

Once the Committee is present and seated the Driver and his solicitor/supporter and interpreter (if applicable) to enter the room.

The Chairman will open the meeting by asking all present to introduce themselves and then to explain the procedure.

It will be stated that the hearing is quasi-judicial based on discussion and the principle of reasonableness. It is not a court procedure but is conducted in a non-adversarial friendly format.

The driver/operator will be asked whether they have received the papers in plenty of time to allow them to arrange legal support, etc.

The Hackney Carriage Officer or Assistant Hackney Carriage Officer will be invited to introduce their report

The driver/operator to be asked whether they have any questions or comments on the accuracy of the report.

Invite the Hackney Carriage Officer or Assistant Hackney Carriage Officer to call any witnesses.

Invite the Members to ask questions of the witnesses.

Invite the driver/operator to ask any questions of the witnesses.

Invite the Committee to ask questions of the Hackney Carriage Officer or Assistant Hackney Carriage Officer.

Invite the driver/operator to ask questions of the Hackney Carriage Officer or Assistant Hackney Carriage Officer.

Invite the driver/operator to state their case and to provide any evidence that they consider necessary. (Evidence will have been pre-notified).

Allow Members to ask the driver/operator or their witnesses questions for further clarification.

Allow cross examination if required.

Invite the driver/operator to make a final address to the Committee.

Invite the Hackney Carriage Officer or Assistant Hackney Carriage Officer to summarise.

The Hackney Carriage Officer or Assistant Hackney Carriage Officer, the Driver/Operator, Legal Representatives, Interpreters and supporters will leave the room whilst the Committee considers its decision.

If any legal clarification is required, the Legal Adviser must return to inform all parties of the point considered, together with the advice given.

All parties to return to the room to hear the decision of the Committee.