

**PROCEDURE FOR THE DETERMINATION OF A SUMMARY REVIEW HEARING UNDER
SECTION 53B OF THE LICENSING ACT 2003 BY THE
LICENSING SUB-COMMITTEE**

1. At the start of the hearing the Chair will introduce the Sub-Committee Councillors and colleagues and explain their roles for the purpose of the hearing.
2. The Chair will explain the procedure to be followed by the Sub-Committee, which will normally take the form of:
 - (a) The Licensing Officer will introduce the Review Application, but make no recommendations regarding a decision on the application to the Sub-Committee.
 - (b) The Review Applicant (Thames Valley Police) can present his/her case, including calling any witnesses. Questions may then be put to the applicant, through and with the consent of the Chair, by the other parties and the Sub-Committee.
 - (e) The current Licence Holder may be asked for comment (the Licence holder has the opportunity to make representation against the decision of the Sub-Committee).
 - (f) Parties will be invited to sum up their case in the following order:
 - (i) summary from the Licensing Officer; and
 - (ii) the review applicant.
 - (g) The Sub-Committee will be invited to adjourn to come to its decision. Upon adjournment, all parties will withdraw, directly or through retirement of the Sub-Committee. The only colleagues who may remain with the Sub-Committee during its adjournment shall be the Legal advisor and the Committee Manager.
 - (h) Where the Sub-Committee has to make a decision at the end of the hearing, all parties will be called back and informed orally of the decision of the Sub-Committee and any conditions made, with the reasons for those conditions.
3. The Sub-Committee will be permitted to retire to deliberate in private on any matter it chooses. The Sub-Committee may seek legal advice on a point of law at any point but the substance of any advice given in private must be repeated in open session.