





Acknowledge any further representations in writing and subject any new interested party representations to the usual relevance test. (see the guidance box above for more detail) At the end of the 28 day notice period move to the next stage.

Contact Governance Services and ask for a committee hearing date within 20 working days.

Once Governance Services provide the hearing date and time use UNIFORM to prepare a notice of hearing document and send to the premises licence holder or their agent, any interested parties which have made relevant representations plus any responsible authorities if applicable. Place a copy of each of the cover letters on the file. Place the file in the filing system. Please note these documents must be dispatched no later than ten working days before the day of the hearing. (Regulation 2 – Statutory Instrument 2005 No.78 The Licensing Act 2003 (Hearings) Amendment Regulations 2005)

Prepare a committee report using the appropriate word template extracting the relevant details from UNIFORM regarding the applicant, premises details, grounds for a review, information on any additional representations etc and enter into the report.

Have you prepared all applicable appendixes as detailed below?

- Appendix A: Location map of premises printed from UNIFORM (if applicable)
- Appendix B: copy of application form
- Appendixes for each responsible authority representation if any
- An appendix for all interested party representations if any
- Any other applicable correspondence related to the review process
- The standard final table 'aide memoir' of relevant sections of the S182 guidance and our licensing policy.

Hand deliver a hard copy of the report to Governance Services ready for dispatch to each of the relevant parties. The report should be sent to Governance Services at least ten days before the hearing is due to commence so there is sufficient time to dispatch it to all relevant parties including members. (Please note this is an in house recommended timescale and not a statutory requirement)

Approximately three days ahead of the hearing take out the file from the filing system and complete a final tidy up of the file. Take the file up to Regulatory and Enforcement as per below: Friday hearings, file goes up on Thursday, Monday hearings, file goes up on Friday.

Await copy of panel decision letter from Governance Services and return of paper file from Regulatory and Enforcement. (Upon arrival of decision letter file copy of letter in application file and update UNIFORM accordingly.)

Confirm with Governance Services the date of dispatch of the decision letter and then set a diary reminder for [date of dispatch] + 2 days + 21 days.

Did the Committee resolve to make any of the following changes?

- To modify the conditions of the licence
- To exclude a licensable activity from the scope of the licence
- To remove the designated premises supervisor
- To suspend the licence for a period not exceeding three months
- To revoke the licence.

No further action required. Return the file to the filing system.

At the end of the 21 day appeal period enquire with Regulatory and Enforcement if an appeal has been lodged.

Has an appeal been lodged?

If the licence holder has not already surrendered their licence write to them and ask for the licence to be surrendered.

The premises review determination is superseded by the appeal and the determination of the Licensing Committee may or may not take effect until the Magistrates have determined the appeal. No further action required pending the appeal decision. Return the file to the filing system.

RE-ISSUE/REVOKE LICENCE
In all cases make void the surrendered licence. If the decision of the Licensing Committee was not a revocation, prepare the amended licence subject to the decision of the Licensing Committee. Print the licence summary and full licence plus the cover letter. Pass through to the Senior Licensing Officer for final checking and dispatch. Place a copy of the licence on the file, dispatch a copy to the police and return the file to the filing system.