



PROCEDURE FOR SUBMITTING AN OBJECTION TO AN APPLICATION AND CONSIDERATION OF OBJECTIONS.

This Procedure was agreed by the Road Transport Licensing Committee (“the Committee”) on 8th January 2018 and supersedes any previous Policy or Procedure relating to meetings held in public under the Road Transport Act 2001 (“the Act”).

Paperwork

1. For an objection to an application to be admitted for consideration, it must satisfy the following criteria;
 - (a) It must be in writing (including emails) and must be individual written correspondence from the proposed objector, not multiple copies of one letter (or email) signed by different people or a single petition.
 - (b) It must be received by the RTLC office within 21 days of the application’s publication in an AD&N Circular.
 - (c) A copy of the objection must also have been served on the applicant (whose name and address will have been identified in the relevant AD&N Circular).
 - (d) It must specify the name and address of the person making the objection.
 - (e) The grounds on which the objection is made must be within the jurisdiction of the Committee to consider according to the Act and its supporting Regulations.
2. The Committee may, in its discretion, treat an objection as duly made even though the procedural requirements of (a), (b), (c) and (d) were not complied with.

At the meeting

3. Objectors will be invited to attend a meeting where their objection will be considered by the Committee, who will make a determination as to whether it can be considered a relevant objection to the application. Should an objector not be able to attend the meeting, the Committee will make a decision on the relevance of the objection and the objector will be notified of this decision in writing by the Secretary.
4. Meetings will be conducted in accordance with operative Procedures.
5. The Chair will invite each objector to read out their objection. 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.

6. Each objector will be allocated a maximum of one five-minute time slot. Where a spokesperson has been nominated to present multiple objections, this amount of time may be extended.
7. The Committee may then ask the objector or spokesperson questions if there are any matters that require further clarification.
8. Once there are no further questions, the Committee may make a determination on whether the objection is relevant or not. However, the Committee reserves the right to consider any objection in private before making a decision. Should this happen, the objector will be notified of this decision in writing by the Secretary.
9. If an objection is relevant, the person making that objection is entitled to ask the applicant questions and to sum up their case in accordance with the provisions of the operative Procedures.