

1. Chairman introduces the Officer(s) and explains procedure to parties present.
2. Presentation of report by Officer(s).
3. Questions about report to Officer(s) by Members on Policy etc.
4. Questions about report to Officer(s) by Applicant.
5. Presentation by Applicant (may have legal representation, can call witnesses and produce documents relevant to application).
6. Questions to Applicant by Members.
7. Questions to Applicant by Officer(s).
8. Summary by Applicant.
9. Advice from Officer(s) on policy and/or Solicitor on law and jurisdiction.
10. Members retire from hearing accompanied by the Committee Officer to consider the matter (They may call in Solicitor to help draft reasons for decision. Any other advice must be repeated in open forum).
11. Members return and the decision, including reasons, is announced.