

Cambridge City Council Licensing Sub-Committee

Date: Monday, 18 December 2017

Time: 10.00 am

Venue: Committee Room 1 & 2, The Guildhall, Market Square, Cambridge, CB2 3QJ

Contact: democratic.services@cambridge.gov.uk, tel:01223 457013

Agenda

- 1 Appointment of a Chair
- 2 Declarations of Interest
- 3 Meeting Procedure
- 4 Private Hire Operators Licence Renewal Application (Pages 5 - 132)

Licensing Sub Committee Members: Councillors Benstead, Bird, and T. Moore

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Licensing Sub-Committee: Taxi Applications Hearings Procedure

The City Council is the licensing authority for Hackney Carriages and Private Hire Vehicles within the City of Cambridge. The Licensing Team of the City Council is responsible for all licensing matters and an “Officer” is a manager or member of that team.

The Hearing

1. Present at the hearing will be members of the Licensing Sub-Committee, the Officer and a Legal Officer who will be the Sub-Committee’s legal adviser. A Committee Manager may also be present.
2. At the start of the hearing the Chair of the Sub-Committee will open the meeting, introduce the members of the committee and officers present and explain the procedure to be followed.
3. The Officer will outline the report and present any information considered relevant in relation to the case.
4. Members may ask any relevant questions of the Officer.
5. The Chair will invite the applicant or her/his representative to ask any questions of the Officer.
6. The Chair will invite the applicant or a representative to put the applicant’s case to the committee. The Chair will have discretion to determine whether the committee will hear from additional speakers.
7. Members may ask any relevant questions of the applicant and/or her/his witnesses.
8. The Officer may ask any relevant questions to clarify the information that has been given.
9. When all the information has been offered, the Chair will invite all parties to summarise their points if they wish.
10. The Chair will ask all parties if they are satisfied that they have had the opportunity to say everything that they wish to say.
11. The Chair will invite the Legal Adviser to the Sub Committee to give any legal advice that the Adviser considers to be appropriate.

12. If the Sub-Committee wish to consider their decision in private, everyone, except the members of the Sub-Committee, will be asked to leave the room; alternatively the Sub-Committee will withdraw to another room. The Sub-Committee may invite the Legal Adviser to join them. Any legal advice given to the Sub-Committee when they are withdrawn will be reported back to the hearing before the Chair resumes it.

13. The Sub-Committee may reconvene the meeting in order to seek clarification of the facts.

14. When the decision has been made the Chair will announce this to the applicant.

The Decision

15. Following the hearing the Council will write to the applicant with formal notification of the decision of the Sub-Committee and informing the applicant of any right to appeal to the Magistrates Court and the time within which appeals must be submitted.