LICENSING PANEL (DRIVERS)
ORDER OF PROCEEDINGS

Hackney Carriage and Private Hire Drivers Applications and Reviews

Panel Members and Officers introduce themselves

1. The Licensing Officer will introduce the Applicant/Driver and their representative (if they have one).

2. The Licensing Officer will introduce the application/review and the reasons for bringing it to the Panel.

3. Members and the Applicant/Driver and their representative may question the Licensing Officer

4. The Applicant/Driver and their representative will be offered the opportunity to make representations or add any further information.

5. Members or Officers may then question the Applicant/Driver.

6. The Licensing Officer will then summarise.

7. The Applicant/Driver and their representative will be offered the opportunity to summarise their case.

8. All parties will be asked to leave the room while the Panel considers the matter and will be brought back in to be informed of the Panel's decision.

Licensing Officer will leave with the Applicant/Driver and their representative and explain to them outside the meeting what happens next.