

ORDER OF PROCEEDINGS - STREET TRADING HEARING

**Welcome and
Chairman's remarks**

The Chairman will preside over the meeting and introduce it, welcoming the parties present and outlining the process of the hearing. During any discussion, the Chairman's ruling is final.



**Introduction by the
Council's Licensing
Officer**

The Licensing Officer will introduce the report and will outline impartially the matter before the sub-committee, giving any relevant background information.



**The Applicant
(if present)**

The applicant presents their case and brings forward any witnesses. Members of the sub-committee or the Legal Adviser may ask questions to clarify evidence given.



**Objectors
(if present)**

The Objectors present their case, including any written correspondence and/or calling any witnesses in support of their objections. Members of the sub-committee or the Legal Adviser may ask questions to clarify evidence given.



OPTIONAL - DISCUSSION LED BY THE CHAIRMAN

A discussion may occur if there is a need for the parties involved to clarify each other's cases. At this point parties may ask questions of each other on any matter relevant to the application or any representations.



**Closing Submissions from
Each Party**

The Licensing Officer, Applicant and Objectors make brief closing submissions on the application for decision. The applicant makes the final closing remarks.



**Sub-Committee
Deliberates**

Parties will be asked to leave and the sub-committee will remain in the room to deliberate and make their decision, with only the Legal Advisor and Clerk to the Committee remaining. All other present will be asked to leave the room.



**Chairman may announce
Decision**

Parties may return to the room when asked and the Chairman announces the decision. The Chairman reminds the applicant that the decision will be sent to them in writing. There can be no further questions or statements