

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

**COMPLAINT(S) LODGED AGAINST A CURRENT HACKNEY
CARRIAGE/PRIVATE HIRE TAXI LICENSE HOLDER**

1. The Licensing Manager (or investigating officer) will introduce the Committee Report.
2. The Driver (or their Representative) will be asked if they have any questions for the Licensing Manager regarding the contents of the Committee Report.
3. Members will be asked if they have any questions for the Licensing Manager regarding the contents of the Committee Report.
4. If there is a Complainant present the Licensing Manager will introduce him/her and ask him/her to set out the complaint to the Committee. Any Witnesses for the Complainant will be asked to give their account immediately following the Complainant.
5. Members will be asked if they have any questions for a Complainant or a Witness. The driver or rep will be asked if they have any questions for the complainant or witness. Questions should be directed through the chair. There should be no direct conversation between the driver and the complainant.
6. The Driver (or their Representative) will set out the Driver's case.
7. Members will be asked if they have any questions for the Driver. Questions should be answered by the Driver and not their Representative as only the Driver will have been present during the incident.
8. The Licensing Manager will be asked if they have any questions for the Driver. Questions should be answered by the Driver and not their Representative as only the Driver will have been present during the incident.
9. The Licensing Manager will, if they so wish, make a closing statement.
10. The Driver (or their Representative) will, if they so wish, make a closing statement.
11. Licensing Officers, the Driver and their Representative, the Complainant, and any Witnesses will be asked to leave the room while the Committee consider the complaint and reach a decision. The Legal Advisor and the Member Services Officer will remain in the room to advise the Committee and take notes.
12. 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 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.