

**Argyll and Bute Licensing Board Hearing**  
**Note of Procedure for Review of Premises Licences / Personal Licences**

1. The Chair will welcome, introduce everyone, outline this procedure and confirm that the licence holder / applicant and the other parties who have made a representation, accept the hearing procedure.
2. The Chair will confirm that all relevant parties are present or represented and have copies of all relevant documentation e.g. letter detailing the objection(s), LSO report.
3. The Chair will confirm whether there are any preliminary issues to be addressed.
4. The Chair will invite the licence holder / applicant or their agent to confirm their status, the nature of the application and any initial comment.
5. The Chair will then ask for statements in support of any reports lodged e.g. from Police Scotland, Licensing Standards Officer
6. Any party that has made a representation, or their agent, will be given the opportunity to speak in support of their case.
7. The licence-holder / applicant, or their agent, will have the opportunity to question the party making the representation, or their agent, on matters related to the representation.
8. The licence-holder / applicant, or their agent, will be given the opportunity to speak in support of the application.
9. The party making the representation or their agent will have the opportunity to question the licence-holder / applicant, or his agent, on matters relating to the representation.

10. Members of the Board, through the Chair, may ask questions of the party making the representation or their agent or the licence-holder / applicant, or their agent.
11. The party making the representation, or their agent, will have the opportunity to sum up.
12. The licence-holder /applicant, or their agent, will have the opportunity to sum up.
13. The Chair will confirm that all relevant parties have had a fair hearing.
14. Members of the Board may request legal advice from the Clerk or Depute Clerk to the Board at any time.
15. The Board will debate the application and may decide to retire at any time during the Hearing to receive advice or to deliberate on the application. The Board will then determine the application in the presence of the parties making the representation and the licence-holder / applicant.
16. Where a period of suspension is ordered, the licence-holder, or their agent, will be given the opportunity to be heard in relation to the commencement date and the duration of the suspension.
17. The Board will debate and determine the commencement date and the duration of the suspension.
18. Parties will be advised orally of the decision of the Board and advised that written confirmation will be received from the Clerk to the Board within 7 days of the Hearing.