

# **North Somerset Council**

## **Licensing Sub-Committee**

### **Procedure to be followed for meetings of the Sub-Committee relating to a review of a Private Hire Driver's Licence, Hackney Carriage Driver's Licence, Combined Driver's Licence, Private Hire Operator's Licence**

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 reasons for the review of the licence. All parties may then ask questions;
2. The Chairman invites the licence holder or his/her representative to respond. All parties may then ask questions;
3. The parties are 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 review of the Private Hire Driver's Licence fairly.