

## **NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

### **GENERAL LICENSING SUB-COMMITTEE**

#### **PROCEDURE FOR DETERMINATION OF EXEMPTION APPLICATIONS FROM THE REQUIREMENT TO INSTALL CCTV IN LICENSED VEHICLES**

- (1) Chair to welcome applicant and request that they confirm receipt of the report and procedure to be followed.
- (2) The Licensing Officer be requested to outline report.
- (3) Applicant will have the opportunity to ask any questions of the Licensing Officer.
- (4) Members will have the opportunity to ask any questions of the Licensing Officer.
- (5) Applicant will be requested to present their case to Members.
- (6) The Licensing Officer will have the opportunity to ask any questions of the applicant.
- (7) Members will have the opportunity to ask any questions of the applicant.
- (8) The Licensing Officer will be requested to make their final statement.
- (9) Applicant will be requested to make their final statement
- (10) Applicant and the Licensing Officer will be requested to withdraw from the meeting whilst the decision is made.
- (11) Applicant and the Licensing Officer will be recalled to the meeting and advised of the decision.
- (12) Applicant will be advised of any right of appeal.
- (13) Applicant will be advised that the confirmation of the decision will be sent to them in writing.