

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

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

<u>The Licensing Officer's report</u> 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 5. The Chair will ask if there are any questions of fact of the Licensing Officer from the applicant, responsible authorities or other persons 6. The Sub-Committee may ask questions of the Licensing Officer	
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<u>The Applicant's case</u> 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 applicant from the responsible authorities or other persons. 9. The Sub-Committee may ask questions of the applicant	
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<u>The responsible authorities submit their case</u> 10. The Chair will ask the responsible authorities, in turn, 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 other persons or the applicant 12. The Sub-Committee may ask questions of the responsible authority The above process will be repeated if there is more than one responsible authority	
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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.