

Hackney Carriage and Private Hire Licensing

Information Leaflet

Explanation of the appeal process following refusal of an application for a Licence to Drive a Hackney Carriage or Private Hire Vehicle

The right to appeal

The Head of Environment, Housing and Leisure is authorised to decide on applications for the granting or renewal of Hackney Carriage/Private Hire Driver Licences. This is subject to applicants having the right of appeal to the Regulation and Review Committee and/or a Magistrates Court where applications are refused.

Applicants are advised in writing of the reason(s) for refusal and are supplied with an appeal form.

Refusal may be on the grounds of previous convictions or record/conduct or on medical grounds

If the refusal is on medical grounds this will have been based on the medical certificate that has been completed by an applicant's doctor.

If it is on the grounds of previous convictions it will have been on the basis of the criteria set out in the Council's Hackney Carriage and Private Hire Licensing Policy, an extract of which is supplied with each application form. Applicants who have been refused a licence are advised to refer to this policy before completing the appeal form.

To lodge an appeal with the Regulation and Review Committee applicants must complete the appeal form and return it to Democratic Services (contact details are on the appeal form). The form must be received **within 21 days** of the date of the letter advising that the application has been refused.

Should an applicant wish to appeal directly to a Magistrates Court then **they must contact the court direct within 21 days** of receiving the letter of refusal. Going directly to a Magistrates Court forfeits the right to appeal to Regulation and Review Committee.

The appeal process

If an appeal is made to the Regulation and Review Committee, a Panel meeting of the Committee will be organised. This meeting is usually within 28 days of receipt of a completed appeal form.

The Panel is made up of between three and five Councillors who are members of the Regulation and Review Committee and who are experienced in considering such appeals. Applicants will be invited to attend the meeting so that they can put their case personally and a friend or someone to represent them can also attend.

The meeting will be as informal as possible and about one week before it takes place the applicant will be sent copies of all of the papers for the meeting on the appeal; this will include a report from the Head of Environment, Housing and Leisure on the case. All of the information will be treated confidentially.



If the applicant is unable to attend the meeting or if they would prefer not to, the Panel will consider the case using the information supplied on the appeal form.

The Panel will make their decision in private and applicants will be notified of the outcome by letter, usually within five working days of the meeting. If the applicant attends the meeting they can make arrangements with the Democratic Services Officer supporting the Panel to telephone them to receive the decision later that day.

If the Panel dismiss an appeal then an applicant can make a further appeal to the Magistrates Court.

Further information:

Public Protection Services, North Tyneside Council, Block C, Harvey Combe, Killingworth, Newcastle upon Tyne, NE12 6UB.

Tel: (0191) 643 2165

Fax: (0191) 643 6914

E mail: taxi.licensing@northtyneside.gov.uk

www.northtyneside.gov.uk

North Tyneside Council

Hackney Carriage/Private Hire Drivers Licence

Appeal Form

This form is to be completed if you wish to appeal against the refusal of a Hackney Carriage / Private Hire Drivers Licence by North Tyneside Council. Please read the information leaflet before completing this form.

Your appeal will be heard at a meeting of the Regulation and Review Committee and you have the right to attend and make your case to the meeting.

Please send completed forms:-

by e-mail: democraticsupport@northtyneside.gov.uk

by post to: Democratic Services, Floor 3L, Quadrant, The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY.

by fax to: 0191 643 2430

Name: _____

Type of licence applied for: Hackney Carriage Private Hire
(please mark as appropriate)

Address: _____

Post code: _____ Email address: _____

Daytime Telephone Number: _____ Mobile Number: _____

Please set out below, in as much detail as possible, why you think that the refusal of your application by the Head of Environment, Housing and Leisure is wrong. You may continue on a separate piece of paper if you wish.

