

**REPORT FROM:** Central Services  
**Democratic and Legal Manager**  
**TO:** Taxi Licensing Committee  
**DATE:** 13th September 2012

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## HEARINGS PROCEDURE

### PURPOSE OF REPORT

To ask Councillors to approve an amendment to the procedure for dealing with hearings

### RECOMMENDATION

That the hearings procedure set out in the Schedule to this Report be used for all hearings both in respect of the hearings to be held at this meeting and for all subsequent hearings.

### REASON FOR RECOMMENDATION

To make sure that all parties to a hearing are aware of the procedure which the Sub Committee will use.

### ISSUE

1. At the meeting of this Committee on 9<sup>th</sup> July, the Committee adopted a written procedure for dealing with appeals, which was used for the appeals hearings on that date.
2. In view of the experience at that meeting, it is proposed that the adopted procedure be amended by omitting the following paragraphs:
  - h) The Taxi Licensing Manager will summarise.
  - i) The Applicant and/or his representative will summarise.
3. The procedure to be used at this meeting and for all subsequent meetings will therefore now be as set out in the Schedule to this Report.

## **SCHEDULE**

### **Proposed Hearings Procedure**

- a) The Chairman will introduce the parties.
- b) The Taxi Licensing Manager will make representations.
- c) The Applicant and/or his representative will be able to ask any questions of the Taxi Licensing Manager .
- d) Members will be able to ask any questions of the Licensing Manager.
- e) The Applicant and/or his representative will make representations.
- f) The Taxi Licensing Manager will be able to ask questions of the Applicant and/or his representative.
- g) Members will be able to ask any questions of the Applicant and/or his representative.
- h) Everyone other than the Committee will leave the room whilst the Committee considers its decision (NB the legal advisor may be asked to remain behind if legal advice is necessary or may be called in from outside the room if that advice becomes necessary whilst the Committee is considering its decision).
- i) The Applicant and his representative, and the Council Officers, will then be invited back into the room and the decision will be announced. The decision will be confirmed in writing to the Applicant and his Representative as soon as possible after the meeting.

## **IMPLICATIONS**

**Policy:** None arising directly from the Report

**Financial:** None arising directly from the Report

**Legal:** None arising directly from the Report

**Risk Management:** None arising directly from the Report

**Health and Safety:** None arising directly from the Report

**Sustainability:** None arising directly from the Report

**Community Safety:** None arising directly from the Report

**Equality and Diversity:** None arising directly from the Report

## **APPENDICES**

**None**

## **LIST OF BACKGROUND PAPERS**

**None**