

CIVIC GOVERNMENT LICENSING PANEL PROCEDURE NOTE

The Chair should welcome the applicant/licensee and the objector to the Meeting and introduce the Members of the Panel.

- (1) The objector should be invited to explain their objection to the application/licence.
- (2) The applicant/licensee should be given the opportunities to ask questions of the objector.
- (3) The Panel should be given the opportunity to ask questions of the objector.
- (4) The applicant/licensee is invited to address the Panel in support of their application.
- (5) The objector should be given the opportunity to ask question of the applicant/licensee.
- (6) The Panel should be given the opportunity to ask questions of the applicant/licensee.
- (7) The objector should be invited to sum up their case (no new information should be introduced at this stage).
- (8) The applicant/licensee should be invited to sum up their case (no new information should be introduced at this stage).
- (9) The parties should withdraw while the Panel consider their decision.
- (10) Following deliberation both parties should be invited back into the Meeting and the Chair should announce the Panel's decision.

AFTER DECISION

A determination of the case will be made at the conclusion of the hearing and all parties will be notified of the decision in writing within 7 days of the hearing and shall be advised of his/her right to seek written reasons and appeal to the Sheriff Court.

If the decision of the Panel is to suspend, refuse or refuse to suspend a licence, a relevant person has a right to request within 28 days of the meeting, the Panel's reasons for arriving at their decision. Unless the circumstances of the case justify immediate suspension, the suspension shall not take effect for 28 days from the date of the decision.

Appeals against the decision of the Panel must be lodged with the Sheriff Clerk within 28 days of the date of the decision.