

## **Pre-Hearing Preliminary**

### **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.

**UVA Hitchin Wine Bar and Shop (t/a Let's Party)**  
**HEARING PROCEDURE**

**PRELIMINARIES**

1. Election of sub-committee Chair
2. Election of the reserve (non-voting) sub-committee member

**CHAIR'S WELCOME**

3. Introduction of:
  - Councillors sitting on the sub-committee
  - legal advisor
  - licensing officer(s)
  - responsible authorities (objectors)
  - the other persons (objectors)
  - the applicant (and agent where applicable)
4. The Chair will outline the procedure for the hearing and seek confirmation that all parties are content to proceed on that basis.

**LEGAL ADVICE**

5. The Chair will ask the legal advisor to outline the matters for consideration during the course of the hearing.

**LICENSING OFFICER REPORT**

6. The Chair will ask the licensing officer if:
  - they have anything to add to their report to the sub-committee
  - if there have been any amendments to the hearing bundle and, if so, if all parties to the hearing have been made aware of the amendments
7. The Chair will ask if there are any questions of fact or clarification of the licensing officer from:
  - the other persons
  - environmental protection
  - the applicant
8. The sub-committee may ask questions of fact or clarification of the licensing officer

### **THE APPLICANT'S SUBMISSION**

9. The Chair will ask the applicant (and/or the applicant's agent) to present their submission to the sub-committee explaining why the application should be granted.
10. The Chair will ask if there are any questions of fact or clarification of the applicant from:
  - environmental protection
  - the other persons
11. The sub-committee may ask questions of fact or clarification of the applicant.

### **ENVIRONMENTAL PROTECTION SUBMISSION**

12. The Chair will ask environmental protection to present their submission to the sub-committee explaining why the application will have, or is likely to have, an adverse impact on the licensing objectives.
13. The Chair will ask if there are any questions of fact or clarification of environmental protection from:
  - the applicant
  - the other persons
14. The sub-committee may ask questions of fact or clarification of the Environmental Protection Officer.

### **HEARING TO MOVE INTO PRIVATE SESSION**

15. Video evidence has been provided by the other persons that contains personal information i.e. persons contained within the footage can be identified.

***Pursuant to Regulation 14 (2) of the Licensing Act 2003 (Hearings) Regulations 2005, the sub-committee resolve to exclude members of the public for the purpose of viewing the video footage.***

### **HEARING TO RETURN TO PUBLIC SESSION**

### **THE OTHER PERSONS' SUBMISSION**

16. The Chair will ask the other persons (in turn unless they have identified a lead presenter) to present their submission to the sub-committee explaining why the application will have, or is likely to have, an adverse impact on the licensing objectives.
17. The Chair will ask if there are any questions of fact or clarification of the Other Persons from:
  - the applicant
  - environmental protection

18. The sub-committee may ask questions of fact or clarification of the other persons.

### **CLOSING STATEMENTS**

19. The Chair will ask the licensing officer if they have any final submissions to the sub-committee
20. The Chair will ask if environmental protection have any final submissions to the sub-committee.
21. The Chair will ask if the other persons have any final submissions to the sub-committee.
22. The Chair will ask if the applicant has any final submissions to the sub-committee.

### **LEGAL SUBMISSIONS**

23. The Chair will ask the legal advisor to summarise any points of law that have arisen during the hearing.
24. The sub-committee may ask legal questions of the legal advisor.

### **ADJOURNMENT**

25. The Chair will adjourn the hearing for the sub-committee to retire to make a decision in closed session.

### **DECISION**

26. The sub-committee will return to open session and the Chair will announce the sub-committee's decision, including their reasonings.
27. The Chair will close the meeting.