

**POWYS COUNTY COUNCIL – LICENSING REVIEW PANELS [SUB-COMMITTEES]
PROCEDURE AT HEARING (simplified)**

<p>Application for a new licence / variation of a licence</p>	<p>Application for a review of a licence by a responsible authority [such as Environmental Protection or police] or interested party</p>
<p>INTRODUCTIONS Chair introduces themselves and asks other members of the panel to do so.</p> <p>Each person in turn introduces themselves:</p> <ul style="list-style-type: none"> • Council’s representative(s) [Licensing Officer] • Applicant and/or their representative • Objector(s) and/or their witnesses (only objectors who have submitted relevant representations may participate in the hearing) • Police Licensing Officer • Clerk/Solicitor <p>Clerk/Solicitor outlines the process to be followed in the meeting.</p>	<p>INTRODUCTIONS Chair introduces themselves and asks other members of the panel to do so.</p> <p>Each person in turn introduces themselves</p> <ul style="list-style-type: none"> • Council’s representative(s) [Licensing Officer] • Responsible authority or an interested party – in a review they are the applicant • the licence holder and/or any representatives or witnesses • Objector(s) and/or their witnesses (only objectors who have submitted relevant representations may participate in the hearing) • Clerk/Solicitor <p>Clerk/Solicitor outlines the process to be followed in the meeting.</p>
<p>ORDER OF HEARING Chair manages / takes the lead at the meeting to ensure the correct order of proceedings is adhered to. Assistance from Clerk/Solicitor should be sought where necessary.</p>	<p>ORDER OF HEARING Chair manages / takes the lead at the meeting to ensure the correct order of proceedings is adhered to. Assistance from Clerk/Solicitor should be sought where necessary.</p>
<ol style="list-style-type: none"> 1) Council’s representative presents the report <ul style="list-style-type: none"> • Panel may ask questions of the Council’s representative 2) Applicant or their representative puts their case forward <ul style="list-style-type: none"> • Panel may ask questions • Objectors and/or their representatives may ask questions 3) Each objector and/or their witnesses put their case forward in turn. After each objector/witness has presented: <ul style="list-style-type: none"> • Applicant or their representative may ask questions • Panel may ask questions 	<ol style="list-style-type: none"> 1) Council’s representative presents the report <ul style="list-style-type: none"> • Panel may ask questions of the Council’s representative 2) The responsible authority or an interested party presents their case <ul style="list-style-type: none"> • Panel may ask questions • the licence holder and/or their representative may ask questions • Objectors and/or their representatives may ask questions. 3) The licence holder or their representative is invited to put their case forward. <ul style="list-style-type: none"> • Panel may ask questions • the responsible authority or an interested party may ask questions • Objectors may ask questions.

<p>4) Chair invites applicant or his/her representative to summarise points and make a final statement</p> <p>5) Chair checks that all parties have had ample opportunity to present all aspects of their case and have said all they want to say before the Panel and the clerk withdraws to deliberate in private.</p> <p>6) The Panel and clerk return to the meeting and Panel's decision is announced by the Chair or Clerk/Solicitor. The grounds for that decision and the reasons for reaching it are also explained</p> <p>7) The Clerk/Solicitor advises that the decision will be conveyed in writing to the applicant and objectors as soon as possible along with details of the appeal mechanism.</p> <p>8) The meeting closes.</p>	<p>4) Each objector and/or their witnesses put their case forward in turn. After each objector/witness has presented then:</p> <ul style="list-style-type: none"> • Panel may ask questions • the responsible authority or an interested party may ask questions • the licence holder or their representative may ask questions <p>5) Chair invites responsible authority or an interested party to summarise points and make a final statement</p> <p>6) Chair checks that all parties have had ample opportunity to present all aspects of their case and have said all they want to say before the panel and the clerk withdraws to deliberate in private.</p> <p>7) The Panel and clerk return to the meeting and the Panel's decision is announced verbally by the Chair or Clerk/Solicitor. The grounds for that decision and the reasons for reaching it are also explained</p> <p>8) The Clerk/Solicitor advises that the decision will be conveyed in writing to the licence holder, responsible authority or an interested party and objectors as soon as possible along with details of the appeal mechanism.</p> <p>9) The meeting closes.</p>
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NOTE ON OBJECTORS

- There is no limit on the number of objectors
- Each objector is limited to a maximum of 2 witnesses.
- Objectors may appoint a spokesperson to present their case in order to avoid repetition of the same issues.
- Where there are a large number of objectors each wishing to be heard then the chair may choose to set a time limit for each objector to present their case.