

Appendix 4

PROCEDURE TO BE FOLLOWED BY THE LICENSING AND REGULATORY COMMITTEE REGARDING PROPOSED VARIATION OF HACKNEY CARRIAGE FARES AND OTHER CHARGES

1. Welcome and introductions by Chair of : Vice-Chair; Legal Adviser; Governance Services Officer; Principal Licensing Officer, or their nominated representative; and remaining Councillors;
2. At the request of the Chair Legal Adviser summarises Procedure to be followed;
3. Only Councillors who sit on the Licensing and Regulatory Committee to make decision in relation to the proposed variations to hackney carriage fares and other charges received from the Proposer, ie. the maximum fares and charges that are to apply in relation to hackney carriage vehicles;
4. Confirmation that the Proposer has received and read the Report, as have the Committee members. Proposer to bring Report with them to the Meeting;
5. The Report will be taken as read and understood. Principal Licensing Officer provides a brief summary of the Report and provides any information not already contained in the Report;
6. The Proposer has the opportunity to ask the Principal Licensing Officer **questions** on the Report, including raising any inaccuracies. For the avoidance of any doubt, this is the Proposer's opportunity to ask questions. In due course they will be able to explain their request in detail. Members of the Committee and Legal Adviser offered the opportunity to ask questions of the Principal Licensing Officer;
7. The Proposer is asked to present their case, ie. to explain the requested proposed variations to hackney carriage fares and other charges, including reasons for the same. Principal Licensing Officer, Members of the Committee and Legal Adviser are offered the opportunity to ask questions of the Proposer;
8. The Chair has the opportunity to ask any final questions of the Proposer and the Principal Licensing Officer;
9. The Committee will then consider the requested proposed variations and will reach its decision;
10. If the Committee has any queries, or points of uncertainty to be raised with the Proposer and / or the Principal Licensing Officer, these can be raised via the Chair; and
11. Once the Licensing and Regulatory Committee have reached a decision this will be confirmed. The proposed variations to the Hackney Carriage Table of Fares will then be subject to the statutory advertisement requirements as set out in Section 65 of the Local Government (Miscellaneous Provisions) Act 1976.