

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**  
**LICENSING ACT 2003**  
**AMENDED HEARING PROCEDURE**

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| 1. | Chairman's Welcome<br><br>Introduction of:<br>a) Councillors sitting on the Sub-Committee<br>b) legal advisor<br>c) licensing officers<br>d) the applicant and representatives      |
| 2. | Chairman to advise the Other Persons (supporters) and Other Persons (objectors) to introduce themselves when they address the Sub-Committee   |
| 3. | The Chairman will outline the procedure for the hearing (advising that he has used his discretion under the Hearings Regulations to amend the procedure in light of the amendments) |
| 4. | The Chairman will ask the legal advisor to outline the matters for consideration during the course of the hearing   |

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| <u>Licensing Officer's Report</u> |  |
| 5.                                | The Chairman will ask the licensing officer if they have anything to add to their report to the Sub-Committee; if there have been any changes to the application; and, if so, if all Other Persons have been made aware of the changes |
| 6.                                | The Chairman will ask if there are any questions of fact of the licensing officer  |
| 7.                                | The Sub-Committee may ask questions of the licensing officer   |

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| <u>The Applicant's Case</u> |  |
| 8.                          | The Chairman will ask the applicant to present their submissions to the Sub-Committee, including any submissions from expert witnesses (sound, traffic management, etc.) |
| 9.                          | The Chairman will ask if there any questions of fact of the applicant from Other Persons (objectors)   |
| 10.                         | The Sub-Committee may ask questions of the applicant   |

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| <u>The Other Persons (supporters) Case</u> |   |
| 11.  | The Chairman will ask the Other Persons (supporters) to present their submissions to the Sub-Committee from the Speaker's Table |
| 12.  | The Sub-Committee may ask questions of the Other Persons (supporters)   |

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| <u>The Other Persons (objectors) Case</u> |  |
| 13.                                       | The Chairman will ask the Other Persons (objectors) to present their submissions to the Sub-Committee from the Speaker's Table |
| 14.                                       | The Chairman will ask if there any questions of fact of the Other Persons (objectors) from the applicant                       |
| 15.                                       | The Sub-Committee may ask questions of the Other Persons (objectors)   |

#### Closing Statements

16. The licensing officer may make final submissions to the Sub-Committee
17. The Other Persons (objectors) may make final submissions to the Sub-Committee from the Speaker's Table
18. The Other Persons (supporters) may make final submissions to the Sub-Committee from the Speaker's Table
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 Chairman will close the hearing and the Sub-Committee will retire to make a decision in private (accompanied by the legal advisor)
22. Where possible, the Sub-Committee will return and the Chairman will announce their decision and reasoning