

Road Transport Licensing Committee

Bing Kied Carbid

Chair: Mr Graham Curphey

The Slieau Whallian, Foxdale Road, St John's, Isle of Man, IM4 3AS
Tel: (01624) 651564 Email: rtl@gov.im Website: www.gov.im/rtl



STANDING ORDERS FOR THE TRANSACTION AND MANAGEMENT OF BUSINESS AT MEETINGS HELD IN PUBLIC OF THE ROAD TRANSPORT LICENSING COMMITTEE ("THE COMMITTEE")

These Standing Orders were agreed by the Committee on 29th November 2022 and supersede any previous Standing Orders (howsoever titled) relating to meetings of the Committee required to be held in public ("a public meeting") under the Road Transport Regulations 2018.

1. To ensure that a public meeting is held in a room which can accommodate the number of persons expected to attend, all applicants and any person accorded the status of a relevant objector are required to notify the RTLCL office of their intention to attend the public meeting of the Committee at which their application, or the application to which they have made an objection, is listed for consideration. Such notification must be given at least seven days in advance of the date of the meeting, together with the number of any witnesses attending to give evidence in support of the application or objection.
2. Should the number of persons attending any meeting, including applicants, relevant objectors and members of the public present as observers, exceed that which can safely be accommodated, the Chair will adjourn the consideration of the application(s) in question to another date at a suitable venue.
3. At the commencement of each public meeting, the Chair will identify the purpose and business to be considered at the meeting and will give the usual reminders/announcements on domestic issues e.g. switching off mobile phones, scheduled fire alarms and evacuation procedures.
4. At appropriate junctures, the Chair will notify all persons present that the meeting will be recorded by the Secretary to assist with the accuracy of the minutes. The use of recording devices, whether oral and/or visual, by any other person present is not permitted but written notes may be taken. Any person who attended the meeting may obtain a copy of the Secretary's recording from the RTLCL office on payment of fee.
5. During the meeting, the Committee is only able to hear from the applicant, any person accorded the status of a relevant objector in relation to that application and any person giving evidence in support of the application or objection. When calling each matter listed for consideration, the Chair will ask the applicant and relevant objector(s) to identify the persons present from whom they wish the Committee to take evidence.
6. For the purpose of these Standing Orders, a "relevant objector" is a person whose grounds for objecting are ones which the legislation requires the Committee to take into account when considering the application in question – see the *Note on the Submission by Members of the Public of Objections to Applications made to the Road Transport Licensing Committee ("the Note on Submitting Objections")*, a copy of which can be downloaded from the RTLCL's website or obtained from the RTLCL office.

7. The Committee shall decide at least seven days in advance of the relevant meeting whether a person who has submitted an objection can be accorded the status of a relevant objector and will notify them accordingly and, at the same time, send a copy of the written objection to the applicant. The relevant grounds for each application are included in the Note on Submitting Objections.
8. Any person present at a public meeting who is not referred to in paragraph 5 is there only as an observer and has no right to speak at the meeting. Any discussions with other persons attending must take place outside the meeting room.
9. If any person present attempts to interrupt the meeting, or their behaviour is in any way disruptive or abusive, they will be warned about their conduct. If such conduct continues, they will be directed by the Chair to leave the meeting room. Should they refuse to comply with that direction, appropriate action will be taken, which may result in the police attending.
10. Applicants, relevant objectors and any witnesses will be required to give their evidence under oath or affirmation, which will be administered by the Secretary. They will be asked questions in turn by one or more members of the Committee and must not speak at any other time. It is for the Chair to decide on the order in which individuals will give their evidence. At the conclusion of the questioning, any person who has given evidence will be asked if they have anything they wish to add or clarify.
11. In order to avoid repetition, if identical objections are to be made by relevant objectors, the Chair will ask them to nominate one of their number to give evidence concerning the objections.
12. At the conclusion of the questioning, any person who has given evidence (including any relevant objector on whose behalf evidence was given by a person nominated under paragraph 11) will be asked if they have anything they wish to add or clarify. Mere repetition of any matter previously given in evidence will not be permitted.
13. The Committee may defer its consideration of a matter should it require further information which is not available during the meeting. In such a case, the matter will be adjourned to a further meeting, the date of which will be notified in writing.
14. When all evidence relevant to a matter has been heard, the Chair will either announce the Committee's decision or inform those present that the Committee will retire to consider the matter further. If the latter, the Chair will give an indication as to whether the decision will be announced during the meeting or on another occasion.
15. The Committee's decisions in relation to all matters considered at public meetings will be published in the manner required by the Road Transport Regulations 2018.