



MALDON

DISTRICT COUNCIL

18 July 2025

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



APOLOGIES: Committee Services
Email: Committee.clerk@maldon.gov.uk

CHIEF EXECUTIVE
Doug Wilkinson

Dear Councillor

You are summoned to attend the meeting of the;

LICENSING SUB-COMMITTEE on MONDAY 28 JULY 2025 at 11.00 am.

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

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 email Committee Services (committee.clerk@maldon.gov.uk) to arrange this.

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

Please Note: All meetings will continue to be live streamed on the [Council's YouTube channel](#) for those wishing to observe remotely. Public Participants wishing to speak remotely at a meeting can continue to do so via Microsoft Teams.

To register your request to speak / attend in person please complete a [Public Access form](#) (to be submitted by 12noon on the working day before the Committee meeting). All requests will be considered on a first-come, first-served basis.

A copy of the agenda is attached.

Yours faithfully

Chief Executive

COMMITTEE MEMBERSHIP:

COUNCILLORS

M F L Durham, CC
S J N Morgan
N D Spenceley
M E Thompson

MALDON DISTRICT COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISION) ACT 1976 HEARINGS OF THE LICENSING SUB-COMMITTEE

AIDE MEMOIR – HACKNEY CARRIAGE / PRIVATE HIRE DUAL DRIVERS LICENCE

The Chairperson 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. They will then introduce Members and Officers present.

1. The Chairperson of the Hearing will outline the procedure to be followed. They 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.
2. All people present to identify themselves by name and (if necessary) who they represent.
3. A brief outline of the application will be given by the Licensing Officer.
4. The Applicant to make an opening statement.
5. The Applicant to call witnesses*.
*Please note: 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. Each Responsible Authority and Interested Party (or their spokesperson) will take turns (in an order to be determined by the Chairperson) and may make an opening statement and may then call witnesses* until every party has been heard.
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. Each Responsible Authority and Interested Party (or their spokesperson) then makes closing statements in turn.
10. The Applicant then makes a closing statement.
11. The Chairperson 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.
12. The meeting will close at this point.
13. Members of the Sub-Committee should then discuss the evidence and representations made before reaching their decision (this will be done after the meeting has closed and parties will be notified of the decision afterwards).
14. The determination will be given within five working days (beginning with the day on which the hearing was held).

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



**AGENDA
LICENSING SUB-COMMITTEE**

MONDAY 28 JULY 2025

1. **To appoint a Chairman for hearing**
2. **Chairman's notices**
3. **Apologies for Absence**
4. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

5. **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.

6. **Review of Dual and Operator Licence** (Pages 5 - 36)

To consider the report of the Deputy Chief Executive, (copy enclosed).

NOTICES

Recording of Meeting

Please note that the Council will be recording and publishing on the Council's website any part of this meeting held in open session.

Fire

We do not have any fire alarm testing scheduled for this meeting. In the event of a fire, a siren will sound. Please use either of the two marked fire escape routes. Once out of the building please proceed to the designated muster point located on the grass verge by the police station entrance. Please gather there and await further instruction. If you feel you may need assistance to evacuate the building, please make a member of Maldon District Council staff aware.

Health and Safety

Please be advised of the different levels of flooring within the Council Chamber

Closed-Circuit Television (CCTV)

Meetings held in the council Chamber are being monitored and recorded by CCTV.

Lift

Please be aware, there is not currently lift access to the Council Chamber.