



NORWICH
City Council

Regulatory sub committee

Date: **Monday, 13 April 2026**

Time: **14:30**

Venue: **Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH**

Pre-meeting:

There will be a briefing for members of the committee at 14:00

Committee members:

Councillors:

Carrington
Kidman
Padda
Stutely
Young

For further information please contact:

Committee officer: Robert Carmichael
t: (01603) 989379
e: democraticservices@norwich.gov.uk

Reserve Councillors:

Ackroyd
Catt
Huntley
Lawes
Maguire
Oliver
Worley-Smith

Democratic services
City Hall
Norwich
NR2 1NH
www.norwich.gov.uk

Information for members of the public

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

Agenda

Page nos

1 Apologies

To receive apologies for absence

2 Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

3 Procedure for Regulatory Committee and Subcommittee Hearings 3 - 4

4 Exclusion of the public

Consideration of exclusion of the public.

Exempt items:

(During consideration of these items the meeting is not likely to be open to the press and the public.)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part 1 of Schedule 12 A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, members are asked to decide whether, in all circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

Page nos

5 Application for the Grant of a Private Hire Vehicle License -25/02098/PHVEH

- This report is not for publication because it would disclose information which is likely to reveal the identity of an individual as in para 2 of Schedule 12A to the Local Government Act 1972.

Procedure for Regulatory Committee/subcommittee Hearings

Item 3

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 themselves 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 of 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.