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## PROCEDURE FOR HEARING

To ensure a fair and orderly hearing, the Panel will follow the procedure set out below: -

### 1. Introduction by the Chairman

- a. Fire Drill Announcement
- b. Announces the purpose of the hearing and introduces Panel Members to the applicant.
- c. Identifies officers and their roles.
- d. Asks the Applicant to identify themselves, any representative and any accompanying persons. They also identify who intends to present the case.
- e. Asks the Council's Licensing Officer to identify themselves and any witness to be called.

### 2. Case Summary by the Licensing Officer

The Council's Licensing Officer will be asked to present the Council's case and evidence in support of the decision - Report at Agenda **Item 4**.

Opportunity for any questions to the Licensing Officer, in the following order:

- a. Applicant
- b. Members

### 3. The Applicant's Submission

The applicant or their representative will present their case.

Opportunity for any questions to the Applicant, in the following order:

- a. Licensing Officer
- b. Members

### 4. Summing Up

- a) The Council's Licensing Officer will be invited to sum up, if they wish.
- b) The Applicant will be invited to make any closing statement/s, if they wish.

### 5. Adjournment

The Chair will then advise that the hearing has been concluded. The Panel will retire to consider the evidence received. During this time the Clerk will accompany the Panel to record the decision. The Panel may request the presence of the Legal Adviser to give them legal advice on the law and procedures but not the merits of the case.

**6. Decision**

The Panel will reconvene, and the Chair will announce the decision.

**7. Conclusion**

The Chair will close the proceedings.