

Order of Proceedings at a Remote Hearing for a Temporary Event Notice (TEN)

Chair's introduction and opening comments

The Chair will introduce the Sub-Committee Members and Officers and welcome the Applicant and Relevant Persons (or their representatives), and establish the identity of all who will be taking part.

The Chair will outline the procedure to be followed.

Licensing Officer to present the application. The Chair will invite all present, one by one, to ask the Licensing Officer questions if they wish, to clarify any points raised in the report.

Relevant Person(s) (or representative) to make a statement and may call witnesses (15 minutes).

Questions to the Relevant Person(s) and witnesses by the Applicant, the Licensing Officer, Legal Adviser (5 mins each) and Members.

Applicant (or representative) to make a statement and may call witnesses (15 minutes).

Questions to Applicant and witnesses by Relevant Person(s), Licensing Officer, Legal Adviser (5 minutes each) and Members.

Summaries - Parties sum up (but not introduce new evidence) in the following order:-

- i. Licensing Officer
- ii. Relevant Person(s)
- iii. Applicant

The Chair will provide the Sub-Committee with a final opportunity to seek clarification from any of the parties on any points raised, or seek advice from the Licensing Officer on policy, or from the Legal Advisor on law and jurisdiction.

The Sub-Committee will retire to deliberate its decision in private with their Legal Adviser and the Democratic Services Officer present. This decision and the reasons for it will be communicated to the parties at the earliest opportunity.