

**REGULATORY SUB-COMMITTEE**  
**LICENSING APPEAL PROCEDURE**

1. Introduction by Legal Advisor to the Sub-Committee.
2. Licensing Officer outlines the case.
3. Applicant (or his solicitor) sets out his case.
4. Questions asked by the Sub-Committee or Licensing Officer or Applicant/Licence Holder.
5. Applicant/Licence Holder (or his/her solicitor) asked if (s)he would like to make further comment or representation, or if he requires time to comment or investigate (if so, Chairman defers application).
6. In dealing with each application, the Applicant/Licence Holder (and any representative) should also withdraw should be asked to withdraw when they have finished their presentation. All officers, other than the Legal Adviser to the Committee, should also withdraw. It would be preferable for the applicant and officers to await the decision at different locations.
7. If either the Applicant/Licence Holder or the officer are needed to furnish additional information, they should all be invited back before the Committee. When the additional information has been furnished, they should all be asked to leave again.
8. The Committee then reach a decision, but in the absence of parties.
9. The Applicant/Licence Holder and officers will then be invited to return. The Chairman will announce the decision. The Chairman should also say that the decision will be communicated in writing in due course, and that the Applicant/Licence Holder will be informed of any right of appeal (if the decision is one of refusal/suspension).
10. When the first application or matter is finished, the Applicant/Licence Holder will leave. The next and subsequent applications/matters are dealt with in the same way.