

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

**Appendix 1**

Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2019 - 2020
<b>Licensing Act 2003</b>			
<b>Premises Licence/Club Premises Certificate – New/Variation Application/ Provisional Statement</b>	No representations - Licensing Officer  Representations resolved by conditions added to Licence – Licensing Sub-Committee, endorse to negate hearing  Representations Not Resolved – Licensing Sub-Committee	Licensing Committee 30/05/2012	No representations - Licensing and Compliance Officer, Licensing  Representations resolved by conditions added to Licence – Statutory Licensing Sub-Committee, endorse to negate hearing  Representations Not Resolved – Statutory Licensing Sub-Committee
<b>Premises Licence/Club Premises Certificate – Review Application</b>	Licensing Sub-Committee	Licensing Committee 30/05/2012	Statutory Licensing Sub-Committee
<b>Temporary Event Notice – Standard</b>	Acknowledge Receipt - Licensing Officer  Representations/Service of Counter Notice – Licensing Sub-Committee	Licensing Committee 30/05/2012	Acknowledge Receipt – Licensing and Compliance Officer  Representations/Service of Counter Notice – Statutory Licensing Sub-Committee
<b>Temporary Event Notice - Standard Agree hearing is not required where TEN modified</b>	Section Leader Licensing, in consultation with Chair or Vice Chair of Licensing Committee	Licensing Committee 06/06/2018	Section Leader Licensing, in consultation with Chair or Vice Chair of Statutory Licensing Committee

Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2019 - 2020
<b>Licensing Act 2003 continued/...</b>			
<b>Temporary Event Notice – Late</b>	Section Leader Licensing	Licensing Committee 30/05/2012	
<b>Minor Variations – Grant/Reject Applications in accordance with Legislative Reform Orders 2009</b>	Section Leader, Licensing	Licensing Committee 30/05/2012	Section Leader, Senior Licensing and Compliance Officer, Licensing
<b>Personal Licence - Application</b>	No Representations - Licensing Officer  Representations – Licensing Sub-Committee	Licensing Committee 30/05/2012	No Representations - Licensing and Compliance Officer, Licensing  Representations – Statutory Licensing Sub-Committee
<b>Designated Premises Supervisor – Variation</b>	No Representations – Licensing Officer  Representations – Licensing Sub-Committee	Licensing Committee 30/05/2012	No Representations - Licensing and Compliance Officer, Licensing  Representations - Statutory Licensing Sub-Committee
<b>Application Transfer Premises Licence/ Club Premises Certificate</b>	No Representations – Licensing Officer  Representations – Licensing Sub-Committee	Licensing Committee 30/05/2012	No Representations - Licensing and Compliance Officer, Licensing  Representations - Statutory Licensing Sub-Committee
<b>Application for Interim Authority</b>	No Representations – Licensing Officer  Representations – Licensing Sub-Committee	Licensing Committee 30/05/2012	No Representations - Licensing and Compliance Officer, Licensing  Representations – Statutory Licensing Sub-Committee

Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2019 - 2020
<b>Licensing Act 2003 continued/...</b>			
<b>Decision to object when Local Authority is a Consultee and not the relevant authority considering the application</b>	Licensing Sub-Committee	Licensing Committee 30/05/2012	Statutory Licensing Sub-Committee
<b>Licensing Act 2003 Fees and Charges</b>	Secretary of State (Subject to revisions resulting from the Police Reform and Social Responsibility Act 2011)	Licensing Committee 30/05/2012	
<b>Statement of Licensing Policy</b>	Full Council	Licensing Committee 30/05/2012	
<b>Decision on whether a complaint is Irrelevant, Frivolous, Vexatious etc</b>	Section Leader, Licensing	Licensing Committee 30/05/2012	
<b>Power to suspend Premises Licence/Club Premises Certificate for non payment of annual fee</b>	Section Leader, Licensing	Licensing Committee 30/05/2012	
<b>To authorise Licensing Authority as a Responsible Authority</b>	Licensing Manager/Section Leader, Licensing	Licensing Committee 06/06/2017	
<b>Mediate outcome of Appeal</b>	Licensing Manager – Recommendations to Chair	Licensing Committee 06/06/2017	
<b>Authority to inspect premises to evaluate compliance with the requirements of the Act</b>	Compliance Officer / District Officer / Environmental Health Officer / Public Protection	Licensing Committee 30/05/2012	Licensing and Compliance Officer, Licensing Environmental Health Officer/District Officer, Business Service

Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2019 - 2020
<b>Licensing Act 2003 continued/...</b>			
<b>Authority to act as a Responsible Authority and apply to the relevant Licensing Authority for a review of a Premises Licence or Club Premises Certificate</b>			Section Leader, Licensing Licensing Manager / Head of Business Services
<b>Right of entry to investigate licensable activities under the Licensing Act 2003</b>			Licensing and Compliance Officer, Licensing Environmental Health Officer/District Officer, Business Service

Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2019 - 2020
<b>Gambling Act 2005</b>			
<b>New/Variations/Provisional Statements Applications</b>	No Representations – Licensing Officer  Representations Not Withdrawn – Licensing Sub-Committee	Licensing Committee 30/05/2012	No Representations – Licensing and Compliance Officer, Licensing  Representations Not Withdrawn – Statutory Licensing Sub-Committee
<b>Transfer of Premises Licence</b>	No Representations – Licensing Officer  Representations from Gambling Commission – Licensing Sub-Committee	Licensing Committee 30/05/2012	No Representations - Licensing and Compliance Officer  Representations from Gambling Commission – Statutory Licensing Sub-Committee
<b>Premises Licence/Suspension/Revocation</b>	Licensing Sub-Committee	Licensing Committee 30/05/2012	Statutory Licensing Sub-Committee
<b>Temporary Use Notice</b>	No Representations – Section Leader, Licensing  Representations – Licensing Sub-Committee	Licensing Committee 30/05/2012	Representations - Statutory Licensing Sub-Committee
<b>Occasional Use Notice</b>	No Representations – Officers	Licensing Committee 30/05/2012	No Representations - Licensing and Compliance Officer, Licensing
<b>Authority to inspect premises to evaluate compliance with the requirements of the Act</b>	Compliance Officer / District Officer / Environmental Health Officer / Public Protection	Licensing Committee 30/05/2012	Licensing and Compliance Officer, Licensing Environmental Health Officer/District Officer, Business Service

Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2019 - 2020
<b>Gambling Act 2005 continued/...</b>			
<b>Application Club Gaming/Club Machine Permit</b>	No Representations – Licensing Officer  Representations Not Withdrawn – Licensing Sub-Committee	Licensing Committee 30/05/2012	No representations - Licensing and Compliance Officer, Licensing  Representations Not Withdrawn – Statutory Licensing Sub-Committee
<b>Cancellation of Club Gaming/ Club Machine Permit</b>	Section Leader, Licensing/Licensing Officer	Licensing Committee 30/05/2012	Section Leader/Senior Licensing and Compliance Officer/Licensing and Compliance Officer, Licensing
<b>Alcohol Licensed Premises Gaming Machine Permit – Notification</b>	Licensing Officer	Licensing Committee 30/05/2012	Licensing and Compliance Officer, Licensing
<b>Cancellation Licensed Premises Gaming Machine Permits</b>	Section Leader, Licensing/Licensing Officer	Licensing Committee 30/05/2012	Section Leader/Senior Licensing and Compliance Officer/Licensing and Compliance Officer, Licensing
<b>Small Society Lotteries New/Renewal</b>	Licensing Officer	Licensing Committee 30/05/2012	Licensing and Compliance Officer, Licensing
<b>Gambling Act Fees and Charges</b>	Licensing Committee up to Maximum Limit set by Secretary of State	Licensing Committee 30/05/2012	Statutory Licensing Committee up to maximum set by Secretary of State
<b>Statement of Gambling Policy</b>	Full Council	Licensing Committee 30/05/2012	
<b>To authorise the Local Authority as a responsible authority</b>	Licensing Manager/Section Leader, Licensing	Licensing Committee 06/06/2017	