



FORMAL PROCEDURES FOR MEETINGS HELD IN PUBLIC OF THE ROAD TRANSPORT LICENSING COMMITTEE (“THE COMMITTEE”).

This Procedure was agreed by the Committee on 28th August 2019 and supersedes any previous Policy or Procedure relating to meetings of the Committee held in public under the Road Transport Act 2001.

1. Members of the public who choose to attend a meeting are there as observers, they have no right to speak at the meeting. Should they wish to speak to the Chair or other members of the Committee it must be done in private after the meeting held in public is concluded. If members of the public wish to consult with colleagues, that must be done by leaving the meeting.
2. All applicants and relevant objectors are required to notify the RTALC office in advance of their attendance, including the number of people who will be attending, at the meeting where the application will be considered.
3. The Chair reserves the right to limit the number of people attending the meeting based on the capacity of the meeting room and any other relevant factors.
4. The Chair will advise on domestic issues including; switching off mobile phones, scheduled fire alarms and evacuation procedures.
5. The Chair will notify all parties that the meeting will be recorded to assist with the accuracy of the minutes. No other recording devices will be allowed in the meeting but written notes may be made. The official recording of the meeting may be made available to those present at the meeting upon written request using the appropriate form and payment of any administrative fee.
6. Any directions from the Chair must be complied with. If any person attempts to disrupt the meeting they will be warned about their behaviour. If they continue to disrupt the meeting they will be asked to leave the meeting room. Should they refuse to comply with the Chair’s directive, further action may be taken.
7. Abuse of any persons present at the meeting will not be tolerated. If any abuse was to take place, the perpetrator will immediately be asked to leave the meeting room. Should they refuse to comply with the Chair’s directive, further action may be taken.
8. The Chair will identify the purpose and business to be conducted at the meeting. The Chair will also identify relevant parties such as the applicant and any relevant objectors as well as the likely timetable for making the decisions known.
9. Relevant objections and relevant objectors will have been established prior to the current meeting as per the Procedure for Submitting an Objection to an Application and Consideration of Objections.

10. The Chair will confirm that all parties have had sufficient notice of all relevant documentary evidence. The Committee may refuse to consider any documentation not provided, or witnesses not identified, to the Committee at least seven days in advance of the hearing.
11. The applicant will be sworn in by the Secretary and then invited to give evidence in support of the application. All evidence that the applicant intends to rely on at the meeting must be submitted as part of the application under consideration and subject to scrutiny from any potential objectors prior to the meeting. The Committee reserves the right to refuse to allow any new evidence to be introduced by the applicant at the meeting. If such new evidence is allowed then any relevant objectors present will be permitted to question the applicant on this new evidence.
12. If the applicant or a relevant objector wishes to call a witness or witnesses to give evidence, prior agreement must be obtained from the Committee. Any witnesses called to give evidence in support of the application will be sworn in by the Secretary.
13. The Committee may then ask the applicant questions if there are any matters that require further clarification.
14. Relevant objectors will be given the opportunity to question the applicant after being sworn in by the Secretary. Objectors will be reminded that they may only ask questions on what was submitted in their written objection. New points may not be introduced unless the applicant submits new evidence at the meeting which was not available in the original application. Any questioning of the applicant must proceed through the Chair.
15. In order to avoid repetition of questions and other issues, the Committee will ask objectors with identical objections to nominate one spokesperson to speak on their behalf. Repetition of questions or issues from multiple objectors will not be permitted.
16. The Committee may ask relevant objectors questions that it may have regarding particular objections.
17. If the applicant has introduced any new information which was not part of the original application, objectors will be given an opportunity to question the applicant about this new information. Repetition of questions or issues from multiple objectors will not be permitted.
18. The Chair will either close or adjourn proceedings to allow the Committee to either move onto other public business or proceed to a private meeting.
19. The Committee should consider all evidence, both oral and written, along with all received submissions in a private meeting. The Committee will give due weight to each item of evidence or submission and should arrive at its decision as soon as it is practically possible.
20. Written decisions should ordinarily include details of : -
 - (a) matters that have been examined;
 - (b) matters regarded as important;
 - (c) matters on which the Committee reaches a conclusion based on the balance of probabilities;

(d) whether or not in consideration of the Committee's written decisions, the application should be approved and for what reasons – with or without conditions where applicable and the reasons why any conditions were imposed,

OR;

(e) whether the application should be refused and for what reasons.

21. The Committee's decision will be published in the manner required by the Regulations.