

NORTH SOMERSET COUNCIL

LICENSING SUB-COMMITTEE

Procedure to be followed for meetings of the Sub-Committee relating to applications for Hackney Carriage Drivers Licences/Private Hire Drivers Licences/ Combined Drivers Licences/Operators Licences

- (1) The Chairman introduces members of the Sub-Committee and officers present, and explains the procedure to be followed
- (2) The Chairman invites the Licensing Authority's representative to outline the application. All parties may then ask questions
- (3) The Chairman invites the applicant or his/her representative to respond. All parties may then ask questions
- (4) Both parties invited to sum up
- (5) The Sub-Committee withdraws to consider the submissions and to make its deliberations
- (6) On returning to the meeting with all parties present, the Chairman/Legal Adviser to the Sub-Committee announces the decision

Please note: -

The Chairman appointed for the meeting shall have absolute control of the Hearing and the ruling of the Chairman shall be final.

The Legal Advisor to the Sub- Committee can assist the Chairman during the Hearing and may interrupt proceedings when it is considered necessary to ensure that the Sub-Committee is able to determine the application fairly.