



**Licensing Sub-Committee  
Babergh District Council**

**PROCEDURE FOR HEARING OF APPLICATION UNDER  
LICENSING ACT 2003 WHERE A  
REPRESENTATION/OBJECTION IS RECEIVED**

1.	The Licensing Officer of the Council will present a report to the Sub-Committee outlining the application and representations/objections made.	
2.	The Responsible Authority(ies) representative and the interested parties present their concerns in the order indicated by the Chairman of the Sub-Committee. If more than one representation/objection, follow the procedure for each representation to Step 4.	
3.	This representative may then be questioned by the Applicant.	
4.	The representative may then be questioned by other Responsible Authorities or interested parties.	
5.	The Applicant or his/her representative makes an opening address to the Sub-Committee or interested parties.	
6.	The Applicant or his/her representative calls any witness(es) to give evidence in support of the application.	
7.	The Responsible Authority(ies) may then question the witness(es).	
8.	The witness may be questioned further by the Applicant or his/her representative to clarify any points of evidence only.	
9.	The Responsible Authority(ies) and the Licensing Officer of the Council then give their closing comments to the Committee	
10.	The Applicant or his/her representative then gives his/her closing comments to the Sub-Committee.	

- NOTES:
- A. If the Applicant does not have a representative he/she may choose to make an opening address and then give information him/herself in support. His/her information will, in that case, be subject to questioning in accordance with (7) above.
  - B. The Sub-Committee Chairman and, with his/her consent, any Members of the Sub-Committee may at any time question the Applicant, the Licensing Officer of the Council or any of the witnesses.
  - C. The hearing will take the form of a discussion led by the Licensing Authority. Accordingly, the procedure may be varied by the Chairman to enable such a discussion to flow and ensure all relevant points are considered.