

GENERAL LICENSING SUB-COMMITTEE

WEDNESDAY, 15TH JULY 2015, 2.00 PM
COMMITTEE ROOM 1, TOWN HALL, CHORLEY

I am now able to enclose, for consideration at the above meeting of the General Licensing Sub-Committee, the following meeting procedure that will be used at the meeting.

Agenda No Item

2 PROCEDURE

(Pages 23 - 24)

Revised Procedure for the General Licensing Sub Committee for the determination of a driver's licence following a complaint (enclosed)

GARY HALL
CHIEF EXECUTIVE

Electronic agendas sent to Members of the General Licensing Sub-Committee

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**HEARING PROCEDURE
DETERMINATION OF A DRIVER LICENCE FOLLOWING A COMPLAINT**

- 1. CHAIR OF SUB-COMMITTEE:**
 - opens the meeting
 - introduces Members and Officers
 - confirms details of all parties in attendance
 - outlines procedure to be followed
- 2. LICENSING OFFICER OUTLINES THE MATTERS CONTAINED WITHIN THE REPORT**
- 3. QUESTIONS TO LICENSING OFFICER FOR CLARIFICATION FROM:**
 - The Driver and/or Legal Representative
 - The Complainant and/or Legal Representative
 - Sub Committee
- 4. THE COMPLAINANT AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS REGARDING THE COMPLAINT**
- 5. QUESTIONS TO COMPLAINANTS FROM:**
 - The driver and/or Legal Representative
 - The Licensing Officer
 - Sub Committee
- 6. THE DRIVER AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS REGARDING THE COMPLAINT**
- 7. QUESTIONS TO THE DRIVER AND/OR LEGAL REPRESENTATIVE FROM:**
 - The complainant and/or Legal Representative
 - The Licensing Officer
 - Sub Committee
- 8. COMPLAINANT/ LEGAL REPRESENTATIVE INVITED TO SUM UP (IF THEY WISH)**
- 9. THE DRIVER/ LEGAL REPRESENTATIVE INVITED TO SUM UP (IF THEY WISH)**
- 10. DECISION MAKING**

The Sub Committee will retire to make the decision
- 11. NOTICE OF DECISION**

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