

GENERAL LICENSING COMMITTEE

PROCEDURE FOR HEARINGS TO APPLY THE STATUTORY “FIT AND PROPER” TEST TO DRIVERS / APPLICANTS, OR TO CONSIDER VEHICLES FOR LICENSING

1. CHAIR OF COMMITTEE:

- opens the meeting
- introduces Members and Officers
- confirms details of any party in attendance before the committee
- outlines procedure to be followed as set out in this document

2. IF REQUIRED, COMMITTEE MEMBERS TO VIEW VEHICLE UNDER CONSIDERATION

3. LICENSING MANAGER OUTLINES THE MATTERS CONTAINED WITHIN THE WRITTEN REPORT TO MEMBERS

- summary to be given emphasising key points

4. QUESTIONS TO LICENSING MANAGER FOR CLARIFICATION FROM:

- Committee members
- The Driver and/or Legal Representative

5. THE DRIVER / APPLICANT, AND/OR THEIR LEGAL REPRESENTATIVE, MAKE REPRESENTATIONS REGARDING THE MATTER FOR CONSIDERATION

6. QUESTIONS TO THE DRIVER / APPLICANT, AND/OR LEGAL REPRESENTATIVE FROM:

- Committee members
- The Licensing Manager

7. LICENSING MANAGER INVITED TO SUM UP

8. THE DRIVER / APPLICANT, AND/OR THEIR LEGAL REPRESENTATIVE, INVITED TO SUM UP (IF THEY WISH)

9. DECISION MAKING

The Committee will retire to make the decision (all persons other than members of GLC to leave the room)

10. NOTICE OF DECISION

To be provided in writing within 7 days of decision being taken

NB – this will contain details of any right of appeal