PROCEDURE FOR LICENSING AND APPEALS COMMITTEE
(APPEAL AGAINST DISMISSAL)

1. The **appellant or representative** shall put the case to the Committee/Panel in the presence of the Executive Director or representative. Witnesses may be called.

2. The **Executive Director or representative** shall have the opportunity to ask questions of the appellant or representative called on the evidence given.

3. The **Committee/Panel** may ask questions of the appellant and witnesses.

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4. The **Executive Director or representative** shall put the case to the Committee/Panel in the presence of the appellant and representative. Witnesses may be called.

5. The **appellant or representative** shall have the opportunity to ask questions of the Executive Director or representative and any witnesses called on the evidence given.

6. The **Committee/Panel** may ask questions of the Executive Director or representative and witnesses.

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7. The **Executive Director or representative** shall have the opportunity to sum up.

8. The **appellant or representative** shall have the opportunity to sum up.

9. The Committee/Panel will establish that all parties have made all representations they wish to make.

10. The Executive Director or representative, the appellant and representative and any witnesses to withdraw.

11. The Committee/Panel with the officers appointed as advisers shall deliberate in private only recalling the Executive Director or representative and appellant/and representative to clear points of uncertainty on evidence already given. If recall is necessary, both parties are to return notwithstanding that only one is concerned with the point giving rise to doubt.

12. **The Chair of the Committee/Panel** will announce the decision orally to both parties at the end of the hearing. This is subsequently to be confirmed to the parties in writing.

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