



## LICENSING & APPEALS SUB-COMMITTEE

(Members are asked to join the meeting by 10.15am)

17 November 2020 at 10.30am  
(Online)

### AGENDA

**Sub-Committee Membership: Councillors Moorby, Myers and Whitaker.**

1. **Apologies for absence.**
2. **Appointment of Chairman for the Hearing.**
3. **Declarations of Interest** – Members are invited to declare any interests (including the nature of those interests) they have in the item appearing on this agenda.

*(Note: If any of the Sub-Committee's Members believe they may have an interest they are asked to inform the agenda contact officer before the date of the Hearing as the attendance of a replacement Member may need to be arranged.)*

4. **Exclusion of the Public** – In accordance with the Council's Access to Information Procedure Rules, the Panel is asked to exclude the public from the meeting during consideration of Item 5 below (marked \$) on the grounds that it is not in the public interest to disclose the Category 1 exempt information (Information relating to any individual).
- \$5. **Review of a Hackney Carriage Driver Licence and Hackney Carriage Vehicle Licence** – The Sub-Committee is asked to determine whether any sanction, including suspension or revocation should be given in relation to a Hackney Carriage driver licence. Report of the Licensing Manager is attached together with a copy of the Council's Procedure for the Conduct of Hearings.
- \$6. **Review of a Hackney Carriage Driver Licence and Hackney Carriage Vehicle Licence** – The Sub-Committee is asked to determine whether any sanction, including suspension or revocation should be given in relation to a Hackney Carriage driver licence. Report of the Licensing Manager is attached together with a copy of the Council's Procedure for the Conduct of Hearings.

**Agenda Contact Officer:**

Hannah Scales, Democratic Services and Scrutiny Officer  
Tel: 01756 706235 Email: [hscases@cravenc.gov.uk](mailto:hscases@cravenc.gov.uk)

## **Summary of procedure to be followed in considering taxi licensing matters at a meeting of the Licensing and Appeals Sub-Committee**

Having dealt with apologies, the appointment of a Chairman, any declarations of interest and exclusion of the public.

1. The Chairman will introduce her/himself, Members and officers present.

Note : In the event of either party (the Licensing Manager / substitute or the applicant / representative) submitting documents at the Hearing the Chairman may call a brief adjournment to allow Members and the other party time to read those documents.

2. The Licensing Manager / representative will outline the reason for the hearing / reasons for the action taken (if any) against the applicant and call witnesses, if any.

Members may then put questions to the Officer and any witness. The applicant (or their representative) may then ask questions of the Licensing Manager / representative and any witness.

3. The applicant (or their representative) will then be invited to address the Sub-Committee and call witnesses / persons to speak in support, if any.

Members may then put questions to the applicant or their representative and any witness / supporter.

4. The Licensing Manager / representative followed by the applicant or representative will then be invited to sum up.

5. The Sub-Committee, taking into account representations heard / made, and taking into account any relevant considerations, will consider its decision.

At this point the Licensing Manager / representative and the applicant / representative will be asked to withdraw (if a substitute Member is present he / she will also be asked to withdraw). Both parties will be invited back into the room to hear the Sub-Committee's decision.

6. The decision of the Sub-Committee will be confirmed in writing to the driver.

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