

PROCEDURE NOTE

at meetings of the Regulatory Committee
to consider Private Hire and Hackney Carriage applications

1. The Chairman will introduce him/herself, the Committee and Officers present.
2. The Chairman will invite the applicant to introduce him/herself, any persons accompanying him/her and confirm in what capacity they are present.
 - (a) **if the applicant is unaccompanied** the Chairman will remind him/her of the right to be represented or accompanied;
 - (b) **if the applicant is accompanied** the Chairman will ask who will be presenting the application before the Committee.
3. The Chairman will invite the responsible Officer to summarise the application.
4. The Chairman will invite the applicant (*or representative*) to make submissions.
5. The Chairman will open the floor to the Committee to put questions

Note:

Questions may be put to all parties, including the applicant and/or representative, and Officers.

5. The Chairman will ask the Officer if he/she has anything further to add.
6. The Chairman will invite the applicant [*or representative*] to make a closing statement.
7. The Chairman will adjourn the meeting and invite all parties, with the exception of the Legal Advisor to the Committee, to withdraw whilst the Committee deliberates in private session.
8. The Chairman will reconvene the meeting and give the Committee's decision, including any conditions if the licence is granted.
9. In all cases the Chairman will give the reason(s) for the decision.

Note:

The applicant will be advised of the decision in writing and, where relevant, will be notified of any rights of appeal.