

## LICENSING AND REGULATORY SUB-COMMITTEE

### PROCEDURE FOR CONSIDERING THE RENEWAL OF A SEX ESTABLISHMENT LICENCE FOR FIRST FLOOR OF ZIGGY'S (KNOWN AS CLUB 55)

1. The Democratic Services Officer will conduct election of Chair (unless Chair or Vice-Chair of Licensing Committee is a Member of the Sub-Committee).
2. The Chair will ask the Members of the Sub-Committee if they have any disclosures of interest.
3. The Chair will introduce Members of the Sub-Committee and Officers and explain the procedure to be followed.
4. The Chair will ask:-
  - Is the applicant present
  - The applicant to introduce themselves
  - If the applicant is legally represented.
  - If the applicant/respondent has any witnesses and if so give their names and position.
5. The Licensing Officer will present the report before the Sub-Committee.
6. The applicant or their representative may ask the Licensing Officer questions about the report.
7. The Sub-Committee may also ask the Licensing Officer questions about the report.
8. The applicant or their representative will put their case, calling any witnesses to speak on their behalf (max 15 mins).
9. The Licensing Officer may then ask relevant questions of the applicant and any witnesses.
10. The Sub-Committee may ask relevant questions of the applicant and any witnesses.
11. The Licensing Officer may make a closing speech (max 5 mins).
12. The applicant or their representative may make a closing speech (max 5 mins).
13. The Sub-Committee will then consider its decision and will announce its decision with reasons.

14. The decision of the Sub-Committee together with rights of appeal will subsequently be confirmed to the applicant in writing.