

## **Pre-Hearing Preliminary** **Committee and Member Services Manger 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.

### Responsible Authorities

In the event that a responsible authority 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.

### 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.

## HITCHIN TOWN CENTRE HEARING PROCEDURE

### 1. Chair's Welcome

Introduction of:

- Councillors sitting on Sub-Committee
  - Legal advisor;
  - Licensing officer(s);
  - Hertfordshire Constabulary officer(s)
  - NHDC environmental health officer(s)
  - 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 responsible authorities and the applicant have been made aware of the amendments.
5. The Chair will ask if there are any questions of fact of the licensing officer from:
  - Hertfordshire Constabulary
  - NHDC Environmental Health
  - 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:
  - Hertfordshire Constabulary
  - NHDC Environmental Health
9. The sub-committee may ask questions of the applicant.

Responsible authorities submit their case

10. The Chair will ask Hertfordshire Constabulary to present their submissions to the sub-committee
11. The Chair will ask if there are any questions of fact of the other persons from:
  - NHDC Environmental Health
  - The applicant
12. The sub-committee may ask questions of Hertfordshire Constabulary
13. The Chair will ask NHDC Environmental Health to present their submissions to the sub-committee
14. The Chair will ask if there are any questions of fact of the other persons from:
  - Hertfordshire Constabulary
  - The applicant
15. The sub-committee may ask questions of NHDC Environmental Health

Closing Statements

16. The licensing officer may make final submissions to the sub-committee
17. Hertfordshire Constabulary may make final submissions to the sub-committee
18. NHDC Environmental Health may make final submissions to the sub-committee
19. The applicant may make final submissions to the sub-committee.

Conclusion

20. The Legal Advisor will summarise any legal points that have arisen during the hearing and will answer any legal questions from the sub-committee.
21. The sub-committee will close the hearing and retire to make a decision.
22. The sub-committee will return to the live stream and the Chair will announce the sub-committee's decision including their reasons.