

## **Special Procedure - Applications for Hackney Carriage, Private Hire Vehicle, Driver's or Operator's licences**

One of the Council's Legal Advisors will be in attendance throughout the proceedings and he/she is there to advise Members. Sub-Committee Members may seek clarification on points of procedure at any time. Please note that for day time hearings the Sub-Committee will normally adjourn for lunch at 1:00 p.m. and that comfort breaks will be taken at the discretion of the Chair at appropriate points during the meeting. Members should request a comfort break if required and not leave any meeting in progress.

### **1. INTRODUCTION**

Everyone to introduce themselves

### **2. LICENSING OFFICER**

The Licensing Officer will introduce the report, including background information, and will outline the reasons why the Sub-Committee is considering the application. The Licensing Officer will call any witnesses in support.

Questions may be asked of the Licensing Enforcement Officer or any witnesses by:

- Members of the Sub-Committee
- Applicant (and/or representative)

### **3. APPLICANT**

The applicant or their representative will outline their case and call any witnesses in support.

Questions may be asked of the applicant or any witnesses by:

- Members of the Sub-Committee
- Licensing Officer

### **4. SUMMING UP**

The applicant or their representative will be asked to sum up.

### **5. CONSIDERATION OF DECISION • CONFIDENTIAL SESSION**

Members of the Committee will retire to consider the decision. In doing so the Solicitor to the Sub-Committee and the Committee Administrator will retire with them, but will take no part in the discussion of the merits of the case or what the decision should be. Should the Solicitor to the Sub-Committee be required to clarify any points of law, these will be repeated in the public session.

### **6. ANNOUNCEMENT OF DECISION**

Sub-Committee Members etc. will return and the Chair will give the decision and the reasons for it. The Licensing Officer will confirm this decision in writing to the licensee and advise of any right of appeal.

**Note:** *This procedure note is issued as a guide only- the order and conduct of business may be varied by the person presiding at any time in order to facilitate the determination of the matter, having regard to statutory restrictions and the rules of natural justice.*