

Pre-Hearing Preliminary **Committee and Member Services 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.

Responsible authority

In the event that the 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. If the responsible authority has completed their presentation and closing statement before losing connection, the Chair may decide to continue with the hearing

THE ORANGE TREE, BALDOCK, TEMPORARY EVENT NOTICE HEARING PROCEDURE

1. Chair's Welcome

Introduction of:

- Councillors sitting on Sub-Committee
 - Legal advisor;
 - Licensing officer(s);
 - The responsible authority
 - 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 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 responsible authority
 - 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 responsible authority
9. The Sub-Committee may ask questions of the applicant.

The responsible authority submit its case

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

Closing Statements

13. The licensing officer may make final submissions to the Sub-Committee
14. The responsible authority 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 Sub-Committee will return and the Chair will announce the sub-Committee's decision including reasons for the decision.