PROCEDURAL NOTE

To ensure a fair and orderly hearing, the Committee will follow the procedure set out below:-

1. Introduction by the Chairman who will:-

   - Make emergency evacuation announcement.
   - Announce the purpose of the hearing.
   - Ask the Appellant or their representative to identify him/herself and any witnesses he/she intends to call.
   - Ask the Council's representative to identify him/herself and any witness to be called.

2. The Council's representative will be asked to present the case and evidence in support of the decision.

3. The Council's representative and each witness giving evidence may be questioned on his/her evidence after it has been presented, first by the Appellant and then by Members of the Committee.

4. The Appellant or his/her representative will then be given the opportunity of presenting his/her case. He/she, together with any witnesses, who may have been called, may be questioned by the Council's representative and then by Members of the Committee.

5. The Council's representative will be invited to sum up, if he/she so wishes, following which the Appellant will be given the opportunity of making a final statement.

6. The Chairman will then advise that the hearing has been concluded. The Committee will retire to consider the evidence received. Their legal adviser will adjourn with them to advise on the law and procedures but not the merits.

7. The decision of the Committee will be notified to the Appellant verbally (if wanted) and in writing.