

Appendix 3 Extract from Licensing Code of Practice re Public Speaking

10. Public speaking – Licensing Committee Meetings

- 10.1 Members of the public, and other interested parties, shall be entitled to participate in parent Licensing Committee meetings.
- 10.2 A person wishing to address the Licensing Committee must give notice to the Democratic Services Team of his or her intention to do so by 12 noon two working days before the day of the Licensing Committee meeting in question.
- 10.3 Members of the public who register to speak at meetings of the Licensing Committee will each be allowed to speak for no more than three minutes.

Members of the public who register to address a meeting of the parent Licensing Committee under the rules set out in this section can do so using one of the three options below:-

- By attending in person and addressing the committee verbally;
 - By joining the meeting virtually by video link and addressing the committee verbally; or
 - By providing a written statement in advance of the meeting to be read out by an officer (such statement to be provided no later than the cut off point for registration to speak as set out in paragraph 10.2).
- 10.4 At any meetings not more than 15 minutes in total shall be devoted by the Licensing Committee to Public Speaking, provided that the Chair may at his or her discretion extend the time if the Chair and a majority of those present agree.
- 10.5 The Committee Chair shall have the discretion:
- (i) In exceptional circumstances, to allow late additions to the list of public speakers.
 - (ii) To decide not to allow speeches, which merely repeat representations made in earlier speeches and which are inaccurate.
 - (iii) Depending on circumstances, to vary the periods of time referred to in paragraphs 10.3 and 10.4 where s/he deems it appropriate.
- 10.6 Direct or open questioning and discussion / debate between Public Speakers and either Members or Officers will not be allowed during Public Speaking. Any such matters raised may be answered by Members / Officers only after the close of Public Speaking, or will be addressed during the subsequent debate. At no time will direct discussion between Members or Officers with a Public Speaker be permitted.

10.7 After the close of Public Speaking, no other inputs will be permitted from the 'public gallery', other than at the discretion of the Chair, and subject to relevant Officer advice, if exceptional circumstances warrant this.