



GUILD FORD
B O R O U G H

**LICENSING REGULATORY SUB-COMMITTEE
STREET TRADING APPLICATIONS:
SUMMARY OF PROCEDURE**

- Chairman introduces Sub-Committee Members and invites those persons present to identify themselves (their details will be set out on a separate sheet).
- Chairman informs those persons present that they may have five minutes each to address the Sub-Committee. The same maximum period of time is to be allowed for each person. (Where possible persons with the same interest are encouraged to nominate one spokesperson to speak on their behalf, this could be a local resident or Ward Councillor. Additional speakers will be permitted at the Chairman's discretion if different points are going to be raised).
- The Chairman will remind speakers that any person wishing to question anybody else should ask permission from the Sub-Committee, and should say why they feel questioning will assist the Sub-Committee.
- Chairman invites the Licensing Officer to present his/her report and to draw to the attention of Members any specific matters referred to in the report.
- Chairman to confirm in circumstances where the applicant or any of the persons who have made representations are not present that their application (if the applicant is not present) or written representations (if any of the objectors are not present) will be considered by the Sub-Committee at the meeting.
- Chairman confirms that Members have all read the report and reminds speakers that there is no need to repeat any matter that is covered in the report and supporting paperwork.
- Speakers invited to address Sub-Committee in the following order:
 - (a) Applicant
 - (b) Objector(s)
- Members may ask questions of any person present
- Chairman invites speakers to make closing speeches, reminding them not to raise any new matters. If they do not wish to say anything in closing, Chairman may wish to remind the speakers that they do not need to feel obliged to do so. Closing speeches to be in the following order –
 - (a) Objector(s)
 - (b) Applicant
- Chairman asks the Licensing Officer to sum up for the benefit of the Members.
- Chairman asks the legal adviser whether they wish to give any legal guidance to Members.
- The Sub-Committee comes to a decision about the application in public and announces their decision to the attendees.