



2002-2003  
Neighbourhood Renewal  
2004-2005  
Supporting People

**Licensing Sub-Committee  
Babergh District Council**

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

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| 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 presents their concerns. If more than one representation/objection, follow the procedure for each representation to Step 4. |  |
| 3.  | This representative may then be cross-examined by the Applicant.  |  |
| 4.  | The representative may then be cross-examined by other Responsible Authorities or interested parties.   |  |
| 5.  | The Applicant or his representative makes an opening address to the Sub-Committee or interested parties.  |  |
| 6.  | The Applicant or his representative calls witness(es) to give evidence in support of the application.   |  |
| 7.  | The Responsible Authority(ies) may then cross-examine the witness(es).  |  |
| 8.  | There can be a re-examination of witness by the Applicant or his representative.  |  |
| 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 representative then gives his closing comments to the Sub-Committee.   |  |

- NOTES:
- A. If the Applicant does not have a representative he 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 cross-examination in accordance with (7) above.
  - B. The Sub-Committee Chairman or any Members of the Sub-Committee may at any time question the Applicant or 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.