



What happens at a District Licensing Committee hearing?

This information sheet explains: how a hearing runs | who speaks when | representations and evidence

The District Licensing Committee hearing is run by a panel of three people, selected by the District Licensing Commissioner, the Mayor and the Chief Executive. Either the Commissioner or his/her Deputy chairs the hearing.

How does a hearing run?

How a committee runs a hearing is generally consistent for every application. Governance Team staff are always available at the hearing to answer your questions about how the hearing runs.

While courtroom formalities need to be followed, the aim is to provide a less formal atmosphere, giving people a chance to put forward their views. The Commissioner will run the hearing process by directing when parties can speak or ask questions, and when breaks will be taken. They will also manage any digression from the hearing procedures.

Before and during the hearing

Things to note:

Arrive in plenty of time. The doors are open about 15 minutes before the hearing starts.

While the hearing is in session, if you need to enter or leave, please be as quiet as possible.

Sit in the public seating to watch the hearing or while waiting to speak.

During the hearing do not call out with questions or make comments unless asked to do so by the committee.

When the hearing begins

The Commissioner will call the hearing to order when he/she is ready to commence the hearing. All in attendance are required to remain silent until called on to speak.

Who speaks when?

The hearing schedule gives the order of witnesses and the approximate times they will appear. Unfortunately it is not possible to guarantee a specific time for appearing at the hearing. Advise the Committee Adviser about any particular needs you have.

The applicant and the applicants witness will speak first followed by submitters and their witnesses.

Closing of the hearing

Once all the evidence has been presented, the representatives for the applicant make their closing statements. The Commissioner then formally closes the hearing.

Sound recording

The hearing may be recorded and it is important to speak clearly.

After the hearing

The committee makes a decision and this is sent out to the applicant and all submitters, including those who did not speak at the hearing.

This decision can be appealed.

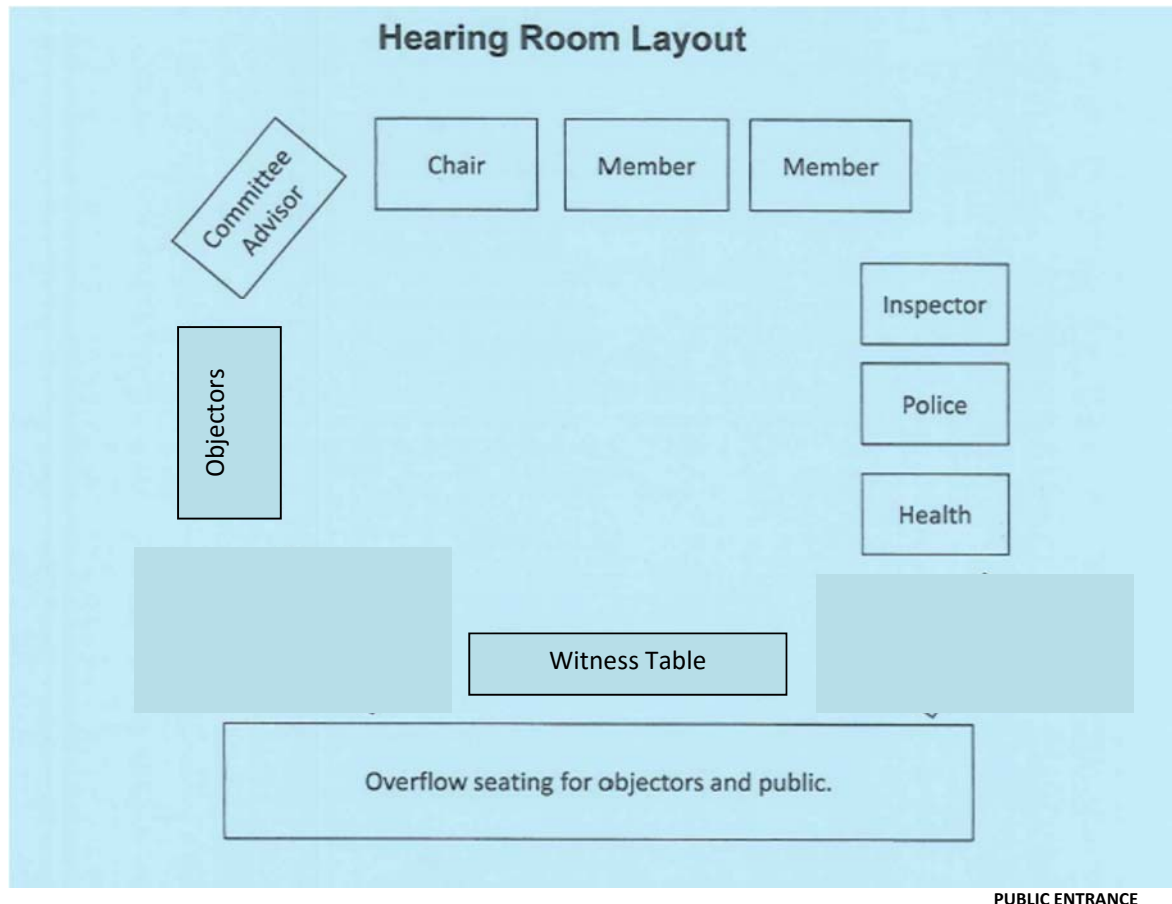
Witnesses

Witnesses sit in the public seating until called.

If you have any special requests please contact the Committee Adviser.

As this is a judicial process all witnesses will be formally sworn in either on the Bible or by affirmation. If you would like to view the wording used please contact the Committee Adviser.

Example of hearing room layout



District Licensing Committee and their support staff

The committee members are seated at the front, facing the room. The Committee Adviser is seated close to the Chair, with committee members next to him/her. The witness stand is opposite the committee members and near the representatives from the various agencies.

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