

LICENSING SUB- COMMITTEE PROCEDURE TO HEAR AN APPLICATION FOR A SEX SHOP LICENCE WHERE OBJECTIONS HAVE BEEN RECEIVED

NOTE: All parties shall remain in attendance throughout, until requested by the Chair to retire.

1. **Chair of the Sub-Committee** to introduce those present at the meeting.
2. **Licensing Officer** to outline the application and the objections which have been received and to explain the law relating to the grounds upon which the application can be refused.
3. **Applicant** (or legal representative) to present the application.
4. **Questions to the applicant** relating to the matters referred to by the applicant (or legal representative) in his presentation from:
 - (a) Members
 - (b) Officers
 - (c) Objectors
5. **A representative(s) for the objectors** to present the objections.

NOTE: The representative (s) may put forward only those points which are relevant to consideration of the grounds for refusal and may not introduce any point that was not raised in the letters which were received within the time permitted for objections to be received and are shown appended to the report.

6. **Questions to the representative for the objectors from:**
 - (a) Applicant
 - (b) Members
 - (c) Officers
7. **Applicant** (or legal representative) to comment on the objections and to sum up the application.
8. The applicant, the objectors, officers, ward councillors, the press and public will be asked to retire while the Sub-Committee considers its decision. The only officers to remain will be a legal advisor and democratic services officer for the purpose of only of legal advice or to remind the Committee of evidence offered.
9. The applicant, the objectors and others will be notified of the decision of the Sub-Committee by the issuing of a written decision notice within 10 working days.