NORTH HERTFORDSHIRE
DISTRICT COUNCIL

THE STATION KNEBWORTH
HEARING PROCEDURE

1. Chair's Welcome

   Introduction of:

   - Councillors sitting on Sub-Committee
   - Legal advisor;
   - Licensing officer(s);
   - Hertfordshire Constabulary
   - 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.

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:
   - Hertfordshire Constabulary
   - 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:
   - Hertfordshire Constabulary
9. The Sub-Committee may ask questions of the applicant.

Hertfordshire Constabulary submit their case

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