

# **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

## **LICENSING ACT 2003 COMMITTEE**

### **HEARING PROCEDURE**

#### **1. Introduction**

The Chairman of the sub-committee will welcome all those present and make the necessary introductions, giving explanations of roles where necessary, and outline the procedure to be followed. It will be explained that the hearing will take the form of a discussion to be led by the sub-committee. Members of the sub-committee will be asked to make any Declaration of Interests.

#### **2. Witnesses**

The sub-committee will consider any requests from any of the parties to call witnesses.

#### **3. New evidence/information**

The sub-committee will consider any requests for permission to present any new evidence or information not previously disclosed to all the parties and the sub-committee prior to the hearing. The general rule is that such information or evidence must not be considered, unless all parties at the hearing agree to that information or evidence being considered on the day of the hearing. Any party may ask the sub-committee to put the case off for a short period to allow time for the other parties and the sub-committee to be provided with copies of that extra information and time to read it.

#### **4. Allocation of time**

Each party will be asked for a time estimate for the presentation of their case. The sub-committee will hear all estimates and then allocate each party an equal amount of time to speak.

#### **5. Licensing Officer's report**

The Council's Licensing Officer will outline details of the application and representations received by the council. No recommendation to members will be made.

#### **6. Applicant's case**

The person who has made the application will present their case first. They will have a right to:

- address the sub-committee on any points of clarification the council has sought;
- address the committee generally; and
- call any witnesses that they have been given permission to call. Witnesses may be cross examined if a party has been given permission to ask questions of them. If this happens, the time taken for questions will be counted towards the allocated time of the party asking the questions, not the party answering them.

#### **7. Police representations**

If the Police are making representations about the application, they will go second. They have the same rights as listed at paragraph 6.

**8. “Responsible authorities” representations**

If any other “responsible authorities” are making representations, they will go next. They also have the rights listed in paragraph 6.

**9. Any other representations**

Anybody else making representations will go last, with the same rights listed at paragraph 6.

**10. Questions from sub-committee**

Members of the sub-committee will be able to ask questions of any party, or the Licensing Officer, at the hearing. They will try, so far as possible, to ask their questions at the conclusion of each party’s submissions.

**11. Requests to cross-examine**

The sub-committee will consider any requests for permission to ask questions of other parties. It will decide if asking questions is required in order for it to consider the case properly. If permission is given to one party to ask questions, it will usually be given to all other parties at the hearing.

**12. Legal advice**

Once all parties have presented their cases to the sub-committee, and the members of the sub-committee have no more questions for any of the parties, the Council’s Legal and Democratic Services Officers will be asked to outline any relevant legal guidance.

**13. Decision-making**

The sub-committee will then retire to another room to make its decision. The Council’s Legal Officer and Clerk will accompany members to advise where necessary and take notes of the decision.

**14. Notification of decision**

Depending on the nature of the application, a determination of the case will either be made at the conclusion of the hearing, or within 5 working days. In most cases, all parties will be notified of the decision in writing.

Please note: The Chairman may ask any person behaving in a disruptive manner at the hearing to leave and may refuse to permit that person or persons to return or may permit him/her to return with specified conditions. Such a person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.