

## **Allerdale Borough Council**

### **Procedure at Licensing Meetings**

Once the Chair has moved the exemption paragraph the press and public will leave the room

#### **Procedure**

##### **Step 1**

The Chair will ask those present to introduce themselves and explain the procedure to be followed.

##### **Step 2**

The Chair will ask the author of the report (or their substitute) to outline the proposal and the background to the case. Their role will be to provide factual information to the committee.

The Chair invites members of the committee to ask the presenting officer any questions they may have about the application.

##### **Step 3**

The Chair invites Councillor(s) attending under Procedural Rule 4.31.2 to come forward and present objection(s).

- Each Councillor is permitted 10 minutes
- The Chair asks if Members of the Committee have any questions to ask the Councillor(s)
- The Councillor(s) return to the public area.

##### **Step 4**

The Chair invites applicant or the applicant's representative to make representations. The applicant/applicants representative is permitted 10 minutes

- The Chair asks if any member of the committee/officers present have any questions to ask the applicant/applicants representative

##### **Step 5**

The Chair invites any party making representations (including any other persons who have been given permission to participate) (if any) to present their comment(s).

- The Chair asked if any member of the committee have any questions to ask any party making representations

### **Step 6**

The Chair offers the applicant/applicants representative the final opportunity to address the Committee. The applicant/applicants representative is permitted 10 minutes.

### **Step 7**

The Chair will ask the parties to withdraw so that the committee can consider its determination. In considering its determination, the Committee may seek advice from its Legal Adviser.

### **Step 8**

The parties will be re-called and informed of the Committees decision.

- Applicant to be advised that the decision will be confirmed in writing within 7 days.
- Applicant to be advised of any appeal procedure.

All parties will leave swiftly prior to the next case.