

**REGULATORY SUB-COMMITTEE
PROCEDURE FOR DEALING WITH HEARINGS
FOR DRIVER LICENCE APPLICATIONS**

1. The Chair to propose excluding the public and press representatives by virtue of Paragraph 2 (Information which is likely to reveal the identity of an individual) and Paragraph 3 (Information relating to the Financial or Business Affairs of a Particular Person (including the Authority holding that information)) of Part I of Schedule 12A of the Local Government Act 1972, in order that the Sub-Committee may continue with the hearing.
2. On being seconded, voted upon and carried, the public, press and officers with no connection with the item, leave the room.
3. The Chair will introduce the Sub-Committee Councillors and colleagues and explain their roles for the purpose of the hearing.
4. The Chair will explain the procedure to be followed by the Sub-Committee, which will normally take the form of:
 - (a) The colleague will introduce his report, but make no recommendations regarding a decision on issues to be considered by the Sub-Committee. The colleague is permitted to call any witness or present any information in support of their case.
 - (b) The Sub-Committee may ask questions of the colleague.
 - (c) The applicant or the applicant's representative may ask questions of the colleague.
 - (d) The applicant or the applicant's representative will then present their case. The applicant is permitted to call any witnesses or present any information in support of their case.
 - (e) The colleague has the opportunity to ask questions of the applicant or the applicant's representative.
 - (f) The Sub-Committee may ask questions of the applicant and/or the applicant's representative.
 - (g) Parties will be invited to sum up their case in the following order:
 - (i) The colleague will be invited to sum up his case.
 - (ii) The applicant or the applicant's representative will be invited to sum up their case.
 - (h) The Sub-Committee will be invited to adjourn to come to its decision. Upon adjournment, all parties will withdraw, directly or through retirement of the Sub-Committee. The only colleagues who may remain with the Sub-Committee during its adjournment shall be the legal advisor and the Democratic Services officer.

- (i) Where the Sub-Committee has to make a decision at the end of the hearing, all parties will be called back and informed orally of the decision of the Sub-Committee and any conditions made, with the reasons for those conditions.
- 5. The Sub-Committee may choose to take one of the following options:
 - (a) allow the application to proceed in this case; or
 - (b) refuse the application.
- 6. The Sub-Committee will reconvene and inform all present of its decision. If the applicant is not present during this part of the meeting a letter will be sent to the Licence Holder within five working days of the hearing.
- 7. If the Sub-Committee decides to refuse a licence, the applicant has the right to appeal to the Magistrate's Court within 21 days of notification.

At any stage, the Sub-Committee may seek 'advice/clarification' from its legal representative, adjourning the meeting if necessary.