

COMMITTEE HEARINGS PROCEDURE LICENSING ACT 2003

COMMITTEE HEARING TO DETERMINE OBJECTIONS/REPRESENTATIONS

LICENSING ACT 2003

INFORMATION FOR PARTIES

PROCEDURE FOR DEALING WITH HEARINGS UNDER THE LICENSING ACT 2003 AND THE LICENSING ACT 2003 (HEARINGS) REGULATIONS 2005 (AS AMENDED)

1. RIGHT TO DISPENSE WITH HEARING UNDER THE ACT

- 1.1 The Act specifies various situations when a licensing authority must hold a hearing to consider either relevant representations or police objections to an application. This procedure applies to all such applications. The Regulations authorise the licensing authority to dispense with holding a hearing if all persons required by the Act ('relevant persons') agree a hearing is unnecessary and have notified the authority that they consider a hearing unnecessary. If the licensing authority agrees that no hearing is necessary it must forthwith give notice to all parties that the hearing has been dispensed with.

2. TIMING OF HEARING UNDER THE ACT

- 2.1 In relation to applications received under the Act, the authority shall arrange for hearings to be held within the periods of time specified in Annex 1 attached to this procedure (at column C).

3. NOTICE OF HEARING

- 3.1 The authority shall give due notice (column D) of any hearing held under the Act to those persons specified in the Schedule (column E) annexed to this procedure together with any documents required (columns F and G).
- 3.2 In the case of all other licensing hearings, the parties will be sent a notice of hearing at least 10 days before the day of the hearing.
- 3.3 In all cases the notice of hearing sent to the parties will include the following information:
- the date, time and place of the hearing;
 - the right of the party to be represented at the hearing by another person, whether that person is legally qualified or not (Regulation 15); subject to the power of the licensing authority to exclude him or her from any part of the hearing in the public interest (Regulation 14) or for disruptive behaviour (Regulation 25);

- the right of the party at the hearing to give further information where the authority has given notice to a party that it will want clarification of any point under Regulation 7 (1) (d), representations or notice (as applicable);
- the consequences if the party fails to attend or is not represented at the hearing;
- the procedure to be followed at the hearing
- any particular points on which the authority considers that it will want clarification from a party at the hearing;
- any information the licensing authority has received in support or opposition of the application (or a summary thereof, if appropriate).

3.4 In the notice of hearing the applicant will be asked if they have any special needs or requirements at the hearing and requested to notify the licensing authority of any difficulty in attending.

4. PARTY'S RESPONSE TO NOTICE OF HEARING

4.1 Following receipt of the notice of hearing the applicant must give to the authority within the period of time specified in Annexe 1 (column **H**) a notice stating:

- Whether he intends to attend or be represented at the hearing;
- Whether he considers a hearing to be unnecessary;
- Whether he wishes to make a request for any other person to appear at the hearing (e.g. a witness on an issue relevant to the licensing objectives which is in dispute.)
- Enclosing any documents on which he seeks to rely to support the representations already made, the application or the notice as the case may be. A summary of key points on which the party seeks to rely should be included

4.2 Where the time for a party to give his or her response to the Notice of Hearing is not stated in the Regulations it must be given no later than 5 working days before the first day of the hearing

4.3 A party must include with their notice requesting permission for another person to appear at the hearing details of the name of that person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request.

4.4 Parties who do not comply with the requirements of this paragraph 4 have no right to be heard at the hearing.

5. RIGHT TO DISPENSE WITH HEARING IF ALL PARTIES AGREE

5.1 The authority may dispense with a hearing if all persons required by the Act agree that a hearing is unnecessary, other than the authority itself, have given notice to the authority that they consider a hearing to be unnecessary.

5.2 If all the persons required to agree that a hearing is unnecessary have done so in accordance with paragraph 5.1, then if the authority agrees a hearing is unnecessary it will give notice forthwith to the parties that the hearing has been dispensed with.

6. WITHDRAWAL OF REPRESENTATIONS

- 6.1 Representations may be withdrawn either by giving written notice to the authority no later than 24 hours before the day of the hearing, or orally at the hearing.

7. POWER TO EXTEND TIME OR ADJOURN HEARING

- 7.1 The licensing authority may extend time limits specified in the Regulations for a specified period where it considers this necessary in the public interest. Notice of the period of any extension must be given to the parties forthwith stating the reasons.

- 7.2 The licensing authority may adjourn a hearing to a specified date, or arrange for it to be held on specified additional dates, where it considers this necessary for its consideration of any representations or notice made by a party. Notice of the date, time and place to which the hearing has been adjourned, or specified an additional date, time and place at which the hearing is to be held, must be given to the parties forthwith.

- 7.3 Matters may be adjourned to enable the sub-committee's time to be used efficiently. This means that the parties to all hearings should not expect that their case will necessarily be heard in full on the first date it is listed, particularly if it appears complex or likely to take up more time than is available on that day. Adjournments may also be useful in cases where the parties need time to discuss their respective positions with a view to resolving objections.

- 7.4 The authority may not exercise the powers to extend time limits or adjourn hearings such that the effect will be to treat the following applications made during the transitional period as being either granted or rejected or it would fail to reach a determination on a review within the statutory period for that type of application. This is because the Act sets out time limits for the authority to deal with applications in the transitional period which are calculated from the date of receipt of a valid application by the authority as follows:

- conversion of an existing licence to a new "premises" licence (2 months);
- variation of a new "premises" licence (2 months);
- conversion of a club registration certificate to club premises certificate; (2 months);
- variation of a new club premises certificate (2 months);
- determination of a personal licence application under 'grandfather rights'; (3 months);
- review of a premises licence after a closure order (28 days).

- 7.5 In any other case the sub-committee may adjourn a hearing where it considers this necessary in the public interest.

8. PUBLIC ACCESS TO HEARINGS

- 8.1 Subject to 8.2, the licensing authority shall hear all matters in public except: -

- 8.1.1 where it considers the public interest in excluding the public outweighs the public interest in the hearing (or part of it) taking place in public
- 8.1.2 that it may require any person attending the hearing who in its opinion is behaving in a disruptive manner to leave the hearing and may:
- refuse to permit that person to return;
 - permit them to return only on such conditions as the authority may specify;
 - but such a person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.
- 8.2 The sub-committee will normally exclude the public from the part of the hearing when they make their determination (decision) in the case.

9. PROCEDURE AT HEARING

- 9.1 This procedure will apply to the Licensing Act 2003 hearings by the Licensing Committee and its sub-committees. The Chairman shall have the power to determine procedural matters to the extent they are not already governed by the Regulations. The sub-committee will appoint its Chairman at the beginning of the meeting.
- 9.2 The Chairman will open the sub-committee and will remind members of their obligation to declare any personal and prejudicial interests. Ward members are not prevented by the legislation from hearing matters in their ward but will need to consider carefully whether they have any connection with a particular matter which would lead an objective bystander to believe that the sub-committee might be biased as a result.
- 9.3 The Chairman will identify the Legal Advisor and the Member Services Officer for the benefit of those attending the hearing. The Chairman will explain that the Member Services Officer's role is to record the key points of the hearing and the Legal Advisor's role is to provide legal advice to Members of the sub-committee.
- 9.4 The Chairman will then explain to the parties present that the hearing is the subject of this procedure, copies of which will have been distributed to the parties with the notice of hearing. He will enquire of the parties whether there are any questions of clarification concerning its contents.
- 9.5 Each matter to be dealt with by the sub-committee will be called in turn, usually in the order listed on the sub-committee agenda. However, the Chairman may change the order at his/her discretion.
- 9.6 As each matter is called, the Chairman will ask the applicants and any other parties in the case to identify themselves and then consider any requests made by Parties for another person to appear at the hearing (e.g. a witness) provided he has already made such a request in writing in accordance with paragraph 4.3. Such permission shall not be unreasonably withheld.

- 9.7 If a party has informed the authority that he will not be attending or be represented at the hearing, it may proceed in his absence. If a party has informed the authority that he will attend or be represented and does not do so, Members will decide if it is in the public interest that the hearing of the matter should be adjourned, in which case the authority must notify the parties of the date, time and place to which the hearing has been adjourned.
- 9.8 Where the authority holds the hearing in the absence of a party who had indicated he would attend, the authority shall consider the application together with any representations made or notice given by that party. The sub-committee must give full reasons for proceeding in his/her absence. The Member Services Officer will record these reasons and the applicant will be informed of the decision.
- 9.9 Any documentary evidence or written representations lodged with the authority in response to the authority's notice of hearing (see paragraph 4.1) within the time periods specified in Annex 1 to this procedure will be made available to the sub-committee.
- 9.10 Where a party seeks to raise a new issue not raised in his response to the notice of hearing, it will be in the discretion of the Chairman whether to allow that matter to be introduced, and/or adjourn the hearing to another date.
- 9.11 The Chairman will ask the Licensing Manager who is presenting the case summary to identify him/herself. If the case is being held in private, or partly in public and partly in private, the Chairman will explain the hearing process to be adopted to all parties, which will be a modified form of this procedure but will give each party the opportunity to be heard.
- 9.12 The hearing shall take the form of a discussion led by the Chairman and assisted by the Legal Advisor as appropriate and cross-examination shall not be permitted unless the authority considers that cross-examination is required for it to consider the representations, application or notice as the case may require.
- 9.13 The Chairman may indicate at the outset any particular issues relating to the licensing objectives he will be seeking to explore in the course of the hearing. He may also seek to clarify the main outstanding areas of objection to the application before each party addresses the Committee. He may also seek to establish whether the applicant proposes further conditions in the light of relevant representations received.
- 9.14 The Licensing Manager will open the hearing with a summary of the relevant facts and issues.
- 9.15 The Chairman will ask each party to make their representations, including any documentary evidence they wish to rely on which was submitted in advance in accordance with paragraph 4.1, and call any witnesses in support of their application the Chairman has agreed may appear under paragraph 9.6.

- 9.16 The order of representations will normally be the applicant, the responsible authorities, and then the interested parties at the discretion of the Chairman.
- 9.17 The normal maximum time limit for each party to make their case and call any witnesses will be ten minutes, since all parties will have had the opportunity to make written representations and those received within the statutory time-limits will be circulated to the committee (summarised if lengthy). This time limit may be varied at the discretion of the Chairman, but the time limit will always be equal for all parties.
- 9.18 The Members of the Committee may ask questions of any party or other person at the hearing at any point in the hearing that the Chairman considers appropriate, through the Chairman if he so decides. Questions will normally be after the party has made their representations.
- 9.19 The Chairman will ask the Licensing Manager and any party whether they have any questions following each party's representations, after the sub-committee members have asked theirs. The Chairman will use his discretion to decide whether to permit direct questioning by each party of other parties, or whether the questions will be put by the Chairman himself. The Chairman has the right to curtail questioning at any time.
- 9.20 The content of any representations and/or documentary or other information on which a party seeks to rely should have been disclosed by that party to all parties prior to the hearing within the period of time specified in the Notice of Hearing. Additional representations and/or evidence, which have not been submitted to the authority before the hearing, may only be made or submitted at the hearing with the consent of all the other parties.
- 9.21 The sub-committee shall disregard any information given or evidence produced by a party which is not relevant to:-
- (a) their application, representations or notice (as applicable), and
 - (b) the promotion of the Licensing Objectives (prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm), or in relation to a hearing to consider a notice given by a chief officer of police, the crime prevention objective.
- 9.22 The Chairman may remind parties where necessary that their representations should be relevant to the licensing objectives. If in his opinion irrelevant representations are being made he may advise a party of the need for relevance, and if necessary curtail his representations on an irrelevant point.

10. EVIDENCE

- 10.1 The strict legal rules of evidence will not apply and evidence shall not be given on oath.

11. LEGAL ADVICE

11.1 The role of the sub-committee's Legal Advisor is to provide the Members with advice on: -

- questions of law;
- matters of practice and procedure;
- the options available to the sub-committee in making their decision;
- whether information or evidence is relevant to the licensing objectives;
- any relevant decisions of "superior courts" or other guidelines (e.g. – Government Guidance on the 2003 Act and the Council's Statement of Licensing Policy);
- other issues relevant to the matter before them (e.g. any consultation currently in progress through Council etc);
- where appropriate to assist the sub-committee in formulating the reasons for its decision.

11.2 The Legal Advisor may ask questions of parties and witnesses in order to clarify the evidence and any issues in the case.

11.3 The Legal Advisor has a duty to ensure that every case is conducted fairly.

12. DETERMINATION OF APPLICATIONS

12.1 When all the representations have been heard, the Members will withdraw while they make their deliberations in private. The Legal Advisor will only remain with the sub-committee if requested to give legal or procedural advice but not otherwise and will then return to the committee room while the Members make their decision. The Legal Advisor will explain to applicants/parties the reason for his being called to where the Members were deliberating (e.g. to advise on a point of law etc).

12.2 If the sub-committee needs to ask any further questions of either the applicant or any other party, all parties will be asked to return before the sub-committee.

12.3 In the case of hearings held under the following sections of the Act, the sub-committee must make its determination at the conclusion of the hearing:

- hearing to consider counter notice following police objection to temporary event notice [s.105(2)(a)];
- hearing to consider review of premises licence following closure order [s.167(5)(a)];
- hearing to determine application for conversion of existing licence to a licence [Schedule 8, para 4(3)(a)];
- hearing to determine application to vary a premises licence or the name of an individual as premises supervisor made at the same time as application to convert [s.34 or 37];
- hearing to determine application for conversion of existing club certificate to a club premises certificate [Schedule 8, para 16(3)(a)];

- hearing to determine application to vary a club premises made at the same time as application to convert [s.85];
- hearing to determine application by holder of a justices' licence for grant of personal licence [Schedule 8, para 26(3)(a)].

12.4 In any other case the authority must make its determination within the period of 5 working days beginning with the day (or the last day) on which the hearing was held.

12.5 Once the sub-committee has reached its decision the Member Services Officer and the Legal Advisor/MSO may withdraw to assist the Members in writing up their decision. Again the Legal Advisor will explain to applicants/parties the reason for his being called to where the Committee were.

13. NOTIFICATION OF DETERMINATION

13.1 The authority will send a notification of determination to a party forthwith upon making it, or where there is a particular period for notification specified in the Licensing Act, within that period.

13.2 Notification of determination will give reasons for the decision. If the licensing authority has departed from the statutory Guidance or from the Council's Licensing Policy, reasons should also be given for that departure.

13.2 Where the Act requires the Chief Officer of Police to receive notification of determination, and that Chief Officer has not been a party to the hearing, the authority shall send him that determination forthwith.

13.3 Notification of determination shall be accompanied by information concerning the right of a party to appeal.

13.4 Decisions of the Sub-Committee shall be that of the Licensing Authority. (i.e. Not individual Members).

14. QUORUM

14.1 The quorum for any hearing of a licensing sub-committee shall be three (3) members. No more and no less.

15. RECORD OF PROCEEDINGS

15.1 The authority shall provide for a record to be taken of the hearing in a permanent and intelligible form and kept for six years from the date of the decision or, where an appeal is brought against the decision of the authority, the disposal of that appeal. This shall be the responsibility of the Head of Legal and Member Services.

16. IRREGULARITIES

- 16.1 Any irregularity resulting from any failure to comply with any provision of the Regulations before the authority has made a decision shall not of itself render the proceedings void.
- 16.2 In the case of any such irregularity, where it considers that any person may have been prejudiced as a result, the authority shall take such steps, as it thinks fit to remedy the irregularity before reaching its decision.
- 16.3 The authority may correct clerical mistakes in any document recording a decision of the authority or errors arising in such a document from an accidental slip or omission.

17. FORM OF NOTICES

- 17.1 Any notices required to be given under this procedure must be given in writing.
- 17.2 The requirement that any notice must be given in writing is satisfied where: -
- (a) the text of the notice
 - (i) is transmitted by electronic means;
 - (ii) is capable of being accessed by the recipient;
 - (iii) is received in legible form, and;
 - (iv) is capable of being reproduced in written form and used for subsequent reference.
 - (b) the person to whom the notice is to be given has agreed that such a notice may be given to them by those electronic means, and
 - (b) forthwith on sending the text of the notice by electronic means the notice is given to the recipient in writing.
- 17.3 Where the text of the notice is transmitted by electronic means, the giving of the notice shall be effected at the time the text of the notice is received by the recipient in accordance with paragraph 17.2(a).

18. Costs

Only the Magistrates Court (when dealing with appeals) have the power to order costs. Neither the Licensing Committee nor its sub-committees have the legal power to award the costs incurred by a party in connection with a hearing under the Licensing Act. If a party has a lawyer or any other person to represent them it will be at their own expense before the Licensing Committee / sub-committee.

19. Licensing Act 2003 (Hearings) Regulations 2005 (as amended)

The interpretation provisions of the Regulations will apply to any term used in this procedure defined in the Regulations. In the event of any conflict between this Procedure and the regulations, the requirements of the regulations will prevail. The legal advisor will advise the committee should such an issue arise and the chairman's ruling on procedure will be final.

PROCEDURE FOR DEALING WITH PARTIES UNDER THE LICENSING ACT 2003 BY A LICENSING SUB-COMMITTEE

THE LICENSING ACT 2003 (HEARINGS) REGULATIONS 2005 (AS AMENDED)

ANNEX 1

Statutory Instrument 2005/44 & 2005/78

		Schedule 1		Schedule 2	Schedule 3		
	Provision under which hearing is held	Period of Time within which hearing must be held	Time by which notice of hearing must be given	Persons who must be given notice of hearing	Persons who must be sent documents with notice of hearing	Documents to accompany notice of hearing	Time within which applicant must give notice to the authority under R.8
A	B	C	D	E	F	G	H
1.	Section 18(3)(a) (determination of application for premises licence).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 17(5)(c)	No later than 10 working days before hearing	(1) the person who has made the application under section 17(1); (2) persons who have made relevant representations as defined in	The person who has made the application under section 17(1)	The relevant representations as defined in section 18(6) which have been made	No later than 5 working days before the day or the first day on which the hearing is to be held

				section 18(6)			
2.	Section 31(3)(a) (determination of application for a provisional statement)	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 17(5)(c) by virtue of section 30	No later than 10 working days before hearing	(1) the person who has made the application under section 29(2); (2) persons who have made relevant representations as defined in section 31(5)	The person who has made the application under section 29(2)	The relevant representations as defined in section 31(5) which have been made	No later than 5 working days before the day or the first day on which the hearing is to be held
3.	Section 35(3)(a) (determination of application to vary premises licence)	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 17(5)(c) by virtue of section 34(5)	No later than 10 working days before hearing	(1) The holder of the premises licence who has made the application under section 34(1); (2) Persons who have made relevant representations as defined in section 35(5)	The holder of the premises holder who has made the application under section 34(1)	The relevant representations as defined in section 35(5) which have been made	No later than 5 working days before the day or the first day on which the hearing is to be held
4.	Section 39(3)(a) (determination of application to vary premises)	20 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 37(5)	No later than 10 working days before hearing	(1) The holder of the premises licence who has made the application under section 37(1);	(1) the holder of the premises licence who has made the	The notices which have been given under section 37(6)	No later than 5 working days before the day or on the first day on

	licence to specify individual as premises supervisor)			(2) Each chief officer of police who has given notice under section 37(5); (3) The proposed individual as referred to in section 37(1)	application under section 37(1) (2) the proposed individual as referred to in section 37(1)		which the hearing is to be held
5.	Section 44(5)(a) (determination of application for transfer of premises licence)	20 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 42(6)	No later than 10 working days before hearing	(1) The person who has made the application under section 42(1) (2) Each chief officer of police who has given notice under section 42(6) (3) The holder of the premises licence in respect of which the application has been made or, if the application is one to which section 43(1)	(1) The person who has made the application under section 42(1) (2) The holder of the premises licence in respect of which the application has been made or, if the application is one to which section 43(1)	The notices which have been given under section 42(6)	No later than 5 working days before the day or on the first day on which the hearing is to be held

				applies, the holder of that licence immediately before the application was made	applies, the holder of that licence immediately before the application was made		
6.	Section 48(3)(a) (cancellation of interim authority notice following police objections)	5 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 48(2)	No later than 2 working days before hearing	(1) The person who has given notice under section 47(2) (2) Each chief officer of police who has given notice under section 48(2)	The person who has given notice under section 47(2)	The notices which have been given under section 48(2)	No later than 1 working day before the day or the first day on which the hearing is to be held
7.	Section 52(2) (determination of application for review of premises licence)	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 51(3)(c)	No later than 10 working days before hearing	(1) The holder of the premises licence in respect of which the application has been made; (2) Persons who have made relevant representations as defined in section 52(7) (3) the person	The holder of the premises licence in respect of which the application has been made	The relevant representations as defined in section 52(7) which have been made	No later than 5 working days before the day or on the first day on which the hearing is to be held

				who has made the application under section 51(1)			
8.	Section 72(3)(a) (determination of application for club premises certificate)	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 71(6)(c)	No later than 10 working days before hearing	(1) The club which has made the application under section 71(1) (2) Persons who have made relevant representations as defined in section 72(7)	The club which has made the application under section 71(1)	The relevant representations as defined in section 72(7) which have been made	No later than 5 working days before the day or on the first day on which the hearing is to be held
9.	Section 85(3)(a) (determination of application to vary club premises certificate)	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 71(6)(c) by virtue of section 84(4)	No later than 10 working days before hearing	(1) The club which has made the application under section 84(1) (2) Persons who have made relevant representations as defined in section 85(5)	The club which has made the application under section 84(1)	The relevant representations as defined in section 85(5) which have been made	No later than 5 working days before the day or the first day on which the hearing is to be held
10.	Section 88(2) (determination of application for review of	20 working days beginning with the day after the end of the period during which	No later than 10 working days before hearing	(1) The club which holds the club premises certificate in	The club which holds the club premises	The relevant representations as defined in section 88(7)	No later than 5 working days before the day or

	club premises certificate)	representations may be made as prescribed under section 87(3)(c)		respect of which the application has been made; (2) Persons who have made relevant representations as defined in section 88(7) (3) The person who has made the application under section 87(1)	certificate in respect of which the application has been made.	which have been made	the first day on which the hearing is to be held
11.	Section 105(2)(a) (counter notice following police objection to temporary event notice)	7 days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 104(2)	No later than 2 working days before hearing	(1) The premises user; (2) Each chief officer of police who has given notice under section 104(2)			No later than 1 working day before the day or on the first day on which the hearing is to be held
12.	Section 120(7)(a) (determination of application for grant of personal licence)	20 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 120(5)	No later than 10 working days before hearing	(1) The person who has made the application under section 117(1) (2) The chief	The person who has made the application under section 117(1)	The notice which has been given under section 120(5)	No later than 5 working days before the day or on the first day on which the

				officer of police who has given notice under section 120(5)			hearing is to be held
13.	Section 121(6)(a) (determination of application for the renewal of personal licence)	20 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 121(3)	No later than 10 working days before hearing	(1) The person who has made the application under section 117(1) (2) The chief officer of police who has given notice under section 121(3)	The person who has made the application under section 117(1)	The notice which has been given under section 121(3)	No later than 5 working days before the day or on the first day on which the hearing is to be held
14.	Section 124(4)(a) (convictions coming to light after grant or renewal of personal licence)	20 working days beginning with the day after the end of the period within which the chief officer of police may give a notice under section 124(3)	No later than 10 working days before hearing	(1) The holder of the licence in respect of which the notice has been given (2) The chief officer of police who has given notice under section 124(3)	The holder of the licence in respect of which a notice has been given	The notice which has been given under section 124(3)	No later than 5 working days before the day or the first day on which the hearing is to be held
15.	Section 167(5)(a) (review of premises licence following	10 working days beginning with the day after the day the relevant licensing authority receives the notice given under section 165(4)	No later than 5 working days before hearing	(1) The holder of the premises licence in respect of which the review has been made	The holder of the premises licence in respect of which the	The relevant representations as defined in section 167(9) which have been made	No later than 2 working days before the day or the first day on which the

	closure order)			(2) Persons who have made relevant representations as defined in section 167(9)	review has been made		hearing is to be held
16.	Paragraph 4(3)(a) of Schedule 8 (determination of application for conversion of existing licence)	10 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under paragraph 3(2) or (3) of Schedule 8	No later than 5 working days before hearing	(1) the person who has made the application under paragraph 2(2) of Schedule 8 (2) each chief officer of police who has given notice under paragraph 3(2) or (3) of Schedule 8			No later than 2 working days before the day or on the first day on which the hearing is to be held
17.	Paragraph 16(3)(a) of Schedule 8 (determination of application for conversion of existing club certificate)	10 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under paragraph 15(2) or (3) of Schedule 8	No later than 5 working days before hearing	(1) The club which has made the application under paragraph 14(2) of Schedule 8 (2) Each chief officer of police who has given notice under paragraph 15(2)			No later than 2 working days before the day or the first day on which the hearing is to be held

				or (3) of Schedule 8			
18.	Paragraph 26(3)(a) of Schedule 8 (determination of application by holder of a justices' licence for grant of personal licence)	10 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under paragraph 25(2) of Schedule 8	No later than 5 working days before hearing	(1) The person who has made the application under section 117 to which paragraph 23(1) of Schedule 8 applies (2) The chief officer of police who has given notice under paragraph 25(2) of Schedule 8			No later than 2 working days before the day or the first day on which the hearing is to be held