

## **LICENSING SUB-COMMITTEE (STREET TRADING)**

### **PROCEDURE NOTE**

#### **STREET TRADING APPLICATIONS**

##### **Introductions**

1. The Chairman introduces him/her self and makes the following statement:-

Presentations to this Sub-Committee are not given under oath. However, I would like to remind all parties that the highest standards are expected and any deviation from these high standards could possibly influence any decision of the Committee.
2. Chairman invites Sub-Committee Members to identify themselves.
3. Chairman introduces Councillors other than Sub-Committee Members (if any).
4. Chairman requests representatives of Legal and Democratic Services to identify themselves.
5. Chairman requests names of persons wishing to be heard by Committee, where appropriate:-
  - (1) The Applicant(s)
  - (2) Officer(s) representing the Head of Worcestershire Regulatory Services
  - (3) Officer(s) representing the Highway Authority
  - (4) Officer(s) representing the Police
  - (5) Chief Executive Worcester BID
  - (6) Community Safety Co-Ordinator
  - (7) Other Representors

##### **Preliminary**

6. Chairman ascertains whether Applicant(s) is aware that he/she could be represented.
7. Applicant(s) requested to confirm that he/she is satisfied with the procedure to be followed as set out in this Procedure Note.
8. Details of application to be given by the representative of the Head of Worcestershire Regulatory Services.

##### **The Hearing**

9. Applicant(s) invited to present his/her application and call witnesses (if present).

10. Applicant(s) may be asked questions by:-
  - (1) Members of the Sub-Committee
  - (2) Officer(s) representing the Head of Worcestershire Regulatory Services
  - (3) Officer(s) representing the Highway Authority
  - (4) Officer(s) representing the Police
  - (5) Chief Executive Worcester BID
  - (6) Community Safety Co-Ordinator
  - (7) Other Representors.
11. Officer representing the Head of Worcestershire Regulatory Services invited to make representations.
12. Officer representing the Head of Worcestershire Regulatory Services may be asked questions by:-
  - (1) Members of the Sub-Committee
  - (2) The Applicant(s)
  - (3) Officer(s) representing the Highway Authority
  - (4) Officer(s) representing the Police
  - (5) Chief Executive Worcester BID
  - (6) Community Safety Co-Ordinator
  - (7) Other Representors.
13. Officer representing the Highway Authority invited to make representations.
14. Officer representing the Highway Authority may be asked questions by:-
  - (1) Members of the Sub-Committee
  - (2) Applicant(s)
15. Officer representing Police invited to make representations.
16. Officer representing Police may be asked questions by:-
  - (1) Members of the Sub-Committee
  - (2) Applicant(s)
17. (3) Chief Executive Worcester BID invited to make representations.
18. Chief Executive Worcester BID may be asked questions by:-
  - (1) Members of the Sub-Committee
  - (2) Applicant(s)
19. Community Safety Co-Ordinator invited to make representations.
20. Community Safety Co-Ordinator may be asked questions by:-
  - (1) Members of the Sub-Committee
  - (2) Applicant(s)

21. Other Representors invited to make representations.
22. Other Representors may be asked questions by:-
  - (3) Members of the Sub-Committee
  - (4) Applicant(s)
23. The Officer representing the Legal Services Manager may ask question of any party for clarification.
24. Applicant(s) invited to make final statement.

-----

25. At the conclusion of the hearing all parties with the exception of Members of the Sub-Committee and the representatives of Legal and Democratic Services requested to leave the room to enable the Sub-Committee to consider and determine the application.
26. All parties may be recalled if the Sub-Committee seeks clarification on any point to enable it to come to a determination. All parties with the exception of the Members of the Sub-Committee and the representatives of Legal and Democratic Services will then be required to leave the room.
27. All parties will be recalled and the Chairman will announce the decision of the Sub-Committee together with reasons for that decision, together with, if appropriate, any conditions to be attached to the grant of any Licence.
28. The decision of the Sub-Committee will be confirmed in writing to the Applicant within seven working days of the hearing.