

## **LICENSING SUB-COMMITTEE - LICENSING ACT 2003**

### **PROCEDURE FOR NEW APPLICATIONS AND VARIATIONS**

The parties will be allowed an equal maximum period of time not normally exceeding twenty minutes. Where more than one party make representations the time should be split equally between them. Where several parties make similar representations one representative should be appointed avoiding duplication and making the best use of the available time

Introductions by Chair  
Have parties received and understood Licensing Procedure?

Summary/update by Licensing Officer

Applicant /representative presents case  
(May call witnesses)

Questions to Applicant by other parties and  
Members

Other Parties' case(s)  
(May call witnesses)

Questions to Other Parties by Applicant and Members

Responsible Authorities' case

Questions to Responsible Authorities by Applicant, other parties and  
Members

Other Parties sum up,  
Responsible Authorities sum up,  
Applicant sums up

Adjournment

Reconvene and announce decision with reasons