

# 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 and Operators' Licences**

The Chairman introduces members of the Sub-Committee and officers present, and explains the procedure to be followed:

- 1 The Chairman invites the Licensing Authority's representative to outline the application. All parties may then ask questions
- 2 The Chairman invites the applicant or his/her representative to respond. All parties may then ask questions
- 3 The parties are then invited to sum up
- 4 The Sub-Committee withdraws to consider the submissions and to make its deliberations
- 5 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.