

## HARTSFIELD JMI SCHOOL HEARING PROCEDURE

### 1. Chair's Welcome

Introduction of:

- Councillors sitting on sub-committee
  - Legal advisor;
  - Licensing officer(s);
  - The other persons objecting to the application
  - The applicant and representative
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 other persons, and the applicants 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 other persons objecting to the application
  - The applicant and applicant's representative
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 other persons objecting to the application
9. The sub-committee may ask questions of the applicant.

### Other persons submit their case

10. The Chair will ask the other persons opposing the application to present their submissions to the sub-committee
11. The Chair will ask if there are any questions of fact of the other persons from:
  - The applicant and representative's
12. The sub-committee may ask questions of the other person supporting the application

Closing Statements

13. The other persons opposing the application may make final submissions to the sub-committee
14. The applicant may make final submissions to the sub-committee.

Conclusion

15. The Legal Advisor will summarise any legal points that have arisen during the hearing and will answer any legal questions from the sub-committee.
16. The sub-committee will close the hearing and retire to make a decision.
17. The sub-committee will return to the live stream and the Chair will announce the sub-committee's decision including their reasons.