

<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 hearing to determine an application for the review of a premises 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 will be set for this hearing. 	
<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. 	
<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. Licensing Officer:</p> <ul style="list-style-type: none"> To summarise the matter under consideration and present the salient points of the report. 	
<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) 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) 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) Sub-Committee 	
<p>16. Chairman:</p> <ul style="list-style-type: none"> • Discussion about suggested conditions – if relevant. 	

<p>17. Chairman:</p> <ul style="list-style-type: none"> • Invite parties to summarise in order of: <ul style="list-style-type: none"> a) Applicant for review b) Premises licence holder 	
<p>18. 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>19. Chairman on 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>20. 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>21. Chairman:</p> <ul style="list-style-type: none"> • Close meeting. 	

Additional notes: