

Allerdale Borough Council
Procedure at Licensing Meetings
Policy Formulation

Procedure

Step 1

The Chair will explain the procedure to be followed.

Step 2

The Chair will ask the presenting officer (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 policy.

Step 3

The Chair invites Councillor(s) attending under Procedural Rule 4.31.2 to come forward and make representations

- 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 any party making representations (if any) to present their comment(s).

- The Chair to ask if any member of the committee has any questions to ask any party making representations.

Step 5

The committee will consider the policy. In considering the policy, the Committee may seek advice from its Legal Adviser.