

## LICENSING SUB-COMMITTEE

### Private Hire Vehicle/Driver/Operator Licence Hackney Carriage Vehicle/Driver Licence

#### Procedure (Guidance)

1. The Chairperson introduces members of the Licensing Sub-Committee. All other parties, including Officers of the Council, should be identified.
2. **The Chair of the Licensing Sub-Committee will announce whether the decision of the Licensing Sub-Committee will be given at the end of the Hearing with written confirmation sent to the Licence Holder/Applicant within 10 working days of the Hearing, or whether it will just be given in writing within 10 working days of the Hearing.**
3. Presentation of the report from the Licensing Department, including the calling of any witnesses and production of any relevant documentation. (**NB** time will be provided for members of the Licensing Sub-Committee to read the documentation before moving on to the next item.)
4. Members of the Sub-Committee and Applicant/Licence holder may ask questions of Officers from the Licensing Department [and witnesses] which are relevant to the proceedings in hand.
5. Applicant/Licence Holder or his/her representative to present their case, calling any witnesses and producing any relevant documentation.
6. Members of the Sub-Committee and Officers from the Licensing Department may ask questions of the Applicant/Licence Holder [and witnesses] which are relevant to the proceedings in hand.
7. Licensing Department to briefly sum up.
8. Applicant/Licence Holder or their representative to briefly sum up.
9. Members of the Sub-Committee to ask any final questions.
10. Members of the Council not being members of the Licensing Sub-Committee, the Applicant/Licence Holder, Officers of the Council, not being the Committee Officer or Legal Advisor, will be requested to leave the Hearing whilst members of the Licensing Sub-Committee determine the case.