



# Licensing Sub Committee (Taxis) Committee

Fri 12 Jan  
2024  
10.00 am

Council Chamber,  
Redditch Townhall

**REDDITCH** BOROUGH COUNCIL

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a  
difference*

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**If you have any queries on this Agenda please contact**

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### **LICENSING SUB-COMMITTEE (TAXIS) PROCEDURE**

#### **1. Rights of Applicants/Drivers**

- a) An applicant/driver will be permitted the opportunity of being heard by the Committee before his/her application is determined.
- b) The applicant/driver will also be allowed to be accompanied by a legal or other representative to assist them if he/she so desires.

#### **2. Notice of Meeting**

- a) As much notice as is practicable will be given to the applicant of the date of the Committee meeting at which his/her application/licence review will be heard, in order to enable him/her to prepare his/her case adequately.
- b) Every member of the Committee will be issued with copies of every document which has been supplied, both by and to the applicant/driver and any third parties.

#### **3. Procedure at Meeting**

- a) The Chair will open the hearing and ask Members of the Sub-Committee and officers present to introduce themselves.
- b) in the event the Applicant / Driver is not represented, the Chair will remind the Applicant / Driver that they can be represented by a legal representative at their own expense.
- c) The Chair will ask the Applicant / Driver (and their representative, if represented), to introduce themselves.

**(IF THE APPLICATION IS FOR A VEHICLE, SUB-COMMITTEE MEMBERS WILL INSPECT THE VEHICLE AT THIS STAGE).**

- d) The Technical Officer (Licensing), Worcestershire Regulatory Services will present the report and call any witnesses.

- e) The Chair will invite Members of the Sub-Committee and the Applicant / Driver or their representative to ask any relevant questions of the Technical Officer or the witnesses.
- f) The Chair will invite the Applicant / Driver or their representative to present the Applicant's case and to call any witnesses on behalf of the Applicant.
- g) The Chair will invite Members of the Sub-Committee to put questions to the Applicant / Driver and/or their representative and/or witnesses.
- h) The Chair will invite the Applicant / Driver and/or their representative to sum up.
- i) The Chair will ask the Applicant / Driver to confirm that they have said all they wish to say.
- j) The Chair will ask the Sub-Committee Members if they have all the information, they need to reach a decision.
- k) The Chair will ask the Legal Advisor if there is any legal advice to be given.
- l) The Applicant / Driver and any other parties present will leave the meeting room so that the Sub-Committee can reach its decision in private.
- m) When the Sub-Committee has reached its decision the Applicant / Driver and their representative will be invited to return to the meeting room. The Chair will relay the decision and the reason(s) for the decision to the Applicant / Driver.
- n) The Chair will inform the Applicant / Driver that a written Decision Notice will be issued within 7 working days.
- o) The Council's Legal Advisor will inform all those present of the right to appeal and that, an appeal against the Sub-Committee's decision must be lodged within 21 days of the date on which written confirmation of the decision is received by the Applicant / Driver.

#### **4. Adjournment**

If an application is made for an adjournment, the Committee should grant the request if refusal would deny the applicant/driver a fair hearing and thereby result in a breach of the rules or natural justice.



By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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