and the Local Authority Legal Advisor to retire and deliberate in private.

9. Chairman to announce the decision and indicate that the decision will be confirmed in writing within 7 calendar days and that they have a right of appeal.

10. In the event that the Sub Committee, for any reason, is unable to announce a decision on the day of the hearing, the Chairman will inform all parties that a determination will be made within 5 working days being with the day, or the last day, on which the meeting was held, unless a shorter time is specified by the regulations.
