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| <b>REPORT TO:</b>       | Licensing Committee  |
| <b>DATE:</b>            | 12 June 2013   |
| <b>LEAD OFFICER:</b>    | Head of Planning and Public Protection   |
| <b>CONTACT OFFICER:</b> | Senior Licensing Officer<br><a href="mailto:licensing@denbighshire.gov.uk">licensing@denbighshire.gov.uk</a><br>01824 706451 |
| <b>SUBJECT:</b>         | Procedures for Members to follow when determining Hackney Carriage and Private Hire driver applications and reviews          |

**1. PURPOSE OF THE REPORT**

1.2 For Members to consider and approve a procedure for Members to follow when determining applications for Hackney Carriage and Private Hire Vehicle Drivers and reviews of existing licensed drivers.

**2. EXECUTIVE SUMMARY**

2.1 On occasion it is necessary for Officers to refer applicants or existing licence holders to Members for consideration. This report concerns proposed revised procedures for Members to follow when considering such matters.

**3. BACKGROUND INFORMATION**

3.1 Officers have felt it appropriate to ask Members to consider and approve procedures for Members to follow when determining hackney carriage and private hire vehicle driver applications and reviews of existing licensed drivers.

3.2 The current procedures that Members follow when determining a driver licence application or review were originally drafted and approved for Public Entertainment Licences/Premises Licences. Officers consider that due to the increased number of driver applications and reviews being brought before Members consideration, that a set of procedures specific to this function would be more appropriate and will hopefully contribute to the smooth running of our existing Licensing Committee meetings. A copy of the proposed procedures can be found at Appendix A.

**4. RECOMMENDATION**

- 4.1 That Members approve the Licensing Committee Procedures for determining hackney carriage and private hire driver applications and reviews of existing licensed drivers, as detailed in Appendix A.