

LICENSING AND REGULATION COMMITTEE

PROCEDURE FOR HEARING OF LICENSING APPLICATIONS

1. Written objections, representations, petitions etc. will be circulated with the agenda and will be taken into account by Members of the Committee. NB: It will not normally be possible to take into account any such communications received after the agenda has been circulated, as the applicant must have the opportunity of studying them prior to the meeting.
2. The Licensing and Registration Officer of the Council will present the facts to the Committee in the presence of the applicant.
3. The Members of the Committee may ask questions of the Licensing and Registration Officer.
4. The applicant or any person representing him may ask questions of the Licensing and Registration Officer.
5. Other Council Officers, representatives of the Police and Fire Service (if present) may make observations on the application.
6. Members of the Committee may ask questions of the persons referred to in 5. above.
7. The applicant or any person representing him may ask questions of the persons referred to in 5. above.
8. The applicant or any person representing him may make a statement to the Committee.
9. The Licensing and Registration Officer or Members of the Committee may ask questions of the applicant.
10. Ward Councillors (if any) will be invited to make statements.
11. Members of the public present (if any) may make representations to the Committee.
12. The Members of the Committee may ask questions of the persons referred to in 11. above.
13. At the discretion of the Chairman, the applicant or any person representing him may ask questions of the persons referred to in 11. above.
14. The applicant or any person representing him may sum up briefly.
15. The Committee to deliberate in camera with only the City Secretary and Solicitor's representative and Committee Administrator in attendance. The decision on the matter to be communicated in open session before the meeting is closed.

NB: This procedure only applies to the consideration of licensing applications.

There is a public participation period prior to the start of the meeting at which questions may be asked or statements made on policy issues which are the responsibility of the Committee. Please contact the Committee Administrator for further advice (Colin Veal, tel: 01962-848438, email: cveal@winchester.gov.uk