

**CEHESHIRE EAST COUNCIL**  
**LICENSING COMMITTEE PROCEDURE**  
**(‘General’ Licensing matters)**

- 1      Chairman will:
  - (a) call the matter forward and confirm whether there are any declarations of interest;
  - (b) request the parties to introduce themselves; and
  - (c) explain the procedure to be followed.
- 2      The Licensing Officer will present the report introducing the case.
- 3      The applicant and/or representative will be given the opportunity to speak in support of the application.
4.      The Committee Members will then be given the opportunity to question the application on any matter which it is felt requires clarification or to ascertain the applicant’s suitability to hold the licence.
5.      The applicant and/or representative will then be given the opportunity to add any further comments in support of the application.
- 6      The applicant and/or representative will then be asked to withdraw from the meeting whilst the committee considers its decision.
7.      The applicant will finally be asked to re-join the meeting to be informed of the Committee’s decision.