LICENSING SUB-COMMITTEE AGENDA

Tuesday 16th May 2017

at 2.00pm

**in Committee Room C
Civic Centre, Hartlepool**

MEMBERS: LICENSING SUB-COMMITTEE:

Councillors Buchan, Hall, Lawton and Robinson

1. **APOLOGIES FOR ABSENCE**

2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

3. **ITEMS FOR DECISION**

    No items.

4. **ANY OTHER ITEMS THE CHAIR CONSIDERS ARE URGENT**

5. **LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006**

    EXEMPT ITEMS

    Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

6. **EXEMPT ITEMS FOR DECISION**

    6.1   Private Hire Drivers Licence PG (para 1) – *Interim Director of Public Health*

    6.2   Hackney Carriage Drivers Licence SAL (para 1) – *Interim Director of Public Health*

6.3   Hackney Carriage Drivers Licence MRA (para 1) – *Interim Director of Public Health*

6.4   Private Hire Drivers Licence ICB (para 1) – *Interim Director of Public Health*

7.   **ANY OTHER EXEMPT ITEMS THE CHAIR CONSIDERS ARE URGENT**

LICENSING COMMITTEE

Procedure for Contentious Matters Relating To
Hackney Carriage/Private Hire Licence Sub Committee

The hearing will be in private and not open to the press or members of the public. The applicant/ appellant will be entitled to be represented by a solicitor or other person.

In advance of the commencement of the meeting (or consideration of an individual case) the Democratic Services Officer shall establish the identity of those present, who they represent and who intends, or wishes, to speak. The officer should also if possible, outline the procedure to the representatives before the meeting commences.

1. Chairman's opening comments.

2. The Democratic Services Officer representative will indicate which parties are present at the meeting and will briefly outline the procedure (if not already done).

3. The Director of Public Health (or representative) will outline the facts, adding any additional information as is necessary.

4. Members of the Committee will have an opportunity to ask any questions of the officer.

5. The Director of Public Health (or representative) will call any further witnesses or persons (including a Police Officer) to comment. Members will again have the opportunity to ask questions.

6. The applicant/appellant (or representative) will then put his/her case.

7. Members of the Committee will have an opportunity to ask any questions of the applicant/ appellant.

8. The applicant/appellant (or nominated representative) may call further witnesses or persons to comment. Members will again have the opportunity to ask questions.

9. All persons other than Committee members will then withdraw whilst the matter is considered and a decision reached.

10. Should members require further information at stage, all parties are to be invited to return.

11. All parties will be recalled to hear the decision of the members.

12. Should the decision go against the applicant/appellant, he/she will be informed verbally of the right of appeal to the Magistrates Court.

13. The decision will then be communicated to the applicant/appellant in writing as soon as practicable together with details of the right of appeal to the Magistrates Court within 21 days.

<u>NOTES</u>

Members of the Committee should ask only specific relevant questions and avoid debating the issue until all parties have withdrawn.

Only members present during the whole of the hearing should be involved in the decision making process.

An application for adjournment should be granted by the Chairperson at any time during the proceedings, if it is felt that the applicant/appellant is not receiving a fair hearing.

NO CROSS EXAMINATION IS TO TAKE PLACE AT THE MEETING.

Each party is to be allowed to make representation to the Members without interruption.