

Supplement for

General Purposes Licensing Casework Sub-Committee

On **Monday 23 June 2025** At **6.00 pm**

Supplement: Items 2, 4, 6, 8, 9

Contents

3.	Procedure to be followed at the meeting	3 - 8
	Guidance on the procedure to be followed is attached. The Council's Policy on the Relevance of Warnings, Offences, Cautions and Convictions is attached.	
4.	Minutes	9 - 12
	Recommendation: that the minutes of the meeting of 14 April 2025 and 22 April 2025 are approved as a true and accurate record.	
6.	Confidential Minutes	13 - 40
	Recommendation: that the confidential minutes of the meeting of 14 April 2025 and 22 April 2025 are approved as a true and accurate record.	
8.	Application to drive Hackney Carriage and Private Hire Vehicles	41 - 80
	To consider the confidential report and reach a decision.	

9. **Application to drive Hackney Carriage and Private Hire Vehicles**

81 - 124

To consider the confidential report and reach a decision.

The agenda, reports and any additional supplements can be found together with this supplement on the committee meeting webpage.

OXFORD CITY COUNCIL

General Purposes Licensing Casework Sub-Committee

HEARING PROCEDURE for Hackney Carriages and Private Hire licensing (hearings held in private), Street Trading consents and Sex Establishment licenses (hearings held in public)

The Meeting

The General Purposes Licensing Casework Sub-Committee (Sub-Committee) consists of three members of the General Purposes Licensing Committee. With the consent of the applicant, or person who is subject of the hearing, the Sub-Committee can consist of two councillors. The Sub-Committee is responsible for reaching a decision upon the application having heard representations and considering all relevant material presented.

All members must be present throughout the hearing. If for any reason a member needs to withdraw during the proceedings the hearing should be temporarily adjourned until the member returns, or the member should not participate any further in the hearing. Any departure should therefore be avoided wherever possible. A member who arrives after the hearing has commenced is not allowed to participate in that hearing.

Closed and Open Hearings

Street Trading hearings shall normally take place in public. However, the Sub-Committee may exclude the press and the public from all or part of a hearing where exempt information (*section 100A(4) Local Government Act 1972*) is concerned and the Sub Committee considers that the public interest in doing so outweighs the public interest in the hearing, or that part of the hearing, taking place in public.

Taxi licensing hearings will usually be considered in private as cases coming before the Sub-Committee involve private and personal information relating to the case subject. Most taxi hearings will therefore be held in private and will be treated as confidential and not for publication.

Declaring Interests

To avoid any suggestion of bias, members should not take part in any hearing if they have any interest, financial or otherwise, in the outcome, or if they have any connection with or have been approached by a person who is the subject of an item on the Sub-Committee's agenda. Members must take care not to be

influenced by their role on any other council committee. Licensing decisions must be taken strictly on the criteria allowed by the relevant legislation.

The Paperwork

Officers of the Licensing Authority (the City Council) will prepare the paperwork for the application that is to be heard by the Sub-Committee. The paperwork will include:-

- A summary of the application or matter for determination, the representations received and of any other relevant material
- A copy of the application and any other supporting material supplied by the applicant.

for Street Trading hearing only:

- Any observations on the application or matter made by the Police and/or other technical advisor to the Sub-Committee
- Any representations of objection to the application

Attendees at the Hearing

Any party may be assisted or represented by any person whether or not that person is legally qualified.

For Street Trading hearings only:

Observations of Police and/or Technical advisors

Where appropriate the police or technical advisors to the Sub Committee may make their observations.

The Sub-Committee may ask questions of the Police and/or technical advisors.

Other parties may ask factual questions of the Police and/or technical advisors. Cross-examination will only be permitted with the consent of the Chair.

Objector's case

Where written representations of objection have been received the Sub-Committee will have regard to those representations. Any objectors can attend the hearing to speak in support of their written objection. However, the Sub Committee will not require repetition of points already made in written representations. Only objectors who have sent written representation during the consultation period can speak.

Where a number of objectors have made representations which are similar in nature the Sub-Committee will expect a spokesperson to be appointed to represent the group.

The Sub-Committee may ask questions of any objector.

Other parties may ask factual questions of any objector. Cross-examination will only be permitted with the consent of the Chair.

Non-Attendance of the Case Subject/Applicant

If a case subject/ applicant has had reasonable notice of the hearing fails to attend either in person or through their representative, the Sub- Committee can proceed with the hearing in their absence.

The Sub-Committee may grant an adjournment if a reasonable explanation has been given for failure to attend or an adjournment has been specifically requested, and there is no reason to think that the person would fail to attend on another occasion. If a case subject has expressed an intention not to attend, or has repeatedly failed to attend, it would be proper for the Sub-Committee to hear the case in their absence.

The Sub-Committee should be prepared to adjourn proceedings if questions arise which cannot be dealt with satisfactorily in the case subject's absence. In deciding whether to hear the case in the absence of the case subject, the Sub-Committee should take into account whether they have sent a representative to act on their behalf and whether delay in hearing the case is likely to result in hardship (for example, where the case subject has stated that his or her need is urgent).

Conduct of Proceedings

The role of the Chair is to control the proceedings. All questions must be put through the Chair.

Members of the Sub-Committee will have read and familiarised themselves with the papers and issues. The Sub-Committee does not therefore require points to be made or repeated at length.

The hearing shall take the form of a discussion managed through the Chair. Formal cross- examination shall not be permitted unless the Chair considers that cross-examination in a particular circumstance would assist. In exercising this

discretion to permit cross-examination, the Chair must have regard to the rules of natural justice and the right to a fair hearing.

In considering an application, the Sub-Committee may take into account documents or other information relied on by a party in support of their application or representation. Copies of the information should be supplied to the Licensing Authority at least two working days before the hearing or, with the consent of the Chair after that time.

If a person attending the hearing is acting in a manner that the Chair considers is disruptive, the Chair will require that person to leave the hearing and may:

- (a) refuse to permit that person to return; or
- (b) permit him / her to return only on such conditions as the Sub-Committee may specify.

Before the end of the hearing any person who was required to leave the hearing may submit in writing any information which they would have been entitled to give orally had they not been required to leave.

Order of Proceedings

The Chair commences the hearing by introducing themselves and the other Sub-Committee members. The Chair asks all of the other parties present to introduce themselves and explain in what capacity they are attending.

Licensing officers will present the report relating to the application or matter to be heard by the Sub-Committee. They shall say who the applicant is, what the application is for and explain the paperwork before the Sub-Committee.

- The person appearing before the Sub-Committee may ask questions of the licensing officers or their report.
- Members of the Sub-Committee may ask question of the licensing officer on their presentation.

The person appearing before the Sub-Committee will present their case.

- Licensing officers may ask questions of the person appearing before the Sub-Committee.
- Members of the Sub-Committee may ask question of the person appearing before them.

For Street Trading hearings only:

If present, Police, technical advisors and objectors will present their case.

- Licensing officers may ask questions of the person appearing before the Sub-Committee.

- Members of the Sub-Committee may ask question of the person appearing before them.

All parties will be given the opportunity to summarise briefly their key points. The order shall be:-

- Licensing officer
- Objectors (for Street Trading hearings)
- Police and/or technical advisors (for Street trading hearings)
- Applicant

At the end of the submissions, the Chair will announce that the hearing is adjourned while the Sub-Committee deliberate in private. The Sub-Committee will be accompanied by the committee clerk and legal advisor during their deliberations. All other officers, applicants/ case subjects and members of the public will leave the room.

If it is necessary to recall any party for clarification of any point, then all parties should be recalled.

The Chair will either:

- Announce the decision of the Sub-Committee and confirm that a written determination with reasons will be sent to the parties by a given date.
- or
- Close the hearing and confirm that once a decision has been made a written determination with reasons will be sent to the parties by a given date.

The person appearing before the Sub-Committee shall be advised orally of their 21 day right of appeal, where there is such a right, (starting from the date of the letter) and that the decision and rights of appeal shall be notified to them in writing.

This page is intentionally left blank

Minutes of a meeting of the General Purposes Licensing Casework Sub- Committee on Monday 14 April 2025

www.oxford.gov.uk



Committee members present:

Councillor Clarkson (Chair)

Councillor Ottino (Substitute)

Councillor Miles (Substitute)

Officers present for all or part of the meeting:

Richard Masters, Senior Licensing Compliance Officer

John Ali, Licensing Compliance Officer

Alison Daly, Legal Advisor

Hannah Carmody-Brown, Committee and Member Services Officer

Apologies:

Councillor(s) Jupp and Morris sent apologies.

Substitutes are shown above.

99. Declarations of Interest

None.

100. Procedure to be followed at the meeting

The Sub-Committee noted the procedure for the hearings and the policy on the relevance of warnings, offences, cautions and convictions.

101. Minutes

The Sub-Committee **approved** the minutes of the meeting on 10 March 2025 as a true and accurate record.

102. Exempt Matters and Confidential Session

The Sub-Committee resolved that under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the remaining items of business on the grounds that their presence would involve the likely disclosure of exempt information as described in Paragraph 3 of Part 1 of Schedule 12A of the Act.

The Sub-Committee considered matters relating to Hackney Carriage and Private Hire Vehicle licensing in private.

103. Confidential Minutes

The Sub-Committee **approved** the confidential minutes of the meeting on 10 March 2025 as a true and accurate record.

104. Suitability to continue to drive Private Hire Vehicles

The General Purposes Licensing Casework Sub-Committee resolved to:

- **Revoke** the applicant's Private Hire Licence taking into account the details set out in the report and the representations made at this Sub-Committee meeting.

105. Application to drive Private Hire Vehicles

The General Purposes Licensing Casework Sub-Committee resolved to:

- **Grant** the application for a new Private Hire Driver licence taking into account the details set out in the report and the representations made at this Sub-Committee meeting.

106. Application to drive Private Hire Vehicles

The General Purposes Licensing Casework Sub-Committee resolved to:

- **Grant** the application for a new Private Hire Driver licence taking into account the details set out in the report and the representations made at this Sub-Committee meeting.

107. Dates of future meetings

The Sub-Committee noted the dates of future meetings.

The meeting started at 6.08 pm and ended at 8.40 pm

Chair

Date: Monday 9 June 2025

When decisions take effect:

Cabinet: after the call-in and review period has expired

Planning Committees: after the call-in and review period has expired and the formal decision notice is issued

All other committees: immediately.

Details are in the Council's Constitution.

**Minutes of a meeting of the
General Purposes Licensing Casework Sub-
Committee
on Tuesday 22 April 2025**

www.oxford.gov.uk



Committee members present:

Councillor Ottino

Councillor Sandelson

Councillor Yeatman (Substitute)

Officers present for all or part of the meeting:

Alison Daly, Legal Advisor

Prawesh KC, Licensing Compliance Officer

Katie Thorp, Supervising Senior Licensing Officer

Hannah Carmody-Brown, Committee and Member Services Officer

108. Election of Chair

Councillor Sandelson proposed Councillor Ottino as Chair; Councillor Yeatman seconded.

Councillor Ottino was elected as chair for the duration of the meeting.

109. Apologies

Councillor Jupp sent apologies. Substitutes are shown above.

110. Declarations of Interest

None.

111. Procedure to be followed at the meeting

The Sub-Committee noted the procedure for the hearings and the policy on the relevance of warnings, offences, cautions and convictions.

112. Minutes

The minutes for the meeting on 14 April 2025 will be approved at the next meeting of the Sub-Committee.

113.Exempt Matters and Confidential Session

The Sub-Committee resolved that under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the remaining items of business on the grounds that their presence would involve the likely disclosure of exempt information as described in Paragraph 3 of Part 1 of Schedule 12A of the Act.

The Sub-Committee considered matters relating to Hackney Carriage and Private Hire Vehicle licensing in private.

114.Application to drive Hackney Carriage and Private Hire Vehicles

The General Purposes Licensing Casework Sub-Committee resolved to:

- **Refuse** the application, taking into account the details set out in the report and the representations made at this Sub-Committee meeting.

115.Application to drive Hackney Carriage and Private Hire Vehicles

The General Purposes Licensing Casework Sub-Committee resolved to:

- **Refuse** the application, taking into account the details set out in the report and the representations made at this Sub-Committee meeting.

116.Confidential Minutes

The confidential minutes for the meeting on 14 April 2025 will be approved at the next meeting of the Sub-Committee.

117.Dates of future meetings

The Sub-Committee **noted** the dates of future meetings.

The meeting started at 6.03 pm and ended at 7.40 pm

Chair

Date: Monday 9 June 2025

When decisions take effect:

Cabinet: after the call-in and review period has expired

Planning Committees: after the call-in and review period has expired and the formal decision notice is issued

All other committees: immediately.

Details are in the Council's Constitution.

Agenda Item 6

By virtue of paragraph(s) 1, 3, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is restricted for reasons stated on the agenda.

This page is intentionally left blank

By virtue of paragraph(s) 1, 3, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is restricted for reasons stated on the agenda.

This page is intentionally left blank

Agenda Item 8

Document is restricted for reasons stated on the agenda.

This page is intentionally left blank

Agenda Item 9

Document is restricted for reasons stated on the agenda.

This page is intentionally left blank