

BOLSOVER DISTRICT COUNCIL

LICENSING COMMITTEE

HEARING PROCEDURE

(HACKNEY CARRIAGE & PRIVATE HIRE)

- (1) The Chair welcomes the applicant/licence holder and confirms:
 - a. Their name and address;
 - b. They have received a copy of the report; and
 - c. Whether they have a representative, or are aware they can have one if they wish
- (2) The Licensing Officer summarises the report.
- (3) Questions from Applicant/Licence holder to the Licensing Officer.
- (4) Questions from Members to the Licensing Officer.

****Stages 5-9 to be used only if there are witnesses in attendance:***

- (5) *Any witness(es) provide their information to the Committee.*
- (6) *Questions from Members to witness(es).*
- (7) *Questions from Licensing Officer to witness(es).*
- (8) *Questions from applicant/licence holder to witness(es).*
- (9) *Witness(es) will be requested to withdraw from the meeting.*
- (10) Applicant/Licence holder presents their case to Members.

- (11) Questions from Members to the applicant/licence holder.
- (12) Questions from Licensing Officer to the applicant
- (13) Licensing Officer makes their final statement, if any.
- (14) Applicant/Licence holder makes their final statement, if any.
- (15) All parties, except Members, the Legal Adviser and the Governance Officer, withdraw from the meeting whilst the decision is made.
- (16) All parties are recalled to the meeting and advised of the decision.
- (17) The Applicant/Licence holder is advised of any right of appeal.
- (18) The Applicant/Licence holder is advised that confirmation of the decision will be sent to them in writing.