

LICENSING BOARD – REVIEW OF PREMISES/PERSONAL LICENCE

HEARING PROCEDURE

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 Strathclyde Police.
6. Opportunity for the Licence Holder to ask questions to the Police, via the Chair.
7. Opportunity for Board Members 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 to ask questions to the LSO.
11. Opportunity for Licence Holder to address the Board.
12. Opportunity for Strathclyde Police to put questions to the Licence Holder via the Chair.
13. Board Members ask questions to the Licence Holder.

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14. 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.)
15. If the Board has decided to suspend the licence, the Licence Holder has an opportunity to address the Board on the period of suspension.
16. The Board decides on the period of suspension.