



Licensing Sub-Committee

Hearings relating to Private Hire and Hackney Carriage licences

Procedure Notes

Subject to the Sub-Committee's powers of amendment this procedure will be followed.

There are three members of the Licensing Sub-Committee. These councillors are all members of the Licensing Board. They will each have received the report of the Licensing ~~Enforcement~~ Officer relating to the case prior to the hearing.

Other people at the hearing will include a Clerk who will keep notes of the hearing and a Council solicitor who will advise the Sub-Committee where necessary. The applicant / licence holder may bring someone who is familiar with the case to the hearing to present or support their case.

The hearing procedure is as follows:

1. The applicant / licence holder and any person accompanying him/her will wait in reception until they are called into the hearing at the same time as the Licensing ~~Enforcement~~ Officer.
2. The Licensing ~~Enforcement~~ Officer will present his report.
3. The applicant / licence holder will then be given the opportunity to question the Licensing ~~Enforcement~~ Officer about any points raised in the report.
4. The applicant / licence holder or his representative will then be invited to put his/her case to the Sub-Committee.
5. The Licensing ~~Enforcement~~ Officer will then be given the opportunity to question the applicant / licence holder and his representative.
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6. The Sub-Committee members may at any time during the hearing ask any questions which they feel would help them make a decision on the case.
7. The Chairman will then invite both the Licensing ~~Enforcement~~ Officer and the applicant / licence holder or his / her representative to make a brief closing statement.
8. After any closing statements the Chairman will then request both the Licensing ~~Enforcement~~ Officer and the applicant / licence holder and his /her representative to leave the room. They will be asked to wait in the main reception during the Sub-Committee's deliberation.
9. Members of the Sub-Committee will then consider the case. Their decision will be made only on the facts and submissions made at the hearing in the presence of both the Licensing ~~Enforcement~~ Officer and the applicant / licence holder and his /her representative.
10. The Licensing ~~Enforcement~~ Officer and the applicant / licence holder and his /her representative will then be orally notified by the Chairman of the Sub-Committee of:
 - (a) The decision;
 - (b) The reasons for the decision; and
 - (c) Any right of appeal available to the applicant / licence holder.

11. The Licensing ~~Enforcement~~ Officer will confirm this decision in writing to the applicant / licence holder within ~~three~~ five working days of the date of the hearing.