

## LICENSING BOARD – APPLICATIONS WITH OBJECTIONS

### **PROCEDURE NOTE**

1. Check whether applicant and/or agent and objectors are present. If there are a large number of objectors, a signing in sheet might be circulated around them.
2. Consider competency of objections. The Clerk may advise the Board that, in his view, certain objections should be rejected as frivolous or vexatious. However the decision to reject an objection is for the Board.
3. If there are a large number of objectors, check who wants to speak. Advise them that all relevant and competent objections already submitted in writing will be fully considered. Also advise them that the Board is keen to avoid duplication of submissions. Invite objectors to appoint a spokesperson or spokespersons who can cover all of their objections.
4. Ask the applicant if there are any preliminary issues regarding objections. This is the applicant's opportunity to object to objections. Again it is for the Board to decide whether an objection is vexatious or frivolous. The objector whose objection is being challenged should be asked for their comments.
5. Ask parties if there are any other preliminary issues.
6. Hear from Licensing Standards Officer.
7. Opportunity for applicant, then objectors, then Board Members to put questions to LSO.
8. Hear from Environmental Health and Planning if required.
9. Opportunity for applicant, objectors and Board Members to put questions to Environmental Health and Planning.

10. Hear from objectors.
11. Opportunity for applicant to ask questions of objectors through the Chair.
12. Opportunity for the Board to ask questions of objectors.
13. Next objector – repeat previous three steps.
14. Hear from applicant or agent.
15. Opportunity for objectors to put questions to applicant through Chair, followed by questions from Board Members.
16. Debate followed by decision.

**NOTE** – if there are any issues which the Board is concerned about (particularly issues which might result in a refusal) the Board should invited the applicant to address them on these issues.