LICENSING SUB-COMMITTEE
HACKNEY CARRIAGE (TAXI) AND
PRIVATE HIRE VEHICLES COMPLAINT PROCEDURE

Chair introduces Members and Officers present

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Chair confirms all parties have received and understood procedure

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Licensing Officer introduces report

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If Complainant/Licensee not present Committee decides whether to proceed or defer on notice

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Complainant presents case and may call witnesses. Questions may be asked by Members and other parties

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Licensee presents case and may call witnesses. Questions may be asked by Members and other parties.

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Licensing Officer invited to comment. Officer may be questioned.

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Complainant makes closing statement.

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Licensee makes closing statement

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Committee moves to private session to determine matter.

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Meeting reconvened in public and Chair announces decision. Reasons given and parties advised decision will be confirmed in writing.