



Licensing Regulatory Sub-Committee (Taxis)

Procedure at Application Hearing

1. Chairman introduces himself.
2. Members and Officers introduce themselves.
3. The Environmental Health Manager - Commercial or the Senior Licensing Officer (the presenting officer) introduces applicant and/or representative.
4. The presenting officer provides an introduction/summary of the report.
5. Members offered opportunity to question the presenting officer on content of report.
6. The applicant /representative present applicant's case.
7. Members can question the applicant
8. The applicant/representative is given opportunity to sum up
9. Members can ask questions for CLARITY ONLY
10. Members will deliberate usually in private usually with council's legal representative present.
11. Verbal decision given with full written decision with reasons sent within 5 working days.

Details of any rights of appeal will be included.