

Chairing Licensing Committee for a SEV renewal application

1. **Clerk welcomes and informs those present who has been elected Chair**
2. **Chair takes over - housekeeping:**
 - (a) turn off mobile phones
 - (b) fire alarm tested on a Fri. In event of alarm - assembly point on College Green
 - (c) toilets – either side of reception
3. **Introductions around table**
4. **Declarations of interest**
5. **Public Forum -** To hear if any submitted and to formally note if none received.
6. **Procedure –**
 - (a) Licensing Officer informs Committee of any formal objections if submitted and asks Committee if they wish to hear from objectors if in attendance
 - (b) Licensing Officer briefly introduces report;
 - (c) Applicant presents;
 - (d) Questions / clarification from members/officers;
 - (e) Committee hears from Police if comments received;
 - (f) Questions/clarification from applicant / members / officers
 - (g) Applicant's sum up
7. **Parties withdraw for Committee to deliberate**