

Annex A

CHECKLIST FOR HEARING PROCEDURE
PREMISES LICENCE APPLICATION/VARIATION

Tick when done

Legal Adviser – welcome and opening brief –
Fire details – Election of Chairman

Chairman – Introduction of the panel (inc Committee
services Officer & Licensing Chairman), Declarations of
Interest.

Legal Advisor – Speaking arrangements, use of
microphones and order of business.

Chairman – Invite Applicant’s team to introduce themselves

Chairman – Invite Responsible Authorities / Third parties
(only those who have lodged relevant representations) to
introduce themselves

Licensing Officers Report

Matters arising from Licensing Officers report – Notices
attendances etc.

Chairman – invite parties to present case

- Applicant
- Responsible Authorities/Third Parties

Questions may be asked at the end of presentations by the
responsible authority/third parties, applicant and members.

Chairman – invite parties to make a closing statement if they
so wish and the Sub-Committee wish it

- Third Parties
- Responsible Authority
- Applicant

Chairman – panel to retire with Committee Services Officer
who will continue to record proceedings. If Legal Advisor
being asked to retire to advise on any points that may arise,
Chairman will so state.

ON RETURN

Legal Advisor – detail advice given in private session.

Chairman – announce the sub-committees decision.