

LICENSING BOARD PROCEDURE NOTE

Licensing Board – Review of Premises/Personal Licence

The steps in the procedure are:-

1. Check who is present – Licence Holder, Agent, Licensing Standards Officer (LSO), Police etc.
2. Check if the Licence Holder has received the letter of complaint from the Licensing Standards Officer (LSO).
3. Check if there are any preliminary issues.
4. Hear from Licensing Standards Officer (LSO).
5. Opportunity for the Licence Holder to ask questions to the LSO, via the Chair.
6. Opportunity for Board Members and their advisor to ask questions to the LSO.
7. Opportunity for Licence Holder to address the Board.
8. Board Members and their advisor may ask questions to the Licence Holder.
9. Board Members may ask questions of any party present.
10. The LSO, followed by the applicant to be given an opportunity to sum up. No new material should be introduced at this stage.
11. 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.)
12. If the Board has decided to suspend the licence, the Licence Holder has an opportunity to address the Board on the period of suspension.
13. The Board decides on the period of suspension.