

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL  
LICENSING REVIEW PANEL**

**PROCEDURE TO BE FOLLOWED WHEN DEALING WITH  
THE DETERMINATION OF PRIVATE HIRE DRIVER'S LICENCES**

*NB: At any point in this procedure the Committee may pass a resolution excluding the press and public from the meeting on the basis that, if they were to remain, there may be disclosure of exempt information (information relating to the private or business affairs of a particular person)*

1. The Chairman of the Panel will welcome those present to the meeting and introduce himself. The remaining members of the Panel, the Council's Legal Officer, Licensing Officer, Democratic Services Officer and any other officer present will also introduce themselves.
2. The licence holder should be asked to confirm his/her name and address and if they have a representative, they should also introduce themselves.
3. The Council's Licensing Officer will open the proceedings by outlining the nature of the matter which is to be considered. The Panel may ask the officer for clarification of any points.
4. The Chairman will then give the licence holder the opportunity to make representations to the Panel and where relevant explain the circumstances surrounding the conviction(s). The licence holder may make his/her representations personally or through a representative. Representations should not generally exceed 10 minutes.
5. The Chairman and other members of the Panel may ask the licence holder questions and points of clarification. The Chairman will then ask the licence holder if there is anything else he/she wishes to add.
6. The Panel will remain in the room to consider its decision in private. The Legal Officer will remain with the Panel to advise them on any legal issues but will not take part in the decision-making process. The Democratic Services Officer will also remain with the Panel to minute the decision. All other persons will be asked to leave the room. If further clarification or information is required from the licence holder or any officer, all parties will be recalled.
7. The Panel's decision will be confirmed in writing by the Licensing Officer. The time frame for appeal to the Magistrate's Court will be suspended pending the outcome of the determination of the licence.