

THE ENGINE HEARING PROCEDURE

1. Chair's Welcome

Introduction of:

- Councillors sitting on sub-committee
 - Legal advisor;
 - Licensing officer(s);
 - Hertfordshire Constabulary
 - The applicant's representative
 - The applicant
 - The proposed designated premises supervisor (if present)
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 parties 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 persons objecting to the application
 - The other person supporting the application
 - The applicant
6. The sub-committee may ask questions of the licensing officer

Sub-committee to move to closed session to discuss the redacted allegations and accompanying CCTV

Hertfordshire Constabulary's case

7. The Chair will ask the Constabulary to present its submission to the sub-committee.
8. The Chair will ask if there are any questions of fact of the Constabulary from the applicant's representative
9. The sub-committee may ask questions of the applicant.

Applicant's case

10. The Chair will ask the applicant's representative to present its submission to the sub-committee.
11. The Chair will ask if there are any questions of fact of the applicant from the Constabulary.
12. The sub-committee may ask questions of the applicant.

Sub-committee to move to open session to discuss the remainder of the representation concerning the convictions

Hertfordshire Constabulary's case

13. The Chair will ask the Constabulary to present its submission to the sub-committee.
14. The Chair will ask if there are any questions of fact of the Constabulary from the applicant's representative
15. The sub-committee may ask questions of the applicant.

Applicant's case

16. The Chair will ask the applicant's representative to present its submission to the sub-committee.
17. The Chair will ask if there are any questions of fact of the applicant from the Constabulary.
18. The sub-committee may ask questions of the applicant.

Closing Statements

19. The licensing officer may make final submissions to the sub-committee
20. Hertfordshire Constabulary may make final submissions to the sub-committee
21. The applicant's representative may make final submissions to the sub-committee

Conclusion

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