TOWER HAMLETS

Guidance for Licensing Sub-Committee Meetings.

(1) Attendance at Meetings.

All meetings of the Sub- Committee are open to the public and press to attend. On rare occasions, the Sub-Committee may retire to consider private business that will be clearly marked on the agenda as such. The press and public will be excluded for those confidential items only. We try to keep confidential reports to an absolute minimum. We request that you show courtesy to all present and please keep mobile phones on silent. Meetings can reach full capacity and seats are allocated on a first come first come served basis.

(2) Licensing Sub-Committee Role and Membership.

In summary, the Sub - Committee will consider and determine applications to grant, vary or review a license submitted under the Licensing Act 2003 where representations have been made. The full terms of reference can be found on the Committee webpages (see below). The Licensing Sub - Committee will consist of 3 Members of the main Licensing Committee. Meetings are normally held in the Town Hall Council Chamber.

Licensing Sub- Committee Webpages

To view go to the Committee and Member Services web page: www.towerhamlets.gov.uk/committee - 'agenda, reports, decisions and minutes', then click on 'Licensing Sub- Committee'.

The pages include:

- Terms of Reference for the Licensing Sub -Committee.
- Meeting dates, agendas and minutes.
- Agenda timetable including agenda publication dates. (To view click 'browse meetings and agendas for this committee', then 'show agenda management timetable').

(3) Access to Committee Papers.

The agenda for Sub - Committee meetings is published five clear (working) days before the Sub - Committee meeting on the Committee webpages (except for certain types of applications where special rules apply). All Committee papers (i.e. agendas, reports, minutes and decisions) are published on the website and also available on iPad and Android tablet apps downloadable for free from their respective app stores.

(4) Who can speak at Licensing Sub- Committee meetings?

Only interested parties may address the Sub-Committee (those who have made a valid representation) and the applicant and their representatives. Although the Sub-Committee may allow other persons to present the interested parties evidence or to give supporting evidence. If you are planning to attend the hearing to address the committee, you are advised to contact the Committee officer - see the Committee

pages and agenda front page for contact details. Speakers are advised to arrive at the start of the meeting in case the order of business is changed. Speakers will be called to speak by the Chair at the appropriate time. If speakers are not present by the time their application is heard, the Committee may consider the item in their absence.

(5) What can be circulated?
Should you wish to submit any material, please contact the Committee/Licensing Officer as soon as possible. The Sub-Committee may accept information at the hearing, however this is only with the agreement of all parties present.

(6) How will the applications be considered?
The Sub-Committee will normally consider the items in agenda order subject to the Chair's discretion. The hearing procedure is detailed at the end of this guidance.

(7) How can I find out about a decision?
You can contact Democratic Services the day after the meeting to find out the decisions.

(8) Queries on reports.
For any questions, please contact the Officer named on the front of the report.

Typical Seating Plan for Licensing Sub - Committee Meetings in the Town Hall Council Chamber.

<table>
<tr><td rowspan="5">Public Seating
Public Seating
Public Seating
Public Seating
Public Seating</td><td rowspan="5"></td><td>Objectors Benches</td><td rowspan="5"></td><td rowspan="2">Sub-Committee Members</td></tr>
<tr><td rowspan="2"></td></tr>
<tr><td>Chair</td></tr>
<tr><td>Legal Officer</td></tr>
<tr><td rowspan="3">Applicants Benches</td><td>Committee Officer</td></tr>
<tr><td></td></tr>
<tr><td></td><td>Licensing Officer</td></tr>
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LICENSING SUB COMMITTEE HEARING PROCEDURE

All interested parties to the hearing must notify Democratic Services within prescribed timescales that they intend to attend and/or be represented at the hearing and whether any witnesses will be attending on their behalf. The meeting will be in the form of a discussion led by the Sub Committee, cross examination of either party will not be permitted.

The Chair will allocate an equal amount of speaking time to each party. Where there is more than one representation raising the same or similar grounds, those parties should consider nominating a single representative to address the Sub-Committee on their behalf at the hearing.

The hearing will proceed as follows (subject to the discretion of the Chair).

1. Chair will introduce him/herself and ask Members, officers, and all interested parties present at the meeting to introduce themselves.

2. Licensing Officer to present the report.

3. Committee Members to ask questions of officer (if any).

4. The Applicant to present their case in support of their application (including any witnesses they may have).

5. Committee Members to ask questions of applicants and their witnesses or ask for points of clarification.

6. The relevant Responsible Authorities in attendance will present their case and their reasons for representation (including any witnesses they may have).

7. The Objectors/Interested Parties in attendance will present their case and their reasons for objecting (including any witnesses they may have).

8. Committee Members to ask questions of Responsible Authorities, objectors and their witnesses or ask for points of clarification.

9. Applicant (with exception and with permission of the Chair) can ask questions of the other parties to the hearing and their witnesses.

10. Interested Parties to the hearing (with exception and with the permission of the Chair) can ask questions of the applicant/other parties to the hearing and their witnesses.

11. Chair's closing remarks

12. Sub-Committee retire from the meeting with the Committee Officer and Legal Officer and consider their decision.

13. The Sub-Committee will return to the meeting and Chair announces the decision together with the reasons for the decision and any right to appeal.

14. A Decision letter will be sent to all interested parties confirming the decision made.