

| <b>LICENSING SUB-COMMITTEE REVIEW HEARINGS<br/>PROCEDURE SUMMARY</b>  |  |
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| <b>INTRODUCTION</b>   |  |
| <p>All licensing hearings under the Licensing Act 2003 and the Licensing Act 2003 (Hearings) Regulations 2005 will be remote hearings unless the Chair determines that it is in the interests of justice to hold the meeting in person.</p> <p>Remote hearings will take place via Microsoft Teams. All parties who wish to participate will need to ensure that they are set up to use Microsoft Teams. Prior to the meeting a link will be sent by the Committee clerk to all parties to enable those parties to attend the virtual meeting.</p> <p>The link will be posted on the Council’s website to enable members of the public to observe the meeting although they will not be allowed to speak at the meeting.</p> <p>Parties are required to log in 10 minutes before the start of the meeting. The committee clerk’s contact details are <a href="mailto:nazyer.choudhury@haringey.gov.uk">nazyer.choudhury@haringey.gov.uk</a>. 0208 489 3321 in case of technical difficulties.</p> <p>All parties must have their cameras on for the duration of the meeting<br/>All parties should mute their microphones until invited to speak by the Chair and only one person should speak at any one time. If you wish to speak during the hearing simply press the raise my hand button on the menu bar and wait to be called by the Chair.</p> <p>As a general rule, each party will be given a maximum of 5 minutes to present their representation, which can be extended at the Chair’s discretion.</p> |  |
| <b>Procedure at the hearing</b>   |  |
| 1.  | The Chair introduces himself and invites other Members, Council officers, the Premises Licence Holder, representatives of responsible authorities, interested parties and the Review Applicant to do the same.   |
| 2.  | The Chair invites Members to disclose <ul style="list-style-type: none"> <li>i) any prior contacts (before the hearing) with the parties or representations received by them; and separately</li> <li>any declarations of interest.</li> </ul>   |
| 3.  | The Chair explains the procedure to be followed by reference to this summary which will be distributed in advance.   |
| <b>NON-ATTENDANCE BY PARTY OR PARTIES</b>   |  |
| 4.  | If one or both of the parties fails to attend, the Chair decides whether to: <ul style="list-style-type: none"> <li>(i) grant an adjournment to another date, or</li> <li>(ii) proceed in the absence of the non-attending party.</li> </ul> <p>Normally, an absent party will be given one further opportunity to attend.</p> |
| <b>TOPIC HEADINGS</b>   |  |
| 5.  | The Chair suggests the “topic headings” for the hearing which would normally relate to the <b>the four licensing objectives i.e.</b>   |

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| (i) the prevention of crime and disorder,   |  |
| (ii) public safety,   |  |
| (iii) the prevention of public nuisance, and  |  |
| (iv) the protection of children from harm.  |  |
| 6. The Chair invites comments from the parties on any other topic headings to be discussed.   |  |
| <b>WITNESSES</b>  |  |
| 7. The Chair asks whether there are any requests by a party to call a witness and decides any such request.   |  |
| 8. Only if a witness is to be called, the Chair then asks if there is a request by an opposing party to “cross-examine” the witness. The Chair then decides any such request.       |  |
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| <b>DOCUMENTARY EVIDENCE</b>   |  |
| 9. The Chair asks whether there are any requests by any party to introduce late documentary evidence.   |  |
| 10. If so, the Chair will ask the other party if they object to the admission of the late documents.  |  |
| 11. If the other party do object to the admission of documents which have only been produced by the first party at the hearing, then the documents shall not generally be admitted. |  |

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| 12.   | If the other party object to documents produced late but before the hearing, the following criteria shall be taken into account when the Chair decides whether or not to admit the late documents:   |  |
| (i)   | What is the reason for the documents being late?   |  |
| (ii)  | Will the other party be unfairly taken by surprise by the late documents?  |  |
| (iii)                                       | Will the party seeking to admit late documents be put at a major disadvantage if admission of the documents is refused?  |  |
| (iv)  | Is the late evidence really important?   |  |
| (v)   | Would it be better and fairer to adjourn to a later date?  |  |
| <b>THE LICENSING OFFICER'S INTRODUCTION</b> |  |  |
| 13.   | The Licensing Officer introduces the report explaining, for example, the existing hours, the hours sought to be varied and the comments of the other Council Services or outside official bodies. This should be as "neutral" as possible between the parties. |  |
| 14.   | The Licensing Officer can be questioned by Members and then by the parties.  |  |
| <b>THE HEARING</b>                          |  |  |
| 15.   | This takes the form of a discussion led by the Chair. The Chair can vary the order as appropriate but it should include:   |  |
| (i)   | <u>an introduction by the Review Applicant's main representative</u>   |  |
| (ii)  | <u>questions put by Members to the Review Applicant</u>  |  |
| (iii)                                       | <u>questions put by the Premises Licence Holder to the Review Applicant</u>  |  |
| (iv)  | <u>an introduction by the Premises Licence Holder</u>  |  |
| (v)   | <u>questions put by Members to the Premises Licence Holder</u>   |  |
| (vi)  | <u>questions put by the Review Applicant to the Premises Licence Holder</u>  |  |
| <b>CLOSING ADRESSES</b>                     |  |  |
| 16.   | The Chair asks each party how much time is needed for their closing address, if they need to make one.   |  |
| 17.   | Generally, the Review Applicant makes their closing address before the Premises Licence Holder, who has the right to the final closing address.  |  |
| <b>THE DECISION</b>                         |  |  |
| 18.   | Members retire with the Committee Clerk and legal representative to consider their decision including the imposition of conditions.  |  |
| 1.  | 19. The decision is confirmed in writing within five working days of the hearing.  |  |