## LICENSING BOARD - REVIEW OF PREMISES/PERSONAL LICENCE

## **HEARING PROCEDURE NOTE**

The steps in the procedure are:-

- 1. Check who is present Licence Holder, Agent, Police etc.
- 2. Check if the Licence Holder has received the letter of complaint from the Police
- 3. and the report from the Licensing Standards Officer (LSO).
- 4. Check if there are any preliminary issues.
- 5. Hear from Police Scotland.
- 6. Opportunity for the Licence Holder to ask questions to the Police, via the Chair.
- 7. Opportunity for Board Members and their advisor to ask questions to the Police.
- 8. Hear from Licensing Standards Officer.
- 9. Opportunity for the Licence Holder to ask questions to the LSO, via the Chair.
- 10. Opportunity for Board Members and their advisor to ask questions to the LSO.
- 11. Opportunity for Licence Holder to address the Board.
- 12. Board Members and their advisor may ask questions to the Licence Holder.
- 13. Board Members may ask questions of any party present.
- 14. The LSO, followed by Police Scotland and thereafter the applicant to be given an opportunity to sum up. No new material should be introduced at this stage.
- 15. Board debates and decides what to do. (Note – if the Board moves to suspend the licence, it does not decide the period of suspension at this point.)
- 16. If the Board has decided to suspend the licence, the Licence Holder has an opportunity to address the Board on the period of suspension.
- 17. The Board decides on the period of suspension.