

**HEARING PROCEDURE
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:**
 - Sub Committee
 - The Driver and/or Legal Representative
 - The Complainant and/or Legal Representative

- 4. THE DRIVER AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS REGARDING THE COMPLAINT**

- 5. QUESTIONS TO THE DRIVER AND/OR LEGAL REPRESENTATIVE FROM:**
 - Sub Committee
 - The complainant and/or Legal Representative
 - The Licensing Officer

- 6. THE COMPLAINANT AND/OR LEGAL REPRESENTATIVE MAKES REPRESENTATIONS REGARDING THE COMPLAINT**

- 7. QUESTIONS TO COMPLAINANT FROM:**
 - Sub Committee
 - The driver and/or Legal Representative
 - The Licensing Officer

- 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**