

Checklist for Licensing Sub Committee Hearings

The procedure at the hearing	Tick
Chair's introduction.	
Licensing Manager/Officer to be invited to present report.	

Responsible Authorities:

1. Responsible Authority to be invited to present its case.	
2. Each other Party present to be invited to question the Responsible Authority.	
3. Members of the Committee to ask any questions to the Responsible Authority.	

Interested Parties:

1. Interested Party to be invited to present its case.	
2. All other parties present to be invited to question the Interested Party.	
3. Members of the Committee to be invited to question the Interested Party.	

Licensee/DPS:

1. Licensee/DPS to be invited to present its case.	
2. All other parties present to be invited to question the Licensee/DPS.	
3. Members of the Committee to be invited to question the Licensee/DPS	

Final Submissions

All parties to be invited to make final submissions for no more than 5 minutes.	
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Finally all parties to be asked to leave the room so that the Committee can make its decision in private