

**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**