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APOLOGIES Committee Services
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CHIEF EXECUTIVE'S OFFICE
CHIEF EXECUTIVE
Fiona Marshall

27 October 2017

Dear Councillor

You are summoned to attend the meeting of the;

LICENSING SUB-COMMITTEE on MONDAY 6 NOVEMBER 2017

Please note that the hearing will be held in the **COUNCIL CHAMBER. MALDON DISTRICT COUNCIL OFFICES, PRINCES ROAD, MALDON.**

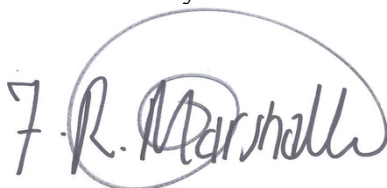
To consideration an application for the grant of a new Hackney Carriage / Private Hire Dual Driver's Licence, under the provisions of the Local Government (Miscellaneous Provisions) Act 1976, at **2.00 pm**.

A Briefing for Members will not be held unless specifically requested. If clarification is needed or there are issues regarding the Hearing, procedural issues or any legal matters, please telephone Tara Bird to arrange this.

We ask that Members ensure they arrive at least 15 minutes prior to the Hearing to agree the Chairman.

A copy of the agenda is attached.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Fiona Marshall', is enclosed within a hand-drawn oval.

Chief Executive

COMMITTEE MEMBERSHIP

COUNCILLORS

B S Beale MBE
A S Fluker
A K M St. Joseph
Mrs M E Thompson

(Members are reminded that the Sub-Committee comprises of three Members and therefore one Member will be asked to stand down provided three other members called to the meeting attend and can sit on the Sub-Committee).

MALDON DISTRICT COUNCIL

HEARING OF THE LICENSING SUB-COMMITTEE IN RELATION TO HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS

AIDE MEMOIR

The Chairman will open the Hearing and explain that the Sub-Committee's role is to determine the application made under the Local Government Miscellaneous Provisions Act 1976. He will then introduce Members and Officers present.

1. A brief outline of the application will be given by the Licensing Officer.
2. The Chairman of the Hearing will then outline the procedure to be followed. He should ensure that all representations, witness statements and hearing papers (by stating what they are) have already been read and that there is no need to repeat these. Should there be any late documentation in support of a representation or application, it may be introduced with the consent of all parties.
3. All people present to identify themselves by name and address and who they represent.
4. The Applicant to make an opening statement as why a licence should be issued, if he / she wishes.
5. The Applicant to call witnesses or a representative if wanting to make an appeal for them.
6. Any person calling a witness must not ask leading questions of him/her, i.e. by phrasing a question in such a way that the answer is suggested in that question.
7. Members of the Sub-Committee may ask questions to elicit information from any party at any time during the Hearing.
8. The Hearing shall take the form of a discussion led by the Members of the Licensing Authority. Cross examination of applicants, witnesses and persons making representations shall not be permitted unless it is considered to be required in order to properly consider the matter to be determined.
9. The Applicant then makes a closing statement.
10. The Chairman to then deal with issues arising from any person excluded from the Hearing and to ask if everyone has said what they want to say.
11. Members of the Sub-Committee should then discuss the evidence and representations made before reaching their decision. All parties (except the Committee Clerk and if requested the Legal Advisor to the Sub-Committee) will be asked to leave whilst the Sub-Committee Members make their determination. Alternatively, the Members of the Sub-Committee may retire to another room.
12. Where required, the Sub-Committee will announce its determination at the conclusion of the hearing and will give its reasons for it.
13. In any other cases the determination will be given within five working days (beginning with the day on which the hearing was held).

Note: Any reference in these Procedure Notes to an Applicant, Responsible Authorities or Interested Parties includes a person who may be representing them.

Suggestion for Chairman's introduction at the commencement of the Hearing.

'Good morning and welcome to the meeting of the Licensing Sub-Committee of the Maldon District Council.

We are sitting today to hear and determine an application for a Hackney Carriage / Private Hire Dual Driver's Licence made by Mr Stephen Godfrey.

I am Councillor _____ and I have been appointed Chairman for this meeting.

The other Members are Councillors _____ and _____

The notes of this meeting are being taken by Tara Bird.

The Legal Advisor is Mr Saleem Chughtai and the Licensing Officer is Mr Matthew Evans.

Mr Evans will now introduce the matter that is before us today.'

THE CHAIRMAN WILL NOW FOLLOW THE AIDE MEMOIR FROM POINT 2

Suggestion for the Chairman's announcement of the determination of the application.

'Having heard the submissions from the applicant the Committee has decided on the following:

The Chairman to conclude Hearing by saying:

'This concludes the Hearing. Thank you for your attendance. The formal decision will be notified to all parties by the Officers within the next few days.'



**AGENDA
LICENSING SUB-COMMITTEE**

MONDAY 6 NOVEMBER 2017

1. **To appoint a Chairman for hearing**
2. **Chairman's notices**
3. **Apologies for Absence**
4. **Exclusion of the Public and Press**

To resolve that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

5. **Application for the Grant of a New Hackney Carriage / Private Hire Dual Driver's Licence** (Pages 7 - 20)

To consider the report of the Director of Customers and Community, (copy enclosed).

NOTICES

Sound Recording of Meeting

Please note that the Council will be recording any part of this meeting held in open session for subsequent publication on the Council's website. At the start of the meeting an announcement will be made about the sound recording. Members of the public attending the meeting with a view to speaking are deemed to be giving permission to be included in the recording.

Fire

In event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

Health and Safety

Please be advised of the different levels of flooring within the Council Chamber. There are steps behind the main horseshoe as well as to the side of the room.

Closed-Circuit Television (CCTV)

This meeting is being monitored and recorded by CCTV.

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

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