

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

Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
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, Non-Statutory Licensing Sub-Committee	Licensing Committee 30/05/2012 Non-Statutory Licensing Committee 10/07/2019	Not clear of guidelines – Head of Business Services/Service Managers within Governance Services, Commercial Regulation Manager, Markets 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, Non-Statutory Licensing Sub-Committee	Non-Statutory Licensing Committee 10/07/2019	Not clear of guidelines – Head of Business Services, Commercial Regulation 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 Business Services, Licensing Manager, Section Leader Licensing, Non-Statutory Licensing Sub-Committee	Non-Statutory Licensing Committee 10/07/2019	Head of Business Services, Commercial Regulation Manager, Service Leads, Section Leader Licensing, Non-Statutory Licensing Sub-Committee
Additional Conditions - Private Hire Vehicle Operators Licence	Licensing Manager/Section Leader in consultation with Chair of Non-Statutory Licensing Committee	Non-Statutory Licensing Committee 10/07/2019	Commercial Regulation Manager/Service Lead/Section Leader in consultation with Chair of Non-Statutory Licensing Committee

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
Hackney Carriage & Private Hire continued /...			
Additional Hackney Carriage/Private Hire Vehicle Driver's Licence Conditions	Licensing Manager/Section Leader in consultation with Chair of Non-Statutory Licensing Committee	Non-Statutory Licensing Committee 10/07/2019	Commercial Regulation Manager/Service Lead/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	Non-Statutory Licensing Committee	Non-Statutory Licensing Committee 10/07/2019	
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, Non-Statutory Licensing Sub-Committee	Non-Statutory Licensing Committee 10/07/2019	Head of Business Services/Service Managers within Governance Services/Place, Commercial Regulation Manager, Markets Manager, Service Leads, 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	Commercial Regulation Manager/Service Lead
(a) "All Over"	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	Commercial Regulation Manager/Service Lead

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Hackney Carriage & Private Hire continued /...			
(b) Tip Up Seats	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	
(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	Commercial Regulation Manager/Service Lead
Advertising on/in Private Hire Vehicles	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	Commercial Regulation Manager/Service Lead
(a) Rear Window	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	Commercial Regulation Manager/Service Lead
(b) Rear Doors and Rear Wings	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	Commercial Regulation Manager/Service Lead
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/Non-Statutory Licensing Sub-Committee	Non-Statutory Licensing	

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		Committee 10/07/2019	
Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
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	Non-Statutory Licensing Committee	Non-Statutory Licensing Committee 10/07/2019	
Digital Advertising in Hackney Carriage/Private Hire Vehicle	Section Leader, Licensing, in accordance with approved policy	Licensing Committee 30/05/2012	Commercial Regulation Manager/Service Lead
Hackney Carriage/Private Hire Vehicles – Section 68 Notices	Section Leader, Licensing Licensing Officer	Licensing Committee 15/06/2016	Service Leads, Section Leader, Licensing Officer, Licenising
Suspension/Removal of Suspension for Non-Mechanical Tests	Service Lead/Senior Officers/District Officers/Compliance Officers, Licensing Manager, Section Leaders Licensing, Licensing Officers	Licensing Committee 06/06/2018	Service Lead/Senior Officers/District Officers/Compliance Officers, Commercial Regulation Manager, Section Leaders Licensing, Licensing Officers

Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
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 Manager	Licensing Committee 15/06/2016 Non-Statutory Licensing Committee 10/07/2019	Commercial Regulation 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	Senior Licensing Officer Section Leader, Licensing	Non-Statutory Licensing Committee 10/07/2019 Licensing Committee 03/06/2015	
Hackney Carriage Replacement Vehicles – outside existing criteria Review of Decision	Section Leader, Licensing Licensing Manager	Licensing Committee 15/06/2016 Non-Statutory Licensing Committee 10/07/2019	Commercial Regulation Manager

Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
Hackney Carriage & Private Hire continued /...			
Compliance - Reviews of Hackney Carriage/Private Hire Vehicle Drivers/Operators Licence Investigation into complaints Authorisation of Cautions Authorisation to Prosecute			Service Lead, Senior Compliance Officers, District Officers, Compliance Officers, Licensing Commercial Regulation Manager/ Service Leads Head of Business Services/ Commercial Regulation Manager

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
Scrap Metal (FOR INFORMATION ONLY)			
Scrap Metal Licence Site/Collectors Applications	No Representations - Licensing and Compliance Officer, Licensing Representations - Section Leader, Licensing	Non-Statutory Licensing Committee 10/07/2019 Executive Decision Notice 16/02/2018	
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 and Compliance Officer, Licensing Representations - Section Leader Licensing	Non-Statutory Licensing Committee 10/07/2019 Executive Decision Notice 16/02/2018	
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	Commercial Regulation Manager/Section Leader, Licensing
Scrap Metal Fees	Licensing Manager	Non-Statutory Licensing Committee 10/07/2019	Commercial Regulation Manager

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
Scrap Metal (FOR INFORMATION ONLY)			
Delegation of Decision Making Functions under the Act	Director of Governance/Licensing Manager/Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	Director of Governance/Commercial Regulation Manager/Licensing and Compliance Officer, Licensing

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
Street Trading			
<p>Pitches – Create, Relocate or Deletion</p> <p>Review of Decision</p>	<p>Section Leader/Senior Licensing and Compliance Officer - Licensing in consultation with Highways/Landscape Services</p> <p>Licensing Manager/Section Leader, Licensing</p>	<p>Non-Statutory Licensing Committee 10/07/2019</p> <p>Non-Statutory Licensing Committee 10/07/2019</p>	<p>Commercial Regulation Manager/Section Leader, Licensing</p>
<p>Consents – Grant, Renewal, Revocation</p> <p>Review of Decision</p>	<p>Section Leader/Senior Licensing and Compliance Officer - Licensing in consultation with Highways/ Landscape Services</p> <p>Licensing Manager/Section Leader, Licensing</p>	<p>Non-Statutory Licensing Committee 10/07/2019</p> <p>Non-Statutory Licensing Committee 10/07/2019</p>	<p>Commercial Regulation Manager/Section Leader, Licensing</p>
<p>Private Land Consents – Grant</p> <p>Revocation of Consent</p>	<p>Licensing and Compliance Officer, Licensing</p> <p>Licensing Manager/Section Leader, Licensing</p>	<p>Non-Statutory Licensing Committee 10/07/2019</p> <p>Non-Statutory Licensing Committee 10/07/2019</p>	<p>Commercial Regulation Manager/Section Leader, Licensing</p>

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation (s) 2020 - 2021
Street Trading			
Temporary/Street Trading Occasional Consents	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	
Change of Tradeline	Section Leader, Licensing	Licensing Committee 30/05/2012	
Transfer of Street Trading Consent Subject to Consent Conditions Review of Decision	Section Leader/Senior Licensing and Compliance Officer, Licensing Licensing Manager	Non-Statutory Licensing Committee 10/07/2019 Licensing Committee 30/05/2012	Commercial Regulation Manager
Street Trading Fees and Charges	Non-Statutory Licensing Committee	Non-Statutory Licensing Committee 10/07/2019	
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) 2020 - 2021
General			
Sex Establishment Licence Shops/Cinema/Sexual Entertainment Venues New Applications	All Cases - Non-Statutory Licensing Sub-Committee	Non-Statutory Licensing Committee 10/07/2019	
Sex Establishment Licence Shops/Cinema/ Sexual Entertainment Venues Renewal Applications	No Representations – Section Leader, Licensing Representations - Non-Statutory Licensing Sub-Committee	Licensing Committee 30/05/2012 Non-Statutory Licensing Committee 10/07/2019	
Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications	No representations - Section Leader, Licensing Representations - Non-Statutory Licensing Sub-Committee	Licensing Committee 18/06/2014 Non-Statutory Licensing Committee 10/07/2019	
Sex Establishment Licence Shop/Cinema/Sexual Entertainment Venues Transfer Applications	No representations - Section Leader, Licensing Representations - Non-Statutory Licensing Sub-Committee	Licensing Committee 18/06/2014 Non-Statutory Licensing Committee 10/07/2019	

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
General continued/...			
Revocation of Sex Establishment Licence	Non-Statutory Licensing Sub-Committee	Non-Statutory Licensing Committee 10/07/2019	
Street Collections	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	
House to House	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	
Free Printed Matter – Grant Suspension, Revocation Review of Decision	Licensing and Compliance Officer, Licensing Senior Licensing and Compliance Officer, Licensing Section Leader, Licensing	Non-Statutory Licensing Committee 10/07/2019 Non-Statutory Licensing Committee 10/07/2019 Non-Statutory Licensing Committee 10/07/2019	

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
General continued/...			
Mediate outcome of Appeal	Licensing Manager - Recommendation to Chair	Licensing Committee 06/06/2017	Commercial Regulation Manager - Recommendation to Chair
Registrations Acupuncture/Tattooing/ Electrolysis/Cosmetic Piercing and Permanent Skin Colouring	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	
Hypnotism	Licensing and Compliance Officer, Licensing Review of decision Section Leader, Licensing	Non-Statutory Licensing Committee 10/07/2019 Licensing Committee 03/06/2015	
Marriage Venues	Licensing and Compliance Officer, Licensing, signed off by Proper Officer Appeal to Non-Statutory Licensing Sub-Committee	Non-Statutory Licensing Committee 10/07/2019 Non-Statutory Licensing Committee 10/07/2019	

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
General continued/...			
'A' Boards	<p>No Representations - Licensing and Compliance Officer, Licensing</p> <p>Representations / Non-Compliant with policy - Licensing and Compliance Officer, Licensing</p> <p>Appeal to Section Leader, Licensing</p>	<p>Non-Statutory Licensing Committee 10/07/2019</p> <p>Non-Statutory Licensing Committee 10/07/2019</p> <p>Licensing Committee 18/06/2014</p>	
Table and Chairs	<p>No Representations - Licensing and Compliance Officer, Licensing</p> <p>Representations / Non-Compliant with policy - Licensing and Compliance Officer, Licensing</p> <p>Appeal to Section Leader, Licensing</p>	<p>Non-Statutory Licensing Committee 10/07/2019</p> <p>Non-Statutory Licensing Committee 10/07/2019</p> <p>Licensing Committee 18/06/2014</p>	

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
General continued/...			
Goods on the Highways	<p>No Representations - Licensing and Compliance Officer, Licensing</p> <p>Representations / Non-Compliant with policy - Licensing and Compliance Officer, Licensing</p> <p>Appeal to Section Leader, Licensing</p>	<p>Non-Statutory Licensing Committee 10/07/2019</p> <p>Non-Statutory Licensing Committee 10/07/2019</p> <p>Licensing Committee 18/06/2014</p>	
Mini Bus Permits	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	
Dangerous Wild Animals	<p>Licensing and Compliance Officer, Licensing</p> <p>Grounds for Refusal under the Act - Revocation of Licence -Non-Statutory Licensing Sub-Committee</p>	<p>Non-Statutory Licensing Committee 10/07/2019</p> <p>Non-Statutory Licensing Committee 10/07/2019</p>	

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
General continued/...			
Zoos	<p>No representations - Licensing and Compliance Officer, Licensing</p> <p>Representations/Review of Licence - Non-Statutory Licensing Sub-Committee</p>	<p>Non-Statutory Licensing Committee 10/07/2019</p> <p>Non-Statutory Licensing Committee 10/07/2019</p>	

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
Caravan Licensing			
Caravan Sites Grant – Attachment of Model Conditions	Licensing and Compliance Officer	Non-Statutory Licensing Committee 10/07/2019	
Caravan Sites Grant – Attachment of Conditions other than all Model Conditions	Non-Statutory Licensing Sub-Committee	Non-Statutory Licensing Committee 10/07/2019	
Caravan Sites Grant - On Transfer of Benefit for use of land - model conditions	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	
Caravan Sites Grant - On Transfer of Benefit for use of land - other than model conditions	Non-Statutory Licensing Sub-Committee	Non-Statutory Licensing Committee 10/07/2019	
Caravan Sites Refusal	Non-Statutory Licensing Sub-Committee	Non-Statutory Licensing Committee 10/07/2019	
Caravan Sites Alteration of Conditions	No representations - Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	
	Representations - Non-Statutory Licensing Sub-Committee	Non-Statutory Licensing Committee 10/07/2019	

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
Animal Welfare (Licensing Activities Involving Animals) (England Regulations) 2018			
Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Grant / Renewal	Licensing and Compliance Officer, Licensing - in accordance with requirement 2018 Regulations	Non-Statutory Licensing Committee 10/07/2019	
Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Variation with consent of licence holder	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 10/07/2019	
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	Commercial Regulation Manager
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) 2020 - 2021
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	Commercial Regulation Manager
Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Revocation of licence	Licensing Manager	Non-Statutory Licensing Committee 28/11/2018	Commercial Regulation Manager

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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/Licensing Manager/Service Lead (with responsibility for Health and Safety) Senior Officer (Alison Stevens)	Non-Statutory Licensing Committee 10/07/2019	Head of Business Services/Commercial Regulation 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/Licensing Manager, Licensing Service Lead (with Health and Safety responsibility)/Section Leader, Licensing	Non-Statutory Licensing Committee 10/07/2019 Non-Statutory Licensing Committee 10/07/2019	Head of Business Services/Commercial Regulation Manager/Service Lead, Licensing Service Lead (with Health and Safety responsibility)/Service Lead, Licensing

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
Regulatory of Investigatory Powers Act 2000			
RIPA authorisation to the Magistrates Court under Section 223 Local Government Act 1972	Head of Business Services/Licensing Manager	Non-Statutory Licensing Committee 10/07/2019	Head of Business Services/Commercial Regulation Manager

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Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2020 - 2021
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 Community Safety	Non-Statutory Licensing Committee 10/07/2019	Head of Business Services/ Head of Community Safety/Commercial Regulation Manager

* 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: