

LICENSING SUB- COMMITTEE

Information to accompany a Notice of Hearing

Notes:

The purpose of this guide is to advise you of the work and responsibilities of the Licensing Sub-Committee.

The purpose of the hearing is for the Sub-Committee to consider the application laid before it under the Licensing Act 2003, in the light of any representations received before or at the meeting, including those of the applicant or his representative.

The meeting is open to the public and the press. An interested party or responsible authority may attend and may be assisted or represented by any person whether or not that person is legally qualified. However, the Sub-Committee may exclude the public, including any party to the hearing, from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing (or part hearing) taking place in public.

The hearing procedure and relevant extracts from the Regulations relating to hearings are attached.

If you have notified the Council that you do not intend to attend the hearing or to be represented at the hearing, you should be aware that the hearing may proceed in your absence.

However, if you have not indicated such an intention to the Council and you then fail to attend or be represented at the hearing, the Sub-Committee may:

- adjourn the hearing to a specified date, if considered necessary in the public interest or
- hold the hearing in your absence.

Where a hearing is held in your absence, the Sub-Committee shall consider the application, plus any written representations you have made. Where the Sub-Committee adjourns the hearing to a specified date, all parties to the hearing will be notified of the date, time and place to which the hearing has been adjourned.

The Sub-Committee may require any person attending the hearing, who in its opinion is behaving in a disruptive manner, to leave the hearing forthwith and may:

- refuse to permit that person to return, or
- permit the person to return only on such conditions as the Sub-Committee may specify,

but such a person may, before the end of the hearing, submit to the Sub-Committee in writing any information which they would have been entitled to give orally had they not been required to leave.

Please note, that the Council may dispense with holding a hearing if all persons involved, i.e. the applicant, interested parties and responsible authorities, agree that such a hearing is unnecessary, by giving notice to the Council that they consider a hearing to be unnecessary.

Particular Points On Which the Council Considers it Will Want Clarification at the Hearing

None save those raised in the representations received.