

## Checklist for Licensing Sub Committee Hearings

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

### Responsible Authorities:

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| 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:

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| 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:

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| 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

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| 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**