

## **“Drivers” and Attendance Before the Licensing and Regulatory Committee**

The Council’s Licensing and Regulatory Committee, (comprised of a maximum of 15 elected Councillors), plays a very important role in the licensing regime. Those applying for licences to drive hackney carriages and / or private hire vehicles and existing licensees can be requested to appear before the Committee where there are concerns about whether they are, or remain a “*fit and proper person*” to hold a licence(s). The Committee is presently chaired by Councillor Fletcher.

If asked to appear before the Committee, the following 10 key points are hopefully of some assistance, :-

1. You should prepare for your attendance before the Committee. You should take time to read the Report which will be sent to you in advance of the Meeting. The Report will explain why your case has been referred to the Committee for a decision, plus the possible outcome of your case. These issues will have been explained to you by the Licensing Officer who dealt with your case;
2. If you believe there are any errors in the Report, please raise in advance of the Meeting with the Officer who sent you the Report;
3. You should read the document that will be sent to you explaining the procedure to be followed at the Meeting. At the Meeting, the Committee’s Legal Adviser will take you through the procedure;
4. You could be supported at the Meeting by a friend, colleague, or a family member. You may want to be legally represented at the Meeting, such as by a Solicitor. If to be accompanied, please let the Licensing Officer know as soon as possible;
5. You should think about what information, or points you want to explain to the Committee, plus what questions you are to ask. You should consider what questions may be asked of you at the Meeting;
6. Your invite letter will confirm what time you need to attend the Meeting, which will be held in the Council Chamber at City Hall. Please attend on time! The Meeting is not open to the press and public;
7. Present at the Meeting will be : yourself; any person attending to support you; any legal representative acting on your behalf; the Councillors; the Licensing Officer(s) presenting the Report; a Principal Democratic Services Officer; the Committee’s Legal Adviser; and any Witnesses that may be called. Those in attendance will be introduced at the start of the Meeting;
8. The Committee appreciates some applicants and existing licensed drivers may not be used to attending such formal meetings. If you have any questions, or queries during the Meeting these can be raised at any time with the Committee Chair.
9. The Councillors who sit on the Committee will make the decision on your case, not Council Officers; and
10. Once the Committee has reached a decision, this will be confirmed to you at the Meeting. A detailed outcome letter will be prepared by the Legal Adviser. This will be issued in the name of the Council’s Principal Licensing Officer. The letter will explain the decision reached and why. If needed, the letter will explain your appeal rights.