

APPENDIX A3

HEARING PROCEDURE: TEMPORARY EVENT NOTICE

Pre-Hearing matters

Democratic Services to seek nominations for the Appointment of Chairman.

1. Chairman to welcome everyone and read Fire Evacuation Procedure.
2. Apologies / Substitutes.

Chairman to read:

There is a substitute present at today's hearing. The reason for a substitute is that if anything happens to a member of the Sub-Committee before the hearing commences, the substitute can take their place. The substitute is remaining for the hearing and will retire with the Sub-Committee, to observe the discussion when it is arriving to its decision, for training purposes. Are there any objections to the substitute retiring with the Sub-Committee?

(If there are objections, the Chairman will explain that the substitute will NOT therefore retire with the Sub-Committee)

3. Ask for declarations of interest and lobbying.
4. Chairman will Introduce members of the hearing Sub-Committee.
5. Chairman will ask those present to introduce themselves in the following order:
 - The Legal Adviser to the Sub-Committee.
 - The officer from Democratic Services.
 - The Licensing Officer.
 - Applicant and any person representing or assisting them.
 - Responsible authorities that have made a relevant representation (Suffolk Constabulary or Environmental Protection).
6. Confirm that all parties have received the papers for the hearing.
7. Ask all parties to the hearing whether they wish to withdraw their application or representation.
8. Ask the Licensing Officer to report:
 - Any requests for the appearance of any witnesses.
 - Any documentary or other information that a party to the hearing wishes to present.

Such additional material should only be admitted with other parties' consent. If they agree, the material will be distributed.

9. Ask applicant and other parties who will be addressing the Sub-Committee for a time estimate. (This may not be absolutely necessary in all cases and when required time estimates are intended to be a broad guideline rather than a rigid allowance of time.)
10. Resolve to go into Exempt Session (if required).

The Hearing

Immediately after the pre-hearing matters have been dealt with the hearing will commence:

1. The Chairman will clarify with everyone present that they are clear about the procedure to be followed.
[The Legal Adviser to explain if necessary]
2. The Chairman will ask the Licensing Officer to summarise the matter under consideration.
3. The members, applicant, and those making representations may ask questions of the Licensing Officer.
4. Starting with the applicant, each party will exercise their rights within the identified maximum time, as follows:
 - Each party to present their case, including responding to any points of which the Licensing Authority has previously given notice, and call any approved witness in support of their case.
 - If given permission by the Chairman, and only through the Chairman of the hearing, each party may raise questions for any other party or witness.
5. All parties will be asked to sum up their case.
6. The Sub-Committee, their legal advisor and the officer from Democratic Services, will leave the room to consider their decision.
7. The hearing resumes so that the Chairman can announce the decision including rights of appeal.