## LICENSING SUB-COMMITTEE HACKNEY CARRIAGE (TAXI) AND PRIVATE HIRE VEHICLES DRIVERS' LICENCE PROCEDURE

Chair introduces Members and Officers present Confirm Applicant/Licensee has received and understands procedure Licensing Officer introduces the report If Applicant/Licensee not present Committee decides whether to proceed or defer on notice Applicant/Licensee asked to leave the room while Members consider the DBS check, references and statement Applicant/Licensee asked to return and present case. Questions may be asked by Members Applicant/Licensee may call witnesses who may also be questioned. Invite Licensing Officer for comment. Officer may also be questioned. Applicant/Licensee invited to make closing statement. Committee moves to private session to determine matter. Meeting reconvened in public and Chair announces decision. Reasons given and parties advised decision will be confirmed in writing.