



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 or

Lisa Rogan, ext. 3251, email roganl@belfastcity.gov.uk