

## **GUIDELINES FOR 1982 ACT HEARING PANELS**

The chairman will control the proceedings and the following is a guideline for each hearing but may be adjusted if appropriate.

1. The chairman explains the proposed format for the meeting and asks everyone to introduce themselves.
2. The Licensing Officer briefly outlines the application.
3. The organiser (or their representative) speaks in support of their application and call any witnesses.
4. Objectors ask the organiser (or their representative) and witnesses questions.
5. The panel asks the organiser (or their representative) and witnesses questions.
6. Objectors speak about their representation and call any witnesses.
7. The organiser (or their representative) asks the objectors questions.
8. The panel asks questions.
9. All parties are asked if they wish to add anything further.
10. The chairman requests everyone to leave the room in order that the panel may reach a decision. The Legal Officer and Democratic Services Officer to the panel will remain.



11. Everyone will be invited to return to receive the decision. In the event of complex or lengthy applications, the panel may decide to give its decision at a later date.