



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

This Procedure was agreed by the Committee on 2nd March 2018 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 unless permitted to do so by the Chair. If members of the public wish to consult with colleagues, that must be done by leaving the meeting.
2. The Chair will advise on domestic issues including; switching off mobile phones, scheduled fire alarms and evacuation procedures.
3. 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.
4. 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 removed from the meeting room. Should they refuse to comply with the Chair’s directive, further action may be taken.
5. Abuse of any persons present at the meeting will not be tolerated. If any abuse was to take place, the perpetrator will immediately be removed from the meeting room. Should they refuse to comply with the Chair’s directive, further action may be taken.
6. 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.
7. Relevant objections and 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.
8. The Secretary will read out all of the objections which were determined not to be relevant by the Committee. The Secretary will detail why the Committee do not consider such objections to be relevant.
9. 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.

10. The applicant will be sworn in by the Secretary and then invited to give evidence in support of his/her application. This process can include, with the Committee's prior agreement, calling witnesses. Should any witnesses be called to give evidence in support of the application, they would also be sworn in by the Secretary.
11. The Committee may then ask the applicant questions if there are any matters that require further clarification.
12. The Secretary will read out any relevant objections or letters in support of the application that have been received from persons who are not in attendance. While such submissions will normally be admissible as evidence, the Committee will bear in mind that evidence which has not been given on oath and tested by way of questioning is very likely to have less weight than that which has been so given and tested.
13. Relevant objectors will be given the opportunity to question the applicant after being sworn in by the Secretary. Any questioning of the applicant must proceed through the Chair.
14. 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.
15. The Committee may ask relevant objectors questions that it may have regarding particular objections.
16. Relevant objectors will be invited to sum up their cases – the introduction of new material at this stage will not be permitted.
17. The applicant will be asked to sum up their case and the Committee will ask any final questions that it deems necessary.
18. The Chair will either close or adjourn proceedings to allow the Committee to either move onto other public business or proceed to 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.