

PROCEDURE FOR THE LICENSING AND APPEALS PANEL – SUB COMMITTEE FOR DISCRETIONARY HOUSING APPEALS

1. The Council's representative will present the case, the decision which it came to and the reasons for coming to the decision.
2. The appellant or their representative will have an opportunity to question the Council's representative.
3. Members will have an opportunity to question the Council's representative.
4. The appellant or their representative will put forward his or her case.
5. The appellant will be questioned by the Council's representative.
6. Members will have an opportunity to question the appellant.
7. The Council's representative will sum up its case and respond to any points of clarification.
8. The appellant or their representative will sum up their case and respond to any points of clarification.
9. Parties leave the meeting to allow members to consider their decision. The parties are then recalled and the decision is given.
10. If members wish to take further time for deliberations it is quite appropriate to release the persons appearing and confirm a decision later.

There can be variations to this procedure at the discretion of the Chair.