GENERAL LICENSING REGULATORY BOARD PANEL

COVID 19 - 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 and 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.	Driver/Appellant and Licensing Officer to leave the meeting
6.	Panel to make decision
7.	Driver to be informed of the decision within 5 working days