

PROCEDURE AT TEMPORARY EVENT NOTICE HEARINGS

1. Opening remarks and formalities, introductions by the Democratic Services Officer.
2. Chairman is elected, opens meeting and explains procedure to all parties present.
3. Summary of the Temporary Event Notice by the Licensing Officer.
4. Applications and Variation of Procedure (includes applications for supporting persons to be allowed to address the committee, applications for adjournment, applications for extension of time limits and consideration of cross examination).
5. Presentation by the Police and/or Environmental Health (objection based on Prevention of Crime and Disorder or Public Nuisance Licensing Objectives only) (opportunity to present case, call parties in support and produce documents: maximum 20 minutes).
6. Questions to the Police and/or Environmental Health (by Members).
7. Presentation by the Premises User (or their representative) (opportunity to present case, call parties in support and produce documents: maximum 20 minutes).
8. Questions to the Premises User (by Members).
9. Clarification of any issues arising by the Licensing Officer, if required, followed by questions by members if necessary.
10. Summary by the Police and/or Environmental Health: maximum 5 minutes.
11. Summary by the Premises User (or their representative): maximum 5 minutes.

12. All parties withdraw from hearing to consider the matter. (They may call in the Solicitor to help draft reasons for the decision. Any other advice must be repeated in open forum. If members need to seek clarification from any party, all parties will return to the meeting).
13. After consideration, Members return and the decision is announced.
14. All parties are informed of their right and time permitted to appeal the sub-committee's decision.
15. Meeting is closed or, if applicable, the next hearing begins.