

STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

Licensing and Regulatory Committee

26th June 2015

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| TITLE: | Update of Sub-Committee Hearing Procedures |
| PORTFOLIO: | Cllr. A.S. Forrester – Deputy Leader and Portfolio Holder for the Environment |
| OFFICER: | Executive Director (Place) |
| WARD: | Non-Specific |

Appendices Attached

Appendix A – Current Procedure for Licensing Act 2003 Applications

Appendix B – Proposed Procedure for Licensing Act 2003 Applications

Appendix C – Proposed Procedure for Licensing Act 2003 Applications (Reviews Only)

Appendix D – Current Procedure for Taxi/Private Hire Applications

Appendix E – Proposed Procedure for Taxi/Private Hire, Street Trading and Sex Establishments

1 Reason for the report

- 1.1 The procedures currently used for Sub-Committee Hearings need to be updated to reflect best practice and ensure a fair hearing is given to all parties.

2 Recommendation

- 2.1 2.2 That the Committee approve the updated procedures.

3 Executive Summary

- 3.1 Under the provisions of the Licensing Act 2003, Gambling Act 2005 and Local Government (Miscellaneous Provisions) Acts 1976 and 1982 hearings must be held by the Local Authority to determine applications that receive representations, fall outside of Local Authority Policy and/or Conditions, where a review is made or cause concern to the Licensing Department.

AGENDA ITEM 9

3.2 Section 10(4) of the Licensing Act 2003 provides which applications must go to a hearing of the Licensing Sub-Committee, and they are listed below:

- Grant of a new or variation to a premises licence that has received representations;
- Grant of a new or variation to a club premises certificate that has received representations;
- Review and Expedited Review applications in respect of a premises that holds a premises licence or club premises certificate;
- When an objection is made by the Police to a Transfer of Premises Licence, Interim Authority or Variation of Designated Premises Supervisor;
- When an objection is made by the Police or Environmental Health Department to a Temporary Event Notice;
- Grant new Personal Licences if the Police have objected;
- Revocation of Personal Licences following convictions of the holder.

3.3 Part II of the Local Government (Miscellaneous Provisions) Act 1976 provides the type of applications to be made to the Local Authority in respect of Hackney Carriage and Private Hire Licences for determination. The issues to be considered by the Sub-Committee are listed below:

- Grant, renewal, suspension or revocation of a drivers licence;
- Grant, renewal, suspension or revocation of a vehicle licence;
- Grant, renewal, suspension or revocation of an operator licence.

3.4 Schedules 3 and 4 of the Local Government (Miscellaneous Provisions) Act 1982 provides the type of applications to be made to the Local Authority in respect of Street Trading and Sex Establishments for determination. The issues to be considered by the Sub-Committee are listed below:

- Grant, renewal, transfer or revocation of a Sex Establishment licence;
- Grant, renewal or revocation of a Street Trading Consent/Licence.

3.5 We do not currently have a set procedure for Sex Establishments or Street Trading and it is felt that the types of applications are similar in nature to those of a Taxi/Private Hire application and therefore fit the same model of procedure.

3.6 We do not currently have a procedure for Sub-Committee hearings in respect of Gambling Act 2005 applications. We will be consulting the Licensing Committee in due course with a draft procedure.

4. **How this report links to Corporate Priorities**

- 4.1 The Staffordshire Moorlands Procedures to be used at Sub-Committee Hearings are integral to the licensing service, the provision of effective licensing arrangements and to ensure a fair hearing is given to all parties.

5. **Options and Analysis**

- 5.1 To approve the updated procedures as detailed in Appendices B, C and E of the report.

- 5.2 The current procedures were drawn up many years ago, and in the case of the Licensing Act procedures before the Council had any experience of dealing with these applications on a regular basis. The main changes seek to simplify the procedure for ease of use and also to reflect experience. Some parts of the procedure also deal with applications that did not exist at that time such as applications for summary review that may now be made by the police.

6. **Implications**

6.1

Community Safety - (Crime and Disorder Act 1998)

The usage of the procedures should have a positive impact on community safety by only granting licences when safe and appropriate to do so, and assist in the reduction of crime.

6.2

Workforce

None

6.3

Equality and Diversity/Equality Impact Assessment

This report has been prepared in accordance with the Council's Diversity and Equality Policies.

6.4

Financial Considerations

No additional financial resources are required.

6.5

Legal

The hearing of licensing applications is a legal function of the Council and the procedures are formal documents that allow for the functions to be carried out within the provisions of the legislation. There is an appeal process to Magistrates' Court for nearly all Local Authority licensing applications. If hearings are not carried out fairly or in accord with Regulations (where there are such Regulations) it leaves the Council open to costs on appeal or unenforceable decisions.

6.6

Sustainability

N/A

6.7

Risk Assessment

The Sub-Committee Hearing procedures will be monitored and can be reviewed at any time if considered necessary and appropriate.

DAI LARNER
Executive Director (Place)

| Background Papers | Location | Contact |
|--------------------------|--|---|
| Current procedures | www.staffsmoorlands.gov.uk | Matt Burton Senior Licensing Officer Tel: 01298 28400 Ext:4450 |

Procedure at hearings before the Licensing sub-Committees

(Please read the notes at the end of this Procedure)

Notice prior to the hearing

Before any hearing of the licensing sub-committee the Council will notify all parties of the hearing and will include a copy of this document setting out the procedure to be followed at the hearing.

Conduct of the hearing

- 1. The Chair will introduce each of the Committee members and then each of the supporting staff**
- 2. The Chair will ask each party to introduce themselves and their representatives**
- 3. The Chair will indicate any housekeeping points including such information as fire exits, site visits and timing of the hearing.**
- 4. The Chair will confirm that all the parties have a copy of this document setting out the procedure**
- 5. The Chair will check with the Licensing Officer:-**
 - (a) Whether any application has been made by any party for someone to represent them or speak for them at the hearing**

If there are any, the Licensing Officer should give details of that request and any information that the applicant or relevant representatives have given as to why the person is required at the hearing.

If there are any the Committee should then decide whether it has any objections to the representative appearing as requested
 - (b) Whether the Council has asked the applicant or anyone who has made representations to clarify any point**

If there are any the Licensing Officer should give details of the clarification requested.

Opening statement by the Applicant

- 6. The Chair will ask the Applicant if he wants to make an opening statement to the Committee.**

The Applicant has a maximum time limit of ten minutes (see notes)
- 7. The Chair will ask members of the Committee whether there are any points that they want to raise with the applicant or his representative (see notes).**

Opening statement by other parties

8. **The Chair will ask each of the other parties in turn if they want to make an opening statement to the Committee.**

*The order in which the Chair should ask the other parties (where relevant) is **Police, Fire and Rescue Service, Environmental Health Officers, Social Services, Weights and Measures authority, Planning authority and then members of the public.***

The parties have a maximum time limit of ten minutes each (see notes)

9. **The Chair will ask members of the Committee whether there any points that they want to raise with the parties or any witness that they have produced** (see notes)

Final statement by other parties

10. **The Chair will ask each of the parties other than the applicant in turn if they want to make a final statement to the Committee.**

*The order in which each party will be asked to give a final address will be the opposite of the order in which they gave evidence and will be (where relevant) **members of the public, Planning authority, Weights and Measures authority, Social Services, Environmental Health Officers, Fire and Rescue Services, and Police.***

The parties have a maximum time limit of five minutes each (see notes).

11. **The Chair will ask members of the Committee whether there any points that they want to raise with the parties** (see notes)

Final statement by the Applicant

12. **The Chair will ask the applicant if he wishes to make a final statement to the Committee.**

The applicant has a maximum time limit of five minutes for the address (see notes).

13. **The Chair will ask Members of the Committee whether there are any points they want to raise with the applicant.** (see notes)

Conclusion

14. **The Committee will then withdraw to make a decision on the matter with reasons which will be given before the end of the hearing.**

The notice of determination will be issued to the applicant and the parties as soon as possible after the hearing

NOTES

- The parties referred to in the procedure are those parties who have received formal notification from the Council of the hearing. This will include the applicant and those who have made representations within the statutory time limit
- Every party is entitled to be represented at the hearing and any reference to a party or the applicant in the procedure shall include his representative if appropriate provided that the party has given the appropriate notice to the Council before the hearing
- The hearings will be held in public unless Members consider that it would not be appropriate in line with regulation 14(2)(3) of the Licensing Act 2003 (Hearings) Regulations 2005. The parties will be notified if this is the case.
- A hearing may proceed in the absence of the applicant or any of the parties if they have not arrived by the time given for the hearing and the Committee consider that it is appropriate to continue
- The parties should assume that the Committee have all read the Committee report and that the Committee does not require any further information in respect of matters referred to in the report, unless the Committee members specifically request that information
- Each party has ten minutes in which to make their opening statement. They should restrict themselves to the following matters
 - (a) Clarification of any matters of which the party was notified in writing by the Council
 - (b) Any information which is not included in the party's relevant representation and which the party would like to notify to the Committee
 - (c) Information from a witness where the Committee has agreed at 5(a) above that the witness can give evidence
- Each party will have five minutes in which to make their final statement
- If there is more than one objector to the application, the Chair may ask whether each objector wishes to be heard, or whether the objectors wish one of their number to speak for all of them.
- Each party has only the ten minutes or five minutes time limit. The time limit must include any evidence or statements which others make on behalf of the party.

- If a party continues over the time limit, the Chair will ask the party to finish their statement as soon as possible. Where an applicant or other party to the hearing is unable to comply with the specified limitations in which to make representations due to disability or physical incapacity then the Chair may exercise discretion to extend the time limit in which parties may make representations.
- The Licensing sub-committee members can ask questions of each party after either the original statement or the final statement. None of the parties are allowed to cross examine any other party or their witnesses. The Committee may agree that a party may ask a question (not cross examine) but this will only be in exceptional circumstances.
- This procedure will apply to reviews as well as applications. In the case of a review, the person applying for the review will be the applicant. The licence holder will be treated as a party who has made a representation.
- In the case of the hearing of a review, the time limits for the opening statements and the final statements may be varied at the discretion of the Chairman, and will then apply to all parties equally. This variation may be confirmed to the parties before the hearing or may be considered by the Chairman at the hearing on an application by any of the parties.

February 2008

**HEARING BEFORE THE LICENSING SUB-COMMITTEE OF STAFFORDSHIRE
MOORLANDS DISTRICT COUNCIL**

APPLICATION FOR A LICENCE UNDER THE LICENSING ACT 2003

ORDER OF PROCEEDINGS

1. The Chairman will introduce everyone in the room, explain that this is the procedure the Sub-Committee will be following.
2. Members of the Sub-Committee will indicate if they have any interests to declare in accordance with the Localism Act 2011.
3. The Sub-Committee will consider any request made by any party for permission for another person to appear at the hearing.
4. The Licensing Officer/Manager, will very briefly summarise the report (bearing in mind everyone has already read it) focusing on any new matters, if any, arising since the report was finalised.
5. The applicant may then ask the Officer questions, followed by the Objector(s) and then Sub-Committee members.⁽¹⁾
6. Any objector(s) to the application or to retention of the licence may make a statement in support of their objection
7. The applicant may then ask the objector(s) questions, followed by the Licensing Officer/Manager and then Sub-Committee members.
8. The applicant may make a statement in support of their application.
9. The objector(s) may then ask the applicant questions, followed by the Licensing Officer/Manager and then Sub-Committee members.
10. The Licensing Officer/Manager makes a final statement; the objector(s) make a final statement and the applicant makes a final statement. ⁽²⁾
11. The legal officer present will give any legal advice required if not already contained within the committee report.
12. If the decision is likely to take some time to determine parties will be discharged and informed of the decision by e-mail or post, otherwise the Sub-Committee will retire with the legal officer or the parties will be asked to wait outside while the Sub-committee consider their decision.
13. Reasons for the decision will be given and provided to the parties in writing within 5 working days of the hearing together with any rights of appeal against the decision.

(1) Questions must be limited to questions relevant to the application and the four licensing objectives.

(2) Note: no new matters or evidence may be introduced in final statements

OTHER IMPORTANT INFORMATION:

This procedure note is designed for Licensing Sub-Committee hearings relating to applications made under the Licensing Act 2003.

Hearings will take place for all applications where objection has been made to an application, this could be a grant or a renewal. This person is referred to as the applicant. Reference to an applicant or objector includes their representative if they have one.

Parties may have assistance from another person or a representative at the hearing who may or may not be legally qualified. All parties must give the Council at least 5 working days notice in writing of whether⁽³⁾:

- they or their representative intends to come to the hearing
- they are making a request for permission to bring any other person to appear at the hearing, or
- they consider that a hearing is unnecessary.

Any additional material, evidence or papers, to be introduced by any party must be sent to the licensing section in advance of the hearing. Material produced at the hearing will only be allowed with the consent of all the parties.

All parties must read all the papers before the hearing takes place.

Parties should present themselves to reception at the designated meeting place at least 15 minutes before the hearing and ask for the licensing officer. If there is more than one hearing parties may have to wait to be heard and are thanked for their patience in advance.

The Sub-Committee may proceed in the absence of any party on a failure to attend unless it considers it to be in the public interest to adjourn to a specified date and if it does proceed will take into account any written information that has already been presented.

Hearings will be open to the public unless they are considered to be exempt in accord with regulation 14(2) of the Licensing Act 2003 (Hearings) Regulations 2005. .

Although there are no rules on how long any party can speak for, parties will be stopped from speaking if they are being repetitive or raising matters irrelevant to the matter at hand. The sub-committee will only be interested in hearing about the matters which the police or other objectors have made representation about (as set out in the report to the Sub-Committee) and they will not consider those parts of the application which are not disputed.

Equally the sub-committee can only hear representations which are relevant to the licensing objectives – i.e. issues related to crime and disorder, public safety, public nuisance and the protection of children, a point is best made if it is made concisely and directly.

If any party has been given notice under Regulation 7(1)(d) of the Licensing Act 2003 (Hearings) Regulations by the Council that clarification on any particular point is wanted then that party may give that further information in support of their application, representations or notice (as applicable).

(3) Note that in the case of a hearing under s.48 (3) (cancellation of interim authority notice following police objection or s.105(2)(a) (counter notice following police objection to a TEN) the notice period is 1 working day.

If there is more than one objector making the same or similar points they will be asked to appoint a spokesperson to speak on their behalf to prevent repetition.

In order to ensure that all parties receive a fair hearing, this procedure may be waived, altered or modified by the Sub-Committee.

If any party has any special needs regarding access, hearing or vision, this should be brought to the Licensing Officers attention prior to the hearing in order that appropriate provision may be made in advance if required.

**HEARING BEFORE THE LICENSING SUB-COMMITTEE OF STAFFORDSHIRE
MOORLANDS DISTRICT COUNCIL**

APPLICATION FOR A REVIEW OF A LICENCE UNDER THE LICENSING ACT 2003

ORDER OF PROCEEDINGS

1. The Chairman will introduce everyone in the room, explain that this is the procedure the Sub-Committee will be following.
2. Members of the Sub-Committee will indicate if they have any interests to declare in accordance with the Localism Act 2011.
3. The Sub-Committee will consider any request made by any party for permission for another person to appear at the hearing.
4. The Licensing Officer/Manager, will very briefly summarise the report (bearing in mind everyone has already read it) focusing on any new matters, if any, arising since the report was finalised.
5. The applicant for review may then ask the Officer questions, followed by the Licensee and then Sub-Committee members.⁽¹⁾
6. The applicant for review may make a statement explaining their application.
7. The Licensee may then ask the applicant for review questions, followed by the Licensing Officer/Manager and then Sub-Committee members.
8. The Licensee may make a statement regarding their licence.
9. The applicant for review may then ask the Licensee questions, followed by the Licensing Officer/Manager and then Sub-Committee members.
10. The Licensing Officer/Manager makes a final statement; the applicant for review makes a final statement and the Licensee makes a final statement. ⁽²⁾
11. The legal officer present will give any legal advice required if not already contained within the committee report.
12. The Sub-Committee will retire with the legal officer or the parties will be asked to wait outside while the Sub-committee consider their decision.
13. Reasons for the decision will be given and provided to the parties together with information regarding any rights of appeal against the decision.

(1) Questions must be limited to questions relevant to the application and the four licensing objectives.

(2) Note: no new matters or evidence may be introduced in final statements

OTHER IMPORTANT INFORMATION:

This procedure note is designed for Licensing Sub-Committee hearings relating to reviews and summary reviews made under the Licensing Act 2003.

The person who makes the application for review is referred to as the applicant for review or applicant. Reference to an applicant or Licensee includes their representative if they have one.

Parties may have assistance from another person or a representative at the hearing who may or may not be legally qualified. All parties must give the Council at least 5 working days notice in writing of whether⁽³⁾:

- they or their representative intends to come to the hearing
- they are making a request for permission to bring any other person to appear at the hearing, or
- they consider that a hearing is unnecessary.

Any additional material, evidence or papers, to be introduced by any party must be sent to the licensing section in advance of the hearing. Material produced at the hearing will only be allowed with the consent of all the parties.

All parties must read all the papers before the hearing takes place.

Parties should present themselves to reception at the designated meeting place at least 15 minutes before the hearing and ask for the licensing officer. If there is more than one hearing parties may have to wait to be heard and are thanked for their patience in advance.

The Sub-Committee may proceed in the absence of any party on a failure to attend unless it considers it to be in the public interest to adjourn to a specified date and if it does proceed will take into account any written information that has already been presented.

Adjournments may not be possible in the case of applications for review under sections 167 and 53A or where an adjournment would result in an application being either automatically granted or rejected as a result.

Hearings will be open to the public unless they are considered to be exempt in accord with regulation 14(2) of the Licensing Act 2003 (Hearings) Regulations 2005. .

Although there are no rules on how long any party can speak for, parties will be stopped from speaking if they are being repetitive or raising matters irrelevant to the matter at hand. The sub-committee will only be interested in hearing about the matters which the applicant for review has made representation about (as set out in the report to the Sub-Committee) and they will not consider matters which are not brought forward as part of the review.

Equally the Sub-Committee can only hear representations which are relevant to the licensing objectives – i.e. issues related to crime and disorder, public safety, public nuisance and the protection of children, a point is best made if made concisely and directly.

(3) Note that in the case of hearings under s.48 (3) and s.105(2)(a) the notice period is 1 working day. Applications under sections 167(5)(a), 53C and paragraphs 4(3)(a), 16(3)(a) and 26(3)(a) of Schedule 8 require 2 working days

If any party has been given notice under Regulation 7(1)(d) of the Licensing Act 2003 (Hearings) Regulations by the Council that clarification on any particular point is wanted then that party may give that further information in support of their application, representations or notice (as applicable).

In order to ensure that all parties receive a fair hearing, this procedure may be waived, altered or modified by the Sub-Committee.

If any party has any special needs regarding access, hearing or vision, this should be brought to the Licensing Officers attention prior to the hearing in order that appropriate provision may be made in advance if required.

Hackney Carriage / Private Hire Vehicle Sub Committee

Rules of Procedure when determining Licence applications

The Hackney Carriage / Private Hire Vehicle Sub Committee should be conducted in an informal manner. The rules as to evidence do not apply and evidence / statements made by applicants when interviewed are not given under oath. Nevertheless it is desirable that the Sub Committee has a well-defined rules of procedure to ensure that a fair and orderly hearing is given to all applicants. It should also be noted that the applicant has a right of appeal to the Magistrates court and procedures may be questioned. Bearing these points in mind, the following order of proceedings will apply:-

1. The Chair will ask the applicant to introduce him/her self and his/her legal representative (if any) and then will identify everyone in the room.
2. The Licensing Manager, or substitute, will then be invited to comment on the application.
3. Council members may then ask officers questions, followed by the applicant.
4. The applicant and or his/her legal representative will be asked to present his/her case for the grant, renewal of the licence.
5. Council members of the Sub Committee may ask questions of the applicant, followed by the Licensing Manager, or substitute.
6. The Licensing Manager, or substitute, will then be allowed to make a final statement, followed by the applicant, before the Sub Committee considers the application.
7. The applicant and any officers present will leave the room whilst the application is being considered. NB the councils legal representative, if present, will remain in order to record any decision and advice, if requested, on procedure / matters of law etc. They will take no part in the making of the decision.
8. If it is necessary to request any party to provide further information or clarify a point, all parties must be recalled.
9. Committee members should confine themselves to asking questions only when the applicant is present and must not indulge in any discussion on the merits of the application before adjourning to consider their decision.
10. When the Sub Committee has reached its conclusion all parties will be recalled and the Chair will inform the applicant of the decision and any conditions (if any) that have been attached to the licence, or the reasons for refusal.

11. The information will be given to the applicant in writing as soon as it is practicable together with rights of appeal.
12. The Chair will either close the meeting or proceed to the next item of business.

POINTS TO NOTE IN REACHING A DECISION

1. A Licensing Authority must determine if an applicant is a *“fit and proper”* person. Such considerations may include:-
 - a) The Applicants character and previous convictions – Information provided by the Police
 - b) Health, Temper and disposition – Information provided by the applicants medical advisor
2. Conditions can be attached to licenses – such as shorter licence period.

APPEALS

Applicants who are refused a licence or licence holders who are aggrieved by the imposition of any term, condition or restriction have a right of appeal to the Magistrates Court.

Thereafter, there is a further right of appeal to the Crown Court which may be exercised either by the Licence applicant if unsuccessful in the Magistrates Court, or by the licensing authority if the licence applicant is successful.

Further, if it is possible for the applicant or the licencing authority to appeal on a point of law or jurisdiction to the High Court.

Staffordshire Moorlands District Council Licensing Sub Committee

Rules of Procedure

The following order of proceedings will apply at the hearing:-

1. The Chairman will introduce everyone in the room.
2. Members of the Sub-Committee will indicate if they have any interests to declare in accordance with the Localism Act 2011
3. The Licensing Officer/Manager, will very briefly summarise the report (bearing in mind everyone has already read it) focusing on any new matters, if any, arising since the report was finalised.
4. The applicant/licensee may then ask the Officer questions, followed by the Objector(s) and then Sub-Committee members.
5. Any objector(s) to the application or to retention of the licence may make a statement in support of their objection
6. The applicant/licensee may then ask the objector(s) questions, followed by the Licensing Officer/Manager and then Sub-Committee members.
7. The applicant/licensee may make a statement in support of their application or addressing the objection to their licence.
8. The objector(s) may then ask the applicant/licensee questions, followed by the Licensing Officer/Manager and then Sub-Committee members.
9. The Licensing Officer/Manager makes a final statement. (1)
10. The objector(s) make a final statement. (1)
11. The applicant/licensee makes a final statement. (1)
12. The legal officer present will give any legal advice required if not already contained within the committee report.
13. If the decision is likely to take some time to determine parties will be discharged and informed of the decision by e-mail or post, otherwise the Sub-Committee will retire with the legal officer or the parties will be asked to wait outside while the Sub-committee consider their decision.
14. Reasons for the decision will be given and provided to the parties in writing as soon as practicable together with any rights of appeal against the decision.

(1) Note: no new matters or evidence may be introduced in final statements

Notes:

This procedure note is designed for all Licensing Sub-Committee hearings relating to licensing matters save those under the Licensing Act 2003.

Hearings will take place for all applications where objection has been made to an application, this may be in relation to a grant or a renewal. This person is referred to as an applicant. Hearings will also take place for objections to retention of a licence if the licensee has breached their licence conditions or for any other relevant reason. This person is referred to as a licensee. Reference to an applicant, licensee or objector includes their representative if they have one. This person may or may not be legally qualified.

Hearings will be open to the public unless they are considered to be exempt under Schedule 12A to the Local Government Act 1972. The Agenda will indicate whether this is the case in advance however, the Sub-Committee may exclude the public if confidential or exempt information needs to be disclosed at the meeting.

All parties must read all the papers before the hearing takes place.

Parties may have a representative at the hearing who may or may not be legally qualified. All parties must give the Council at least 5 working days notice in writing of whether:

- they or their representative intends to come to the hearing
- they are making a request for permission to bring any other person to appear at the hearing, or
- they consider that a hearing is unnecessary.

Any additional material, evidence or papers, to be introduced by any party must be sent to the licensing section in advance of the hearing. Material produced at the hearing will only be allowed with the consent of all the parties.

Parties should present themselves to reception at the designated meeting place at least 15 minutes before the hearing and ask for the licensing officer. If there is more than one hearing parties may have to wait to be heard and are thanked for their patience in advance.

Although there are no rules on how long any party can speak for, parties will be stopped from speaking if they are being repetitive or raising matters irrelevant to the matter at hand. A point is best made if it is made concisely and directly.

The Sub-Committee may proceed in the absence of any party on a failure to attend unless it is in the public interest to adjourn to another date but will take into account any written information that has already been presented.

In order to ensure that all parties receive a fair hearing, this procedure may be waived, altered or modified by the Sub-Committee.

If any party has any special needs regarding access, hearing or vision, this should be brought to the Licensing Officers attention prior to the hearing in order that appropriate provision may be made in advance if required.