

# Licensing Sub-Committee

## Objection to a Temporary Event Notice Hearing Procedure Note

*The order of business shall be at the discretion of the Sub-Committee but will normally proceed in accordance with, and in the order of, the paragraphs below.*

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1. **The Chairman** will introduce him/herself, invite the other members of the Sub-Committee and officers present to introduce themselves and indicate their role in the proceedings, and outline the procedure to be followed.
2. **The Chairman** will ask the interested parties present to identify themselves, to indicate if they wish to address the Sub-Committee, and ask whether agreement has been reached on any of the issues which are in dispute.
3. *The **Sub-Committee** will consider any request made by a party for permission for another person to appear at the hearing (to represent them, to give evidence, or both).*
4. **The Chairman** will ask the **Licensing Officer** to introduce the report and give a brief outline of the objection notice and issues requiring consideration by the Sub-Committee.
5. **The Chairman** will invite the parties to address the Sub-Committee, normally in the following order:
  - (a) The objecting authority.
  - (b) The premises user (or their representative) who issued the temporary event notice.

6. **The Chairman** will invite questions.

*Questions can be put to or by the Licensing Officer, the objecting authority and the premises user (or their representative).*

*They will normally be taken in the following order, at the discretion of the Chairman:*

- (a) *the Licensing Officer regarding points upon which clarification is sought;*
  - (b) *the Sub-Committee regarding points upon which clarification is sought from either the objecting authority or the premises user;*
  - (c) *the Sub-Committee on any other topic.*
7. **The Chairman** will invite the objecting authority and the premises user (or their representatives) to make closing submissions in that order.
8. After hearing the presentations of the parties, the Sub-Committee may ask all other persons to withdraw from the room, or may withdraw itself, in order to deliberate.
9. The Sub-Committee may ask the Council's legal adviser during deliberations to provide advice. The legal adviser may inform the parties of advice given.
10. If it is necessary to recall any party to clarify points in issue, all parties will be invited to return.
11. The definitive decision will be issued in writing within the relevant timescale.
12. **The Chairman** may announce the decision of the Sub-Committee verbally at the end of the hearing, subject to the written notification being the official and authoritative record.

**HEARING FORMALLY CLOSED**