

# GENERAL LICENSING REGULATORY BOARD PANEL

## PROCEDURE DOCUMENT

Chair to open meeting and outline procedure:-

1. Principal Licensing Officer to present the Local Authority case, call any witnesses and explain reasons for suspension, revocation or refusal to grant a Licence.
  - (i) Driver/Appellant to ask Licensing Officer and witnesses any relevant questions
  - (ii) Panel Members and Legal Officer to ask Licensing Officer and witnesses any relevant questions
2. Driver/Appellant to present their case, call any witnesses and explain the reasons as to why their Licence should not be suspended or revoked or why a Licence should be granted:-
  - (i) Principal Licensing Officer to ask Driver/Appellant and witnesses any relevant questions
  - (ii) Panel Members to ask Driver/Appellant and witnesses any relevant questions
3. Summing up of Local Authority case (no new evidence at this stage)
4. Summing up of the Driver's/Appellant's case (no new evidence at this stage)
5. All parties to retire
6. Panel to make decision
7. All parties invited back into the meeting and decision announced