

Licensing Committee

**Procedure adopted under the
Licensing Act 2003**



Leeds
CITY COUNCIL

Rights of a party at the hearing

If you have made an application or representation within the 28 day time limit you are a party to the hearing.

As a party you have the right

- To address the Committee
- To give further information on any matter which requires clarification

Documents

Additional documents may only be tabled at the hearing with the consent of all parties

Calling witnesses

You may only call witnesses where the Committee has given you permission to do so. You will need to explain why you want to call the witness and why the Committee will find their evidence useful in making the decision.

Cross Examination

Is not usually permitted although you can ask the chair of the Committee to consider and ask any questions you feel are necessary

Order of Speeches (time limits can be imposed – see below)

On an application

- Those making an application open the proceeding by outlining the application and proposed method of operating if the application is granted.
- Those objecting address the committee next. Responsible Authorities (e.g. the police) usually start, Residents address the Committee after the agencies have done so
- Those making the application address the Committee last, answering the points made by agencies and residents

On a Review

- The party requesting the review address the committee first
- Those making representations after the review request go second
- The licence holder goes last

There is no right to open the case (all papers have been circulated and read)

Summing up is not generally allowed.

Time Limits

The Committee can impose a time limit on presentations. This must be the same time limit for all parties

Members can ask questions after each presentation. This does not form part of the time allowed.

Licensing Committee

**Procedure adopted under the
Gambling Act 2005**



Leeds
CITY COUNCIL

Rights of a party at the hearing

If you have made an application or representation within the 28 day time limit you are a party to the hearing.

As a party you have the right

- To address the Committee
- To give further information on any matter which requires clarification
- To call witnesses on a matter relevant to the application or representation
- To question any other party or representative on a relevant matter IF THE COMMITTEE CONSIDERS IT APPROPRIATE

Documents

Additional documents may only be tabled at the hearing with the consent of all parties

Cross Examination

Is not usually permitted but you can ask permission from the Chair of the Committee to ask questions (see parties rights above)

Order of Speeches

On an application

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