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**Hearing Procedure**

1. Committee Secretary introduces members of the Hearing Committee and staff in attendance.
2. Chairman welcomes/opens hearing.
3. Chairman sets out the protocol for the hearing and asks those present to identify themselves and who they represent.
4. Chairman asks if any further objectors or submitters are present and wanting to make a presentation to the Hearings Committee.
5. Each applicant, objector or submitter speaks in turn on their relative application, objection or submission.
6. Members ask points of clarification as required.
7. Staff ask points of clarification as required.
8. Members ask further points of clarification as required.
9. In plan hearings, further submitter(s) speak in turn on their further submission (if attending).
10. Members ask further points of clarification as required.
11. Each applicant or submitter is allowed the right of reply to the objector or further submitter(s) presentation.
12. Staff ask points of clarification as required.
13. Members ask points of clarification as required.
14. Chairman adjourns the hearing.
15. The Committee deliberate in public excluded.
16. In due course the Committee formulates its recommendation to Council, at which time all parties will be notified of the decision.