

Chairing Licensing Review Hearings

Clerk welcomes and informs those present who has been elected Chair

Chair takes over - housekeeping –

- **turn off mobile phones**
- **fire alarm tested on a Fri. In event of alarm - exits and assembly point on College Green**
- **toilets – either side of reception**

Introductions around table

Short explanation re hearing – informal, non adversarial but all comments to go through Chair.

Procedure –

- **Licensing officer introduces application;**
- **Applicant (ie Review caller) presents;**
- **questions/clarification from members, officers, Premises Licence Holder;**
- **Premises Licence Holder responds;**
- **questions/clarification from members, officers, Applicant;**
- **Applicant (ie. Review caller) Sums Up**
- **Premises Licence Holder Sums Up last (as licence is at risk)**

Parties withdraw for Cttee to deliberate