

# Professional Conduct Procedure

## PR13 - Change of Venue

All hearings and appeals will be held near the Association's head office unless this protocol allows otherwise.

The Registrar will consider applications to change the hearing venue on a case-by-case basis.

A party should write to their Case Manager as soon as possible if they believe there are exceptional circumstances which means the hearing should be held elsewhere.

All requests should be made promptly and give good and sufficient reasons and supporting evidence. If not, the Registrar may not grant the request.

The application must set out clear and compelling reasons as to why the hearing venue is not suitable.

When making their decision the Registrar, or their officer, will consider:

- the party's reasons for requesting a change of venue, including any supporting evidence provided
- the financial, medical or other exceptional hardship communicated by the party
- if the request was timely
- whether moving the venue would disadvantage the other party
- if any witnesses, experts or representatives are attending and whether they would be able to attend the new venue
- whether a telephone or video hearing would be possible
- the alternative venues proposed by the party and the reasons for suggesting those venues
- whether it is fair, in all the circumstances, to change the venue

The Registrar may request such further information or evidence as required to consider an application to change the venue of the hearing. Where this evidence is not supplied, the application may be rejected.

Only the parties to the complaint can request a change of venue. The venue will not normally be changed to accommodate a legal or other representative, witness or an expert, unless there is compelling evidence that they are unable to attend the chosen venue and that their absence would mean that the complaint could not be resolved justly.