

| <u>ORDER OF PLAY</u> | <u>NOTES</u> |
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| <p>1. Chair: State the reason for the hearing:</p> <ul style="list-style-type: none"> • To consider an application for a Private Hire vehicle | |
| <p>2. Introductions of:</p> <ul style="list-style-type: none"> • The sub-committee • Legal advisor • Member services officer • Mid Devon District Council officers | |
| <p>3. Members' Interests: Any to declare?</p> | |
| <p>4. Chair: Public or private session?</p> <ul style="list-style-type: none"> • Recommended at this stage to be held in <u>PUBLIC</u> | |
| <p>5. Chair: Time limits for speakers?</p> <ul style="list-style-type: none"> • No time limit will be set | |
| <p>6. Introductions of:</p> <ul style="list-style-type: none"> • The applicant – Mr Kekilli • Is anyone else present? | |

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| 7. Chair: Confirm that members of the sub-committee have received and read the paperwork circulated in advance of the hearing. | |
| 8. Licensing Officer: Brief outline of report. Any questions from those present? | |
| 9. Applicant: Asked if they have any comments to make at that stage in response to the report. | |
| 10. Sub-Committee and applicant: Discuss the application; ask any relevant questions; go to look at the vehicle if considered necessary. | |
| 11. Applicant: Anything further to add before the Sub-Committee withdraw. | |
| 12. Withdraw: Sub-Committee and Council representatives from legal and member services withdraw. | |
| 13. Chair: Announce decision and reasons for decision. | |
| 14. Legal Officer: Outline the rights of appeal and the fact that formal notification of the decision will be sent in the post. | |
| 15. Chair: Close meeting. | |