



**WEST LANCASHIRE BOROUGH COUNCIL  
LICENSING COMMITTEE (2003)**

**REVIEW HEARING PROCEDURE**

- 1 Chairman introduces the Members and the main Officers
2. The Chairman refers to the procedure, which will be followed.
3. Chairman asks the Director of Leisure and Environment (or representative) to outline the application.
4. Applicant's case
  - (a) Introductions.
  - (b) The Applicant (or representative) will present their case. This will include general opening remarks followed by calling witnesses.
  - (c) The other parties to the hearing may then ask questions of the applicant and witnesses, commencing with the Premises Licence Holder and concluding with the Sub-Committee.
5. Relevant Representations – Interested Parties
  - (a) Introductions.
  - (b) They will be asked by the Chairman if they wish to elect a spokesperson (or speak individually). They will present their case. This will include general opening remarks followed by calling witnesses.
  - (c) The other parties to the hearing may then ask questions of the Interested Parties and witnesses, commencing with the Premises Licence Holder and concluding with the Sub-Committee.
6. Relevant Representations – Responsible Authorities
  - (a) Introductions.
  - (b) The Responsible Authority (or representative) will present their case. This will include general opening remarks followed by calling witnesses.

- (c) The other parties to the hearing may then ask questions of the Responsible Authority and witnesses, commencing with the Premises Licence Holder and concluding with the Sub-Committee.

7. Premises Licence Holder's Case

- (a) Introductions.
  - (b) The Premises Licence Holder (or representative) will present their case. This will include general opening remarks followed by calling witnesses.
  - (c) The other parties to the hearing may then ask questions of the Premises Licence Holder and witnesses, commencing with the Applicant and concluding with the Sub-Committee.
8. If several representations (objections) have been received, the Premises Licence Holder (or representative) will question the Interested Parties, Responsible Authorities and witnesses in turn in an order to be determined by the Chairman.
9. The Chairman to ask the parties and the Sub-Committee if they have any further relevant questions or comments arising from the hearing.
10. The Applicant and the Premises Licence Holder to make their closing address in that order (so that the Premises Licence Holder has the final say).
11. 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.
12. The Sub-Committee will retire with the Legal Adviser and Member Services Officer to determine the application.
13. When the Sub-Committee returns the Chairman will announce its decision and give reasons. The decision will be notified to all parties to the hearing in writing within five working days.

End.

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