

Non-Statutory Licensing Committee – Committee/Sub-Committee/Officer Delegations

Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2019 - 2020
Hackney Carriage & Private Hire			
New Applications – Hackney Carriage/Private Hire Vehicle Driver’s Licence	Clear of guidelines – Licensing Officer Not clear of guidelines – Head of Business Services/Service Managers within Governance Services/Place, Licensing Manager, Section Leaders, Licensing Licensing Sub-Committee	Licensing Committee 30/05/2012 Licensing Committee 06/06/2018	Not clear of guidelines – Head of Business Services/Service Managers within Governance Services/Place, Licensing Manager, Section Leaders, Licensing, Non-Statutory Licensing Sub-Committee
New Applications - Private Hire Vehicle Operators Licence	Not clear of guidelines – Head of Business Services, Licensing Manager, Section Leader Licensing, Licensing Sub-Committee	Licensing Committee 06/06/2018	Not clear of guidelines – Head of Business Services, Licensing Manager, Section Leader Licensing, Non-Statutory Licensing Sub-Committee
Renewal Applications Hackney Carriage/Private Hire Vehicle Drivers Licences/Operators Licence	Clear of guidelines - Licensing Officer	Licensing Committee 30/05/2012	
Reviews/Reviews Prior to Renewal – Hackney Carriage/Private Hire Vehicle Drivers/Operators Licence	Head of Governance/Service Managers within Governance Services / Section Leaders, Licensing Licensing Sub-Committee	Licensing Committee 26/04/2017	Head of Business Services, Licensing Manager, Section Leader Licensing, Non-Statutory Licensing Sub-Committee
Additional Conditions - Private Hire Vehicle Operators Licence	Licensing Manager in consultation with Chair, Vice-Chair of Licensing Committee	Licensing Committee 06/06/2018	Licensing Manager/Section Leader in consultation with Chair of Non-Statutory Licensing Committee

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Hackney Carriage & Private Hire continued /...			
Additional Hackney Carriage/Private Hire Vehicle Driver's Licence Conditions	Licensing Manager in consultation with Chair, Vice-Chair of Licensing Committee	Licensing Committee 06/06/2018	Licensing Manager/Section Leader in consultation with Chair of Non-Statutory Licensing Committee
New/Renewal Hackney Carriage/Private Hire Vehicle Applications	Subject to Criteria - Licensing Officer	Licensing Committee 30/05/2012	
Hackney Carriage Exceptional Condition Criteria	Licensing Officer, in accordance with approved Policy Appeal to Section Leader, Licensing	Licensing Committee 15/06/2016	
Hackney Carriage/Private Hire Fees and Charges	Licensing Committee	Licensing Committee 30/05/2012	Non-Statutory Licensing Committee
Reviews/Reviews Prior to Renewal – Hackney Carriage/Private Hire Vehicle Drivers Immediate Suspensions	Head of Business Services/Service Managers within Governance Services/Place, Licensing Manager, Section Leaders, Licensing Licensing Sub-Committee	Licensing Committee 06/06/2018	Head of Business Services/Service Managers within Governance Services/Place, Licensing Manager, Section Leaders, Licensing, Non-Statutory Licensing Sub-Committee
Advertising on/in Hackney Carriages	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	
(a) "All Over"	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	
(b) Tip Up Seats	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	

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Hackney Carriage & Private Hire continued /...			
(c) Doors	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	
(d) Rear Window	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	
Advertising on/in Private Hire Vehicles	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	
(a) Rear Window	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	
(b) Rear Doors and Rear Wings	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	
Private Hire Vehicle Identification Plate – Exemption Policy	Section Leader/Licensing Officer, Licensing in line with agreed policy.	Licensing Committee 15/06/2016	
Limousines/Applications for Private Hire Vehicles	Section Leader, Licensing	Licensing Committee 15/06/2016	
Novelty Vehicles Applications for Private Hire Vehicles, Fire Engines etc	Section Leader/Licensing Sub-Committee	Licensing Committee 15/06/2016	Section Leader/Non-Statutory Licensing Sub-Committee

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Hackney Carriage & Private Hire continued /...			
Approval of Hackney Carriage – Types	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	
Approval of Hackney Carriage Fares	Licensing Committee	Licensing Committee 30/05/2012	Non-Statutory Licensing Committee
Digital Advertising in Hackney Carriage/Private Hire Vehicle	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	
Hackney Carriage/Private Hire Vehicles – Section 68 Notices Suspension/Removal of Suspension for Non-Mechanical Tests	Section Leader, Licensing Licensing Officer Service Lead/Senior Officers/District Officers/Compliance Officers, Licensing Manager, Section Leaders Licensing, Licensing Officers	Licensing Committee 15/06/2016 Licensing Committee 06/06/2018	

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Hackney Carriage & Private Hire continued /...			
VOSA MOT Testing Facilities for Hackney Carriage/Private Hire Vehicles Mechanical Safety checks. Approval/Revocation/Attachment of Conditions/Refusal Review of Decision	Section Leader, Licensing Licensing Sub-Committee	Licensing Committee 15/06/2016 Licensing Committee 17/04/2013	Licensing Manager
Non-Mechanical compliance check of Hackney Carriage and Private Hire Vehicles - Approval Review of Decision.	Licensing Officers Section Leader – Licensing	Licensing Committee 17/04/2013	
Private Hire Exceptional Condition Criteria Review of Decision	Licensing Officer, in accordance with approved Policy Section Leader, Licensing	Licensing Committee 20/11/2013 Licensing Committee 03/06/2015	Senior Licensing Officer
Hackney Carriage Replacement Vehicles – outside existing criteria Review of Decision	Section Leader, Licensing	Licensing Committee 15/06/2016	Licensing Manager

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Scrap Metal (FOR INFORMATION ONLY)			
Scrap Metal Licence Site/Collectors Applications	No representations - Licensing Officer Representations - Section Leader Licensing	Executive Decision Notice 16/02/2018	Licensing and Compliance Officer, Licensing
Scrap Metal Licence Site/Collectors Refusal	Section Leader, Licensing	Executive Decision Notice 16/02/2018	
Scrap Metal Licence Site/Collectors Review/Revocation	Section Leader, Licensing	Executive Decision Notice 16/02/2018	
Scrap Metal Licence Site/Collectors Variation	No representations - Licensing Officer Representations - Section Leader Licensing	Executive Decision Notice 16/02/2018	Licensing and Compliance Officer, Licensing
Scrap Metal Site Issue of Closure Notice - Application to Magistrates for Closure Order / Termination of Order	Licensing Manager/Section Leader, Licensing	Executive Decision Notice 16/02/2018	
Scrap Metal Fees	Head of Governance	Executive Decision Notice 16/02/2018	Licensing Manager
Delegation of Decision Making Functions under the Act	Director of Governance/ Licensing Manager/Licensing Officer	Executive Decision Notice 16/02/2018	Director of Governance/Licensing Manager/Licensing and Compliance Officer, Licensing

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2019 - 2020
Street Trading			
Pitches – Create, Relocate or Deletion Review of Decision	Section Leader, Licensing in consultation with Highways/Landscape Services Section Leader, Licensing	Licensing Committee 18/06/2014 Licensing Committee 15/06/2016	Section Leader/Senior Licensing and Compliance Officer - Licensing in consultation with Highways/Landscape Services Licensing Manager/Section Leader, Licensing
Consents – Grant, Renewal, Revocation Review of Decision	Section Leader, Licensing in consultation with Highways/Landscape Services Section Leader, Licensing	Licensing Committee 18/06/2014 Licensing Committee 15/06/2016	Section Leader/Senior Licensing and Compliance Officer - Licensing in consultation with Highways/Landscape Services Licensing Manager/Section Leader, Licensing
Private Land Consents – Grant Revocation of Consent	Licensing Officer Section Leader, Licensing	Licensing Committee 22/5/2013 Licensing Committee 15/06/2016	Licensing and Compliance Officer, Licensing Licensing Manager/Section Leader, Licensing
Temporary/Street Trading Occasional Consents	Licensing Officer	Licensing Committee 18/06/2014	Licensing and Compliance Officer, Licensing
Change of Tradeline	Section Leader, Licensing	Licensing Committee 30/05/2012	

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Street Trading			
Transfer of Street Trading Consent Subject to Consent Conditions	Section Leader, Licensing	Licensing Committee 30/05/2012	Section Leader/Senior Licensing and Compliance Officer, Licensing
Review of Decision	Licensing Manager		
Street Tradings Fees and Charges	Licensing Committee	Licensing Committee 30/05/2012	Non-Statutory Licensing Committee
Change of Unit Design - Approval	Section Leader, Licensing	15/06/2016	

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2019 - 2020
General			
Sex Establishment Licence Shops/Cinema/Sexual Entertainment Venues New Applications	All Cases - Licensing Sub-Committee	Licensing Committee 30/05/2012	All Cases - Non-Statutory Licensing Sub-Committee
Sex Establishment Licence Shops/Cinema/ Sexual Entertainment Venues Renewal Applications	No Representations – Section Leader, Licensing Representations - Licensing Sub-Committee	Licensing Committee 30/05/2012	Representations - Non-Statutory Licensing Sub-Committee
Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications	No representations - Section Leader, Licensing Representations - Licensing Sub-Committee	Licensing Committee 18/06/2014	Representations - Non-Statutory Licensing Sub-Committee
Sex Establishment Licence Shop/Cinema/Sexual Entertainment Venues Transfer Applications	No representations Section Leader, Licensing Representations - Licensing Sub-Committee	Licensing Committee 18/06/2014	Representations - Non-Statutory Licensing Sub-Committee
Revocation of Sex Establishment Licence	Licensing Sub-Committee	Licensing Committee 30/05/2012	Non-Statutory Licensing Sub-Committee
Street Collections	Licensing Officer	Licensing Committee 30/05/2012	Licensing and Compliance Officer, Licensing
House to House	Licensing Officer	Licensing Committee 30/05/2012	Licensing and Compliance Officer, Licensing

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General continued/...			
Free Printed Matter – Grant Suspension, Revocation Review of Decision	Licensing Officer Section Leader, Licensing Licensing Manager	Licensing Committee 30/05/2012 Licensing Committee 18/06/2014 Licensing Committee 06/06/2017	Licensing and Compliance Officer, Licensing Senior Licensing and Compliance Officer, Licensing Section Leader, Licensing
Mediate outcome of Appeal	Licensing Manager - Recommendation to Chair	Licensing Committee 06/06/2017	
Registrations Acupuncture/Tattooing/ Electrolysis/Cosmetic Piercing and Permanent Skin Colouring	Licensing Officer	Licensing Committee 30/05/2012	Licensing and Compliance Officer, Licensing
Hypnotism	Licensing Officer Review of decision Section Leader, Licensing	Licensing Committee 30/05/2012 Licensing Committee 03/06/2015	Licensing and Compliance Officer, Licensing
Marriage Venues	Licensing Officer – signed off by Proper Officer Appeal to Licensing Sub-Committee	Licensing Committee 30/05/2012	Licensing and Compliance Officer, Licensing, signed off by Proper Officer Appeal to Non-Statutory Licensing Sub-Committee

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General continued/...			
'A' Boards	<p>No Representations – Licensing Officer</p> <p>Representations/Non-Compliant with policy - Licensing Officer</p> <p>Appeal to Section Leader, Licensing</p>	<p>Licensing Committee 30/05/2012</p> <p>Licensing Committee 18/06/2014</p> <p>Licensing Committee 18/06/2014</p>	<p>No Representations - Licensing and Compliance Officer, Licensing</p> <p>Representations / Non-Compliant with policy - Licensing and Compliance Officer, Licensing</p>
Table and Chairs	<p>No Representations – Licensing Officer</p> <p>Representations/Non-Compliant with policy Licensing Officer</p> <p>Appeal to Section Leader, Licensing</p>	<p>Licensing Committee 30/05/2012</p> <p>Licensing Committee 18/06/2014</p> <p>Licensing Committee 18/06/2014</p>	<p>No Representations - Licensing and Compliance Officer, Licensing</p> <p>Representations / Non-Compliant with policy - Licensing and Compliance Officer, Licensing</p>

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General continued/...			
Goods on the Highways	<p>No Representations – Licensing Officer</p> <p>Representations / Non-Compliant with policy Licensing Officer</p> <p>Appeal to Section Leader, Licensing</p>	<p>Licensing Committee 30/05/2012</p> <p>Licensing Committee 18/06/2014</p> <p>Licensing Committee 18/06/2014</p>	<p>No Representations - Licensing and Compliance Officer, Licensing</p> <p>Representations / Non-Compliant with policy - Licensing and Compliance Officer, Licensing</p>
Mini Bus Permits	Licensing Officer	Licensing Committee 30/05/2012	Licensing and Compliance Officer, Licensing
Dangerous Wild Animals	<p>Licensing Officer</p> <p>Grounds for Refusal Under the Act/ Revocation of Licence - Licensing Sub-Committee</p>	Licensing Committee 30/05/2012	<p>Licensing and Compliance Officer, Licensing</p> <p>Non-Statutory Licensing Sub-Committee</p>
Zoos	<p>No Representations – Licensing Officer</p> <p>Representations/Review of Licence – Licensing Sub-Committee</p>	Licensing Committee 30/05/2012	<p>Licensing and Compliance Officer, Licensing</p> <p>Non-Statutory Licensing Sub-Committee</p>

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Caravan Licensing			
Caravan Sites Grant – Attachment of Model Conditions	Licensing Officer	Licensing Committee 30/05/2012	Licensing and Compliance Officer
Caravan Sites Grant – Attachment of Conditions other than all Model Conditions	Licensing Sub-Committee	Licensing Committee 30/05/2012	Non-Statutory Licensing Sub-Committee
Caravan Sites Grant - On Transfer of Benefit for use of land - model conditions	Licensing Officer	Licensing Committee 30/05/2012	Licensing and Compliance Officer, Licensing
Caravan Sites Grant - On Transfer of Benefit for use of land - other than model conditions	Licensing Sub-Committee	Licensing Committee 30/05/2012	Non-Statutory Licensing Sub-Committee
Caravan Sites Refusal	Licensing Officer	Licensing Committee 30/05/2012	Non-Statutory Licensing Sub-Committee
Caravan Sites Alteration of Conditions	No Representations - Licensing Officer	Licensing Committee 30/05/2012	Licensing and Compliance Officer, Licensing
	Representations - Licensing Sub-Committee		Non-Statutory Licensing Sub-Committee

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2019 - 2020
Animal Welfare (Licensing Activities Involving Animals) (England) 2018			
Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Grant / Renewal	Licensing Officer	Non-Statutory Licensing Committee 28/11/2018	Licensing and Compliance Officer, Licensing - in accordance with requirement 2018 Regulations
Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Variation with consent of licence holder	Licensing Officer	Non-Statutory Licensing Committee 28/11/2018	Licensing and Compliance Officer, Licensing
Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Variation without consent of licence holder	Section Leader, Licensing	Non-Statutory Licensing Committee 28/11/2018	
Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Variation - where written representations are received	Licensing Manager	Non-Statutory Licensing Committee 28/11/2018	
Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Suspension without consent	Section Leader, Licensing	Non-Statutory Licensing Committee 28/11/2018	

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2019 - 2020
Animal Welfare (Licensing Activities Involving Animals) (England) 2018 continued/...			
Animal Boarding Establishments/ Dog Breeding/ Performing Animals/Pet Shops and Riding Establishments – Suspension where written representations are received	Licensing Manager	Non-Statutory Licensing Committee 28/11/2018	
Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Revocation of licence	Licensing Manager	Non-Statutory Licensing Committee 28/11/2018	

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Safety of Sports Grounds Act 1975 and Safety of Places of Sports Act 1987			
Variation of capacity via prohibition or restriction of all, or part of the stadium amending the safety certificate and replacement of the safety certificate.	Head of Business Services/Service Lead (with responsibility for Health and Safety) Senior Officer (Alison Stevens)	Licensing Committee 06/06/2018	Head of Business Services/Licensing Manager/Service Lead (with responsibility for Health and Safety) Senior Officer (Alison Stevens)
Power of entry to facilitate 'periodic inspection' of the stadium	Service Leads, District and Senior Officers within Environmental Heath	Licensing Committee 15/06/2016	
Chair of Safety Advisory Group Vice Chair of Safety Advisory Group	Head of Business Services Service Lead (with Health and Safety responsibility)	Licensing Committee 06/06/2018 Licensing Committee 15/06/2016	Head of Business Services/Licensing Manager, Licensing Service Lead (with Health and Safety responsibility)/Section Leader, Licensing

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Regulatory of Investigatory Powers Act 2000			
RIPA authorisation to the Magistrates Court under Section 223 Local Government Act 1972	Head of Business Services/ Head of Revenues and Benefits/Licensing Manager	Licensing Committee 06/06/2018	Head of Business Services/Licensing Manager

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Anti-Social Behaviour Crime and Policing Act 2014 (Section 76-79)			
Power to issue closure notice (for up to both 24 hours and 48 hours as per Sections 76 and 77*)	Head of Business Services/Head of Consumer Services/Head of Community Safety	Licensing Committee 06/06/2018	Head of Business Services/ Head of Community Safety

* Requires Delegation from the Head of Paid Service

.....
 Tim Johnson
 Managing Director

Date:

The proposed delegation to officers is subject to an administrative process by working through checklists of approved policy/criteria prior to the issue of Licence/Registration/Permit/Notice etc.

I delegate authority for the decision making processes within the functions detailed above to the posts named in the proposed delegation column.

.....
 Ross Cook
 Director of City Environment

Date: