



Licensing Sub Committee (Taxis)

Thu 18 Sep
2025
10.30 am

Arrow Valley Visitors
Centre, Battens Drive,
B98 0LJ

If you have any queries on this Agenda please contact

**Gavin Day
Democratic Services Officer**

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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 14 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.

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Arrow Valley visitors Centre -
Arrow Valley

Agenda

Membership:

Cllrs: Brandon Clayton Andrew Fry
 Matthew Dormer

1. Election of the Chair for the meeting

2. Apologies

3. Declarations of Interest

To invite Councillors to declare any Disclosable Pecuniary Interests and / or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.

4. Exclusion of the Public and Press

In the opinion of the Chief Executive, the meeting will not be, or is unlikely to be open to the Public at the time the following items of business are considered for the reasons stated. The Committee will be asked to pass the following resolution:

“that under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following item(s) of business on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the following paragraphs of Part 1 of Schedule 12 (A) of the said Act, as amended:

- **Paragraph 1 – Any Individuals**
- **Paragraph 2 – Identity of Individuals**
- **Paragraph 3 – Financial or Business Affairs**
- **Paragraph 7 – The Prosecution of a Crime.”**

5. Application for renewal of a licence to use a vehicle as a hackney carriage. (Pages 9 - 18)

6. Application for renewal of a licence to use a vehicle as a private hire vehicle (Pages 19 - 28)

7. Application for renewal of a licence to use a vehicle as a private hire vehicle (Pages

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29 - 38)

- 8.** Application for grant of a licence to drive hackney carriage and private hire vehicles
(Pages 39 - 46)

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of the Local Government Act 1972.

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