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### 5D Procedure in relation to Licensing Applications

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The following procedure shall apply in relation to the determination of applications at meetings of Miscellaneous Licensing Sub-Committee:

- (1) Introductory remarks by the Chair.
- (2) Brief description of the application by the Council's Officers, including summary of written representations, observations and objections received from parties not attending the meeting in person to make oral representations.
- (3) Observations of consultees/relevant authorities.
- (4) Other submissions by way of objection.
- (5) Presentation by the applicant of the case for granting an application.
- (6) Members' questions.
- (7) Summing up by
  - a) The Council's Officers
  - b) The Applicant
- (8) Members retire for determination of the decision.
- (9) Members return to communicate their decision.
- (10) Decision is then provided to the applicant in writing which will also contain information regarding any right of Appeal.