

**NORTH HERTFORDSHIRE DISTRICT COUNCIL  
LICENSING ACT 2003  
TEMPORARY EVENT NOTICE  
HEARING PROCEDURE**

<p>1. Chair's Welcome</p> <p>Introduction of:</p> <ul style="list-style-type: none"> <li>• Councillors sitting on Sub-Committee (Sub-Committee);</li> <li>• legal advisor;</li> <li>• licensing officer;</li> <li>• Responsible Authorities; and</li> <li>• the 'premises user' (the applicant).</li> </ul>	
<p>2. The Chair will outline the procedure for the hearing</p>	
<p>3. The Chair will ask the Legal Advisor to outline the matters for consideration during the course of the hearing</p>	

<p><u>The Licensing Officer's report</u></p> <p>4. The Chair will ask the Licensing Officer if they have anything to add to their report to the Sub-Committee; if there has been any changes to the application, and if so, if both parties have been made aware of the changes.</p> <p>5. The Chair will ask if there are any questions of fact of the licensing officer</p> <p>6. The Sub-Committee may ask questions of the licensing officer</p>	
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<p><u>The Responsible Authorities submit their case</u></p> <p>7. The Chair will ask the Responsible Authorities to present their submissions to the Sub-Committee</p> <p>8. The Chair will ask the premises user if there have any questions for the Responsible Authorities</p> <p>9. The Sub-Committee may ask questions of the Responsible Authorities</p>	<p><b>P.T.O</b></p>
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The Applicant's case

10. The Chair will ask the applicant to present their submissions to the Sub-Committee
11. The Chair will ask if there are any questions of fact of the applicant
12. The Sub-Committee may ask questions of the applicant

Closing statements

13. The Licensing Officer may make final submissions to the Sub-Committee
14. The Responsible Authorities may make final submissions to the Sub-Committee
15. The Applicant may make final submissions to the Sub-Committee

Conclusion

16. The Legal Advisor will summarise any legal points that have arisen during the hearing and will answer any legal questions from the Sub-Committee.
17. The Sub-Committee will close the hearing and retire to make a decision.
18. Where possible, the Chair will announce the Sub-Committee's decision and will give reasons for the decision.