

Public Document Pack

NORTH HERTFORDSHIRE DISTRICT COUNCIL

LICENSING SUB-COMMITTEE

FRIDAY, 15TH OCTOBER, 2021

SUPPLEMENTARY AGENDA

Please find attached the Pre-Hearing Preliminary relating to the above meeting.

This page is intentionally left blank



FLINTSHACK HEARING PROCEDURE

1. Chair's Welcome

Introduction of:

- Councillors sitting on sub-committee
 - Legal advisor;
 - Licensing officer(s);
 - The other person objecting to the application
 - The applicant
2. The Chair will outline the procedure for the hearing and seek confirmation that all parties are content to proceed on that basis.
3. The Chair will ask the legal advisor to outline the matters for consideration during the course of the hearing.

The Licensing Officer's report

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 amendments to the hearing bundle, and if so, if all other persons, and the applicants have been made aware of the amendments.
5. The Chair will ask if there are any questions of fact of the licensing officer from:
- The other person
 - The applicant
6. The sub-committee may ask questions of the licensing officer

The Applicant's case

7. The Chair will ask the applicant to present their submissions to the sub-committee.
8. The Chair will ask if there are any questions of fact of the applicants from:
- The other person
9. The sub-committee may ask questions of the applicant.

Other person submits their case

10. The Chair will ask the other person to present their submissions to the sub-committee
11. The Chair will ask if there are any questions of fact of the other person from:
- The applicant
12. The sub-committee may ask questions of the other person supporting the application



Closing Statements

13. The licensing officer may make final submissions to the sub-committee
14. The other person 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. The sub-committee will return to the live stream and the Chair will announce the sub-committee's decision including their reasons.

Pre-Hearing Preliminary

Committee, Member and Scrutiny Officer to outline the arrangements for the remote hearing including:

Sub-committee

The sub-committee will consist of three voting Members with a fourth non-participating Member listening to the hearing. In the event that a voting Member loses connection, the hearing will adjourn until connection can be restored. If the adjournment exceeds ten (10) minutes, or it is apparent sooner that re-connection will not be possible, the fourth Member will replace the absent Member and become a voting member of the sub-committee. If a quorum of three (3) Members that have been present throughout the hearing is not possible, the hearing will be adjourned to a stated date.

Applicant

In the event that the applicant loses connection, the hearing will adjourn until connection can be restored. If it becomes apparent that re-connection will not be possible, the hearing will be adjourned to a stated date.

Other persons

In the event that an 'other person' that has indicated their wish to speak loses connection, the hearing will adjourn until connection can be restored. If it becomes apparent that re-connection will not be possible, the hearing will be adjourned to a stated date. If an 'other person' that has indicated that they will not be participating orally in the hearing loses connection, the Chair may decide to continue with the hearing.

Decision

The sub-committee will undertake their deliberations in private and return to announce their determination on the live stream however they will not wait until all parties are connected. A copy of the decision will be forwarded to all parties electronically as soon as practicable.

This page is intentionally left blank