

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

<p>1. Chair's Welcome</p> <p>Introduction of:</p> <ul style="list-style-type: none"> <li>• Councillors sitting on Sub-Committee (Sub-Committee);</li> <li>• legal advisor;</li> <li>• licensing officer;</li> <li>• officers of responsible authorities;</li> <li>• other persons (objectors); and</li> <li>• the applicant.</li> </ul>	
<p>2. The Chair will outline the procedure for the hearing</p>	
<p>3. The Chair will ask the Legal Advisor to outline the matters for consideration during the course of the hearing</p>	

<p><u>The Licensing Officer's report</u></p> <p>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 changes to the application, and if so, if all other persons and responsible authorities have been made aware of the changes</p> <p>5. The Chair will ask if there are any questions of fact of the Licensing Officer from the applicant, responsible authorities or other persons</p> <p>6. The Sub-Committee may ask questions of the Licensing Officer</p>	
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<p><u>The Applicant's case</u></p> <p>7. The Chair will ask the applicant to present their submissions to the Sub-Committee</p> <p>8. The Chair will ask if there are any questions of fact of the applicant from the responsible authorities or other persons.</p> <p>9. The Sub-Committee may ask questions of the applicant</p>	
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<p><u>The responsible authorities submit their case</u></p> <p>10. The Chair will ask the responsible authorities, in turn, to present their submissions to the Sub-Committee</p> <p>11. The Chair will ask if there are any questions of fact of the responsible authority from other persons or the applicant</p> <p>12. The Sub-Committee may ask questions of the responsible authority</p> <p><b>The above process will be repeated if there is more than one responsible authority</b></p>	
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The other persons submit their case

13. The Chair will ask the other persons, in turn, 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 the responsible authorities or the applicant.
15. The Sub-Committee may ask questions of the other persons

Closing statements

16. The Licensing Officer may make final submissions to the Sub-Committee
17. The other persons, in turn, may make final submissions to the Sub-Committee
18. The responsible authorities, in turn, 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. Where possible, the Chair will announce the Sub-Committee's decision and will give reasons for the decision.