

<u>ORDER OF PLAY</u>	<u>NOTES</u>
1. Chairman: Introduction to meeting	
2. Chairman: State the reason for the meeting: <ul style="list-style-type: none"> • This is a meeting to determine the application for the review of a premises/club licence. 	
3. Introductions of: <ul style="list-style-type: none"> • The Chairman of the Sub-Committee • Members of the Sub-Committee • Legal advisor(s) • Member Services Officer (if not already introduced at start) • Licensing Officer • Other Mid Devon District Council Officers 	
4. Chairman: Are there any member interests to declare?	
5. Chairman: <ul style="list-style-type: none"> • To make a decision as to whether the hearing is to be held in public or private session. • Licensing hearings are public hearings unless anyone wishes to make any representations that the meeting should not be public? 	

<p>6. Chairman: in relation to time limits for speakers.</p> <ul style="list-style-type: none"> • No time limits set for this hearing. <p>OR</p> <ul style="list-style-type: none"> • The following time limits are set ... 	
<p>7. Introductions of:</p> <ul style="list-style-type: none"> • The applicant and any person representing or assisting them. • The holder of the premises licence and any person representing or assisting them. • Representatives of other Responsible Authorities that have made a relevant representation. • Other Parties who have made a relevant representation. (If a spokesperson has been appointed/nominated for a group they should be identified.) 	
<p>8. Sub-Committee to consider, if relevant:</p> <ul style="list-style-type: none"> • Any requests by a party for any other person to appear at the Hearing. Such permission shall not be unreasonably withheld provided proper notice has been given in response to the Notice of the Hearing. 	
<p>9. Chairman:</p> <ul style="list-style-type: none"> • Confirm that the members have received and read the paperwork circulated in advance of the meeting. 	
<p>10. Licencing Officer:</p> <p>To summarise the matter under consideration and present the salient points of the report.</p>	

<p>11. Questions from those present? In order of:-</p> <ul style="list-style-type: none"> a) Applicant for review b) Holder of premises licence c) Other Responsible Authorities d) Other Parties e) Sub-Committee 	
<p>12. Applicant (or representative):</p> <ul style="list-style-type: none"> • To present case in support of the application 	
<p>13. Questions from those present? In order of:-</p> <ul style="list-style-type: none"> a) Holder of the premises licence b) Licencing Officer c) Other Responsible Authorities d) Other Parties e) Sub-Committee 	
<p>14. Premises Licence Holder (or representative):</p> <ul style="list-style-type: none"> • To present case in relation to the application 	

<p>15. Questions from those present? In order of:</p> <ul style="list-style-type: none"> a) Applicant for review b) Licensing Officer c) Other Responsible Authorities d) Other Parties e) Sub-Committee 	
<p>16. Responsible Authorities:</p> <ul style="list-style-type: none"> • To present the views of their organisation. 	
<p>17. Questions from those present? In order of:</p> <ul style="list-style-type: none"> a) Applicant for review b) Premises licence holder c) Licensing Officer d) Other Parties e) Sub-Committee 	
<p>18. Other Parties:</p> <ul style="list-style-type: none"> • To present their views /Spokesperson to speak on behalf of those they are representing. 	

<p>19. Questions from those present? In order of:</p> <ul style="list-style-type: none"> a) Applicant for review b) Premises licence holder c) Licensing Officer d) Other Parties e) Sub-Committee 	
<p>20. Chairman:</p> <ul style="list-style-type: none"> • Discussion about suggested conditions – if relevant. 	
<p>21. Chairman:</p> <ul style="list-style-type: none"> • Invite party to summarise in order of: <ul style="list-style-type: none"> a) Applicant for review b) Premises licence holder c) Licensing Officer d) Other Responsible Authorities e) Other Parties 	
<p>22. Chairman</p> <ul style="list-style-type: none"> • Sub-Committee will now retire to reach a decision in private accompanied by the Council’s representatives from Legal and Member Services. 	

<p>23. Chairman one return</p> <ul style="list-style-type: none"> • Members of the Sub-Committee return. • Announce the Sub-Committee’s decision and the reasons for the decision. 	
<p>24. Legal Officer:</p> <ul style="list-style-type: none"> • Outline the rights of appeal and the fact that formal notification of the decision will be sent in the post. 	
<p>25. Chairman:</p> <ul style="list-style-type: none"> • Close meeting. 	
<p>Additional notes:</p>	