



## **Statutory Licensing Sub Committee Procedure/Running Order**

**The procedure to be followed by the Committee is as follows:-**

1. The Chair will:
  - Open the meeting.
  - Introduce themselves, Members of the Committee, Officers present and ask the other parties to introduce themselves.
  - Explain the nature of the decision to be taken.
  - Ask the Lawyer advising the Committee to outline the procedure to be followed.
2. Members will be asked to make any declaration of interest.
3. The Chair will ask the Licensing Officer to present the report
4. Members of the Committee will be invited to ask any relevant questions of the Licensing Officer.
5. Responsible Authorities and other persons present will be invited to ask for any clarification in respect of the report presented.

### **Representations – Responsible Authorities**

6. The Chair will invite each responsible authority to fully outline the nature of their representation in the following order:
  - South Wales Police.
  - Trading Standards.
  - Mid and West Wales Fire Authority.
  - Health and Safety.
  - Planning Authority.
  - Pollution Division.
  - Child Protection.
  - Primary Care trust/Local Health Board.
  - Licensing Authority.
  - Immigration.
  - Other Persons.

7. The Chair will invite Members of the Committee to ask questions of each responsible authority.
8. The Chair will invite the applicant and other persons present to ask questions of each responsible authority.

### **Representations – Other Persons**

9. The Chair will invite each of the other persons present (or their appointed spokesperson where there are a number of other persons and the nature of the representations are similar), to fully outline their representation.
10. The Chair will invite Members of the Committee to ask any relevant questions of the other persons.
11. The Chair will invite the responsible authorities and applicant to ask questions of the other persons.

### **The Application**

12. The Chair will invite the applicant and/or the person representing them to fully outline their application.
13. The Chair will invite Members of the Committee to ask questions of the applicant.
14. The Chair will invite each responsible authority and other persons present to ask questions of the applicant.

### **Closing Submissions**

15. The Chair will give all parties the opportunity to briefly summarise their key points and make any final points of clarification. The order will be:-
  - responsible authorities;
  - interested parties.;
  - applicant.
16. Members will consider if they need to go into private session to receive legal advice and to debate the application.
17. The decision will generally be given, with reasons, together with a summary of the legal advice provided within 5 working days of this date.