

## INFORMATION TO ACCOMPANY NOTICE OF HEARING

**In the interests of timely, efficient and cost effective decision making the Authority strongly urges all parties involved in any hearing to ensure that they provide advance disclosure between the parties of any information on which they intend to rely at any hearing. Failure to do so may lead to discussions over the admissibility of such information and/or the adjournment of the hearing.**

### **1. Right of Attendance**

A party attending the hearing may be assisted or represented by any person whether or not that person is legally qualified.

### **2. Representations and Supporting Information**

2.1 A party at the hearing shall be entitled to –

- a) give further information in response to the points raised (if any) under point 5 of this information. Any documents upon which you intend to rely should be served with the Counter-notice<sup>1</sup>
- b) address the authority, and
- c) if given permission by the authority, question any other party.

2.2 A party who wishes to withdraw any representations they have made may do so -

- a) by giving notice to the Authority no later than 24 hours before the day or the first day on which the hearing is to be held, or
- b) orally at the hearing

### **3. Failure to attend the Hearing**

- a) Where a Party informs the Authority that they do not intend to attend the hearing, then the hearing may proceed in their absence.
- b) Where a party has not so indicated and fails to attend or be represented at the hearing the Authority may –
  - (i) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
  - (ii) hold the hearing in the party's absence.
- c) Where the Authority holds the hearing in the absence of a party, the authority shall consider at the hearing the application, representations or notice made by that party.

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<sup>1</sup> Papers served on the day of the hearing will only be considered if all parties to the hearing consent. If the document is particularly long or complex, this may lead to the hearing being adjourned.

- d) Where the Authority adjourns the hearing to a specified date it shall forthwith notify the parties of the date, time and place to which the hearing has been adjourned.

#### **4. Procedure at Hearing**

1. Opening remarks and formalities, introduction by the Democratic Services Officer
2. Chairman is elected, opens meeting and explains procedure to parties present
3. Summary of the application by the Licensing Officer
4. Applications (including any applications for supporting persons to be allowed to address the Sub-Committee<sup>2</sup> and applications for adjournment)
5. Presentation by Applicant for the Review (opportunity to present case, call parties in support and produce documents: maximum 20 minutes)
6. Questions (by Members)  
**N.B**<sup>3</sup>
7. Relevant Representations (opportunity to present case, call parties in support and produce documents: maximum 20 minutes per party).
  - a) Police  
Followed by Questions by Members
  - b) Other Responsible Authorities  
Followed by Questions by Members
  - c) Interested Parties  
Followed by Questions by Members
8. Presentation by Premises Licence Holder (or their representative) (opportunity to present case, call parties in support and produce documents: maximum 20 minutes)
9. Questions to Premises Licence Holder (or their representative) (by Members).
10. Clarification of any issues arising by the Licensing Officer, if required, followed by questions by members if necessary.
11. Summary by Applicant for the Review: maximum 5 minutes
12. Summary by Parties making Relevant Representations: maximum 5 minutes per party
13. Summary by Premises Licence Holder (or their representative): maximum 5 minutes
14. All parties withdraw from hearing to allow members 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, they will return to the meeting).
15. After consideration, Members return and the decision, including any conditions and reasons, is announced.

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<sup>2</sup> Regulation 8(2) states that where a party wishes any other person (other than the person he intends to represent him at the hearing) to appear at the hearing, permission must be requested from the authority in the counter notice, for such a person to appear. Details of the name of the person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request, will be required.

<sup>3</sup> Regulation 23 states that cross examination by other parties shall not be permitted unless the authority considers that cross-examination is required for it to consider the representations, applications or notice as the case may require

16. All parties are informed of their right and time permitted to appeal the sub-committee's decision.
17. Meeting is closed or, if applicable, the next hearing begins..

## **5. Points upon which the authority requires clarification**

If the Local Authority wish you to clarify certain points/issues arising from your application/objection this will be indicated under point 7 of the Committee Report.

## **6. Powers to extend time limits/adjourn the hearing**

- a) The relevant parties must notify the Authority if they consider that the time limits set out in the procedure of hearing will not be sufficient.
- b) The Authority may extend the time limits if it believes that it shall be in the public interest to do so and shall forthwith give notice to the parties stating the period of the extension and the reason for it.
- c) The Authority may adjourn a hearing to a specified date or arrange for a hearing to be held on specified additional dates where it considers this to be necessary for its consideration of any representations or notice made by a party.
- d) Where the Authority adjourns the hearing to a specified date or additional dates, the parties must be notified forthwith of the date, time and place to which the hearing has been adjourned.

## **7. Right to dispense with hearing if all parties agree**

- (1) The Authority may dispense with holding a hearing if all relevant persons agree that such a hearing is unnecessary and that they have given notice to the Authority that they consider a hearing to be unnecessary.
- (2) Where all relevant persons agree that a hearing is unnecessary and have given notice of this then the Authority shall forthwith give notice to all parties that the hearing has been dispensed with.

## **8. Hearing to be in public**

- 8.1 The hearing shall place in public, however;
- 8.2 The licensing authority may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public.
- 8.3 For theses purposes a party and any person assisting or representing a party may be treated as a member of the public.

## **9. Disruptive behaviour**

The authority may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may-

- (a) refuse to permit that person to return, or
- (b) permit him to return only on such conditions as the authority may specify, but such person may, before the end of the hearing, submit to the authority in writing any information, which they would have been entitled to give orally had they not been required to leave.

## **10. Record of proceedings**

The authority shall provide for a record to be taken of the hearing in a permanent and intelligible form and kept for six years from the date of the determination or, where an appeal is brought against the determination of the authority, the disposal of the appeal. **NB** <sup>4</sup>

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<sup>4</sup> It is the Councils policy to tape record the proceedings of the Licensing sub-committee. Only the open part of the hearing shall be recorded. The tape recording shall then be kept in a secure environment.