



# West Lancashire Borough Council

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## Licensing Act 2003

### HEARING PROCEDURE – SUMMARY REVIEW HEARING

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 Director of Leisure and Wellbeing (or their 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 Respondent(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. Respondent's Case
  - a. The Respondent(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 Respondent(s) and any witnesses.
  - c. The Sub-Committee may then ask questions of the Respondent(s) and witnesses.
7. The Chairman to ask the parties and the Committee if they have any further relevant questions or comments arising from the hearing.
8. The Respondent(s) and the Applicant to make their closing address in that order (so that the Applicant has the final say). This is to include any representations regarding the continuation of interim steps (if any) up until the expiry of the period within which to submit an Appeal or the Appeal hearing itself (as appropriate).
9. The Chairman will ask the Legal Advisor whether there are any other matters to be raised or resolved before the hearing is closed for deliberations.
10. The Committee will retire with the Legal Advisor and Member Services Officer to determine the application.
11. When the 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