

JUDICIAL COMMITTEE (HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING)

LICENSING PROCEDURE - COMPLAINTS LODGED AGAINST HACKNEY CARRIAGE / PRIVATE HIRE VEHICLE DRIVERS

NOTICE

1. The complainant will be notified of the date, time and venue for the consideration of his/her complaint and will be invited to attend, along with anyone who he/she has asked to speak on his/her behalf.
2. The licensed driver will be notified of the date, time and venue for the consideration of the complaint lodged against him/her and will be invited to attend, along with anyone who he/she has asked to speak on his/her behalf.
3. The complainant and the licensed driver (and, where appropriate, his/her representative) will be provided with copies of the agenda for the meeting and any documents which will be produced at the hearing.
4. Any witnesses that either the complainant or the licensed driver want to call may be asked to remain outside the Committee Room until called and may then be asked to leave for the remainder of the proceedings.

HEARING

1. The complainant will make oral representations either in person or through a representative. Anyone wishing to speak in support of his/her representations will also be heard.
2. The licensed driver will make oral representations either in person or through a representative. Anyone wishing to speak in support of his/her representations will also be heard.
3. The representative from the Council's Licensing Section will be invited to provide his/her observations on the representations and if he/she wishes, question the complainant and licensed driver or any person speaking on their behalf.
4. The complainant (or his/her representative) will be asked to comment on the representations made by the licensed driver (or his/her representative) and on the officer's observations and may, if he/she wishes, question the licensed driver (or his/her representative) and the officer.
5. The licensed driver (or his/her representative) will be asked to comment on the representations made by the complainant (or his/her representative) and on the officer's observations and may, if he/she wishes, question the complainant (or his/her representative) and the officer.
6. Members, and, at the invitation of the Chairman, the Council's Solicitor, will be given the opportunity to question anyone appearing before them in connection with the complaint.
7. The complainant (or his/her representative) will, if he/she so wishes, make a closing statement.

8. The licensed driver (or his/her representative) will, if he/she so wishes, make a closing statement.
9. Everyone appearing before the Committee will be asked to leave the room whilst the Members consider the application and make a determination.

(If necessary, for clarification or to resolve an outstanding query, further questions may be put to either the complainant or licensed driver (or their representatives) in the presence of both sides).

10. The Judicial Committee's decision will be announced by the Chairman and subsequently confirmed in writing by the Licensing Officer.

N.B. The Judicial Committee may at any time resolve to adjourn the hearing.