

# Public Document Pack

**Democratic Services Section  
Chief Executive's Department  
Belfast City Council  
City Hall  
Belfast  
BT1 5GS**



**Belfast  
City Council**

16<sup>th</sup> November, 2017

## **ELECTED MEMBER CONTINUING DEVELOPMENT PROGRAMME**

### **LICENSING COMMITTEE**

Dear Alderman/Councillor,

The above-named Committee will meet in the Lavery Room, City Hall, on Tuesday, 21st November, 2017 at 5.00 p.m., for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

SUZANNE WYLIE

Chief Executive

### **AGENDA:**

1. Routine Matters
  - (a) Apologies
2. Licensing Committee Protocol and Overview of Licensing Function  
(Pages 1 - 2)

**(\*\* All Members are invited to attend this training)**





## Elected Member Continuing Development Programme Planning and Licensing Matters (November, 2017 - February, 2018)

### Licensing Committee Protocol and Overview of Licensing

**Session Aim** – To provide Members with an overview of the Licensing Committee Functions and Protocol

- Licensing functions and legislation overview
- Decision-making protocol by the Licensing Committee
- Representation forms and oral representation
- Process for decision-making and appealing decisions
- Suspension or Revocation of a Licence
- Dealing with objections which are out of time
- Advertising requirements overview and Protocol

Date and Time	Location	Facilitators
Tuesday 21st November 5.00 p.m. - 6.30 p.m.	Lavery Room	Building Control/Legal Services officers

**(NB: all Members are invited to attend)**

**\*\* Please book your place on the session by contacting either:**

Julie McCormick, ext. 6321, email [mccormickjulie@belfastcity.gov.uk](mailto:mccormickjulie@belfastcity.gov.uk) or

Lisa Rogan, ext. 3251, email [roganl@belfastcity.gov.uk](mailto:roganl@belfastcity.gov.uk)

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