

## **CANNOCK CHASE COUNCIL**

### **LICENSING AND PUBLIC PROTECTION COMMITTEE** **PROCEDURE FOR DEALING WITH MATTERS NOT GOVERNED BY THE** **LICENSING ACT 2003**

#### **REFERRAL OF APPLICANT TO COMMITTEE**

##### **Procedure For The Hearing**

1. Introductions of all Parties present.
2. Procedure for the Hearing explained.
3. The Officer of the Licensing Authority shall present their report and may call witnesses.
4. The Applicant may ask questions of the Officer from the Licensing Authority and any witnesses.
5. Members of the Committee may ask questions of the Officer from the Licensing Authority and any witnesses called.
6. Where the Officer of the Licensing Authority is legally represented, the legal representative may ask questions of the Officer of the Licensing Authority and any witnesses called.
7. The Applicant shall present their case and may call witnesses.
8. The Officer from the Licensing Authority may ask questions of the Applicant/Licensed Driver and any witnesses called.
9. Members of the Committee may ask questions of the Applicant and any witnesses called.
10. The Officer of the Licensing Authority shall sum up their case.
11. The Applicant shall sum up their case.
12. Members of the Committee shall deliberate in private, accompanied by the Council's Legal Advisor and Secretary to the Committee, only recalling the other parties or their representatives to clarify points of uncertainty on evidence or submissions already given. If it is necessary to recall any party, all parties are to return, notwithstanding that only one party may be concerned with the points giving rise to doubt.
13. The Chairman will announce the Committee's decision and will give reasons for the decision to the parties at the end of the hearing; the decision being confirmed in writing within seven working days (or as soon as practicable).