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DIRECTOR OF STRATEGY,  
PERFORMANCE AND  
GOVERNANCE'S OFFICE  
DIRECTOR OF STRATEGY, PERFORMANCE  
AND GOVERNANCE  
Paul Dodson

06 January 2020

Dear Councillor

You are summoned to attend the meeting of the;

**LICENSING SUB-COMMITTEE on TUESDAY 14 JANUARY 2020 at 9.30 am**

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

To consider an application for an Hackney Carriage / Private Hire Dual Driver's licence, under the provisions of the Local Government (Miscellaneous Provision) Act 1976.

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 Committee Services 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



Director of Strategy, Performance and Governance

COMMITTEE MEMBERSHIP

COUNCILLORS

Mrs P A Channer, CC  
M F L Durham, CC  
R H Siddall  
Mrs J C Stilts

Please note: Limited hard copies of this agenda and its related papers will be available at the meeting.  
Electronic copies are available via the Council's website [www.maldon.gov.uk](http://www.maldon.gov.uk).

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## **AGENDA LICENSING SUB-COMMITTEE**

**TUESDAY 14 JANUARY 2020**

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1. **To appoint a Chairman for hearing**
2. **Chairman's notices (please see below)**
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 a Grant of a New Hackney Carriage / Private Hire Dual Driver's Licence** (Pages 7 - 26)

To consider the report of the Director of Service Delivery, (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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**AIDE MEMOIR – HACKNEY CARRIAGE / PRIVATE HIRE DUAL DRIVERS LICENCE**

**The Chairman of the Hearing will open the Hearing and explain that the Sub-Committee's role is to determine applications and other matters relating to the licensing of taxi and private hire drivers, vehicles and operators. He will then introduce Members and Officers present.**

1. The Chairman of the Hearing will outline the procedure to be followed. They should ensure that all hearing papers (by stating what they are) have already been read.
2. All people present to identify themselves by name and address and (if necessary) who they represent.
3. The Licensing Officer to read the report.
4. The Applicant (or their representative) will be invited to make a statement on their behalf, in support of their application.
5. 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.
6. Members will then have the opportunity to ask questions of the applicant to seek further information or clarify anything which has been mentioned in the Officers report or by the applicant themselves.
7. Each Once Members are satisfied that they have all the information that they require to enable them to make a decision, the applicant will be given the opportunity to make a final statement to the Sub-Committee.
8. 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.
9. 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.
10. Where required, the Sub-Committee will announce its determination at the conclusion of the hearing and will give its reasons for it.
11. 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 under the Licensing Act 2003 to hear and determine applications made under the Act.

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

The other Members are Councillors \_\_\_\_\_.

The notes of this meeting are being taken by \_\_\_\_\_ who is on my left.

The Legal Advisor is Mrs Emma Holmes and the Licensing Officer is Mr Daniel Winter.

Mr Winter will now introduce the matter that is before us today.’

**THE CHAIRMAN WILL NOW FOLLOW THE AIDE MEMOIR FROM POINT 2**