

# HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE APPLICATIONS AND OTHER RELATED ITEMS

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## PROCEDURE FOR GENERAL LICENSING SUB-COMMITTEE

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1. Introductions (Chairman)
2. Licensing Officer gives details of application and relevant information
3. Questions to Licensing Officer from:
  - i) Members of the Committee
  - ii) Applicant/Driver
4. Applicant/driver and/or legal representatives makes representations regarding his/her application.
5. Questions to applicant/driver from:
  - i) Members of the Committee
  - ii) Licensing Officer
6. Applicant/driver asked to sum up (if they wish)
7. Chair informs applicant/driver that the decision is made in private and that they will be notified of the decision by telephone as soon as possible after the decision is made and in writing in five working days.
8. Committee to Deliberate
9. Chairman to confirm the decision to Committee following assistance from Legal and Democratic Services Officers. Specific attention to be drawn to the following:
  - details in the decision notice/letter such as reasons for refusal
  - length of suspension (if any)
  - advice to be given to the applicant in a written letter or any other issue that must be stressed to the applicant