

Registration Committee Attendance Form

Name:

URN No:

Date of Meeting:

Attendance

You have the right to attend the meeting.

Do you intend to attend the meeting? Yes / No (please indicate)

Representation

You have the right to be represented at the meeting by a solicitor, barrister, trade union representative or a representative from your professional body.

Will you be represented at the meeting? Yes / No (please indicate)

Representative's Details

Name:

Occupation:

Address:

Tel No:

Email Address:

Oral Submissions

If you are not being represented, you have the right to make oral submissions to the Committee. Oral submissions are when you address the Committee about why you think your application should be granted. This is different to giving evidence. You do not have to make oral submissions if you do not wish to do so.

Do you intend to make oral submissions? Yes / No (please indicate)

Evidence

Whether or not you are being represented, you have the right to give evidence to the Committee. All evidence is given under oath or affirmation from the witness stand. If you give evidence, you may be cross-examined by the Council's Solicitor and asked questions by the Committee. You do not have to give evidence if you do not wish to do so. The reason that we ask you this question is so that we can estimate how long your case is likely to take.

Do you intend to give evidence? Yes / No

Written Representations

You have the right to make written representations to the Committee. You may do this even if you are attending the meeting and / or even if you are represented at the meeting. You must send your written representations to the Clerk at least 14 days before the meeting.

Do you intend to make written representations to the Committee? Yes / No (please indicate)

Request for Postponement

If you wish to request that the meeting be postponed, you must put your request in writing without delay. Meetings are postponed only in exceptional circumstances.

Do you wish to request a postponement? Yes / No (please indicate)

If yes, you should write a letter to the Chair of the Committee detailing full reasons for your request, and attach the letter to this form.

Contact Details

Please provide your contact details in case we need to call you.

Home:

Mobile:

Special Requirements

Please let us know if you have any special requirements so that we can put arrangements in place to facilitate your attendance at the meeting e.g. an interpreter.

Signature: _____

Date: _____