

## Chair's Statement

The Committee has read and considered the representations and evidence submitted by all parties in relation to the application. Therefore, presentations should be succinct and kept to a brief summary of key points. There is no need to read out written representations or re-iterate the details of written representations at great length. The Chair will intervene if it is felt that presentations are becoming overly long, are going off track or do not relate to the application being considered.

The procedure for the hearing is provided on the tables for you, in general we will aim to keep to this order of business to ensure the timely and fair conduct of the hearing for all parties. If it is felt necessary during the course of the hearing, the Committee may make the decision to deviate from the procedure. This is at the Committee's discretion.

There are opportunities throughout the hearing for each party to ask questions of others following their presentations. Please ensure that you use this opportunity to ask questions only, and not to make any further points or statements. It is for the Chair to decide if questions are appropriate and relate to the matter in hand. Any behaviour considered to be disruptive by the Chair may lead to parties being asked to leave the hearing.

Does anybody have any questions regarding the hearing process or how the hearing will be conducted?

### **(Question for the Licensing Officer)**

Have any of the representations made been withdrawn?

**If yes, these representations need to be withdrawn from consideration, if the person who made the representation is present they will not be able to present that representation.**

### **(Question for all parties)**

Would any party present like to withdraw their representation?

**If yes, these representations need to be withdrawn from consideration, the person present who is withdrawing will not be able to speak.**

### **(Question for all parties)**

Does any party have any evidence not already submitted which they would like to put forward for consideration? Please be aware that this can only be done with the agreement of all other parties present and the Sub-Committee and may necessitate the hearing being adjourned so it can be properly considered by all parties and the Sub-Committee.

**If yes, the party should be given an opportunity to explain what their evidence is and why they were not able to submit it prior to the hearing. All other parties will need to be consulted to see if they agree to the evidence being submitted. If any party disagrees it cannot be submitted. Committee also need to decide if they agree, if not it cannot be submitted.**

### **(Question for all parties)**

Does any party have any witnesses they wish to call?

**If yes, party needs to introduce witness and give a brief summary of the purpose of calling the witness/the points they will make. Committee then need to decide if the witness is relevant and will be permitted.**