## Appendix 1 Review Application flow chart

Pre Application advice by Licensing Team where an application is known. Mandatory when the Review is being made by other Council Team and recommended in all other cases

Application made by RA or other person

Application reviewed by Head of Licensing with option to return to the applicant with advice / guidance on evidence / Recommendations etc

No. Advise to delay application to ensure attendance Is applicant / witness available for hearing date?

Licensing Team to advertise Application by Posters in the area of the premises, at the Council Offices and by letter to RA. Ward Cllrs and Resident Associations

Further objections added to Review

Licensing Team Prepare Committee Report and arrange hearing papers to be sent to relevant parties On day of hearing. Licensing Officer / Admin note objectors who wish to speak and the names of legal Reps for the Cttee Chairman

Committee hear the application and make decision with legal advice.

Legal Advisor drafts written decision for Cttee Chairman to approve. Passed to Licensing team to produce Outcome letter

Licensing Officer follows up on decision as necessary. Eg issues revised licence responds to appeals