

APPENDIX 6

PROCEDURAL STEPS REQUIRED	OFFICER TIME (in hours)
INITIAL PROCESSING OF APPLICATION (a) Check application form and accompanying documentation to ensure application is valid; (b) Input details of the application into the Licensing Section's software system; (c) Contact Police to consult on application; (d) Write to applicant to acknowledge receipt of application;	2 1 0.5 0.5
CHECK COMPLIANCE WITH ADVERTISING REQUIREMENTS (a) Check notice displayed on site; (b) Check notice published in local newspaper;	2 0.5
PREPARATION FOR HEARING (where objections received) (a) arrange a hearing date/time; (b) acknowledge receipt of objections and notify objectors of date and time of hearing; (c) notify the applicant of receipt of objections and of date and time of hearing; (d) prepare Committee report (including redaction of personal data within objections)	1 14 0.5 7
HEARING (a) attendance at hearing to present the report to the Committee/Sub-Committee	4
POST-HEARING (a) notify applicant of outcome of hearing (including issue of licence if granted) (b) notify objectors of outcome of hearing	1 4
TOTAL	38