

LICENSING AND REGULATORY SUB-COMMITTEE

PROCEDURE FOR CONSIDERING APPLICATION FOR PRIVATE HIRE OR HACKNEY CARRIAGE VEHICLE OPERATOR'S LICENCE

1. The Democratic Services Officer will conduct election of Chair (unless Chair or Vice-Chair of Licensing Committee is a Member of the Sub-Committee).
2. The Chair will introduce Members of the Sub-Committee and Officers.
3. The Chair will ask the Members of the Sub-Committee to consider a resolution that the press and public be excluded from the meeting during the Sub-Committee's deliberations and decision making at the end of the hearing in accordance with Section 100(A)(4) of the Local Government Act 1972.
4. The Chair will explain the procedure to be followed and ask:-
 - Is the applicant present
 - The applicant to introduce themselves
 - If the applicant is (legally) represented.
 - If the applicant has any witnesses and if so give their names and position.
5. The Licensing Officer will present the report before the Sub-Committee.
6. The applicant or their representative may ask the Licensing Officer questions about the report.
7. The Sub-Committee may also ask the Licensing Officer questions about the report.
8. The applicant or their representative will put their case, calling any witnesses to speak on their behalf (max 15 mins).
9. The Licensing Officer may then ask relevant questions of the applicant and any witnesses.
10. The Sub-Committee may ask relevant questions of the applicant and any witnesses.
11. The Licensing Officer may make a closing speech (max 5 mins).
12. The applicant or their representative may make a closing speech (max 5 mins).
13. The Sub-Committee will then ask the Licensing Officer and the press and public (including the applicant and their representative and witnesses) to leave the Committee room and the Sub-Committee will then consider their decision in private.

14. Unless expressly stated by the Sub-Committee in the hearing, the Sub-committee will invite the Licensing Officer and the press and public (including the applicant and their representative and witnesses) back into the Committee meeting room to announce their decision.
15. The decision of the Sub-Committee together with rights of appeal will subsequently be confirmed to the applicant in writing.