

**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