

**LICENSING VIRTUAL MEETINGS PROCEDURE RULES**

1. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of local Authority and Police and Crime panel meetings) (England and Wales) Regulations 2020 allow local authorities to hold “virtual meetings”.
2. Where is not possible to hold a physical meeting of a Licensing Sub-committee, a virtual meeting will be held. Save as amended by these rules the usual procedures will apply.
3. Virtual Licensing Hearings will commence within the timescales prescribed under the Licensing Act 2003 (Hearings) Regulations 2005
4. Notice of the hearing will be given to the applicant and any person who has made a relevant representation in relation to an application by e-mail or other means. This will include details of how that person may participate in the virtual meeting.
5. Under the regulations the Council can hold meetings on such days at such time and with such frequency it deems appropriate.
6. A copy of the agenda for the Licensing Sub-committee will be published on the Council`s website at least 5 clear days before the meeting.
7. Agendas published on the website will include a link or other instructions to allow those interested to be able to hear and where practicable observe the meeting.
9. Any additional documentation must be submitted electronically to the Licensing Division. Additional information must be submitted in advance of the meeting Documentation may only be introduced at the hearing with the consent of the parties and must be made available by electronic means to all parties and the Members of the Sub-committee.
10. The following procedure will apply to the conduct of the meeting -
  - Chairman will identify himself and the Sub-Committee Members.
  - Chairman will check that the Applicant and Objectors have received the information from the Council and outline the procedure to be followed.
  - Chairman will check that all interested parties are able to access the virtual meeting and will identify the people wishing to address the Panel. An applicant or objector may bring one or more witnesses.
  - Applicant presents his/her case.
  - Chairman will ask the Objectors and the Licensing Officer dealing with the application whether they wish to ask questions.
  - Objectors present their case.

- Chairman will ask the Applicant and the Licensing Officer dealing with the application whether they wish to ask questions.
- Chairman will give the applicant the opportunity to sum up their application.
- If any party loses connection to the meeting the Chairman will adjourn the meeting to allow the connection to be restored.
- The Sub-Committee will retire to consider the application – all parties will be excluded except the members of the Sub-Committee and authorised officers.
- The Sub-Committee announces decision.
- Inform all parties of Appeal Process and if appropriate the Review Process