Procedure for Regulatory Committee/subcommittee Hearings

All regulatory committee/subcommittee hearings where the subject is not exempt from publication, e.g., applications for tables and chairs on the highway, and are held in public follow the licensing sub-committee procedures, above.

Members of the public will be excluded for the consideration of licences or the issue of permits in relation to Hackney Carriage Vehicles and Drivers, Private Hire Vehicles and Drivers, and Private Hire Vehicle Operators. The hearing will be conducted by a subcommittee of the regulatory committee.

The procedure is:

Step 1: Introduction

The chair introduces themself and the members of the subcommittee. The chair then introduces the legal adviser, committee officer and the licensing officer and explains their roles.

The chair welcomes the licensee/applicant and establishes the identity of all who will be taking part and advises the applicant of their right to be accompanied. The legal adviser outlines the order of business.

Step 2: Presentation by Licensing Officer

The licensing officer outlines the application; confirms the application details with the applicant or applicant's representative, introduces the report and provides an update on any recent changes.

The licensing officer may call witnesses to support the council's case.

Members or the subcommittee and the applicant/their representative may ask the licensing officer questions for clarification.

Step 3: Applicant's Evidence

The applicant or their representative presents their case and brings forward any supporters or witnesses, after which they are questioned (if necessary) by members of the subcommittee.

Step 4: Members of the committee/subcommittee seek clarifications on any outstanding points

Members of the subcommittee have a final opportunity to seek clarification on any points raised.

Step 5: Members of the committee/subcommittee retire to deliberate

The subcommittee accompanied only by their legal adviser (and committee officer) will retire to make its decision in private.

Step 6: Decision notification

The subcommittee usually readmits the applicant and other parties and the chair announces the decision. The legal adviser will provide the reasons for the decision and advises the parties that the decision will also be sent to them in writing and the rights of appeal. There can be no further questions or statements.

If the subcommittee is unable to reach a decision, the chair will explain that all parties will be notified as soon as possible (but within 5 working days) of the decision and the reasons for such.