

## **POWYS COUNTY COUNCIL – LICENSING REVIEW PANELS & SUB-COMMITTEES PROCEDURE AT HEARING (simplified) Taxis**

### INTRODUCTIONS

- Chair introduces themselves and asks other members of panel and clerk/solicitor to introduce themselves
- Each person in turn introduces themselves
  - Council's representative(s)
  - Applicant and/or their representative
  - Local member
- Clerk/Solicitor outlines nature of application
- Panel may choose at this stage to exclude press and public where circumstances warrant (e.g. where personal information or convictions are being discussed)

### ORDER OF HEARING

Chair manages / takes the lead at the meeting to ensure the correct order of proceedings is adhered with. Assistance from Solicitor/Clerk should be sought where necessary

- 1) Council's representative presents the report
  - Applicant / licence holder may ask questions of the Council's representative
  - Panel may ask questions of the Council's representative
- 2) Applicant or their representative puts their case forward
  - Council's representative may then ask questions of applicant
  - Panel may ask questions of the applicant
  - Any agency making representations against the application for the licence presents their case (in their absence they may submit written representations) Council's representative may ask questions of them
  - Applicant or their representative may ask questions of the objector/agency
  - Panel may ask questions of the objector/agency
- 3) Local Member may state their view
  - Council's representative may ask questions of local member
  - Applicant may ask questions of local member
  - Panel may ask questions of local member
- 4) Chair invites the council's representative to make a final statement
- 6) Chair invites applicant or his/her representative to summarise points and make a final statement
- 7) Chair checks that all parties have had ample opportunity to present all aspects of their case and have said all they want to say before the panel and the clerk withdraws to deliberate in private.
- 8) All parties are recalled and the decision of the panel is announced verbally by the council's legal representative. The grounds for that decision and the reasons for reaching it are also explained
- 9) Conclusion of hearing.
- 10) The decision is conveyed in writing to the applicant and objectors by the council's legal representative as soon as possible along with details of the appeal mechanism

