

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**LICENSING SUB-COMMITTEE**

**CHAIR'S NOTES**

1. The Chair to introduce themselves and the other members.
2. Confirm to all parties that none of the Members have any personal or prejudicial interest in this matter.
3. Ask all parties present to introduce themselves and their role at the hearing.
4. Consider the position of any absent parties – proceed or adjourn.
5. Confirm that Members have read the report and all parties present have received and understood the Procedure for Sub-Committee Hearings.
6. Agree a maximum time for each party to present their application or representation.  
  
Any presentation likely to take more than 10 minutes?
7. Ask the Licensing Enforcement Officer to present the application and their report.
8. Any questions to the Licensing Enforcement Officer either from the Members (directly) or parties through the Chair?
9. Invite the applicant, equivalent party or their representative to present their application.
10. Any questions to the applicant either from the Members (directly) or parties through the Chair?
11. Invite the responsible authorities to present their representations.
12. Any questions to the responsible authorities either from the Members (directly) or parties through the Chair?
13. Invite the interested parties to present their representations. (co-ordinated approach?)
14. Any questions to the interested parties either from the Members (directly) or parties through the Chair?
15. Invite any other party to present their representations i.e. licence holder on review.
16. Invite all parties in the following order to make their closing speech. Interested parties followed by responsible authorities followed by any other party followed by applicant or equivalent party.
17. The Sub-Committee to retire to determine the application.

**LICENSING SUB-COMMITTEE**  
**LICENSING ACT 2003/GAMBLING ACT 2005**

**DATE: #**  
**TYPE OF APPLICATION: #**  
**APPLICANT: #**  
**PREMISES: #**

**LIST OF PEOPLE ATTENDING**

<b>Role/Title</b>	<b>Name</b>
<b>Sub-Committee</b>	<b>Councillors:</b>  1  2  3
<b>Councillor Observer</b>	1  2
<b>Licensing Enforcement Officer</b>	
<b>Legal Officer/ Advisor to Sub-Committee</b>	
<b>Clerk to the Sub-Committee</b>	
<b>Applicant</b>	
<b>Applicant's Representative/ Solicitor</b>	
<b>Responsible Authorities: (Police / Environmental Protection / Environmental Health / Fire Authority / Planning / Trading Standards)</b>	
<b>Interested Parties</b>	
<b>Others present</b>	