

**PROCEDURE FOR THE HEARING OF APPEALS  
BY THE LICENSING PANEL**

**INTRODUCTION**

- 1 Where both parties intend to produce documents in support of his/her case they shall exchange documents 7 days prior to the date of hearing and further shall supply copies of these documents to the Council's Licensing Officer not less than 3 working days prior to the date of the hearing.
- 2 By reason of the confidential nature of some types of case heard by the Licensing Panel the public and press may be excluded from the proceedings.
- 3 The applicant will have the right to be accompanied at the hearing by his/her representative, who may present the case for or on behalf of the applicant.
- 4 At the commencement of the hearing, the applicant, or his/her representative and the Council's Licensing Officer, will present to the Panel details of any witnesses to be called.

**LICENSING OFFICER**

- 5 **The Licensing Officer** will then present the circumstances of the case, as supported by any documentary evidence, and may call witnesses.
- 6 **The applicant or his/her representative** may ask questions of the Licensing Officer and witnesses on any of the evidence presented by them.
- 7 **Objectors to the application** may then ask questions of the Licensing Officer and any witnesses called.
- 8 **The Panel Members** may ask questions of the Licensing Officer and witnesses on any of the evidence presented by them.

**APPLICANT**

- 9 **The applicant and his/her representative** may present his/her case/submission to the Sub-Committee as supported by any documentary evidence and may call witnesses.
- 10 **The Licensing Officer** may ask questions of the applicant and /or his/her representative and any witnesses on their evidence.
- 11 **The Objectors** to the application may ask questions of the applicant and any witnesses on their evidence.
- 12 **The Panel members** may ask questions of the applicant and/or his/her representative and any witnesses on their evidence.

## THE OBJECTORS

- 13 **The Objectors** will give details of their objections to the application. This may be supported by documentary evidence and witnesses may be called.
- 14 **The Applicant** may then ask questions of the objectors and any witnesses called by the objectors.
- 15 **The Panel Members** may then ask questions of the objectors and any witnesses called by the objectors.

## SUMMING UP

- 16 **The Licensing Officer, the applicant and/or his/her representative and the objector** will then have the opportunity to sum up their cases if they so wish.
- 17 **All parties and their witnesses** will then be asked to withdraw from the meeting whilst the Licensing Panel deliberates in private. In the event of uncertainty on any of the evidence, all parties will be recalled regardless of the fact that the point in question may relate only to the evidence of one of the parties.
- 18 When the Licensing Panel has completed its deliberations, both parties will be recalled to the meeting and the Chairman will announce the Panel's decision.

## GUIDELINES RELATING TO THE RELEVANCE OF CONVICTIONS

### General Policy

1. Each case will be decided on its own merits.
2. A person with a current conviction for serious crime need not be permanently barred from obtaining a licence but should be expected to remain free of conviction for 3 to 5 years, according to the circumstances, before an application is entertained. Some discretion may be appropriate if the offence is isolated and there are mitigating circumstances. However, the overriding consideration should be the protection of the public.
3. The following examples afford a general guide on the action to be taken where convictions are admitted.

(a) **Minor Traffic Offences**

Convictions for minor traffic offences, e.g. obstruction, waiting in a restricted street, speeding etc, should not prevent a person from proceeding with an application. If sufficient points have been accrued to require a period of disqualification of the applicant's driving licence then a hackney carriage or PHV licence may be granted after its restoration but a warning should be issued as to future conduct.

(b) **Major Traffic Offences**

An isolated conviction for reckless driving or driving without due care and attention etc, should normally merit a warning as to future driving and advice on the standard expected of hackney carriage and PHV drivers. More than one conviction for this type of offence within the last two years should merit refusal and no further application should be considered until a period of 1 to 3 years free from convictions has elapsed.

(c) **Drunkenness**

(i) **With Motor Vehicle**

A serious view should be taken of convictions of driving or being in charge of a vehicle while under the influence of drink. An isolated incident should not necessarily debar an applicant but strict warnings should be given as to future behaviour. More than one conviction for these offences should raise grave doubts as to the applicant's fitness to hold a licence. At least 3 years should elapse (after the restoration of the driving licence) before an applicant is considered for a licence. If there is any suggestion that the applicant is an alcoholic, a special medical examination should be arranged before the application is entertained. If the applicant is found to be an alcoholic a period of 5 years should elapse after treatment is complete before a further licence application is considered.

(ii) **Not in Motor Vehicle**

An isolated conviction for drunkenness need not debar an applicant from gaining a licence. However, a number of convictions for drunkenness could indicate a medical problem necessitating critical examination (see (i) above). In some cases, a warning may be sufficient.

(d) **Drugs**

An applicant with a conviction for a drug related offence should be required to show a period of at least 3 years free of convictions before an application is entertained, or 5 years after detoxification treatment if he/she was an addict.

(e) **Indecency Offences**

As hackney carriage and PHV drivers often carry unaccompanied passengers, applicants with convictions for indecent exposure, indecent assault, importuning, or any of the more serious sexual offences, should be refused until they can show a substantial period (at least 3 to 5 years) free of such offences. More than one conviction of this kind should preclude consideration for at least 5 years. In either case if a licence is granted a strict warning as to future conduct should be issued.

(f) **Violence**

As hackney carriage and PHV drivers maintain close contact with the public, a firm line should be taken with applicants who have convictions for grievous bodily harm, wounding or assault. At least 3 years free of such convictions should be shown before an application is entertained and even then a strict warning should be administered.

(g) **Dishonesty**

Hackney carriage and PHV drivers are expected to be persons of trust. The widespread practice of delivering unaccompanied property is indicative of the trust that business people place in drivers. Moreover, it is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal fare etc. Overseas visitors can be confused by the change in currency and become "fair game" for an unscrupulous driver. For these reasons a serious view should be taken of any conviction involving dishonesty. In general, a period of 3 to 5 years free of conviction should be required before entertaining an application.

**STATEMENT OF POLICY ABOUT RELEVANT CONVICTIONS  
HACKNEY AND PRIVATE HIRE VEHICLE DRIVERS LICENCES**

“When submitting an application for a licence to drive a hackney carriage/private hire vehicle you are requested to declare any convictions you may have. The information you give will be treated in confidence and will only be taken into account in relation to your application. You should be aware that the licensing authority is also empowered in law to check with the Criminal Records Bureau for the existence and content of any criminal record held in the name of an applicant. Information received from the Criminal Records Bureau will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than is necessary. The disclosure of a criminal record or other information will not debar you from gaining a licence unless the authority considers that the conviction renders you unsuitable. In making this decision the authority will consider the nature of the offence, how long ago and what age you were when it was committed, and any other factors which may be relevant. Any applicant refused a driver’s licence on the ground that he/she is not a fit and proper person to hold such a licence has a right of appeal to a Magistrates’ Court.



## Guide to periods of time after which endorsements and penalty points can be removed from a driving license and the number of points that courts may impose

The following is a guide to the number of penalty points a court may impose, it does not reflect the fact that some of the offences may incur a disqualification. The offence code and penalty points will be shown on the driving license and must stay there for four or eleven years depending on the offence.

### Accident offences

Offence codes AC10 to AC30 must stay on a driving licence for four years from date of offence.

Code	Offence	Penalty points
AC10	Failing to stop after an accident	5-10
AC20	Failing to give particulars or to report an accident within 24 hours	5-10
AC30	Undefined accident offences	4-9

### Disqualified driver

Offence codes BA10 and BA30 must stay on a driving licence for four years from date of offence.

Code	Offence	Penalty points
BA10	Driving while disqualified by order of court	6
BA30	Attempting to drive while disqualified by order of court	6

### Careless driving

Offence codes CD10 to CD30 must stay on a driving license for four years from date of offence.

Code	Offence	Penalty points
<b>CD10</b>	Driving without due care and attention	3-9
<b>CD20</b>	Driving without reasonable consideration for other road users	3-9
<b>CD30</b>	Driving without due care and attention or without reasonable consideration for other road users	3-9

Offence codes CD40 to CD70 must stay on a driving license for eleven years from date of conviction.

Code	Offence	Penalty points
<b>CD40</b>	Causing death through careless driving when unfit through drink	3-11
<b>CD50</b>	Causing death by careless driving when unfit through drugs	3-11
<b>CD60</b>	Causing death by careless driving with alcohol level above the limit	3-11
<b>CD70</b>	Causing death by careless driving then failing to supply a specimen for analysis	3-11

## Construction and use offences

Offence codes CU10 to CU80 must stay on a driving license for four years from date of offence

Code	Offence	Penalty points
<b>CU10</b>	Using a vehicle with defective brakes	3x
<b>CU20</b>	Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes,	3



	steering or tyres) in a dangerous condition	
<b>CU30</b>	Using a vehicle with defective tyre(s)	3
<b>CU40</b>	Using a vehicle with defective steering	3
<b>CU50</b>	Causing or likely to cause danger by reason of load or passengers	3
<b>CU80</b>	Using a mobile phone while driving a motor vehicle	3

### Reckless/dangerous driving

Offence codes DD40 to DD80 must stay on a driving license for four years from date of conviction.

Code	Offence	Penalty points
<b>DD40</b>	Dangerous driving	3-11
<b>DD60</b>	Manslaughter or culpable homicide while driving a vehicle	3-11
<b>DD80</b>	Causing death by dangerous driving	3-11
<b>DD90</b>	Furious driving	3-9

### Drink or drugs

Offence codes DR10 to DR30 must stay on a driving license for eleven years from date of conviction.

Code	Offence	Penalty points
<b>DR10</b>	Driving or attempting to drive with alcohol level above limit	3-11
<b>DR20</b>	Driving or attempting to drive while unfit through drink	3-11
<b>DR30</b>	Driving or attempting to drive then failing to supply a specimen for analysis	3-11

Offence codes DR40 to DR70 must stay on a driving license for four years from date of offence.

<b>Code</b>	<b>Offence</b>	<b>Penalty points</b>
<b>DR40</b>	In charge of a vehicle while alcohol level above limit	10
<b>DR50</b>	In charge of a vehicle while unfit through drink	10
<b>DR60</b>	Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive	10
<b>DR70</b>	Failing to provide specimen for breath test	4

Offence code DR80 must stay on a driving license for eleven years from date of conviction.

<b>Code</b>	<b>Offence</b>	<b>Penalty points</b>
<b>DR80</b>	Driving or attempting to drive when unfit through drugs	3-11

Offence code DR90 must stay on a driving license for four years from date of offence.

<b>Code</b>	<b>Offence</b>	<b>Penalty points</b>
<b>DR90</b>	In charge of a vehicle when unfit through drugs	10

## **Insurance offences**

Offence code IN10 must stay on a driving license for four years from date of offence.

<b>Code</b>	<b>Offence</b>	<b>Penalty points</b>
<b>IN10</b>	Using a vehicle uninsured against third party risks.	6-8

## **License offences**

Offence codes LC20 to LC50 must stay on a driving licence for four years from date of offence.

<b>Code</b>	<b>Offence</b>	<b>Penalty points</b>
<b>LC20</b>	Driving otherwise than in accordance with a licence	3-6
<b>LC30</b>	Driving after making	3-6

	a false declaration about fitness when applying for a licence	
<b>LC40</b>	Driving a vehicle having failed to notify a disability	3-6
<b>LC50</b>	Driving after a licence has been revoked or refused on medical grounds	3-6

### Miscellaneous offences

Offence codes MS10 to MS90 must stay on a driving license for four years from date of offence

Code	Offence	Penalty points
<b>MS10</b>	Leaving a vehicle in a dangerous position	3
<b>MS20</b>	Unlawful pillion riding	3
<b>MS30</b>	Play street offences	2
<b>MS50</b>	Motor racing on the highway	3-11
<b>MS60</b>	Offences not covered by other codes	As Appropriate
<b>MS70</b>	Driving with uncorrected defective eyesight	3
<b>MS80</b>	Refusing to submit to an eyesight test	3
<b>MS90</b>	Failure to give information as to identity of driver etc	6

### Motorway offences

Offence code MW10 must stay on a driving license for four years from date of offence.

Code	Offence	Penalty points
<b>MW10</b>	Contravention of special roads regulations (excluding speed limits)	3

## Pedestrian crossings

Offence codes PC10 to PC30 must stay on a driving license for four years from date of offence.

Code	Offence	Penalty points
PC10	Undefined contravention of pedestrian crossing regulations	3
PC20	Contravention of pedestrian crossing regulations with moving vehicle	3
PC30	Contravention of pedestrian crossing regulations with stationary vehicle	3

## Speed limits

Offence codes SP10 to SP50 must stay on a driving license for four years from date of offence.

Code	Offence	Penalty points
SP10	Exceeding goods vehicle speed limits	3-6
SP20	Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)	3-6
SP30	Exceeding statutory speed limit on a public road	3-6
SP40	Exceeding passenger vehicle speed limit	3-6
SP50	Exceeding speed limit on a motorway	3-6

## Traffic direction and signs

Offence codes TS10 to TS70 must stay on a driving license for four years from date of offence.

Code	Offence	Penalty points
<b>TS10</b>	Failing to comply with traffic light signals	3
<b>TS20</b>	Failing to comply with double white lines	3
<b>TS30</b>	Failing to comply with 'Stop' sign	3
<b>TS40</b>	Failing to comply with direction of a constable/warden	3
<b>TS50</b>	Failing to comply with traffic sign (excluding 'stop' signs, traffic lights or double white lines)	3
<b>TS60</b>	Failing to comply with a school crossing patrol sign	3
<b>TS70</b>	Undefined failure to comply with a traffic direction sign	3

### Special code

Offence code TT99 must stay on a driving license for four years from date of conviction.

Code	Offence
<b>TT99</b>	To signify a disqualification under 'totting-up' procedure. If the total of penalty points reaches 12 or more within three years, the driver is liable to be disqualified

### Theft or unauthorised taking

Offence codes UT50 must stay on a driving license for four years from date of offence.

Code	Offence	Penalty points
<b>UT50</b>	Aggravated taking of a vehicle	3-11

## **Aiding, abetting, counselling or procuring**

Offences as coded, but with 0 changed to 2 e g LC10 becomes LC12.

## **Causing or permitting**

Offences as coded, but with 0 changed to 4 e g LC10 becomes LC14.

## **Inciting**

Offences as coded, but with the end 0 changed to 6 e g DD40 becomes DD46.

(Information obtained from [www.direct.gov.uk](http://www.direct.gov.uk) website)