

NORTH LINCOLNSHIRE COUNCIL

<p style="text-align: center;">LICENSING (MISCELLANEOUS) SUB-COMMITTEE</p>

PROCEDURE:

For consideration of the refusal to grant/refusal to renew/suspension/revocation of Hackney Carriage/Private Hire Vehicle Driver's Licence/Hackney Carriage or Private Hire Vehicle Licence

1. The person concerned has been advised in writing of the date/time/place of the sub-committee meeting and the grounds for the recommendation to refuse, suspend or revoke the license (seven days prior to the date of the Sub-Committee meeting).
2. Sub-Committee convenes with Chair and Members (or substitute member of the Sub-Committee), a nominated officer, Legal Advisor and Democratic Services Officer.
3. Applicant/licensee (plus legal representative or 'friend') and Licensing Officer/Taxi Licensing Officer are called to appear before the Sub-Committee.
4. Applicant requested by Licensing Officer/Taxi Licensing Officer to confirm his/her name, address and date of birth and accuracy of disclosure and/or previous convictions. If he/she does not agree that they are correct the proceeding must stop.
5. Licensing Officer/Taxi Licensing Officer to identify any other person accompanying the applicant/licensee.
6. Licensing Officer/Taxi Licensing Officer provides background circumstances and reason for the licensing unit's recommendation and at the same time referring to any policy guidelines that the council have adopted.
7. The applicant or legal representative may then address the sub-committee providing additional information to support the application for grant/renewal or reason for non-suspension/non revocation.
8. On receipt of comments on the Criminal Records Bureau by the Chief Police Officer, questions by the Chief Police Officer (or their representative) to the applicant.
9. Members of the Sub-Committee question applicant.
10. On receipt of comments by the Chief Police Officer (or their representative), the applicant may address the sub-committee providing additional information to explain comments made on the Criminal Records Bureau disclosure.
11. Applicant to question Chief Police Officer (or their representative).
12. Members of the Sub-Committee question Chief Police Officer (or their representative).
13. Applicant asked if he/she has anything further to add.
14. Chief Police Officer (or their representative) asked if he/she has anything further to add.

15. Licensing Officer/Taxi Licensing Officer, applicant and legal representative or friend and Chief Police Officer (or their representative) leave the room.
16. Sub-Committee consider decision.
17. Licensing Officer/Taxi Licensing Officer, applicant and legal representative or friend and Chief Police Officer (or their representative) return.
18. Chair advises applicant of the Sub-Committee's decision and the reasons for that decision.

Paragraphs 8, 10, 11, 12 and 14 only to be used when Chief Police Officer has commented on the applicants Criminal Records Bureau disclosure.