

## **GENERAL LICENSING PANEL – PROCEDURE**

At the hearing, the procedure will be as follows:

1. Welcome and introductions - The chairman of the General Licensing Panel will welcome the parties to the hearing, introduce the members of the panel, and invite the parties to introduce themselves.
2. Outlining the procedure – the chairman will outline the hearing procedure.
3. Licensing officer's report – the hearing will begin with a presentation by the council's licensing officer who will present their report. Panel members can then ask any relevant questions of the licensing officer, after which the applicant/licence holder can ask the licensing officer questions.
4. The applicant/licence holder's case – the panel's chairman will invite the applicant/licence-holder (or their representative) to respond to the issues raised in the licensing officer's report. Panel members can ask any relevant questions of the applicant/licence holder, after which the licensing officer can ask the applicant/licence holder questions. The applicant/licence holder must provide any supporting material/references to the licensing officer before the meeting.
5. Final submissions – the licensing officer will be invited to summarise his/her case followed by the applicant/ licence holder or their representative.
6. Chair's final comments – the chairman will invite the parties to state whether they have had a fair opportunity to put their respective cases. The panel will deal with any issues arising prior to retiring to make its decision.
7. Consideration by the panel – at the end of the hearing, the panel will ask the parties to leave the room while the panel considers its decision. The panel can ask its legal adviser and democratic services officer to remain in the meeting to give legal or procedural advice. If the panel wishes to clarify any point that arose during the hearing, it will recall all parties, even if it only asks one party for a further explanation.
8. Panel's decision – when the panel has made its decision, its chair will invite the parties back into the meeting room and the chair will report the panel's decision to those present. The council will send a written decision notice explaining the reasons behind the decision to all parties within five working days of the hearing and give details of the licence holder's right of appeal against the decision.