**LICENSING SUB-COMMITTEE PROCEDURES**

The Licensing Panel Sub-Committee are to elect a Chair.

The Chair will welcome all parties to the meeting, introduce the Sub-Committee Members and officers present.

The hearing will then proceed as follows:

1. The Reporting Officer (as the licensing authority) shall outline the application and the decision to be taken.
2. Sub-Committee Members to ask questions of the Reporting Officer.
3. The Applicant to ask questions of the Reporting Officer.
4. The Applicant to put their case to the Sub-Committee.
5. Sub-Committee Members to ask questions of the Applicant.
6. If applicable, any other persons to make their representations.
7. If applicable, Sub-Committee Members to ask questions of other persons.
8. If applicable, Applicant to ask questions of other persons.
9. Chair to ask if any parties have any further questions or anything they wish to add.
10. Applicant to briefly summarise their position & confirm that they have had every chance to say what they have wished too.
11. Reporting Officer to sum up and restate the options for the Members of the Sub Committee.
12. Sub-Committee to retire to make their decision. The Committee Clerk and Legal Officer will attend the Sub-Committee's deliberations to record decision and provide any legal advice required.
13. Sub Committee' decision to be communicated in writing within 5 working days.