

**House Rules for Regulating Admission
and Conduct of Persons Attending Appeal Tribunal Hearings**

General

1. The following House Rules are for the maintenance of good order governing the admission of members of the public to the Appeal Tribunal hearings.
2. Members of the public may be admitted, as **visitors** to listen to the proceedings of Appeal Tribunal hearings. They are required to comply with these House Rules. Those who signify their unwillingness to comply with any of these House Rules will not be admitted to the venue where the hearings are conducted (hereunder called “the venue”).
3. If any visitor breaches any of the House Rules, he/she will be required to leave the venue forthwith.

Booking and Seating

4. Applications for admittance as visitors to Appeal Tribunal hearings may be made by advance booking by any member of the public. The applicant is required to provide his name and contact telephone number to any authorized officer of the Appeal Panel (Housing) (hereunder called “authorized officer”).
5. Visitors are required to be seated according to the direction of any authorized officer. No admittance may be allowed after the hearing has commenced.

Admission

6. Any authorized officer or security guard may take such action as is necessary to verify any visitors' identity for admission purpose at the point of entry.

7. Visitors are not allowed to carry any luggage other than a handbag or similar item into the venue where the hearing is conducted. Any person who wishes to carry a handbag or similar item into the venue may be asked to show its content to any authorized officer or security guard at the point of entry.
8. Loudhailers, banners and any materials/equipment which, in the opinion of any authorized officer or security guard, may cause disturbance to the proceedings of the hearing, or to the normal conduct of business in any other parts of the venue, will not be allowed.

Conduct and Behaviour

9. Once admitted, visitors are required to behave in an orderly manner and comply with the direction of any authorized officer or security guard.
10. Loitering and unauthorized gathering in any part of the venue is not allowed.
11. Audio or video recording, photographing, smoking, eating or drinking is not allowed inside the venue where the hearing is conducted.
12. The Chairman may require any person who wilfully disrupts or obstructs the proceedings of the Appeal Tribunal or otherwise misbehaves during a hearing to leave and may, if he/she does not comply with the requirement, order his/her removal.
13. Where, after consulting parties to the appeal, an Appeal Tribunal hearing an appeal is satisfied that it is desirable to hold the hearing or any part of it in private, it may direct that the hearing or part of it, as may be appropriate, shall take place in private and give directions as to the persons who may be present.
14. As soon as the proceedings of the hearing have concluded or as directed by the Chairman under House Rules 12 and 13, visitors are required to leave the venue according to the direction of any authorized officer or security guard.