

Rights of the Public to Speak at Licensing Regulatory Committee

- (a) Members of the public are permitted to speak on issues included on the Licensing Regulatory Committee agenda prior to the commencement of each item. This does not apply to items relating to individual licence applicants or licence holders (see below)
- (b) Notice of the wish to speak must be registered with Governance (Democratic Services) in writing, by email or by telephone before 12 noon on the third working day before the Committee meets. As the Committee generally meets on Thursday, this will normally be the Monday before the meeting.
- (c) It is the responsibility of the person wishing to speak to find out the appropriate date that the Committee will consider the item of business that they wish to speak on. This information can be obtained from Governance (Democratic Services). Late requests to speak at Committee will not be considered.
- (d) Any request to speak must include the person's name, address and contact telephone number, together with details on the item they wish to speak on. A written version of their speech must be supplied to the Head of Governance in advance, not later than 48 hours before the meeting, who shall not accept the request to speak as valid unless satisfied that the speech is proper to be presented..
- (e) Persons who have registered to speak should be in attendance 15 minutes prior to the commencement of the meeting to enable a list of speakers present to be passed to the Chairman. Any latecomers who have not confirmed their intention to speak in accordance with this requirement will only be allowed to speak at the discretion of the Chairman.
- (f) Governance (Democratic Services), having received notice from persons wishing to speak will re-order the agenda to enable items with public participation to be considered early in the meeting, although this will be balanced with the needs of individuals who are attending to make representations on exempt /confidential items.
- (g) There will be a maximum of three speakers on each item of business and a maximum of five minutes per speaker.
- (h) Any group of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking as part of the registration process. Only one representative of any trade association will be permitted to speak on any item of business.
- (i) Speakers must be prepared to respond to questions from Committee Members at the meeting if necessary. However, there will be no debate between a speaker and Members of the Committee on the matters raised by the speaker.

- (j) Once the public speakers have spoken on an item of business, the Committee will debate the item and make a decision, and there will be no further contributions from the public during this process.

Procedure for Individual Applications/Licences

- (k) Where an item on the agenda of the Licensing Regulatory Committee relates to an individual licence holder or licence applicant, the individual will be entitled to attend the meeting and make oral representations to the Committee, and may be represented by a solicitor or barrister or any other representative, and may call witnesses. The press and public will generally be excluded because the matter will relate to exempt or confidential information.
- (l) The Licensing Manager or her representative will present the report, and will call oral evidence if appropriate. The individual applicant/licence holder will have the opportunity to question the officer(s) and any witnesses. Members of the Committee will then have the opportunity to question the officer(s) and any witnesses.
- (m) The individual applicant/licence holder and/or their representative may then make oral representations to the Committee and may call any witnesses. The Licensing Manager or her representative will have the opportunity to question the individual and any witnesses. Members of the Committee will then have the opportunity to question the individual and any witnesses.
- (n) The Licensing Manager or her representative will have the opportunity to sum up, and the individual applicant/licence holder will have the opportunity to sum up.
- (o) The Committee will then make its decision in private, advised by the Committee's legal adviser and democratic support officer, and the decision will then be announced to those who have participated in the item.
- (p) If appropriate, arrangements may be made in advance of the meeting for the Committee to inspect any vehicle that the item relates to.