

**JUDICIAL COMMITTEE (HACKNEY CARRIAGE/PRIVATE HIRE TAXI  
LICENSING) PROCEDURE**

**APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE TAXI LICENSE**

1. The Licensing Manager (or investigating officer) will introduce the Committee Report.
2. The Applicant (or their Representative) will be asked if they have any questions for the Licensing Manager / officer regarding the contents of the Committee Report.
3. Members will be asked if they have any questions for the Licensing Manager / Officer regarding the contents of the Committee Report.
4. The Applicant (or their Representative) will set out the Applicant's application.
5. Members will be asked if they have any questions for the Applicant. Questions should be answered by the Applicant and not their Representative.
6. The Licensing Manager / Officer will be asked if they have any questions for the Applicant. Questions should be answered by the Applicant and not their Representative.
7. The Licensing Manager / Officer will, if they so wish, make a closing statement.
8. The Applicant (or their Representative) will, if they so wish, make a closing statement.
9. Licensing Officers, the Applicant and their Representative will be asked to leave the room while the Committee consider the application and reach a decision. The Legal Advisor and the Member Services Officer will remain in the room to advise the Committee and take notes.
10. Everyone will be called back into the room and the Chair will deliver the Committee's decision. A written decision will subsequently be provided to all relevant parties.

\*From time to time throughout the Committee Hearing the Licensing Manager / officer and the Legal Advisor may raise their hand to speak if clarification on any point is required or to offer any relevant legal advice.

\*The Committee may at any time resolve to adjourn any matter before them.