

**AGREED PROCEDURE FOR CONSIDERING AN APPLICATION FOR SEX  
ESTABLISHMENT LICENCE**

1. The Chairman will check that everyone understands the procedure for the meeting, outline the format if required and ask everyone to introduce themselves.
2. The Licensing Manager will outline the application and relevant considerations.
3. The applicant will be invited to present his/her case including calling any witnesses.
4. Members may then ask questions of the applicant and any witnesses
5. Objectors will be invited to put any questions to the applicant and any witnesses..
6. The objector(s) will be given the opportunity to present his (their) case, (either singly or through a spokesperson).
7. Members may then ask questions of the objector(s)
8. The applicant will be invited to put any questions to the objector(s).
9. Members may ask any further questions of clarification from any party.
10. The Licensing Manager will advise if any further matters should be raised by the Committee.
11. Objector(s) will be asked to sum up his (their) case.
12. The applicant will be asked to sum up his/her case.
13. The Committee will withdraw to consider its determination. The representative of Legal Services may be requested by the Chairman to accompany the Committee.
14. After consideration all parties will be invited to return, any legal advice given to the Committee will be repeated and the Chairman will announce the decision of the Committee. The decision will be confirmed to the applicant and objector(s) in writing within seven days.

NB The Chairman may amend the above procedure should it become necessary on the grounds of fairness or to meet the need to establish facts.

[NOTE – statutory requirements LG(MP)A82 Sch 3 para 10(18),(19) and (20)]