



## **WEST LANCASHIRE BOROUGH COUNCIL**

### **LICENSING COMMITTEE 2003**

#### **HEARING PROCEDURE**

- 1 Chairman introduces the Members and the main Officers
  2. The Chairman refers to the procedure which will be followed.  
(NB. The Chairman to explain here that he will allow the parties to proceed without specific time constraints).
  3. Chairman invites the Assistant Director Community Services (or his representative) to outline the application.
  4. The Chairman invites the Parties to introduce themselves.
  5. Applicant's case
    - (a) The Applicant (or representative) will present their case. This will include general opening remarks followed by calling witnesses.
    - (b) The Objector(s) may then ask questions of the Applicant and any witnesses.
    - (c) The Sub-Committee may then ask questions of the Applicant and witnesses.
  6. Objector's Case
    - (a) The Objector(s) (or representative) will present their case. This will include general opening remarks followed by calling witnesses.
    - (b) The Applicant (or representative) may then ask questions of the Objector(s) and any witnesses.
    - (c) The Sub-Committee may then ask questions of the Objector(s) and witnesses.
- NB. If several objections have been received the Objector(s) will question the Applicant and witnesses in turn in an order to be determined by the

Chairman. The same order will follow when it comes to the Objector(s) being questioned.

7. The Chairman to ask the parties and the Sub-Committee if they have any further relevant questions or comments arising from the hearing.
8. The Objector(s) and the Applicant to make their closing address in that order (so that the Applicant has the final say).
9. The Chairman will ask the Legal Adviser whether there are any other matters to be raised or resolved before the hearing is closed for deliberations.
10. The Sub-Committee will retire with the Legal Advisor and Member Services Officer to determine the application.
11. When the Sub-Committee returns the Chairman will announce its decision and give reasons. The decision will be notified to the Applicant in writing within five working days.

End.

***If any of the parties, objectors or observers, wish to discuss any matters relating to the hearing, Officers will be available at the conclusion of the meeting.***

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