

## APPENDIX A

### PROCEDURE FOR THE HEARING OF APPEALS BY THE LICENSING PANEL

#### INTRODUCTION

- 1 Where both parties intend to produce documents in support of his/her case they shall exchange documents 7 days prior to the date of hearing and further shall supply copies of these documents to the Council's Licensing Officer not less than 3 working days prior to the date of the hearing.
- 2 By reason of the confidential nature of some types of case heard by the Licensing Panel the public and press may be excluded from the proceedings.
- 3 The applicant will have the right to be accompanied at the hearing by his/her representative, who may present the case for or on behalf of the applicant.
- 4 At the commencement of the hearing, the applicant, or his/her representative and the Council's Licensing Officer, will present to the Panel details of any witnesses to be called.

#### LICENSING OFFICER

- 5 **The Licensing Officer** will then present the circumstances of the case, as supported by any documentary evidence, and may call witnesses.
- 6 **The applicant or his/her representative** may ask questions of the Licensing Officer and witnesses on any of the evidence presented by them.
- 7 **Objectors to the application** may then ask questions of the Licensing Officer and any witnesses called.
- 8 **The Panel Members** may ask questions of the Licensing Officer and witnesses on any of the evidence presented by them.

#### APPLICANT

- 9 **The applicant and his/her representative** may present his/her case/submission to the Sub-Committee as supported by any documentary evidence and may call witnesses.
- 10 **The Licensing Officer** may ask questions of the applicant and /or his/her representative and any witnesses on their evidence.
- 11 **The Objectors** to the application may ask questions of the applicant and any witnesses on their evidence.
- 12 **The Panel members** may ask questions of the applicant and/or his/her representative and any witnesses on their evidence.

## THE OBJECTORS

- 13 **The Objectors** will give details of their objections to the application. This may be supported by documentary evidence and witnesses may be called.
- 14 **The Applicant** may then ask questions of the objectors and any witnesses called by the objectors.
- 15 **The Panel Members** may then ask questions of the objectors and any witnesses called by the objectors.

## SUMMING UP

- 16 **The Licensing Officer, the applicant and/or his/her representative and the objector** will then have the opportunity to sum up their cases if they so wish.
- 17 **All parties and their witnesses** will then be asked to withdraw from the meeting whilst the Licensing Panel deliberates in private. In the event of uncertainty on any of the evidence, all parties will be recalled regardless of the fact that the point in question may relate only to the evidence of one of the parties.
- 18 When the Licensing Panel has completed its deliberations, both parties will be recalled to the meeting and the Chairman will announce the Panel's decision.