



LICENSING ACT 2003

HEARING PROCEDURE CHECKLIST

	Chair opens the meeting and introduces members and officers	
	Chair to check that members of the Sub-Committee do not have any pecuniary or non-pecuniary interests in relation to the application.	
	Chair to ask each party to introduce themselves, their representatives and any other person to the hearing, including witnesses and how that person will be able to assist (Advance notice should have been given).	
	If a party has asked permission for a witness or witnesses to appear, the Sub-Committee will decide whether they should be heard.	
	If any party who is expected to attend the hearing is not present, Chair to ask the Sub-Committee to decide whether the hearing can go ahead without the party or whether it is necessary in the public interest to adjourn	
	Chair to confirm with the parties that the documentary evidence circulated with the hearing papers, or if submitted afterwards, that it has been sent to all parties.	
	Chair to ask whether there is any additional evidence to be submitted at the hearing. IF SO, ALL PARTIES MUST BE ASKED TO CONSENT TO THIS.	
	Chair to explain the format of the hearing. All parties will be given an opportunity to present their case, ask questions and to sum up.	
	Chair to ask that where multiple parties have submitted representations on the same issue whether a spokesman could be nominated in order to avoid repetition.	
	Chair to invite the Sub-Committee's Legal Advisor to clarify any legal issues before the hearing commences.	
	Chair to invite the Applicant (or his / her representative) to present his / her case in support of the application.	
	If the Sub-Committee permits, the applicant may call on those witnesses whose names have been provided in advance to support the application.	
	The Chair will invite the other parties to ask questions of the Applicant.	
	Members will be invited to ask questions of the Applicant.	
	Chair will invite objectors to put forward their case. Any responsible authorities would normally be invited to put his / her case forward first.	

	If the Sub-Committee permits, the objector may call on those witnesses whose names have been provided in advance.	
	Chair to invite the Applicant to question the objector(s).	
	Members of the Sub-Committee may ask questions of the objector(s) or any witnesses.	
	Chair to invite the each objector (or spokesperson) to make a final statement or to sum up their case.	
	Chair to invite the Applicant to make a final statement or to sum up his / her case.	
	Chair to advise all parties about the decision making and when the decision will be announced.	