



GENERAL LICENSING COMMITTEE

PROCEDURE FOR CONSIDERING WHETHER AN APPLICATION / COMPLAINT SHOULD BE REFERRED FOR MEMBER CONSIDERATION

Procedure Number:

Background

The authority's current Taxi and Private Hire Licensing Enforcement Policy (approved in July 2016) states:

Referral to General Licensing Committee

Licence holders will be referred to the General Licensing Committee for a decision on whether they remain a fit and proper person to be licensed. **Decisions to refer will be made on a case by case basis taking into account the nature and seriousness of the alleged conduct/non-compliance and the licence holder's previous history.**

The purpose of this checklist is to provide consistency in decision-making as to whether a referral to General Licensing Committee is required.

1)	Details of driver / applicant:
	Name:
	Address:
	DoB:
	Status (HC driver, PH driver, operator, applicant)
	Licence No:
2)	Outline of relevant issue / history requiring a possible referral to GLC:

3)	<p>Factors to be taken into account:</p> <p>Does the history show a risk or potential risk to public safety?</p> <p>Does the history show instances of violence, dishonesty or other bad character?</p> <p>Does the behaviour in question relate to vulnerable groups? How?</p> <p>Is there a pattern of behaviour or offending which (even if of low severity) may cause concern?</p> <p>Are there any medical issues relating to the driver / applicant, or any other witnesses, which are relevant to this matter?</p> <p>Are there criminal convictions? What level of penalty has been imposed on the driver / applicant by the courts?</p> <p>Are any offences classed as major / intermediate in the Convictions Policy?</p> <p>Is there any "soft intelligence" which should be taken into account?</p> <p>Does the history show a positive or negative attitude towards engaging with the Licensing process?</p>
4)	<p>Decision reached: This matter should / should not be referred to GLC</p>
5)	<p>If referred, is there any need for the matter to be heard ex parte? Yes / No If no, on what grounds?</p>

6)	Matter considered by: Manager: A Glover Legal: T Safdar / D Whelan Officer: S Fairbrother / C Ward Date:
7)	In particularly sensitive situations, it may be appropriate for matters to be referred to [Peter Haywood] for a review / endorsement of the decision. Is this required? Yes / No

This procedure adopted by General Licensing Committee on XX March 2017

Signed:



Interim Licensing Manager

XX March 2017