

**PROCEDURE FOR THE DETERMINATION OF A REVIEW HEARING 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 (the Licensing Authority) 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 will then present their case against the review application. The Licence holder is permitted to call any witnesses or present any information in support of their case.
 - (f) Parties will be invited to sum up their case in the following order:
 - (i) Summary from the Licensing Officer.
 - (ii) The review applicant.
 - (iii) Finally the Licence Holder
 - (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.